



COLLEGE OF HUMANITIES, ARTS AND SOCIAL SCIENCES FORUM

Date: Thursday, 3 September 2020

Time: 2pm – 4pm

Venue: Alere Function Centre – registrations essential:
<https://www.eventbrite.com.au/e/college-forum-college-of-humanities-arts-and-social-sciences-tickets-112896368076>

Live stream link:
https://video.flinders.edu.au/events20/20/HASS_College_Forum_Sep.cfm

Participation via Slido:
<https://www.sli.do/> Our event name is HASSForum

Chair: Professor Vanessa Lemm

Secretariat: Julianne Rice

AGENDA

Item	Action	Attachment	Time Allotted
A: Procedural Matters			5 minutes
1.	Apologies	Noting	No
2.	Minutes of previous meeting	Noting	Yes
3.	Matters arising and business carried forward	Noting	No
B: Reports			75 minutes
4.	Vice-President and Executive Dean • 2020 Progress on CHASS Strategy	Noting	No
5.	Dean (Education)	Noting	Yes
6.	Dean (Research)	Noting	Yes
7.	Dean (People & Resources)	Noting	Yes
8.	Director of College Services	Noting	Yes
9.	Higher Degree by Research (HDR) Coordinator	Noting	Yes

C: Discussion Items				40 minutes
10.	The VOID (Business Development Manager, Dan Thorsland)	Noting	No	25 minutes
11.	e-Learning presentation by (Learning Designer, Aidan Cornelius-Bell)	Noting	No	15 minutes

Next Meeting: Wednesday 4 November 2020, 2-4pm, followed by College afternoon tea, 4-5

**Professor Vanessa Lemm
Vice-President and Executive Dean**

COLLEGE OF HUMANITIES, ARTS AND SOCIAL SCIENCES FORUM

Date: Wednesday 27 May 2020
Time: 2pm – 4pm
Venue: Noel Stockdale Room plus livestreamed

Chair: Professor Vanessa Lemm
Secretariat: Natalie Heighway

MINUTES

A: Procedural Matters

1. Attendance and Apologies

In Person Attendance: Vanessa Lemm, Julianne Rice, Peter Monteath, Eric Bouvet, Michelle Gander, Penny Edmonds, Dan Thorsland, Catherine Kevin, Barbara Baird and Natalie Heighway

Online attendance via Slido:

Apologies: Wendy Van Duivenvoorde and Daniela Cosmini

2. Minutes of previous meeting

Endorsed.

3. Matters arising and business carried forward

N/A

B: REPORTS

4. Report by the Vice-President and Executive Dean.

New Business Ideas

Further to the Vice Chancellor's message on the importance of student recruitment and income diversification, please contact Vanessa or Michelle if you have any innovative ideas you wish to discuss. A number of new initiatives are being developed currently such as a suite of non-accredited short courses, a new Higher Education certificate and so on. For ideas that progress from business case to implementation, workload allocation units (WAU) will be allocated to support the entrepreneurial activity.

Service and Leadership roles

There are several service and leadership roles coming to an end at the end of December this year. The Leadership Team is currently reviewing a number of teaching-related roles, as it is clear that there is overlap and lack of clarity on some areas of responsibility. Once this is complete a workshop will be held with a wider group of stakeholders to review these roles. Once that outcomes have been finalised a call for expressions of interest to the vacant service and leadership roles will be held. Please note, these roles are open to all staff at every level, and the Leadership Team encourages you to apply. There will be an induction program and training to ensure incumbents are successful in the roles.

5. Report by the Dean (Education)

Eric spoke to his report highlighting the following areas:

Grand Challenge Topics

There were 12 strong proposals for Grand Challenge topics. Five topics were retained and will be implemented in the BA (2nd year) to begin with. These are:

- The Ethics of Climate Changes (led by Philosophy)
- Humanity in a Global Age (led by Philosophy)
- Crisis and Catastrophe: Past Experiences, Future Prospects (led by History)
- Sustainable Development in a Global World: Challenges and Prospects (led by Geography)
- Precarity and Possibility: Creating Social Change for the 21st Century (led by Sociology)

Some of these topics will be available from 2021, on a rotating basis. The Grand Challenge topics will be scaffolded into the curriculum. Eric has had conversations with other Deans, Education who are interested in having some of our topics in their programs.

CHASS Excellence in Teaching Awards

Applications are closing at the end of next week. These awards are a great way to celebrate the innovative work everyone is doing.

Semester 1 Teaching

Eric congratulated all staff on a great effort in Semester 1 highlighting how staff have worked together and turned a difficult situation into a positive outcome for students. A recent University student survey was undertaken and found that 65% of CHASS students had a positive experience in Semester 1. This is a great outcome given the current situation. The survey results highlighted the benefits of having a dual approach to study.

Return to Campus

Students have been slowly returning to campus, and special teaching arrangements are still in place for the remainder of Semester 1 where teaching is still mainly being undertaken online. Some practice-based activities have resumed which has seen students return e.g. Drama. Social distancing remains in place where students are undertaking face to face studies. Field Trips are able to resume under certain conditions.

