MINUTES

MEETING RSHA Change Management Steering Committee

MEET No. 1/2013
DATE/TIME Monday 22 July 2013 / 4.30 - 5.30 pm
VENUE CASS Meeting Room 3, Beryl Rawson Building (13)

Part 1. Procedural Matters

ITEM 1. Opening/Attendance

Professor Toni Makkai (Acting Chair)
Professor Howard Morphy
Ms Linda Addison
Associate Professor Kylie Message
Professor Jane Simpson

Apologies:
Dr Nadine White

In attendance:
Ms Suzanne Knight (Project Officer)

The meeting opened at 4.30pm.

Professor Makkai outlined the role of this committee which is to oversee but not conduct the consultation. Members will not represent their areas or become involved in the day to day management of the change process. If members are absent from a meeting they may not be represented by an alternate and should continue to monitor email communication as required. The committee will oversee the principles of the consultation and implementation and communicate through email and the website.

Working parties will be established to manage local matters of change and implementation after the principles have been agreed. Education issues will be dealt with by the CASS Education Committee.

This committee will meet weekly for the next 6 weeks and then fortnightly, at 8am on Monday mornings. It will report to the CASS Executive. It may be necessary to call ad hoc meetings depending on circumstances.

The Project Officer will record and keep a log of any issues raised in staff and student consultation meetings or through the submission process. Submissions will be accepted until 5pm on Friday 2 August 2013. If we receive common questions through the email submission process we can put these into a Frequency Asked Questions section on the change website.

Minutes of this committee will deal with issues and outcomes only and will be published to the intranet. The Project Officer will advise the committee regularly on the number of submissions
received in order to assist with the workloads of members. Confidential items and submissions will be placed in a secure location, such as Alliance, which will be accessible to all members from work and home. The Project Officer will moderate this site. CASS IT will be asked to assist with the establishment of this secure site.

Head of School representatives on this committee are not expected to report to the other Heads of Schools on the outcomes of this committee. The mechanism for communication with the RSHA Heads of School will be the RSHA Executive Committee.

The RSHA Change Management Working Parties will be established following this consultation period and once the new structure has been decided. The Working Parties will report to this committee. The Implementation Plan will include the roles and responsibilities of the Working Parties.

The consultation period timeline will include:
- 22 July – 2 August: submissions received
- 5 August – 16 August: submissions considered
- 19 August: committee advises CASS Executive on recommendation
- 19 – 26 August: consideration by the CASS Dean and Vice-Chancellor
- 3 September: release of Implementation Plan

Working Parties would be established following the release of an Implementation Plan.

Part 2. Matters for noting

ITEM 2. School matters

The SLS have requested a 2 week extension to the consultation framework, indicating that they needed more time to consider the implications of the proposed disestablishment of IHUG. The committee agreed that this would not be possible. The consultation process is about considering the principles and not the details, and for IHUG this means considering the location of 4 Centres and not the details of their management. There will be no change in the aims of each Centre or their internal governance structures. The previous informal Working Parties, with membership across the Schools, had suggested the disestablishment of IHUG and hence staff have already had time to consider this.

Schools should focus on the fundamental questions of a restructure. For the Centres this will be the consideration of the synergies of disciplines and structures, and staff should not be distracted by personalities or individuals. Centre budgets will not be absorbed into AOU budgets but will remain as separate project budgets within the AOU budget. Budget allocations will not be part of the principles of restructure.

The committee noted the importance of communication with HDR students who may be concerned about structural change and supervision. A student representative may be required on a Working Party. There may be particular concern from HDR ICCR students, who identify strongly with their program rather than to one particular School. It is important to communicate to them that there is no plan to disestablish graduate programs or change supervision panels. It may be important to meet with this ICCR group separate to alleviate any concerns.

Meeting closed at 5.30pm.