

MINUTES

MEETING **RSHA Executive**
MEET No. **8, 2013**
DATE/TIME Friday 14 June 2013, 2pm
VENUE Lady Wilson Seminar Room, Sir Roland Wilson Building (120)

Part 1. Formal items

ITEM 1. Attendance

Professor Morphy (Chair), Ms Knight, Dr Message, Professor Minchin (for Dr Kennedy), Professor Pickering, Professor Simpson, Mr Whiteley (for Dr Ferris) and Mrs Shepherd (Minute Secretary). Dr Ferris and Professor Tregear were apologies.

ITEM 2. Minutes of Previous Meeting

The minutes were accepted from the previous meeting.

ITEM 3. Matters Arising and Action Items

4.1 Staff Survey reports and forum minutes

Ms Knight has circulated the staff survey reports and the link to the forum minutes to members as requested at the last meeting. Professor Morphy reported that a CASS Internal Communications consultative forum has been set up and the RSHA nominations for this group are Professor Pickering, Ms Knight and Ms Noronha-Barrett. This group will address the communications issues identified in the ANU staff survey. Mr Whiteley asked who the Chair was of this group and Mrs Shepherd will follow this up.

Action: Mrs Shepherd to contact Ms Archer to find out who the Chair will be.

ITEM 4. Confidential Items

There were no items discussed.

Part 2. Reports

ITEM 5. Director's Report

Professor Morphy reported that he has been working with CASS central on appointments that have been signalled for advertisement in the School of Language Studies and the School of Archaeology and Anthropology. Interviews for the Classics position will be held in July. The Vice-Chancellor will produce a proposal as to how the University can save \$52 million in the next two years. A paper will go to Council in early July and then we will hear what the University plans for savings will be.

The formal proposed RSHA restructure discussions will start on 15th July. Professor Simpson reported that this was not a good time to hold the discussions for staff in her School and the ANU staff satisfaction survey flagged that this was the worst possible time for staff.

Part 3. ANU Matters

ITEM 6. ANU Staff Awards – nominations open

Heads of Schools were encouraged to nominate staff for the ANU staff awards. Nominations should be sent to Ms Knight. Ms Knight agreed to send out the email about this to Heads of Schools.

Action: Ms Knight to circulate the email to Heads of Schools requesting that nominations be sent to her.

ITEM 7. New delegations framework

It was noted that a new simplified banded delegations framework is being implemented. D1 being the top band for the Vice-Chancellor, D2 for the ANU Executive and College Heads, D3 for Directors and D4 for middle management (Heads of Schools).

Part 4. CASS Matters

ITEM 8. Financial challenges

This was covered earlier in the meeting.

ITEM 9. New academic appointments

Professor Morphy stated that it is important to appoint academic staff who can teach in core areas in a discipline. New staff should have the capacity to do this and this should be part of the selection criteria for a staff member.

People need to be willing to be on HDR panels which are not necessarily in their specific area. It is important to have panels from across the University as we cannot cover all areas of doctoral students. Dr Message noted that new and junior staff are keen to be on HDR panels and that when on panels they tend to do the work but don't get the credit as Chair. Dr Message noted that when the ANU accepts a student it is a contract and that we must make sure students are supervised when a panel member leaves. Supervision of HDR students should be included in Statements of Expectations.

Action: Heads of School to make sure teaching core courses and HDR supervision are included in Statements of Expectations.

ITEM 10. Reducing annual leave and long service leave liabilities

Professor Morphy reported that the annual leave and long service leave liabilities for RSHA is large and that this must be reduced. The University is very concerned about this. Professor Simpson suggested that perhaps the amount of annual leave that staff members are allowed to accrue could be reduced.

Action: Schools to encourage staff to reduce leave liabilities.

Part 5. RSHA Matters

ITEM 11. Education matters

Professor Morphy noted that the key education matter at the moment is the Bachelor of Arts review. More time is required for discussion around the major in human rights as many Schools will want to give input into this.

The School of Language Studies will have a course in digital humanities and the School of Archaeology and Anthropology will be listing as many courses as they can under these headings.

Ms Knight reported that the School of History is putting up a course at the undergraduate and postgraduate level to do with the history of photography. This proposed course is in the coursework papers for Monday's meeting. The School of History will need to consult with other people about this. Mr Whiteley stated that he would raise this with Dr Ferris and Dr Message stated that she would raise this with staff in the School of Archaeology and Anthropology.

Action: Mr Whiteley to alert Dr Ferris about this proposal.

Action: Dr Message to raise the proposal with staff in the School of Archaeology and Anthropology.

ITEM 12. Research matters

Professor Pickering noted that the CASS Research Committee meets on Monday. The Discovery assessments are out now and the DECRA assessments will be out next week. It is important that people work with staff to make sure the rejoinders are strong.

ITEM 13. Workplace Health and Safety

Professor Simpson raised the fact that ergonomic furniture is paid for at the School level which is problematic as some Schools can afford this while others cannot. This is an equity issue. Professor Simpson felt that ergonomic furniture should be funded centrally and Professor Morphy agreed.

Dr Message noted that the Firth collection of the School of Archaeology and Anthropology has been moved to the basement of the School of Music. Unfortunately it is not readily or easily accessible for staff wanting to do research on it.

Professor Pickering reported that there had been very nasty instances of vandalism, bullying and harassment in the School of Music. This has been reported and a cardex system is being put in for the top two floors at the School of Music.

Part 6. Other business

ITEM 14. Any other business

No items were discussed.

ITEM 15. Next meeting: Friday 28 June 2013

Professor Morphy reported that he would be away for the next meeting and that Dr Message will Chair the meeting in his absence as she will be acting Director.

The meeting closed at 3.05pm.