

MINUTES

MEETING **RSHA Executive**
MEET No. **1, 2015**
DATE/TIME Friday 13 February 2015, 2pm
VENUE Lady Wilson Seminar Room, Sir Roland Wilson Building (120)

Part 1. Formal items

ITEM 1. Attendance

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

Professor Pickering welcomed Dr Samantha Bennett to the meeting. She will be acting Head of the School of Music while Professor Tregear is on research leave this semester.

ITEM 2. Minutes of Previous Meeting

The minutes were approved.

ITEM 3. Matters Arising and Action Items

It was noted that all the action items have been completed.

ITEM 4. Confidential Items

There was one confidential item reported.

Part 2. Reports

ITEM 5. Director's Report

5.1 Budget

The College of Arts and Social Sciences and the Research School are both going to report deficit budgets this year. This is partly due to salary increases, decline in NIF funding, a significant decline in RTS funding and a declining student load last year. The good news is that it looks as though the student load is going up this year. There is not a lot we can do about the deficit budget apart from increasing: student numbers, research income and grants. It is important to keep up staff morale. Professor Pickering noted that he had had to cut the casual sessional budget this year. He has asked that the regular meetings for Schools with finance and human resources be reinstated.

5.2 School meetings

Professor Pickering stated that he would be happy to come to School meetings to talk about the budget if that would be useful for the Heads of School. After some discussion it was agreed that Professor Pickering would be invited to the School of Art, School of Music and the School of

Literature, Languages and Linguistics meetings sometime during April to discuss the budget in a holistic way. Some suggestions of things he could mention are listed below.

1. How important it is for all staff to have a full teaching load.
2. Making sure that all Schools are sustainable longer term.
3. Perhaps give concrete figures of how much each student brings in.
4. Talk about cross subsidisation across CASS and disciplines within Schools.
5. Talk about how the student numbers are up in 2015 and therefore things will hopefully improve in the future.

5.3 Humanities Research Centre update

Professor Pickering reported that he had been successful in gaining strategic funding from the Vice-Chancellor for a new Head of the HRC. A new Head will be starting on 6 April. A welcome event will be organised once the Head has started. The HRC review recommendations are on the College web site and the submissions are on the RSHA web site. It was agreed that Mrs Shepherd would email Professor Travis the web links.

Action: Mrs Shepherd to email the links to Professor Travis.

5.4 Humanities Research Journal

Professor Pickering reported that the issue of the journal is on the agenda for the new Head of the HRC to consider. E-Press has been advised that the journal is on hiatus at the moment until a final decision is made.

Part 3. CASS matters

ITEM 6. Referees for promotion applications

Professor Pickering reported that at the CASS Executive meeting the issue of the number of referees for ANU appointments and promotions came up. At the moment for ANU appointments potential staff require three referees and for promotions staff need from five to ten referees depending on their level and these are vetted by the Promotions Committee. The CASS Executive is thinking of recommending to the University that these be standardised so that three referees are required for both processes with no vetting. Professor Pickering asked Committee members what they thought of this idea. After a lengthy discussion most Committee members supported the idea of standardising the number of referees to three for both processes.

It was noted that it is the responsibility of the applicant (with the support of their supervisor) to make sure that they have quality referees and that the referees are fully briefed. It is important for referees to address the quality of the applicant's publications. When an applicant is doing Australian research it is very hard to find quality international referees.

ITEM 7. Honorary status nomination forms

Professor Pickering stated that we need to standardise the types of visitors across the Research School. We need to be clear what the differences are between the different categories of visitors. At the moment the School of Music has categories which do not exist such as Distinguished Artists in Residence (DAIR's). After some discussion about the different categories the following was agreed to.

7.1 Adjuncts

It was agreed that this category is for senior people who are publishing books, supervise students or have grants.

7.2 Visiting Fellows

It was agreed that this category is for people who contribute to the University but are below an adjunct level. They can potentially get space. This is the default option for visitors.

7.3 Emeritus

It was agreed that this category is for people who were distinguished ANU staff and approved by the Vice-Chancellor.

7.4 School visitor

This category can be used for former students across the research school. It was agreed that former students can be School visitors for up to a year and they can be renewed. They are not entitled to IT or an office.

It was agreed that at the renewal point the above hierarchy for visitors would be re-established. This would be the perfect time to align the DAIR's in the School of Music to the categories listed above.