Semester 2 – the COVID situation remains very fluid but initial thoughts are that we will be returning to some normality with social distancing, but government guidelines will dictate our approach to delivering the curriculum.

The College is aiming for a dual face to face and online approach to teaching. Topics with a practical base component, will be prioritised available spaces. We need to continue to engage with students regardless of mode of study. We need to ensure we accommodate students during this time to ensure enrolments are retained and we remain competitive within the sector.

Topic Coordinators have been asked to provide details on their proposed teaching modes for S2. Eric emphasised to all that teaching room allocations are being reviewed and trying to be accommodated within safety guidelines. Eric will communicate further information as it becomes available.

E-Learning are looking at mechanisms to align both face to face and online learning to cohesively take place. Eric will provide more information once it has been finalised.

Questions

If students can't be in one room at once because of social distancing, do you hold more classes or design or rotate face to face opportunities with online?

We are looking into this with E-Learning to try and find the best way forward. We are trying to find a way to deliver face to face and online simultaneously. Some classes are equipped with Collaborate and if they're not what will be the options for them.

Has the international student recruitment strategy within the College been adapted as a result of COVID 19 situation? Can we be more involved?

We are looking at the international space, speaking with colleagues in our International office as to how we can deliver our classes to international students. Hopefully we will see the international student cohort return onshore from next year. We're also looking at the possibility of delivering online courses to international students, eg digital media, visual effects. We're working with CDW to see if we can run the entire course online which will allow international students to enrol.

We are meeting with International Office next week to revisit our strategy and the various projects we had running prior to COVID. We are less affected by the decline in International student enrolments due to the lower proportion of international enrolments for HASS. The issues we face with international student enrolment numbers predate COVID.

Increasing International student enrolments is a great solution to budgetary concerns. Please provide any ideas and strategies you may have to further international student recruitment for the College. Media and Communications is an area we want to develop further, market research indicates high international enrolment numbers. This program will likely go to market in 2022.

6. Report by the Dean (Research)

The report was circulated.

Penny spoke of the importance of Reconciliation week which commenced today.

Assemblage

The Centre for Creative Arts is now called Assemblage – we hope this indicates it is an interdisciplinary, outward looking, and collaborative space; Prof. Rob Saint, Deputy Vice-Chancellor (Research) has endorsed this. The webpage is currently being developed, an advisory committee established, an Artist in Residence program established, practice based Nitroas guidelines and policies developed and led by Maryrose Casey. Penny thanked all for their assistance.

Competitive Grants update

Penny thanked everyone for their hard work on the grant applications. Our college submitted 18 SRIs to ARC. We submitted 12 University COVID grants and five were successful. We also had a very high rate of grant applications for the CHASS internal grants program. 50 grant applications have been processed in the last 4 – 6 weeks. Please refer to report for further information.

Grant applications are opportunities to build teams and work together with HDRs, ECRAs, PGRs etc. It also allows collaboration with other universities but in this case we need to ensure we receive a fair share of the pro rata income.

There are 2 rounds of linkages coming up. Any unsuccessful SRIs maybe submitted as DECRA's, Linkages or DP's.

Sue Thomas, Director of the ARC has spoken about the impact COVID has had on researchers, and we realise some grants will need extensions. Please follow the link within the report for further information.

Grants Lifecycle management project is about to roll out. Grants Administration and Finance will now work together and hopefully streamline these processes.

Penny thanked Catherine Kevin for her work in supporting and reassuring HDR students throughout COVID.

There were no questions.

7. Report by the Dean (People and Resources)

The Report was taken as read.

Work arrangements

The expectation is that all staff will be back from 27 July including those interstate.

Casual Academic Teachers

Meetings about CATs start tomorrow, with individual TPDs. Will look closely at workloads and we expect to communicate outcomes of these meetings for S2 shortly.

Workloads

Workloads have felt heavier whilst trying to transition to online. Positively, we have acquired new skills which will be useful moving forward. Thank you to all for the great efforts all have been making.

Service & Leadership

Peter reiterated that there will be a number of Service and Leadership positions available at end of year. For more information please look at the Workload Equalisation model in the CHASS Document Library, which outlines the FTE and workload allocation for each position.

Expressions of Interests will be called in Semester 2. The College is looking for the next generation of leaders.

Questions

How will this additional and much heavier workload of delivering online teaching and the pastoral care of students be accommodated for in the Workload Model and Annual Performance Review?

All have had to adapt to this new teaching arrangement and the College thanks all and acknowledges this.

8. Report by Director of College Services

The Report was taken as read and most key points were covered in the Vice Chancellor's presentation.

Questions

How and where is it anticipated that the College will make \$2.3M in savings in 2021 or are we okay because we are working on this already?

We have been working on this already and luckily for us during the recruitment process we didn't appoint all of the vacant positions, which means there are vacancy savings to be found. Discussions will need to be had about the balance of these vacancy savings. There will be more oversight of the non-salary budget and more cost control measures will be put in place. The overall savings target is also dependent on student enrolments and if we needed to make the full \$2.3M in savings, it is anticipated that the position vacancies will contribute the lion's share of this. Further updates will be provided.

