MINUTES

RSHA Change Management Steering Committee

MEET No. 7/2013
DATE/TIME Friday 13 September 2013 / 8.00am
VENUE CASS Meeting Room 3, 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

In attendance:

Ms Suzanne Knight

The meeting opened at 8.00am.

ITEM 2. Minutes of previous meeting:

2.1. Revised minutes 16 August 2013
    • Item 8.3 add General Manager as member of Space Management Working Party;
    • Item 11, dot point 3, replace “noting briefly the reasons why” with “and rationale”.

2.2. Revised minutes 2 September 2013
    • Item 6 delete last sentence. Remove individuals names from Action and replace with “queries”.

ITEM 3. Matters arising and action items:

3.1. Updating of the response timetable
    Noted

3.2. Responses to submissions made directly to Chancery
    Noted

3.3. Circulation of
    3.3.1. Implementation Plan
The draft implementation plan was discussed and some sections were revised and restructured.

**Action:** Ms Knight to make changes to Implementation Plan draft as discussed and circulate to members for final sign off at the next meeting.

### 3.3.2. Working party guidelines

The draft working party guidelines were discussed and some changes were suggested. The committee confirmed the membership principles of the working parties and the timeframe for their reports to the steering committee. The Chairs of the working parties were confirmed. The committee then discussed the proposed individual members for each working party, with ex-officio members as relevant providing advice.

The members agreed that if relevant Chairs should organize to meet with affected graduate students as their first item of business, to reassure them as to the continuity of their program.

**Action:** Ms Knight to make changes to Working Party guidelines draft as discussed and circulate to members for final sign off at the next meeting.

### 3.3.3. Summary of Submissions

Noted.

### ITEM 4. Confidential items

The Chairs and members of the working parties are suggested below:

- **School of Art Working Party:** Dr Denise Ferris (Chair) Anthea Callen, Helen Ennis, Elisabeth Findlay, Andrew Montana, Barbara McConchie (ex-officio),
- **Schools of Language Studies and Cultural Inquiry Working Party:** Professor Jane Simpson (co-Chair), Dr Rosanne Kennedy (co-Chair), Roger Hillman, Catherine Travis, Gillian Russell, Kathryn Ford (ex-officio);
- **Centre for Heritage and Museum Studies Working Party:** Dr Kylie Message (Chair), Laurajane Smith, Sharon Peoples, Patrick Guinness, Matthew Spriggs (with Sally May alternate), Sandy Blair (ex-officio), Ann Evans (ex-officio), Sharon Komidar (ex-officio);
- **Space Management Working Party:** Mr Mick Serena (Chair), Linda Addison, Jane Simpson, Denise Ferris, Kylie Message, Rosanne Kennedy, Paul Pickering.

In addition two sub-committees will be formed:

- **Humanities Research Centre Sub-Committee:** Professor Paul Pickering (Chair), Elizabeth Minchin, Debjani Ganguly, Melinda Hinkson, Nicholas Brown, Sharon Komidar (ex-officio);
- **Digital Humanities Hub Sub-Committee:** Professor Matthew Gray (Chair), Howard Morphy, Kath Bode (or her nominee), Toni Makkai (ex-officio), Pip Deveson (ex-officio), Suzanne Knight (ex-officio).

Support for the Working Parties and Sub-Committees will be provided by the relevant School/s, except in the case of the Space Management Working Party which will be supported by the Executive Officer to the Dean of CASS.
Part 2. Matters for noting

ITEM 5. Discussion of working party Chairs

Discussed at Item 3.3.2

ITEM 6. Log of final written submissions

Noted

ITEM 7. Updated all submission log

Noted

Part 3. Other Business

ITEM 8. Other business

No other business

ITEM 9. Next meeting

The next meeting will be held on Monday 16 September, Meeting Room 3, Beryl Rawson Building, at 8.00am.

At the next meeting the committee will confirm and approve the implementation plan and attachments.

Meeting closed at 9.10am.