MINUTES

MEETING RSHA Change Management Steering Committee
MEET No. 13/2013
DATE/TIME Monday 9 December 2013 / 8.00am
VENUE Meeting Room 2, Beryl Rawson Building (13)

Part 1. Procedural Matters

ITEM 1. Attendance:

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

Apologies:

No apologies

In attendance:

Ms Anne Hodgett

The meeting opened at 8.10am.

ITEM 2. Minutes of previous meetings:

2.1 Minutes of meeting no. 11 amended

The minutes from the 11th RSHA Change Management Steering Committee meeting held on 11 November 2013, as amended were accepted. Further amendments were made and then accepted as a true and accurate record.

2.2 Minutes of meeting no. 12 amended

The minutes from the 12th RSHA Change Management Steering Committee meeting held on 18 November 2013, as amended were accepted. Further amendments were made and then accepted as a true and accurate record.

ITEM 3. Matters arising and action items:

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

3.2 Professors Makkai and Pickering to discuss the Head of School appointment offline

On-going

3.3 General Manager to arrange for VC’s approval letter to be referred to Council

Completed

It was noted that the incorrect correspondence was included as Attachment to the agenda and minutes. Ms Addison to circulate the correct document.

Action: General Manager to circulate VC’s approval correspondence- (Completed)

3.4 Dr Message to confirm with the CASS Marketing and Communications team who will clear the content for the School of A&A site

Completed

3.5 Ms Hodgett to produce a list of acronyms

Action: General Manager to circulate corrected acronym list. (Completed)

3.6 Professor Pickering to convene an Information Session for all CASS staff on 3 December

Completed

Part 2. Matters for discussion

ITEM 4. Professor Pickering report back on the Information Session

The presentation was well received and there were few questions.

ITEM 5. Update on implementation of the administrative changes

Prof Pickering in liaison with Ms Addison to convene a round table discussion with Heads of Schools to determine the future professional staffing structure for the RSHA.

Action: Prof Pickering to convene a round table discussion with Heads of Schools about the RSHA professional staff structure. (Completed)

Ms Addison advised that the administrative implementation is on track and that she would distribute the RSHA Restructure Administrative Checklist for information.

Action: Ms Addison to distribute updated RSHA Restructure Administrative Checklist. (Completed)

ITEM 6. Update from the Space Management Working Party

It was noted that the Working Party will continue to meet as required to finalise consideration of any space related changes flowing from the implementation of the RSHA change. The next meeting will take account of the outcomes from the round-table discussion referenced in Item 5 of these minutes.
Part 3. Other Business

ITEM 7. Other business

This Steering Committee was wound up at the conclusion of the meeting.

Implementation of the changes will continue through the RSHA and CASS Executives as appropriate.

The Dean thanked Dr Nadine White for her chairing of the Committee and the Committee members for their contribution.

Meeting closed at 8.50am.