9. Report by Higher Degree by Research (HDR) Coordinator

A lot of HDR students have struggled throughout COVID situation. Cath thanked the Research Section Heads and Supervisors who have been supporting their students throughout this situation.

HDR Coordinators across the Uni completed a survey with all HDR students and results are pretty sobering. Some students have found this as an opportunity to just put their heads down and "write" and get it completed and submitted.

There have been concerns regarding student scholarships and going overtime. Waiving of overtime fees has provided the University the ability to offer extensions. Any of these costs will be borne by the University.

Thank you to our Post Graduate Association who have been fabulous during this period. They have recently released a program for Masterclasses for the remainder of the year. They are also organising an online conference; Penny Edmonds is a keynote speaker. This will be held on 17-18 June.

Meeting closed.

Next meeting: Thursday 3rd September at 2pm – 4pm

COLLEGE OF HUMANITIES, ARTS AND SOCIAL SCIENCES FORUM
3 September 2020
Agenda Item 5

Report by Dean (Education)

Semester 1 teaching

Semester 1 Student Evaluation of Teaching results

Semester 1 teaching went as well as could be expected given the COVID-19 circumstances in which our programs were delivered. The Student Evaluation of Teaching (SET) data for Semester 1 2020 (YTD) is now available. It is very pleasing to see that CHASS has scored the highest evaluations of all the Colleges across the University in 4 categories out of 5, improving from the 2019 result in all categories but one (in which there is only 1/10 of a % decrease).

- *Overall, I had a worthwhile learning experience* 84.6% (2019 = 84.7%); University = 80.8%
- *The learning resources were of a high quality* 85.4% (2019 = 82.6%); University = 81.0%
- *The feedback I received helped me to learn* 80.7% (2019 = 78.00%); University = 76.2%
- *I had a clear idea what was expected of me* 84.8% (2019 = 83.5%); University = 80.9%
- *I developed my ability to think critically and analytically* 86.1% (2019 = 85.00%); University = 83.3%

Congratulations to all teaching staff for such this outstanding achievement!

Non-Graded Pass conversions

The option to request for grades to be converted to Non-Graded Pass were given to students in Semester 1 as a special arrangement due to COVID-19. To date, there has been 251 requests from students to have their topic grades converted to a NGP in the College (against a total of 2938 across the university). The volume of requests is not as high as anticipated. The detail for teaching areas is as follows:

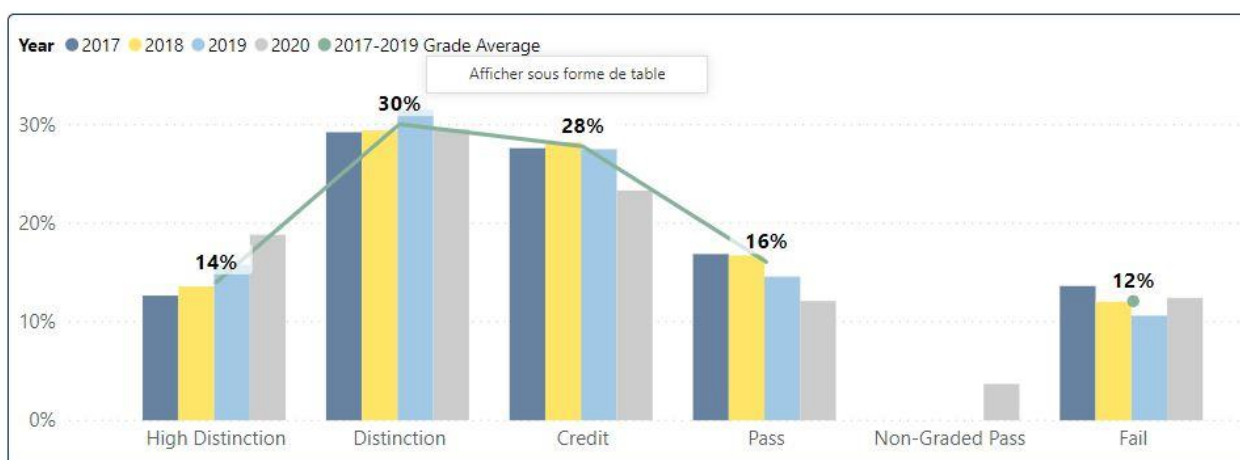
- Creative and Performing Arts = 79
- History and Archaeology = 31
- Language, Literature and Culture = 99
- Social Sciences = 42

(Note: the system still uses the old TPD structure which will be updated in 2021)

Grade distribution

In terms of grade distribution in Semester 1, overall, at the level of the university there has been a slight shift towards High Distinctions and Distinctions. The same pattern has been observed across the IRU universities. In CHASS, we have observed a similar pattern but with a more pronounced increase in High

Distinction and a decrease in Credits and Passes (refer to chart below). This pattern is repeated across the three Teaching Programs. This is a positive outcome as students tend to have performed better.



Grade distribution in CHASS Sem 2020 (source: PowerBI)

Semester 2 teaching

Semester 2 teaching is well underway. SAS have indicated that weeks 1 and 2 were busier than usual with student queries about students' timetable. Most queries have had positive outcomes.

