

MINUTES

MEETING **RSHA Executive**

MEET No. **7, 2016**

DATE/TIME Friday 29 July 2016, 2pm

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

ITEM 1. AOU International initiatives for research and research-led education

The committee welcomed Professor Jacquie Lo and Ms Christina Rose to the meeting. Professor Lo and Ms Rose gave an overview of the Colleges international initiatives.

- The portfolio of Associate Dean (International) is a fairly new one in CASS
- CASS held a showcase in Singapore and Malaysia and the report is now available and was attached to the agenda. Lots of follow ups with each Head of School are occurring. The University is hoping to do a showcase in Malaysia and Singapore in the future.
- CASS wants to have an integrated approach to internationalisation and develop strong strategic international relationships, build scale and links through research, education and outreach.
- CASS has partnerships with a number of places such as Indiana University, Hong Kong University, Nanjing University, University College London, Konstanz University, Free University of Berlin just to name a few. The College has a complete list of partners and the agreements with those partners.
- The CASS International travel report for 2015 gives an interesting insight on where staff and students are travelling. Staff and Higher Degree Research students mainly go to North America and Europe and masters and undergraduate students mainly go to Asia often due to funding reasons such as the Colombo Plan.
- The Associate Dean's office has a CASS list of international activities which lists where people are going. This will be distributed as a quarterly report.
- Documents related to this portfolio are on the CASS server for Heads of Schools to access

ITEM 2. Attendance

Professor Travis (Chair), Associate Professor Ferris, Ms Knight, Professor Lampl, Professor Lo (agenda item 1), Ms Rose (agenda item 1), Professor Smith and Mrs Shepherd (minute officer). Professor Christie and Associate Professor Message were apologies.

ITEM 3. Minutes of Previous Meeting

The minutes for the previous meeting were confirmed.

ITEM 4. Matters Arising and Action Items

4.1 Draft RSHA Strategic Direction statement and feedback

It was noted that the School of Literature, Languages and Linguistics (SLLL) and Dr Simone Dennis (anthropology) had given feedback on the draft, and that feedback circulated; and that Associate Professor Ferris will send through the feedback from the School of Art. The feedback from SLLL was agreed to and Dr Simone Dennis's feedback will be included apart from point iii) and point vi). Under actions for 2 it was agreed that museum space and ethnographic collections need to be added.

Action: Associate Professor Ferris to send the School of Art feedback to Ms Knight and Ms Knight will collate the feedback.

Action: Mrs Shepherd to include the updated statement for discussion at the next meeting, with the new Director.

4.2 RSHA internship information

Ms Knight reported that she has sent relevant internship information for the Research School to Dr Laurence Brown. Dr Brown has met with Dr Peoples.

4.3 Graduation

Professor Travis has raised the idea of a combined CAP/CASS graduation with Professor Pickering.

ITEM 5. Confidential items

No confidential items were discussed.

ITEM 6. Acting Director's Report

Professor Travis reported on the following matters:

- She thanked Associate Professor Message for all her work while she was acting Director and welcomed Professor William Christie as the new acting Director
- The new Coombs Fellow, Amanda Lohrey, will be starting next week, hosted in the School of Literature, Languages and Linguistics; an announcement will be made. The Coombs Fellow will be hosted in the School of Art next year and the School of Music in 2018.
- CASS Executive
 - Mr Grange reported that they hope to have the budgets available in October and are working on better projections
 - An announcement about the redevelopment of the core of Union Court will be made next Monday
 - 70th anniversary celebrations – four big announcements will be made
 - The AD Hope building will be standing until 2020. Mr Grange noted that maintenance for the AD Hope building will be possible. Ms Knight will ask for a maintenance list for the building.
 - Professor Pickering reported on the senior management retreat.
 - The ANU would like to increase the number of double degree and masters students
 - The ANU would like to diversify income sources
 - The ANU is looking at better HR training for Heads of School. (The

RSHA committee members agreed wholeheartedly with this and that any training offered must be carefully targeted, task-based and not generic)

- The CAP-CASS Governance paper was supported by Council

Action: Ms Knight to request a copy of the maintenance list for the AD Hope building.

