MINUTES

MEETING RSHA Change Management Steering Committee
MEET No. 11/2013
DATE/TIME Monday 11 November 2013 / 8.00am
VENUE Jean Martin Room, Beryl Rawson Building (13)

Part 1. Procedural Matters

ITEM 1. Attendance:

Dr Nadine White (Chair)
Professor Toni Makkai
Ms Linda Addison
Associate Professor Kylie Message
Professor Jane Simpson
Professor Howard Morphy (by telephone)

Apologies:

Professor Paul Pickering

In attendance:

Ms Suzanne Knight

The meeting opened at 8.00am.

ITEM 2. Minutes of previous meeting

Slight amendment to minutes to include Dr Ganguly and not Professor Ganguly and to remove bold type on items noted or confirmed.

ITEM 3. Matters arising and action items

3.1. Ms Addison and Dr Message to meet about future arrangements for professional staff in School of Archaeology and Anthropology

To be carried forward to next meeting

3.2. Ms Addison to confirm arrangements for new Senior School Administrator in new School of Literature, Languages and Linguistics

These arrangements have been confirmed. Sharon Komidar from IHUG is to be the new Senior School administrator in the new School.
3.3. RSHA Directorate to organise an information forum for all staff in December- Item 8

An information forum has been scheduled for Tuesday 3 December at 12.30pm in the SRWB Theatrette for staff and students.

ITEM 4. Confidential items

No confidential items.

Part 2. Matters for discussion

ITEM 5. Consideration of Working Party and Sub-Committee reports

The committee decided on a number of common principles regarding centres in the restructured RSHA as follows; centres will not be separate AOU's, the Head of Centres will be known as 'Head' not 'Director'; there will be no administrative staff located in centres and centres must be resourced and supported administratively by the School hosting them. The decision to establish a centre by formal approval of ANU Council should be made on a case by case basis determined by the educational and research profile and programs of that centre.

Preferences for accommodation as outlined in each of the individual reports will be referred to the Space Management Working Party for consideration.

Some concern was raised regarding equity in the distribution of professional staff across the 4 Schools in light of the voluntary retirement scheme. The committee requested that the CASS General Manager work with all Heads to ensure there is an equitable allocation of professional staff across the RSHA.

Action: Ms Addison to meet with Heads of Schools re: administrative arrangements

It was noted that the implementation of the AOU and Centre arrangements outlined in the working party reports hinged on approval from the Chancelry. The Dean will send a letter today outlining all changes accepted by this Steering committee and recommending their approval by the Vice-Chancellor.

Action: Professor Makkai to send letter to VC outlining final recommendations and seeking approval to proceed.

5.1. Working Party report - Centre for Heritage and Museum Studies

There was some differing opinion regarding the proposed location of the heritage and museums studies, visual anthropology and the Centre for Digital Humanities, and it was noted that these comments will be referred to the Space Management Working Party.

It was noted that Professor Morphy should be included within the staff of the Centre for Heritage and Museum Studies and not the Anthropology and Development department.

Email correspondence from Professor Pickering noted that the Master of Liberal Arts stream in Public Humanities needs to be added to the Master of Liberal Arts offerings based in this new Centre.
The report to be accepted with changes noted in the final recommendations report.

5.2. Working Party report - Schools of Language Studies and Cultural Inquiry

The title of the new School will be the School of Literature, Languages and Linguistics. There was some discussion regarding the inclusion of Linguistics in the title, however, it was agreed that Linguistics at the ANU is a strong national and international research flag even though it is small compared to the other areas in terms of staffing numbers.

It was noted that the Centre for Classical Studies will be established as an ANU academic centre. The report to be accepted with changes noted in the final recommendations report.

5.3. Working Party report - Art History and Art Theory

The Head of the Centre will not be named as a Director.

There was consensus not to include the word ‘curatorship’ in the title Centre for Art History and Theory. The committee felt that curatorship is a program while art history and art theory are disciplines. It also adds confusion to curatorship programs in the museum studies area.

There was general discussion regarding the location of art history and art theory in relation to the practice-based workshops and it was noted that this will be referred to the Space Management Working Party for consideration.

It was also noted that sessional arrangements could be referred to in the document but not by individual named staff members. Any decisions about staffing are always subject to budget.

The report to be accepted with changes noted in the final recommendations report.