Given the relaxing of restrictions from 4 sqm to 2sqm, the College has accommodated timetabling requests as much as feasible. As a result, the vast majority of students are able to have an on-campus experience. Semester 2 will not be without challenges, for which we need to be prepared. It's possible that a second COVID wave could hit SA, in which case we could see a return to full online mode. Another scenario would be to have to go back to 4sq m restrictions instead of the current 2sqm, which would be very challenging from a timetabling perspective as we would go from about 75% teaching capacity to about 35%. This means that some topics would have to revert to full online mode, while others would have to rotate class attendance or increase the number of online tutorials.

College Education Committee

A meeting of the College Education Committee was held on 5 June and 9 July 2020. At the July meeting, Dr Werner Botha (LLCS) presented the literacy, communication, and language enhancement topics he has been developing.

Course approvals

The following courses or course changes have been approved by the Education Quality Committee since the last CHASS forum:

- Bachelor of Letters TESOL (new)
- Bachelor of Creative Industries (new)
- Bachelor of Art refresh
- Honours: streamlining of admission requirements and lowering of the GPA to 5.00
- Undergraduate Certificate in Digital and Entertaining Design

Student Advisory Committee

There was a HASS Student representative meeting on 17 July at which a number of aspects of student representation were discussed such as how to enhance the visibility of the student representative, and how to facilitate communication between students and Course Coordinators. A short video (currently in draft form, available at <https://youtu.be/1PdEmWhcULk>) was made at the meeting to introduce the reps to their constituencies. Other topics discussed were the concept of possible HASS student association, student partnership, and a new topic that would be based on co-creating projects.

Student Success

The CHASS Student Success Sub-committee (CSSS) met for the first time in its new configuration in July. The meeting covered the following:

- University-wide initiatives that have been rolled out to foster student success, wellbeing, and retention: the online digital portal *Compass* is now up and operational.
- The university-wide student (and staff) wellbeing plan, that includes the Student Health and Wellbeing Blog, the 'Wellbeing for Student Success' FLO topic available to all students, and the 'Like a Boss' series of student study assist vlogs.
- This year's CHASS mid-year Orientation activities.
- 'Using Business Analytics' to track student activity and retention at the topic and course level. It was agreed at the meeting that more comprehensive use of student success/attrition/retention data was needed in order to optimise interventions into student attrition.

Academic Integrity

To date in 2020, there have been 21 breaches of academic integrity reported. Of these, 19 are classed as misunderstandings and 2 are classed as misconduct. The College is currently investigating the feasibility of having a mandatory academic integrity module in FLO for level 1 students to complete in semester 1 2021.

CHASS Casual Academic Teaching Awards

This is a reminder that applications for the CHASS Casual Academic Teaching Awards are now open. Interested Casual Academic staff are invited to send their application to chass.operations@flinders.edu.au. Please refer to my email sent on 10 August for further details.

Associate Professor Eric Bouvet

Dean (Education)

COLLEGE OF HUMANITIES, ARTS AND SOCIAL SCIENCES FORUM
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Agenda Item 6

Report by Dean (Research)

Artist in Residence program open - Assemblage Centre for the Creative Arts

We are pleased to announce the Assemblage 2020 Artist in Residence program, which is a funded, exclusive opportunity for arts practitioners to work with creative arts and industry leaders and academics in our new Centre. The program will run for 6-8 weeks between October to November. Applications close 18th September 2020. To find out more and apply: flinders.edu.au/assemblage

CHASS Competitive Grants Update

Many thanks to CHASS academics who submitted 4 large ARC Linkage grants, which represents half of the total of 8 submissions across Flinders University for round 2.

CHASS academic staff are highly grant active, and we are seeing much success due to the collegiality and calibre of our staff who are keen to work on teams and assist each other in mentoring work. Thanks to Professors Claire Smith, Heather Burke, and Sharyn Roach Anleu, Paul Patton, and Dr. Daryl Wesley, who have led and facilitated a grant development workshop to assist this round of Linkage and other applications. We are also most fortunate to have the support and wonderful commitment of Senior Research Support Officer Narmon Tulsi, who works tirelessly to assist with one-on-one strategic grant development, building budgets, co-investments, and all aspects of final grant submission.

The CHASS Research Team is now working on a schedule of development activity for forthcoming Future Fellowships, DECRA's, Discovery, LIEF, Indigenous Discovery (as well as various non-Cat 1 opportunities). Analysis of the ARC Grants database for Flinders shows the performance of CHASS:

- Of the current 100 Active ARC projects (not including LIEF) where Flinders University is the Administering Organisation (lead org), 21 are CHASS led. **21%**.
- Accordingly \$7.7m is associated with these 21 CHASS led projects, representing **19%** of the total \$40.8m awarded to all 100 Flinders University led ARC projects

CHASS Research grants and CHASS Themes research grants - round 2

Applications are now open for CHASS Research Grants and for CHASS Themes Research Grants. The closing date for applications for both schemes is **Monday September 14th, 5.00pm**.

Further information on the eligibility criteria and application process is outlined in the guidelines available under 'Funding' in the [Document Library](#).

The Theme Grants 'under \$2000' scheme is a rolling one, therefore staff are encouraged to approach their Research Theme Leader regarding these.

