

MINUTES

MEETING **RSHA Executive and Senior School Administrators**

MEET No. **5, 2014**

DATE/TIME Friday 30 May 2014, 2pm

VENUE Lady Wilson Seminar Room, Sir Roland Wilson Building

Open Session: RSHA Executive and Senior School Administrators

ITEM 1. Attendance

Professor Pickering (Chair), Dr Bisshop-Witting, Ms Cox (for item 9), Ms Knight, Ms Komidar, Ms McConchie, Dr Message, Ms Noronha-Barrett, Ms O'Dwyer (for item 9), Professor Travis, Professor Tregear, Mr Whiteley (for Dr Ferris) and Mrs Shepherd (Minute Secretary).

ITEM 2. Minutes of Previous Meeting

The minutes were accepted from the previous meeting.

ITEM 3. Matters Arising and Action Items

3.1 Staff and Student web profiles

Professor Tregear reported that he has asked academia.edu whether or not we can draw from the information put up on academia.edu to put on our web pages but has had no response as yet. He will follow this up.

It was agreed the Research School would recommend that students sign up for academia.edu anyway identifying ANU and the Research School.

Action: Professor Tregear to follow up to see if we can use the data from academia.edu

Action: Ms Knight to draft an email suggesting students sign up for academia.edu

3.2 CASS OHS Committee

It was agreed that Ms Knight would draft an email for Professor Pickering to send to Dr Duncan Wright asking him if he would be willing to serve as his representative on the Committee.

Action: Ms Knight to draft an email for Professor Pickering.

ITEM 4. Director's Report

Federal Budget

It was noted that if the federal budget goes through the Senate in its current form it would result in a very difficult situation for the University sector as a whole and for potential students. The clusters for funding are to change and it is likely student fees would increase depending on the cluster. It was noted that cross subsidising will become more important for the arts. If degrees become more expensive it is hoped that students will want to come to a prestigious University like ANU. We wait to see what the final result is in the senate.

One positive thing to come out of the federal budget was that money is being put into languages.

HRC Review

The review Committee has had a formal meeting and has received all submissions. A report is being drafted which will go to the College and then to Council.

Change proposal – School of Literature, Languages and Linguistics and School of Archaeology and Anthropology

It is proposed that the senior administrator for the two Schools change from an ANUO6/7 to an ANUO8 as both Schools have become more complex since the restructure. This would then result in equity across the research school with the senior administrators in each School all at the same level. The procedure being followed is set out in the Enterprise Agreement. A draft document outlining the proposal has been sent out to the two affected Schools and submissions have been requested. Draft position descriptions have been included in the proposal.

ITEM 5. Heads of School briefing with CASS Functional areas

Committee members felt that there was too much information covered in the session and that in future it would be good to have more discussion time where suggestions could be discussed thoroughly. It was agreed that it was important for Senior School Administrators to be included in meetings of this type in the future.

There was discussion around the layers of College approvals. A number of members thought it would be really good to have a tracking system at the College level which Schools could see so that they can see where the paperwork has got to. At the moment it is often the case that there is a long delay in hearing what has happened to paperwork and rather than a number of staff chasing the same paperwork a tracking system would make this more efficient. Professor Pickering reported that he has suggested a tracking system at the College level be implemented. Professor Pickering requested that members send him a summary of anything outstanding so he can follow it up with the Dean at his weekly meeting. It is important that procedures are efficient and that we eliminate double handling. It was acknowledged that CASS HR and CASS Finance have been short staffed.

Action: Committee members to let Professor Pickering know about any outstanding matters.

ITEM 6. Education matters

The question was raised by Professor Tregear as to how much money the Schools receive for Masters' students on site. It was agreed that this should be clarified with Dr Gustavson.

Action: Professor Tregear to raise this matter with Dr Gustavson.

ITEM 7. Research matters

7.1 ERA

Professor Pickering reported who is on each of the ERA panels in our Research School. It is hoped that everyone is put up and it is important that they all receive a 4 or 5.

ITEM 8. Workplace Health and Safety

The School of Art reported that an accident had occurred in the Furniture Workshop just before Easter which resulted in an advanced student unfortunately losing the top half of his thumb. Another student was with them and rang the ambulance immediately. The paperwork within the

furniture workshop was very good and the workshop had followed all training procedures induction. The incident was looked at and the recommendation to come out of the review is that all policies and documentation for the School of Art needs to be reviewed. A response to the review needs to be drafted. The School will ask for a contractor to do this. Professor Pickering stated that he would bring this up with the CASS Executive. The student involved in the accident has met with the Head of School and College General Manager has returned to the School.

The School of Art also reported that there was a fire immediately outside the Furniture Workshop on Monday. The School was evacuated in 6 minutes and it is unclear at this stage what caused the fire. The alarm was activated and seven vehicles arrived. There was no structural damage but the Furniture Workshop lost two main items. The College is working on replacing these quickly. Professor Pickering requested that an update on the fire be sent to him from the School of Art.

Action: The School of Art to send an update to Professor Pickering on the fire.

ITEM 9. Communications and Media

Professor Pickering welcomed Ms O'Dwyer and Ms Cox to the meeting. Ms O'Dwyer reported that there had been a lot of change in the last year in the Strategic Communications and Public Affairs office but that the office will be fully staffed in 2 weeks' time. Mr James Grubel has been appointed as the Head of the Strategic Communications team and has over 30 years' experience. Five journalists with an external focus have been hired and a newsroom has been set up in Chancelry which anyone can come to.

Multimedia now has a full team which Mr Jamie Kidston is heading up. The Public Affairs team helps organise public events, briefs Executive University members and so on. Ms O'Dwyer reported all the internal and external publicity the team works on including publishing in the Canberra Times, Panorama, Woroni, What's on at ANU, Facebook, Twitter and so on. The ANU Reporter is being reworked and staff and students can write their own articles. Sound and music can be included when appropriate and online art exhibitions and music will be possible. The new format of the Reporter will be launched on 27 June at the Drill Hall Gallery. ANU Reporter is now available as an iPad app.

The media strategy is to raise the profile and impact of what is being done at ANU so that the ANU is on the front page of the press and on the news. Academics need to alert the office early of things so that the office can work with them to add value. It was suggested that someone speak to the archaeologists about stories and Professor Travis was interested in putting a story together about languages. In this day and age it is important that media releases have a visual impact with photography, video etc. included. Media training can be organised for areas and requests for this would be welcome. Press conferences are held once a week at 11am every Friday in the China Centre and anyone is welcome to attend.

Staff members can self-nominate for the ANU experts guide. The main version of this is on the web. Ms O'Dwyer reported that there is a University media hotline, 24 hours a day, and the phone number is 6125 7979.

ITEM 10. Any other business

10.1 Coombs 50th anniversary and School of Music 50th anniversary updates

It was reported that the two anniversaries will be held in 2015. The School of Music will be 50 on 21 September 2015. It would be good to celebrate both these milestones with a theme for the year.

ITEM 11. Next meeting: Friday, 6 June 2014

It was agreed that the next meeting scheduled for Friday 6 June would be cancelled and that the next meeting would be held on Friday 20 June.

Closed Session: RSHA Executive

ITEM 12. Confidential Items

There were no items discussed.

The meeting closed at 4.15pm.