

# MINUTES

MEETING **RSHA Executive and School Managers**

MEET No. **5, 2016**

DATE/TIME Friday 27 May 2016, 2pm

VENUE Lady Wilson Seminar Room, Sir Roland Wilson Building (120)

## ITEM 1. Online Performance Development Reviews

The committee welcomed Dr Nadine White (HRD), Ms Lisa Buckley (HRD) and Ms Karen Ford (CASS HR)

Dr White advised that the university has set an aspirational target of 85% PDRs to be online by Sept 2016; looking at leadership development courses around PDR; better integration between PDR and SAA; supervision and delegation structures

Ms Buckley – CASS has good record for SOE completion but it's very low across campus. Looking at how central HR can improve this; Prototype for high level dashboard reporting has been developed, which may be demonstrated to Schools; Coaching for Excellence training module sent to KM who has forwarded it to AOU's. Can deliver a version to a group eg. RSHA Exec – advise HRD what we would like, they could trial a one hour version; planning a post-implementation review of PDR form;

A/Prof Message noted

- Mentors should not have a role in PDRs, they should only be involved in the academic environment. NW advised they are looking for the supervisor to have more control over this, whether it is a discipline lead or a mentor.
- Sometimes the PDR is signed by both the staff and supervisor and then goes to the Director- especially for under-performance issues or if supervisor needs back up. The process doesn't allow this at the moment. NW advised they are looking at a similar thing in Law- she'll let KM know what the outcomes are of the Law example. PPM are also working on a dashboard that may assist with this.
- PDR should be about performance over time/career so consistency of assessment is important. Dr White welcomed further discussion with us on this issue.

Ms McConchie raised the issue of targets and not being able to see the options for end of term assessment yet because they haven't done a full year cycle. She'd like to be able to help them to target the top assessment, but she can't see what it is.

Prof Travis asked if areas of performance could be assessed separately - or could there be some language to say assessment is not based on a percentage weighting. She also questioned whether it would be possible to receive reminder emails for the previous SOE's and a spreadsheet so we know what we have on the books already. This is hard for the ones who haven't had a PDR initiated because they aren't getting the automatic reminders.

**Action:** Advise HRD of RSHA's PDR training requirements

## **ITEM 2. Attendance**

Associate Professor Message (Chair), Associate Professor Ferris, Dr Gustavson, Ms Heal, Ms Hodgett, Ms Knight, Professor Travis, Dr Dennis (for Professor Smith), Dr Nadine White, Ms Lisa Buckley and Ms Karen Ford were in attendance for agenda item 1. Professor Christie, Ms Dunn, Ms Komidar and Professor Smith were apologies.

## **ITEM 3. Minutes of Previous Meeting**

The minutes for the previous meeting were confirmed.

## **ITEM 4. Matters arising from the minutes and action items**

### 4.1 ANU Press Review Panel

Dr Monique Rooney and Dr Dougald O'Reilly have been nominated to represent RSHA on the ANU Press review panel

### 4.2 Marketing and Communications

KM to send out Evana Ho's email about CASS Marketing and Communications and what they can offer.

## **ITEM 5. Confidential items**

No confidential items were discussed.

## **ITEM 6. Interim Director's Report**

### 6.1 CASS Report to University Access and Equity Committee

- CASS Report to University Access and Equity Committee was tabled.
- CASS Executive agreed to set up a Gender Equity Committee moving toward establishing an Access and Equity Committee at a later date.
- DF questioned whether CASS has an updated RAP and noted that there are no affirmative actions in relation to maintaining RAP targets. She noted that there needs to be more operational & strategic support around this - including funding. SD is a member of the RAP Committee and noted the limitations resulting from the external focus of RAP Committee reporting, and the very limited resources available to it. An Access & Inclusion Committee could pick up on RAP matters and link the RAP activities to the other committees.
- WWVP – CASS will pay for all staff registrations for 2016. There will be two registration sessions on campus – one in June and one in September.