ITEM 7. ANU 70th anniversary celebrations – Monday 1 August, 11am Llewellyn Hall, 12.30pm BBQ at Chifley Meadows

All staff are encouraged to attend the 70th anniversary celebrations.

ITEM 8. Appointment of Professor Malcolm Gillies to School of Music

Professor Gillies starts in his role at the School on 17 October. The Executive will organise a social event to welcome Professor Gillies to the Research School.

ITEM 9. Honorary Doctorate awarded to Emeritus Professor Ian Donaldson

The Committee was delighted that Emeritus Professor Ian Donaldson was awarded an honorary doctorate. There was a very successful reception, with marvelous talks by Paul Pickering, Will Christie and Ian Donaldson; and the dinner hosted by Professor Christie was a great success.

ITEM 10. Strategies to enhance communication

It was agreed that Heads of Schools would respond individually to VC Professor Schmidt's email on strategies to enhance communication. Committee members agreed it would be good for Heads of Schools to meet regularly with the Vice-Chancellor. If Heads of Schools had regular meetings with the Executive Director, Administration and Planning it was agreed that School Managers should be invited to attend as well. Committee members thought the last idea of drinks being held at the Vice-Chancellor's residence was a good one.

ITEM 11. Social Outreach: National Capital & National Institutions Working Party

Associate Professor Ferris gave a quick overview of the working party. The first meeting held was blue sky thinking and the second meeting was very good and productive. It was very useful having input from summer scholar students and people external to the ANU in the working party discussions. ANU needs to include in its strategic statement why national institutions should work with us. The last document has come through and will be sent to Chancery for consideration.

ITEM 12. Academic mentoring

It was agreed that academic mentoring is important and needs to be formalized. A summary of comments is below.

- Mentoring needs to be included in PDR's
- A compiled and approved list of mentors needs to be put in place
- We need different types of mentors to cover different types of categories such as research, teaching, relationship management etc.

It was agreed that Ms Knight would put a list together and send these to Professor Travis who would then send a response on behalf of the Research School to CASS HR.

Action: Ms Knight to put a list together to forward to Professor Travis.

Action: Ms Knight to forward the final list to CASS HR.

ITEM 13. CASS International Travel in 2015 report

Noted. Professor Lo mentioned this briefly under agenda item 1.

ITEM 14. CASS Showcase – Singapore and Malaysia, Executive report

Noted. Professor Lo mentioned the report briefly under agenda item 1.

ITEM 15. CASS Advancement Status update

Noted. Professor Travis had a very good meeting with Ms Klugar, who is interested in learning about what different Schools do to be able to promote them appropriately.

ITEM 16. Education matters

16.1 Instructions for honours and masters examiners

Professor Travis asked Heads of Schools to raise this with their staff.

16.2 Issues with submitting assignments and examinations to WATTLE

Professor Travis asked Heads of Schools to raise with their staff the issue of Wattle congestion which can mean students are unable to submit their work on time (is particularly relevant for take-home exams with tight time schedules)

16.3 RSHA prizes and awards event

Ms Knight reported that the Research School is hoping to organise a RSHA prizes and awards event. A celebratory event would be held for prize winners, lecturers and parents. A booklet would be published with the names of the prize winners and which prize they had received. It will be a way to raise the profile for humanities and arts. The event could be held in May (on a Thursday evening at 5.30pm) for the prize winners from the previous year. There would be a couple of speeches, music and it would be a lovely community cultural event.

ITEM 17. Research matters

17.1 CASS Research Development Workshops

Fourteen applications have been received. Ten from RSHA and four from RSSS.

17.2 CASS Internal Grants: Small grants and Workshops scheme

Noted.

17.3 HRC Internal Fellowship

Committee members congratulated Dr Samantha Bennett on receiving the HRC Internal Fellowship.

ITEM 18. Workplace Health and Safety

Ms McConchie has completed her certificate IV training in Workplace Health and Safety.

ITEM 19. Next meeting with School Managers: Friday, 12 August 2016

Noted.

ITEM 20. Any other business

20.1 RSHA Professional staff development funding

Committee members were delighted that there was funding available for RSHA professional staff development. Schools are encouraged to identify staff who could take part in the training.

20.2 University Field School Committee

It was noted that Ms Julia Dunn is a member of the University Field School Committee.

The meeting closed at 3.40pm.