5.4. Sub-committee report - Digital Humanities Hub

It was noted that in accordance with the general principles of Centres within Schools, the School of Archaeology and Anthropology will provide administrative support to the Centre for Digital Humanities Research (CDHR).

The Head of the Centre will be an eminent scholar from within CASS who will oversee the activities of the Centre and assist in its promotion and broader remit across the ANU. The College will seek expressions of interest for this role. However the Head will not directly supervise staff, with these staff being supervised by the Head of the School to which they are attached.

There was some discussion regarding the Advisory Board structure described in the report. There was some consideration given to CDHR having a broader advisory board representation outside the College however there was recognition that the advisory board objectives should include broader staff engagement.

The report to be accepted with changes noted in the final recommendations report.

5.5. Sub-committee report - Humanities Research Centre

The committee agreed that the Head of the HRC should be supervised by the Head of the School of Literature, Languages and Linguistics. The Director RSHA could be involved with the Head of School in the development of the SOE for the Head of the HRC; however they should be supervised internally in the School so that there is no confusion over reporting lines.
It was noted that the list of discipline representatives for the Academic Committee should include Art generally, rather than only Art History and Theory.

The report to be accepted with changes noted in the final recommendations report.

5.6. Update from Space Management Working Party

Ms Addison reported that there has been good progress and a number of ideas regarding accommodation changes are being proposed. The following recommendations have been suggested:

- The CDHR will move into the Sir Roland Wilson Building;
- Art History and Theory to also move to SRWB;
- Peter Karmel building to be used as flat space seminar room and stop-gap animation and the staff to move into the main SOA building;
- HRC possibly to A D Hope building;
- CHMS into A D Hope building;
- Administrative support for the new School will be split across Baldessin and A D Hope however co-location for the entire School can only take place over time.

The early retirement package will give flexibility to office relocations with some offices becoming vacant as people retire. It is expected that moves will take place by the end of January 2014 and floor plans will soon to be sent to the Schools for planning office reallocations. Professor Pickering will discuss office relocations at the information forum on 3 December 2013.

The committee noted that discussions with the Freilich Foundation were still underway and a decision on its accommodation needs had not been made.

5.7. Updated Organisational Chart- 1 January 2014

The reference to virtual centres on the CASS organisational plan should be removed and all Centres to be keyed in the same colour.

Action: Ms Knight to amend CASS organisational plan.

ITEM 6. Digital Humanities Hub budget arrangements

The Centre will be administered via the SAA but SAA cannot make any commitments for the use of these funds. The Advisory Board will decide on recruitment matters and these posts will be funded from digital humanities strategic funds. Major commitments may not be made beyond those made by the Academic Board.

ITEM 7. Update from RSHA Administrative Implementation committee

The action list was noted and members were asked to make sure they cannot see any omissions. Ms Addison explained that the key substantive work on changes to the student, HR, planning and statistics systems etc. also cannot proceed until the VC has approved the final recommendations of the implementation stage.

ITEM 8. RSHA Change communication strategy

8.1. RSHA Change Information session, Tuesday 3 December 2013
An information forum has been scheduled for Tuesday 3 December at 12.30pm in the SRWB Theatrette for staff and students.

8.2. Counseling and face-to-face opportunities for affected staff

Professor Pickering will mention these services at the information session.

8.3. RSHA website changes, content responsibility and accessibility

Web sites are being assessed to determine what changes, updates and new content is required. Simple templates are being developed. It was noted that CASS Marketing need to know who will be the main School contact persons for web site changes. Professor Simpson will confirm with Ms Komidar how content management approval will proceed for the new School website.

Action: Heads of Schools to confirm the main contact person for website content and approvals.

8.4. Head of School of Literature, Languages and Linguistics announcement

The appointment of a new Head will follow normal ANU procedure, with an expression of interest and then a recommendation from the RSHA Director going to the CASS Dean for approval. Professor Makkai and Professor Pickering will continue these discussions.

Action: Professors Makkai and Pickering to take this discussion offline.

Part 3. Other Business

ITEM 9. Project Officer on leave 20 November 2013 to 13 January 2014

Ms Anne Hodgett will be acting for Ms Knight.

ITEM 10. Other business

No other business

ITEM 11. Next meeting: Monday 18 November 2013, 8.00am (back in Meeting Room 2, BRB)

Meeting closed at 9.25am.