Please note: Unfortunately, requests for cross-border travel outside the state or into the state cannot be funded due to ongoing COVID restrictions. We therefore encourage research based applications, as events requiring travel or visiting scholars cannot be run unless online. CHASS can fund travel within the state if social distancing protocols are observed.

ERA 2023 preparation

The Excellence in Research for Australia (ERA) is Australia's national research evaluation framework to identify and promote excellence across the full spectrum of research activity in Australia's higher education institutions.

The next ERA assessment will be in 2023, and during the final quarter of the year all Colleges will be begin preparations for this important national research exercise.

Thanks to all staff who have registered for an Orchid ID. If you do not have an Orchid ID as yet please contact Mimi Eldeeb, Research Support officer, who is able to assist you if required. She will be contacting those across the College who are yet to register.

We also request that all staff to ensure that their publications/outputs including NITROs are up to date and submitted online to their research profiles for verification.

An ERA Working Group for Humanities and Creative Arts (FoR codes 12,19-22) will be formed in the College, with Research Analytics and Reporting Representative and a Library Services Representative, to guide this process in concert with the other Colleges and the DVCRs office.

Professor Penny Edmonds

Dean (Research)

COLLEGE OF HUMANITIES, ARTS AND SOCIAL SCIENCES FORUM
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Report by Dean (People & Resources)

Workload Data

The University has been able to update its workload data so that research data for the period 2017-19 is now available. The migration of research publication data to ResearchNow has been difficult and time-consuming, especially for CHASS, due largely to the high volume of outputs by CHASS staff not captured in Scopus. Staff are advised to ensure that their publications are properly recorded. The College will now work to produce a final 2020 workload allocation report based on the updated research data as well as census date enrolment data and send them to staff this semester, as indicated at the last College Forum.

Annual Performance Reviews

The College will soon commence the Annual Performance Review process, a requirement of the Enterprise Agreement, and aims to complete the process before the end of the year. As last year, relevant data will be distributed to reviewees and reviewers in advance of the meetings. In the great majority of cases, academic staff will have the same reviewers as last year, with some adjustments due to the changed composition of the Leadership Team. Research-only staff will be reviewed by their supervisor the Dean (Research), while Teaching Specialists will be reviewed by their supervisor the Dean (Education). All other academic staff are allocated to a member of the team of reviewers.

Working Flexibility

In response to a number of recent staff enquiries regarding options for working flexibility, the University has provided a reminder of a range of leave and flexibility options available to all staff in the [Enterprise Agreement](#) (EA) or relevant P&C policy. Those options include:

- Reducing Fraction (EA clause 7 or 46) – either ongoing or for a fixed period by agreement with your Supervisor.
- [Part Year Employment](#) – the ability to purchase additional annual leave.
- Taking Annual and/or Long Service Leave (EA clauses 30 and 32).
- Cashing out a proportion of Annual and/or Long Service Leave (EA clauses 30 and 32).
- Transition to retirement agreement (EA Schedule 9).

If you are interested in pursuing any of these arrangements or have any other enquiries, I would encourage you to discuss this with your supervisor, with me as Dean (P & R), or with your local People and Culture Business Partner. In the current absence of Craig Petho (on leave until 28 September), the P & C Business Partner to consult is Anita Abraham.

Service Roles

The College is currently considering its mix of Service and Leadership roles. For those roles which are scheduled to conclude at the end of this year, it is anticipated that Expressions of Interest will be called for in the coming weeks. All those interested in taking on a new role are encouraged to apply, just as all incumbents are encouraged to put their names forward again. If you wish to discuss your interest in one of the roles, please contact your supervisor or me as Dean (P & R).

Workday

We have all been adapting to the phasing in of Workday as the primary platform for Human Resources processes. Thanks to everyone for your patience in adapting to the new platform. Almost inevitably there have been some teething issues in bedding down the new system as it takes on a wider range of tasks. If you find that you need further assistance in navigating it, feel free to reach out to the People and Culture Business Partners – until 28 September (see above), that means Anita Abraham.

Professor Peter Monteath

Dean (People & Resources)

COLLEGE OF HUMANITIES, ARTS AND SOCIAL SCIENCES FORUM
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Agenda Item 8

Report by Director, College Services

2020 University Budget Position

In the last report, I noted that the University's load and budget position was significantly down against target. I am pleased to report that, due to the increase in enrolments in S2, the budgeted position is looking better for the University and HASS. However, the end of year projection for student load and therefore income is down against the 2020 budgeted figure, although up on 2019. At University level there is a 701 EFTSL reduction from budget to end of year projection, leading to a decrease of \$12M gross income. This is without the effects of COVID-19 included into the numbers. With COVID-19 impacts included, the University has a projected decline in teaching revenue of \$46.3M in 2021. The total of this reduction has been offset by decreases in non-salary spend such as postponing some major capital works, and salary spend through vacancy management.

