

# MINUTES

MEETING **RSHA Executive**

MEET No. **8, 2014**

DATE/TIME Friday 8 August 2014, 2pm

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

## Part 1. Formal items

### ITEM 1. Endowments and prizes

Professor Pickering welcomed Ms Addison and Ms Gonsalvez to the meeting. Ms Addison noted that Ms Giugovaz was an apology. Professor Pickering stated that Ms Giugovaz would be welcome to attend another meeting.

Ms Gonsalvez has been engaged by the Dean's Office to work in alumni and philanthropy. She has not been engaged to raise funds but to collate all the information for over 100 endowments held in the College with the help of the Senior School Administrators. The information has been collated by Schools and Centres. A request was made that on the collated spreadsheet it would be good to add a column for donor management and donor contact. It was noted that there are also some endowments that are managed at the Centre level.

Ms Gonsalvez reported what she has done so far, what will be done in the next six months and then up to twelve months. It was noted that some endowments are across two Schools or across Colleges. There are 102 endowments across the College 63 sit within RSHA. It is intended to place a snapshot for every endowment on the intranet as a management tool and any input to the draft template for this purpose is welcome. On the internet it is hoped that there will be endowment pages to communicate externally both on the CASS web site and the relevant School web site. These will have a promotional element to them including push buttons for donations. It was felt that it is important to have separate alumni and philanthropy pages. Three year strategic plans for each endowment fund need to be developed and engagement with donors is critical. A best practice workshop on endowments will be held in the future. Alumni often associate themselves with their discipline or residential College.

For stage two it has been agreed that a donor relations person will be hired for the College. This position will be advertised. It is important to encourage relevant people to apply for this position once it is advertised. A position description is currently being developed.

Ms Gonsalvez would welcome any input.

### ITEM 2. Attendance

Professor Pickering (Chair), Ms Addison (agenda item 1), Dr Ferris, Ms Gonsalvez (agenda item 2), Dr Message, Professor Travis, Professor Tregear and Mrs Shepherd (Minute Secretary). Ms Giugovaz and Ms Knight were apologies.

### ITEM 3. Minutes of Previous Meeting

The minutes were accepted from the previous meeting.

#### **ITEM 4. Matters Arising and Action Items**

##### 4.1 Staff and Student web profiles

Professor Pickering reported that Mr Lovrinčević is looking into this matter.

##### 4.2 Affiliation to residential colleges

Professor Pickering reported that he is now affiliated with Ursula Hall. He asked Heads of School to encourage staff to become affiliated with a residential college. It was agreed that Mrs Shepherd would collate the details for all the residential colleges and send it to Heads of School for information.

**Action:** Mrs Shepherd to collate a list of residential colleges and send it to Heads of School.

##### 4.3 Honorary Degrees and Coombs Fellowship

Professor Pickering reported that he had passed on the two suggestions at the CASS Executive. Professor Ian Donaldson was felt to be worthy but may not have a high enough profile. Bob Dylan has a high profile and Professor Pickering stated that he would follow this up. Professor Tregear stated that the School of Music had approached several high profile individuals in relation to the Coombs Fellowship but had not received a positive response as yet. He would welcome any suggestions.

**Action:** Committee members to forward any suggestions for the Coombs Fellowship to Professor Tregear.

##### 4.4 HDR items

Professor Pickering reported that the HDR fieldwork form is being redone. He also reported that Dr Evans is reviewing all foundation methods courses and some are not rigorous enough.

##### 4.5 Minor in digital humanities

Professor Pickering reported that he has been working on the minor in digital humanities with Dr Royston, Professor Travis, Dr Ferris and Dr Roe. This is a really cross disciplinary endeavour and every School in RSHA has a course in the minor. The paperwork has been approved by the CASS Education Committee. Professor Pickering noted the excellent work of Dr Roe in this.

#### **ITEM 5. Confidential Items**

There were no items discussed.

## **Part 2. Reports**

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

##### Centre for Classical Studies

Professor Pickering reported that that paperwork for the Centre is being finalised. The process is it goes to CASS and then to Council for final approval.

##### HRC review

The report has almost been finalised.

## Masters of Liberal Arts

The masters of liberal arts will have two streams. One will be in Heritage and Museum studies and the second one currently titled World Histories and Lives will be managed by the School of Literature, Languages and Linguistics.

Professor Pickering then asked Professor Travis to report on any items while she was acting Director. Professor Travis raised two items discussed at the CASS Executive. The issue of Turnitin and online marking was discussed and the need for the right tools to do this. The options to do the marking are to use iPads, laptops and docking stations. The other issue Professor Travis raised was that it is important to acknowledge both internal and external grants in publications.

Professor Travis reported to the CASS Executive on how beautifully set up the Ralph Elliott Library is in the AD Hope building. There was concern about the access to the Library and if it was on the ANU catalogue system. Professor Pickering stated that he will raise this at the next Library Committee meeting for discussion as he is now a member of that Committee. We need to ensure that the collection is insured.

**Action:** Professor Pickering to discuss the Ralph Elliott Library at the next Library Committee meeting.

## Part 3. RSHA matters

### ITEM 7. CASS Promotions Committee – RSHA representation

Professor Pickering stated that he was unavailable for the CASS Promotions Committee and replacement is required. It was agreed that Professor Pickering would nominate Associate Professor Ferris or Professor Tregear.

### ITEM 8. RSHA Promotions Committee – Level A to B

Professor Pickering reported that one Level A to B application has been received from the School of Archaeology and Anthropology. Professor Pickering will Chair the RSHA Promotions Committee and it was agreed that Professor Tregear and Dr Kate Mitchell would be the other committee members.

**Action:** Ms Knight to organise a time for the committee to get together to discuss the application and then organise a time for a short interview.

### ITEM 9. Education matters

No items were raised

### ITEM 10. Research matters

#### 10.1 Fellowship opportunity

This item was noted.

### ITEM 11. Workplace Health and Safety

#### 11.1 Comcare inspections – Electrical safety campaign

This item was noted.

## **Part 4. Other business**

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

No items were discussed.

### **ITEM 13. Next meeting**

It was agreed to cancel the next RSHA Executive Committee meeting scheduled for 15 August 2014. The next meeting will be held on Friday 29 August at 2pm.

Meeting closed at 3.35pm.