

MINUTES

MEETING **RSHA Executive**
MEET No. **9, 2014**
DATE/TIME Friday 29 August 2014, 2pm
VENUE Lady Wilson Seminar Room, Sir Roland Wilson Building (120)

Part 1. Formal Items

Professor Pickering welcomed to the meeting, Ms Lindsaye Brown, who is acting for Rosemary Shepherd whilst she is on leave and Ms Caterina Giugovaz, Executive Officer to the Dean.

ITEM 1. Attendance

Professor Pickering (Chair), Dr Ferris, Ms Knight, Dr Message, Professor Travis, Professor Tregear, Ms Bisshop-Witting, Ms McConchie, Ms Komidar, Ms Giugovaz and Ms Brown (Minute Secretary). Ms Noronha-Barrett was an apology.

ITEM 2. Minutes of Previous Meeting

The minutes were accepted from the previous meeting. One change was noted - Ms Knight was not present at the last meeting and should be removed from the attendance list.

ITEM 3. Matters Arising and Action Items

3.1 Staff and Student web profiles

Professor Pickering reported that Mr Lovrinevic had provided an update regarding academia.edu and was still waiting for feedback from CASS Marketing. There had been some suggestion that Ursula Frederick would update the previous staff web profile database used previously by IHuG however academia.edu is preferred and this is the system we will pursue. Doctoral students can update their own profiles on academia.edu and we need to get a clear message to them to affiliate with a particular group on academic.edu.

ACTION: Once CASS Marketing provide feedback Prof Tregear will follow up with CASS IT to link profiles back to the ANU webpages and Ms Knight will send a message to all staff and students in RSHA.

3.2 Affiliation to residential colleges

Professor Pickering once again asked Heads of School to encourage staff to become affiliated with a residential college. In particular we want to encourage undergraduates to do double degrees with RSHA.

3.3 RSHA Promotions Committee – Level A to B

Professor Tregear and Dr Mitchell are confirmed as members of the RSHA A to B Promotions Committee.

Dr Message confirmed she is on the Science Promotions Committee and Professor Travis is on the CAP Promotions Committee. Professor Laurajane Smith is representing Professor Pickering on the C to E CASS Promotions Committee.

Only one application had been received in RSHA for the A to B promotions round. It was noted that Professor Hughes-Warrington is on the CASS Promotions Committee as an education representative; however other members of the Chancery do not sit on either the CAP or Science committees. Professor Pickering suggested that Professor Travis, Professor Smith and Dr Message meet to compare notes following the promotions rounds and report to the CASS Executive on their experiences.

ITEM 4 Director's Report

Professor Pickering reported that the budget modelling for next year appears to be based on this year's load. We will be paid for this year's actual load.

Professor Pickering is continuing to lobby to the VC for an increase in the percentage of RTS we receive. Professor Pickering discussed his concerns that our Schools are at risk of not being competitive in comparison to other Go8's when it comes to attracting Doctoral students. We need to find hard evidence regarding the funding other universities are providing for their students to undertake fieldwork. Ms Knight provided copies of a spreadsheet gathered from the website showing what money was available for PhD students to undertake fieldwork at the University of Melbourne. Professor Pickering would like Heads of Schools to gather real evidence from colleagues in other Go8 universities if possible as there is only so much we can gather from websites. There was a suggestion that PARSAs may be able to assist with this data. There was also discussion that from next year we may need to change the perception that all PhD students are entitled to \$7000 fieldwork, as some will never require that level of fieldwork funding. This will need to be factored into 2015 budget planning.

ACTION: Heads to seek actual fieldwork funding opportunities available to PhD in their discipline areas from other Go8 universities.

Further discussion about ECR staff conference funding. ECR's have been encouraged to apply for external visitor funds to bring in guests that they can build events around; however there was still a need for ECR to present at conferences. The current ECR funds available from the Chancery would not fund someone to travel to Europe.

Professor Pickering suggested a 3 pronged approach of action; lobby the Chancery for increase in ECR travel funding; request that the CASS Research Committee shift some funding from the External Visitor program (which has been running now for over 4 years) to make some funds available to staff conference travel; and the Director will provide a small pool of funds from 2014 strategic allocation for competitive staff conference applications from Levels A-C.

ACTION: Ms Knight will set up guidelines and application form to invite Academic A-C to apply for up to \$2500 travel grant (total pool available \$30,000), to be spent and cleared before CASS Finance office cut off dates for 2014. The same committee membership as the External Visitor committee will assess applications.

The RSHA Executive Committee congratulated Professor Matthew Spriggs on his successful application outcome for an ARC Laureate Fellowship.

There was a suggestion that the CASS might invite all ARC applicants to a congratulatory event following ARC announcements and that those in the top 10% receive a small grant to assist them with preparing for the next round. UQ does this for ARC applicants who have just missed out. Funds should be set aside from CASS Research for editing applications. It is also important that all grants to be submitted to the ARC are of high quality.

Professor Pickering raised the point that the Humanities is also in need of an individual to lobby on behalf of the disciplines and generate funding support aside from ARC funds. This has been addressed in the HRC Review report.

ACTION: Professor Pickering to raise these points at the College Executive, especially with regard to inviting all highly ranked applicants to future congratulatory events following the announcement of ARC grants.

ITEM 5 2014 CHASS National Forum – RSHA representation

As Professor Pickering is unavailable, Professor Tregear agreed to attend the 2014 CHASS National Forum, 8-9 October 2014. In the future we would hope that the Head of HRC would take on this kind of advocacy and representative role for the Humanities at the ANU.

ITEM 6 Education matters

6.1 Load Figures as at 11 August 2014

Ms Knight provided load figures per subject. As it is almost census date these figures are unlikely to grow. Professor Pickering suggested a subsequent discussion once the Committee members have had the opportunity to review and analyse the figures. Professor Tregear and Dr Message would like Ms Knight to undertake further investigation into load figures between 1st, 2nd and 3rd levels as they wish to identify if students are dropping off from any particular year or subject area. All Heads need to make sure they have access and training in IMIS.

ACTION: Ms Knight to provide some members of the Committee with the additional load information.

ACTION: All Heads to ensure they have access and training in IMIS.

ITEM 7 Research matters

7.1 CASS Research Office arrangements for RSHA

7.2 New Chief Investigator Research Reports

These items were noted.

ITEM 8 Workplace Health and Safety

8.1 Associate Professor Helen Ennis

Dr Ferris reported that Associate Professor Helen Ennis fell over on the footpath outside the School of Art and has broken her ankle.

8.2 Smoke Free Campus

Ms McConchie reported that plans were now in place to extend the current 10 metre exclusion zone for smokers and make the entire ANU campus smoke free within six months. Smoking will be permitted in specially designated areas and campaigns will be set up to assist individuals to undertake a quit-smoking program.

Other business

ITEM 9 Any other business

2015 Alumni Awards

Ms Knight handed around brochures and asked that they be given to staff and used to nominate candidates for the 2015 Alumni Awards.

Professor Pickering congratulated Professor Tregear on the success of the Opera.

Professor Tregear reported that the School of Music had approached Andrew Farriss, keyboardist and main composer for the Australian band INXS, in relation to the 50th anniversary of the H. C. Coombs Fellowship and the 50th anniversary of the School of Music in 2015, and is hopeful that he will accept.

Professor Pickering congratulated Sharon Komidar on her appointment to the position of School Manager in the School of Literature, Languages & Linguistics,

ITEM 10 Next meeting

The next meeting will be held on Friday 12 September, 2014 at 2pm.

Meeting closed at 3.35pm.