Marketing/Open Days

Flinders had 4,801 registrations for Open Days, including International students (not final data). The Creative Arts, Industries and Media booth was the third most popular (after Health and Medicine). We produced by far the most videos (12) with several Screen Production students having a WIL opportunity to film and edit a short video for us. Tours of the The Void were popular, thanks go to Dan Thorsland, Cam Mackness and Jason Bevan for staffing this. An on-campus Creative Arts day will be held on 5th September for prospective students to come and look round. Six group of 10 will come throughout the day and five are already full; thanks go to Nicholas Godfrey and Sarah Peters for running this day.

Infrastructure

There has been a lot of work with our Learning Space Planner Gabbie Young, on a potential move of Screen Production out of Sturt. We have now confirmed that we have enough space, with some minor works, to fit the staff and teaching activities in Humanities and SSN. We are now waiting for approval of the budget spend. This will entail a few staff moves to make the best use of the space that we have, and I will be in contact with affected staff shortly.

Alumni/Advancement

It's been a difficult year to maintain our relationship with our alumni. Bec Edwards, our Alumni Officer, will be working to host an online Wal Cherry Lecture towards the end of this year; more details to follow. HASS will also be creating an online 'magazine' to send to our alumni for the end of the year, please let her know if you have anything that could be included.

CHASS WHS Committee

Agenda and minutes from the meeting of 20 July 2020 are attached.

Dr Michelle Gander

Director, College Services

FLINDERS UNIVERSITY

College of Humanities, Arts and Social Sciences

Health and Safety Committee

AGENDA

Meeting; 3- 20 will be held on Monday 20th July 2020 at 2:00pm

Location; Main Board Room H203

AGENDA

1. Meeting Opening

- 1.1 Chair; VPED Vanessa Lemm
- 1.2 Apologies: Jacqui Muirhead (Resigned; returned from maternity leave and moved to EPSW),
- 1.3 Introductions and welcome; (Dr Mimi Eldeeb)

- 1.4 Previous Minutes
 - Confirmation of the Minutes
 - Business Arising – any business arising from meeting 2-20
 - Review actions of previous minutes

2. Matters for Discussion

- 2.1 COVID-19, Coronavirus; update
- 2.2 Drama Centre,
 - Workshop (completed)
 - lights /trusses weight limits (MFT, dance etc)
- 2.3 Scuba Diving gear servicing – in College work ?
 - risk, -time, -cost, -qualifications, -documentation vs external contractor
- 2.4 Diving Oxygen, CPR and First Aid training - in College ?
 - RTO, - First Aid Code of Practice, -trainer standards, -Aust Standards, vs external contractor
- 2.5 WHS Legislative Audit Response; update
 - 'Audit Action Plan' update document
- 2.6 WHS Planned Actions – spreadsheet [xls; 3-20
- 2.7 WHS Committee Report from WHS Officer [pdf;]

3. Procedures / Policy for Consultation

- 3.1 **Field Trips Procedure;** *College wide*
- 3.2 **Laser Safety Procedure;** *Archaeology*
- 3.3 **Asbestos Safety Procedure;** *nil*

4. Matters for Noting

- 4.1 Newly elected HSR for 3-year term, Dr Mimi Eldeeb
- 4.2 University Boating & Diving Report; Matt Lloyd
- 4.3 Building & Planning projects; Steve Slape.
- 4.4 "Smoke-Free Workplace" procedure; re-formatted and approved.
Now uploaded onto [Policy Library](#).
- 4.5 Electrical Safety Audit; Lawsons, 22-25 June 2020

5. Any Other Business

5.1

6. Meeting Finalisation

- 6.1 **Date next meeting: 19th October, 2020, 2 pm**

ATTACHMENT A - Action Register

Reference Number	Action Description	Action By	Status	Date Completed
1-19 2.2.1	Review of Legislative Audit requirements. Audit Corrections, Action Plan 1. technical meeting. 2. Minutes included forum and VPED news. 3. Workplace inspections. 4. Updated & written; Hz, RA, SWPs Majority written, now in review and approval	J. Naumann M. Gander	In progress	
2-20	Drama Centre Workshop, preparation, inspection & clean up. Floor clean	H. Webb J. Naumann S. Castledine	complete	15/ 05/ 20
2-20	MFT, Dance studios lighting grids / trusses; weight load limits	PFD, Phil Rollins S. Castledine	In progress	

College of Humanities, Arts and Social Sciences

Health & Safety Committee [virtual online via 'Teams']

3 – 20 Minutes, 20/ 07 / 2020

Time: 2pm to 2:40 Date; 20 / 07 / 2020

Present: Michelle Gander, Peter Monteath, Eric Bouvet, Scott Castledine, Mimi Eldeeb,
On-line: Penny Edmonds, Chantal Wight, Helen Webb, John Naumann.