7.5 Alumni

Professor Pickering stated how impressive it was to have former alumni displayed in large posters in the School of Art saying what they are currently doing. There was some discussion about how it would be good in the future to promote the fact that high level people across the various sectors, including banking, did a Bachelor of Arts.

ITEM 8. Graduation speakers

Professor Pickering encouraged Committee members to put a list together of really good students who could be approached to give the address at graduations.

Action: Schools to put a list together of students who could be approached to give the address at graduations and forward the list to Mrs Shepherd for collation at the Research School level.

Part 4. RSHA matters

ITEM 9. Education matters

Enrolments

Ms Knight reported that there are no weekly enrolment monitoring figures available yet. They will be available in a few weeks' time following orientation week.

New recording system

Professor Travis reported that a colleague had not been able to get assistance for the new lecture recording system. Professor Pickering requested that Professor Travis email him the information so he can raise it at the CASS Executive.

Action: Professor Travis to forward the information to Professor Pickering in relation to the new recording system.

Honours load

Associate Professor Ferris asked for clarification regarding how to account for the honours load. As far as she can understand the honours load will need to be sorted manually and then her School will be charged for this. Honours is coded as a thesis course. It would make life easier if honours students could be coded to areas. It is clear we need a more efficient process so that manual work does not need to be done. Associate Professor Ferris agreed to forward any relevant information about this matter to Professor Pickering so he can follow this up.

Action: Associate Professor Ferris to forward relevant information to Professor Pickering so he can follow this up.

Orientation Day

Ms Knight reported that a Humanities and Social Sciences (HASS) discovery day will be organised for the next orientation day. The idea is that potential students will go from one School to the next and cover all Schools within RSHA in an identified HASS precinct.

Digital Humanities

Professor Pickering reported that he had attended a good meeting about converting the minor to a new major. Some computer science courses will be included in the major and they feed in well with the visual arts and digital humanities.

ITEM 10. Research matters

DECRA applications

Professor Pickering reported that the ANU has received feedback from the ARC in relation to DECRA applications. The ARC has asked for specific information about what support ANU will give for each application. It is important to think about offering a financial boost for each applicant. This may help those staff resubmitting to get their application up. Some ideas of the type of support ANU could give were discussed.

These included:

- Research environment support – put up say \$10,000
- A \$10,000 travel bursary
- Symposium and conference support
- Research assistance
- Books
- IT support
- Research grant support

It is important to seek advice from the CASS Research Office about this.

In the future ANU will need to become more discerning about DECRA applications as there is a 28% salary gap.

Dr Bennett reported that she had done some analysis of DECRA applications. Early career academics are much more likely to be successful in their application 5 years after being awarded their PhD. The success rate is very low for those who received their PhD within the year. Professor Pickering noted that it is important to target staff that have had their PhD for at least five years.

10.1 Research Training Scheme – Fieldwork funding

Professor Pickering noted that the draft prepared by the School of Literature, Languages and Linguistics on fieldwork funding was very helpful. Below is a summary of what level of support for fieldwork funding was agreed to for each School. A standardised set of principles will be put in place across the Research School.

School of Music

1. Up to \$4,000 for fieldwork and up to \$1,000 for conference travel.
2. Funding cannot be used for one on one instrumental lessons.

School of Art

1. Up to \$4,000 for fieldwork and up to \$1,000 for conference travel

School of Literature, Languages and Linguistics

1. Variable rate
2. The default will be up to \$4,000 for fieldwork and up to \$1,000 for conference travel
3. If a student can demonstrate why they need more funding for a particular project they can apply for up to \$5,000 for fieldwork and \$2,000 for conference travel
4. The School has about 100 PhD students. A strict, competitive process will be in place. Students' applications for fieldwork will be assessed at the monthly Executive meetings held within the School.

School of Archaeology and Anthropology

1. Fieldwork is important in this School so the rate for fieldwork cannot be lowered. It will remain at \$7,000 for fieldwork and conference travel.
2. The School will need to lower their student intake to limit budgetary implications

It was agreed that funding would be allocated over the life of the project. Both full time and part time PhD students can apply for the maximum amount. It was also agreed that Masters students are eligible to apply for half the totals listed above. Ms Knight will draft up a set of principles for consideration by the Schools.

Action: Ms Knight to draft a set of fieldwork funding principles for consideration by the Schools.