### 6.2 RSHA Strategic planning 2016-2017 (plus school review update)

- Noted the VC is developing a new strategic plan starting with the ANU vision. There will be working parties focusing on 12 specific areas of excellence
- RSHA has made a start on developing its own plan with the aim of positioning the research school and staff for the next year, highlighting the value of what we do, the

impact for HASS and how best to articulate that.

- AOU to discuss at School Executives to determine 2-3 strategic priorities to be followed up at next RSHA Exec (action)
- Will it be possible for SOM to respond by beginning of August?
- Ideally AOU and RSHA priorities will align
- Support at RSHA level for internships. Invite the new ANIP Director, Dr Laurence Brown of ANIP to talk to Exec.

### 6.3 CAP CASS Governance Project Update

- CAP CASS Governance Project was launched last Tuesday with a mid-year reporting date
- The aim is to prioritise student experience. Administration location is irrelevant – academic issues only
- Starting with four advisory working parties each with four people, in areas where CASS CAP are already working together:
  - Languages (Chair – Catherine Travis)
  - History (Chair - Doug Craig)
  - Archaeology (CAP Chair)
  - Politics and IR (CAP Chair)
- Linguistics and other areas will come later

### 6.4 RSHA collections inventory update

CASS will fund a school wide inventory for human remains in SAA. Part of a broader look at the treatment of human remains at the ANU.

### 6.5 Space allocation procedures and guidelines

Space allocation procedures and guidelines tabled. Forward any comments to Linda Addison or Jane Coultas.

### 6.6 Other matters

- SOM discussion paper – Director not intending to put in a submission from RSHA. DF as Head of SOA will make a submission.
- School review process is underway, the first one is SAA in September 2016. Aiming for aspirational self-assessment. The first draft report for SAA has been discussed with Prof Hughes-Warrington.
- CASS strategy for Laureate applications being developed – will consider supporting more female applicants. Looking at establishing COEs more aligned with Laureates.

**Action:** AOU Executives to establish 2-3 school priorities for discussion at next RSHA Executive meeting in relation to the RSHA Strategic Plan.

**Action:** Dr Laurence Brown, the new Director of ANIP will be invited to an RSHA Executive meeting to discuss internships.

## ITEM 7. Federal budget update

ANU 2016-17 Budget Analysis by PPMD tabled and noted.

## **ITEM 8. Education matters**

Dr Gustavson advised all SLLL courses are currently being reviewed. Paul Dowden (ANU College) has been employed by CASS to co-ordinate course reviews. He will manage the administrative side, and SLLL academic staff are looking after the academic side of things. CT worried that new legislation will mean things will change and they will no longer be compliant. RG thinks the rate of change in the curriculum space is slowing down. All the flexible configurations are in place. There might be degree changes from the CASS CAP collaboration- but probably not big changes.

### 8.1 Scholarships and Admissions Principles and Report

To be discussed at next meeting. It's unclear who will do the work.

### 8.2 Quality indicators for learning and teaching

w

Replacing My University. Will be important.

**Action:** Scholarships and Admissions Principles and Report to be discussed at next meeting

## **ITEM 9. Research matters**

### 9.1 Research Block Grants Consultation Paper

Simplified funding model, but will provide challenges for the HASS sector. Send feedback to Directorate or to DVC-R.

HDR space over the next few months and mix of international to domestic will be interesting.

### 9.2 2016 Publication Collection Process – reminder

AOUs to remind POI's of the importance for ERA2018 - as they are not staff they won't be getting the email reminders.

**Action:** AOUs to remind POI's of the importance of publication data for ERA2018

## **ITEM 10. Workplace Health and Safety**

WHS will be higher on the agenda.

Barb will send around a YouTube clip about workplace bullying.

**Action:** WHS will be higher on the agenda

## **ITEM 11. Next meeting: Friday 17 June 2016**

It was noted that the next meeting will now be held on 17 June as the meeting on 3 June has been cancelled.

## **ITEM 12. Any other business**

The meeting closed at 4pm.