Apologies: Venessa Lemm

Item No.	Discussion Points and Action Items	By Whom	By When	Date Completed
1.1	<u>Acting Chair:</u> Michelle Gander			<input checked="" type="checkbox"/> 20/07/20
1.2	<u>Apologies:</u> Venessa Lemm			
1.3	<u>Welcome:</u> Dr. Mimi Eldeeb replacing Jacqui Muirhead (HSR election completed 13/7/2020)			<input checked="" type="checkbox"/> 13/7/20
1.4	<u>Confirmation of previous minutes:</u>	MGa, PMo		<input checked="" type="checkbox"/> 20/07/20
2.0	<u>Matters for Discussion</u>			
2.1	<u>COVID-19 Update:</u> ① reminder to academic staff about cleaning and distancing. ② student cleaning of stage and MFT areas discussed.	HWe		<input checked="" type="checkbox"/> 20/07/20
2.2	<u>Drama Centre:</u> ① workshop cleaning and tidy completed. ② lights, roof trusses weight limits ongoing and a separate hazard created.	SCa, JNa HZ000327	ongoing	<input checked="" type="checkbox"/>
2.3	Michelle Gander on behalf of the college was comfortable with the change in risk and the current technical officer has the required training, qualifications and skills.	MGa		<input checked="" type="checkbox"/> 20/7/20
2.4				
2.5	<u>WHS Legislative Audit</u> response is on-going with tech staff. Most have been written and awaiting review and sign-off.	JNa, SCa, MGa	ongoing	
2.3	<u>WHS Planned Actions spreadsheet:</u>	JNa,		
2.4	<u>WHS Committee report:</u> ① one student and ② zero staff incidents. ③ Across the Uni the number of incidents has decreased, but this may be a CoVID artefact for this quarter. ④ EAP attendance totals for our college decreased this quarter, but 'Workload' and 'Bullying, harassment or discrimination' were categories identified in the work-related visits. ⑤ SSN looking for Chief warden. ⑥ HUMs trial evacuation [23/6/20] successful.	JNa		noted
3.0	Procedures / Policy for consultation and college circulation	PMo		<input checked="" type="checkbox"/> 31/7/20
3.1	Field Trips Procedure; College wide	Responses received and passed to WHS		
3.2	Laser Safety Procedure; Archaeology			
3.3	Asbestos Safety Procedure;			

Item No.	Discussion Points and Action Items	By Whom	By When	Date Completed
4.0	<u>Reports for Noting</u>			
4.1	<u>HSR election</u> ; Dr. Mimi Eldeeb replaced Jacqui Muirhead HSR election completed 13/7/2020, 3-year term.	K. Hayden		<input checked="" type="checkbox"/> 13/07/20
4.2	<u>Dive Report</u> noted; review of procedure / policy and dive manual with consultation of users, diving and boating. Audit this year Sept. Boating and diving committee meeting held	Matt Lloyd		<input checked="" type="checkbox"/> 20/07/20
4.2	<u>PFD Report</u> : noted.	Steve Slape		<input checked="" type="checkbox"/> 20/07/20
5.0	Any other business			
5.1	<u>RPA, Drones</u> ; CASA New Rules due this year. Compulsory ① Aircraft need to be registered and ② pilots complete registration & on-line training. ③ HASS, use <2 kg 'exempt' class. ④ HASS use FLO online quiz and registration currently.	CWi	Sept 2020?	
6.1.	Date Next meeting = 19/10/2020; 2pm; 4-20 Via mixed media; 'teams' on-line and physical	JNa		19/10/2020
	<u>Meeting closed, 2:39pm</u>			

Date; 27/ 07/ 2020

COLLEGE OF HUMANITIES, ARTS AND SOCIAL SCIENCES FORUM
3 September 2020
Agenda Item 9

Report by Higher Degrees by Research Coordinator

CHASS Summary at 26 August 2020

Enrolled	116
Leave of Absence	16
Under Examination	7
Total HDR Students	139

2020 enrolments

To date, there have been 32 new enrolments in CHASS in 2020 across 9 codes. The highest new enrolment numbers are in ARCH9998/9 (7) followed by ENG9999 (6), DRAM9998/9 (6) and HIST9999 (5).

Completions since the May Report

Since the last report, there have been 5 new PhD completions taking the total for 2020 to 20:

Heather Robinson	ENG	Robert Phiddian, Tully Barnett, Julian Meyrick
Pamela Kelly	ENG	Robert Phiddian, Graham Tulloch, Eric Parisot
Enrique Nunez	ARCH	Wendy Van Duivenvoorde, Amy Robert, Mark Polzer
Stephanie Jacobs	HIST	Andrekos Varnava, Catherine Kevin
Tova Rosengarten	WMST	Monique Mulholland, Heather Brook, Anna Szorenyi

1. Bespoke Supervisor Training in CHASS

The Office of Graduate Research has recently developed specialised supervision training for our College. On 21 August, there was an Effective Supervising in HASS training session and on the 26 August a training session for Supervising in the Creative Arts. If you missed these sessions and would like to complete one or both of them (each worth 10 supervision points), you can do so by watching the recording of the session and completing tasks offline. Please contact Catherine Kevin of Dani Milos if you would like to pursue this option.

2. CHASS-Postgraduate Association

CHASS PA Conference

On the 18-19 June CHASS PA hosted a very successful online conference that was attended by between 30 and 40 students, staff and external participants at any one time. Twenty HDRs gave presentations and Professor Penny Edmonds gave the opening keynote address. The conference also featured a Research Themes Roundtable and an Industry Engagement Panel, organised by Megan Prideaux from the OGR. Many thanks to all those who supported this event by participating in the panels, chairing and supporting

their students in their preparation and on the day. The CHASS PA hosts did an excellent job of planning, chairing, trouble-shooting tech issues and creating a hospitable atmosphere.