PhD student travel process

Professor Travis reported that when PhD students in her School apply for travel they upload a document with relevant information and why the travel is supported. Professor Travis will forward information on SLLL's travel approval process to all Committee members.

Action: Professor Travis to send information on the SLLL travel approval process to all Committee members.

Higher Degree Research students

Professor Pickering noted that everyone needs to tighten up on milestones for HDR students. It is important for supervisors to discuss with those students who are making no progress if they want to do a PhD. If there are medical or disability reasons why the student progress has slowed the student needs to apply for an extension. If no progress is being made by a particular student the supervisor needs to get them to withdraw.

ITEM 11. Workplace Health and Safety

No incidents were reported. Associate Professor Ferris noted that Mr Grange has set up a new Committee for Workplace Health and Safety.

Part 5. Other business

ITEM 12. Any other business

Phone access

Ms Knight reported that some PhD students have international and STD access on their phones. It was noted that with cheaper mobile phone plans, skype and facetime there are cheaper options for students to contact people within Australia and overseas than in the past. It was agreed that in the future students would only have internal phone access.

Action: Ms Knight to follow this issue up with all the Schools.

The issue more generally of who has what type of phone access was also brought up. Visitors should not have international phone access. It was agreed that a phone audit would be completed across the Research School.

Action: Mrs Shepherd and Ms Knight to complete a phone audit and convey the results to each of the Schools.

Release from Teaching

There is an application process for staff to apply for release from teaching. The guidelines and application form are available on the CASS intranet. Professor Makkai signs off on the applications. It was agreed that Mrs Shepherd would send the CASS intranet links for the guidelines and application form to Committee members.

Action: Mrs Shepherd to forward CASS intranet links to Committee members.

Reading Across Borders seminar series

Professor Travis reported that a new "Reading Across Borders" seminar series is being run this year by the School of Literature, Languages and Linguistics. The first one is going to be held on Thursday 26 February at 6pm with Michelle de Krester and Dr Julieanne Lamond. She asked for all Committee members to promote the new seminar series. Professor Travis will circulate the flyer for the event for everyone to then promote.

Action: Professor Travis to circulate the 'Reading Across Borders' flyer for promotion across the Schools.

Lucy Neave's novel

Professor Travis mentioned Lucy Neave's fantastic new novel which has been nominated for book of the year in the ACT. Professor Travis will circulate the link on where to vote for the book to Committee members.

Action: Professor Travis to circulate the details to Committee members on how to vote for the book.

HC Coombs Creative Arts Fellowship 50th anniversary

Ms Knight reported that the launch for celebrating the 50th anniversary will be held on Friday 8 May at 6.30pm. George Dreyfus will lecture and/or perform prior to the launch at 5.30pm. At the launch it is hoped that this year's HC Coombs Fellow, Andrew Farris, will speak as well as William Yang who is a former Fellow. All past fellows will be invited to the launch. A multi-media honour roll is being developed for the launch and will be placed outside the library at the School of Art.

A lecture series for former fellows will be held during the year and David Williams will give a walk and talk in spring across the ANU campus to look at various art works done by the various fellows over the years.

National Institute Funding

Professor Pickering stated that he had contacted all the Schools requesting that they send him feedback on what they use National Institute Funding (NIF) for as he has been asked to put that information together by the ANU. The ANU has been requested to report to the Government on how it uses its NIF funding which is to support research. Some key things that the funding helps support in RSHA is the Humanities Research Centre, the Centre for Digital Humanities Research, Future Fellowships, Laureates, higher degree research students, cutting edge research projects, award winning exhibitions, research outputs and annual student events. The HRC review submission will be useful for putting the information together as will the School of Art and School of Music statement from last year that Professor Tregear and Associate Professor Ferris drafted. Professor Pickering will forward the statement to Associate Professor Ferris and Dr Samantha Bennett.

Professor Pickering asked the Schools to send all their material to him by 19th February and he will then work on a final document incorporating all the material.

Action: Professor Pickering to forward the School of Art and School of Music statement to Associate Professor Ferris and Dr Samantha Bennett.

Action: Schools to send all relevant material to Professor Pickering by 19th February.

Action: Professor Pickering to work on a final document incorporating all the material provided by the Schools.

ITEM 13. Next meeting

The next meeting is scheduled for Friday 27 February 2015.

Meeting closed at 4.05pm.