

MINUTES

MEETING **RSHA Executive**
MEET No. **4, 2014**
DATE/TIME Friday 11 April 2014, 2pm
VENUE Lady Wilson Seminar Room, Sir Roland Wilson Building (120)

Part 1. Formal items

ITEM 1. Attendance

Dr Ferris (Chair), Ms Knight, Professor Travis, Professor Tregear and Mrs Shepherd (Minute Secretary). Professor Pickering and Dr Message were apologies.

ITEM 2. Minutes of Previous Meeting

The minutes were accepted from the previous meeting.

ITEM 3. Matters Arising and Action Items

3.1 HC Coombs Fellowship

It was agreed that in 2015 the fellowship will be for performance and in 2016 it will be in visual art. This means that School of Art and School of Music will swap years. The reason for this change is so that the 50th anniversary of the HC Coombs Fellowship can coincide with the 50th anniversary of the School of Music.

3.2 Staff and Student web profiles

It was agreed that Executive members need to think about what they want out of a web profile with academia.edu and what categories should be included prior to any emails going out to staff and students. Professor Tregear will consider this further and it will be an item discussed further at the next meeting.

Action: Mrs Shepherd to include this on the next agenda.

3.3 CASS OHS Committee

It was agreed that we need an academic nominee to be on the CASS OHS Committee. It could be someone from the School of Archaeology and Anthropology or someone from the School of Literature, Languages and Linguistics.

ITEM 4. Confidential Items

There were no items discussed.

Part 2. Reports

ITEM 5. Acting Director's Report

Items were covered elsewhere in the agenda.

Part 3. RSHA matters

ITEM 6. Education matters

6.1 2015 Tuition Fees

The issue of 2015 tuition fees was discussed at the CASS Executive. Some more detailed statistical work is going to be done to breakdown further the very broad categories.

6.2 CASS Education Committee items

6.2.1 3 year teaching plans deadline 17th April

Committee members agreed that developing three years teaching plans has been a great thing to work on.

6.2.2 O credit point courses

These courses are no longer going to continue.

6.2.3 Turnitin – revisions of course outline template. Multiple submissions for students, agreed.

Students can submit items to turnitin a number of times for educational purposes. The course outline template is going to be revised.

6.2.4 Review of professional short courses utilising the ANU brand

These courses are going to be reviewed and evaluated in the future.

6.2.5 Conflict of interest re own publication prescribed for coursework – Coursework Committee

Some members felt that there could be a conflict of interest if lecturers using their own textbooks in their courses. This matter has been referred to the CASS Coursework Committee.

6.2.6 Disestablishment of Graduate Certificate in Research Methods – exit degree for Higher Degree Research. Now Graduate Studies Select.

The former Graduate Certificate in Research Methods is now under Graduate Studies Select which is being convened by Dr Sharon Peoples and administered by Ms Erica Walls-Nichols.

6.3 RSHA Student Load Comparison

The following was noted.

- The undergraduate load is very high in the School of Literature, Languages and Linguistics and the School of Art
- The School of Archaeology and Anthropology has a high higher degree research load.
- There is space to grow the Linguistics Masters program and Music Masters program.

- Perhaps a joint Masters in music and visual art for teachers could be developed
- Perhaps a Masters in Visual Arts with specialisations in different areas could be developed

ITEM 7. Research matters

7.1 Draft CASS HDR Training Calendar

It was agreed that the word version be circulated to Heads of Schools. Dr Evans has indicated she would be happy to discuss this with Schools.

Action: Mrs Shepherd to circulate the word version to Heads of Schools.

7.2 Graduate Research Activity Funding

\$50,000 of funds was distributed. Each School in RSHA received some funding.

7.3 April ERA 2015 Update

The timelines for ERA are tight. It is important to think about panel chairs and think strategically about the process. All data needs to be entered under four codes and needs to be properly collected. This is a big job particularly for music and art.

7.4 Herbert & Valmae Freilich Foundation – Early Career Researchers Small Grants Scheme

This item was noted.

ITEM 8. Workplace Health and Safety

8.1 Work Environment Group/WHS – updated procedures and guidelines

This item was noted.

Part 4. Other business

ITEM 9. Any other business

9.1 HRC Seminar Series

It was noted that there are two vacancies for staff to give a seminar in this series. They are on 25th August and 20th October. The seminar is held from 5pm to 6pm and it would be good to have people involved from all Schools in this series.

The HRC Visiting Fellowships application deadline has been extended.

9.2 Alternative funding sources

During May the College will be hosting a session on alternative funding sources. Six ideas in sixty minutes will be presented. The session is for any level of staff.

9.3 School of Art research sessions

The School of Art holds sessions once every two weeks in which four or five people present their research which is followed by discussion. Afternoon tea is included.

9.4 Dean's lunch – 9th May

Committee members were reminded that the Dean's lunch is going to be held on 9th May. Heads of School need to put forward topics to be discussed.

ITEM 10. Next meeting

The next meeting is to be held on Friday 2 May 2014.

Meeting closed at 3.45pm.