CHASS PA Masterclasses

The CHASS PA Masterclasses continue. In July Dr Sandro Antonello and Narmon Tulsi gave a masterclass on applying for DECRA's and in August Catherine Kevin offered a session on giving conference papers.

3. CHASS Spring HDR conference, 2020

The annual HDR Spring Conference will be held on Thursday 5th November. Calls for papers will be circulated next month.

This is an excellent opportunity for students to complete their milestone presentations in a supportive (hopefully actual rather than virtual) conference environment, including confirmations of candidature.

We are hoping to co-host this event with BGL. **Edith Hill** is the new HDR representative on the Education Committee. She will begin in this role by joining the conference committee.

4. In the Loop

The OGR's new online publication is looking for stories about HDR achievements in the College. If you have a student who has something to share, please email gradreaserach@flinders.edu.au.

Associate Professor Catherine Kevin

Higher Degrees by Research Coordinator

New Enrolments in CHASS, 2020
(data from 26 August, 2020)
TOTAL: 32

ARCHAEOLOGY

Student	Supervisors
ARTYM, Ursula	Burke, Heather Principal Supervisor Gorman, Alice Associate Supervisor
DOHERTY, Elizabeth	Smith, Claire Principal Supervisor Tur, Simone Associate Supervisor
FROST, Andrew	Moffat, Ian Principal Supervisor Morley, Mike Associate Supervisor
GREENWOOD, Kate	Roberts, Amy Principal Supervisor Wesley, Daryl Associate Supervisor
HERNANDEZ, Vito	Morley, Mike Principal Supervisor Polkinghorne, Martin Associate Supervisor
MCALLISTER, Meghan	Morley, Mike Principal Supervisor Polkinghorne, Martin Associate Supervisor
NAGLE, Natasha	Morley, Mike Principal Supervisor Moffat, Ian Associate Supervisor

ENGLISH

Student	Supervisors
CARPENTERMEW, Rebecca	Barnett, Tully Principal Supervisor Phiddian, Robert Associate Supervisor
HERSHMAN, Holly	Williams, Sean Principal Supervisor Douglas, Kate Associate Supervisor
LANG, Caitlin	Bennett, Lisa Principal Supervisor Douglas, Kate Associate Supervisor
LINDE, Lisandra	Cardell, Kylie Principal Supervisor Douglas, Kate Associate Supervisor
PRIKE, Josh	Phiddian, Robert Principal Supervisor Cardell, Kylie Associate Supervisor
SCHILLING, Cassandra	Sebo, Erin Principal Supervisor Kane, James Associate Supervisor

DRAMA

Student	Supervisors
DUNNE, Martin	Peterson, William Principal Supervisor Erhart, Julia Associate Supervisor
HAMPTON, Jermaine	Tur, Simone Principal Supervisor Baker, Ali Associate Supervisor
HUNTER, Esther	Susino, Marco Principal Supervisor Muecke, Stephen Associate Supervisor
KNIGHT, Tony	Peterson, William Principal Supervisor Erhart, Julia Associate Supervisor
OBRIEN, Peter	Peterson, William Principal Supervisor Erhart, Julia Associate Supervisor
PATERSON, Ailsa	Peterson, William Principal Supervisor Erhart, Julia Associate Supervisor

HISTORY

Student	Supervisors
CARTLEDGE, Yianni	Varnava, Andrekos Principal Supervisor Payton, Philip Associate Supervisor
EVANS, Jordan	Oppenheimer, Melanie Principal Supervisor Fathi, Romain Associate Supervisor
HAMMOND, Ben	Flowers, Prudence Principal Supervisor Geisler, Johanna Associate Supervisor
RIPPON, Lee	Monteath, Peter Principal Supervisor Fitzpatrick, Matt Associate Supervisor
TAYLOR, Johanne	Oppenheimer, Melanie Principal Supervisor Kevin, Catherine Associate Supervisor

SCREEN AND MEDIA

Student	Supervisors
COLEMAN, Kristen	Godfrey, Nicholas Principal Supervisor Erhart, Julia Associate Supervisor
PERROTTA, Katharine	Erhart, Julia Associate Supervisor Godfrey, Nicholas Associate Supervisor
SALT, Lachlan	Godfrey, Nicholas Principal Supervisor Erhart, Julia Associate Supervisor

SOCIOLOGY

Student	Supervisors
DENTON, Jasper	Baird, Barbara Principal Supervisor Mulholland, Monique Associate Supervisor
HOSKING, Sara	Scott, Michael Principal Supervisor Barnett, Tully Associate Supervisor

THEOLOGY

Student	Supervisors
BUDDEN, Chris	Dutney, Andrew Balabanski, Vicky

GEOGRAPHY

Student	Supervisors
LOUHENAPESSY, Daniel George	Clarke, Beverley Principal Supervisor Butler, Gareth Associate Supervisor

PHILOSOPHY

Student	Supervisors
WEBER, Libbey	Taylor, Craig Principal Supervisor Gleeson, Andrew Associate Supervisor