



COLLEGE OF HUMANITIES, ARTS AND SOCIAL SCIENCES FORUM

Date: Thursday, 26 March 2020
Time: 2pm – 4pm
Venue: North Theatre 1, Humanities Building (live streamed @
https://video.flinders.edu.au/events20/20//HASS_College_Forum_Conference.cfm)

Chair: Professor Vanessa Lemm
Secretariat: Sonja Yates

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			70 minutes	
4.	Vice-President and Executive Dean COVID-19 Update and Outline of College Response	Noting	NO	15 minutes
5.	Dean (Education)	Noting	Yes	20 minutes
6.	Dean (Research)	Noting	Yes	10 minutes
7.	Dean (People & Resources)	Noting	Yes	10 minutes

Item		Action	Attachment	Time Allotted
8.	Director of College Services	Noting	Yes	10 minutes
9.	Higher Degree by Research (HDR) Coordinator	Noting	Yes	5 minutes
C: Presentations				45 minutes
10.	Online Delivery of Topics <ul style="list-style-type: none"> • Tom Young – Collaborate, Microsoft Teams • Katie Cavanagh – Setting up for Remote Delivery • Ann Luzeckyj – online social presence, good practice, support for staff 	Noting	No	20 minutes 10 minutes 15 minutes

Next Meeting: Wednesday, 27 May 2020

Professor Vanessa Lemm

Vice-President and Executive Dean



COLLEGE OF HUMANITIES, ARTS AND SOCIAL SCIENCES FORUM

Date: Wednesday, 6 November 2019
Time: 2pm – 4pm
Venue: Studio 1 & 2, behind Grind & Press, Professional Services Building (PSB)

Chair: Professor Vanessa Lemm
Secretariat: Katharin Jenei-Pinter

MINUTES

A: Procedural Matters

1. Attendance and Apologies

Professor Vanessa Lemm opened the College Forum at 2.07pm and welcomed all for their attendance.

Attendance: Vanessa Lemm, Katharin Jenei-Pinter, Alex Vickery-Howe, Amy Matthews, Sarah Peters, Maggie Ivanova, Constance Lever-Tracy, David Faber, Craig Taylor, Andrew Dutney, Priyanbudi Sulistiyanto, Lefeng Lin, Marian Weck, Gareth Butler, Eliza Kitchen, Nathalie Paterson, Stephen Muecke, Mai Ngo, Will Peterson, Todd Pursche, Nicholas Godfrey, Julia Erhart, Jo Smiley, Johanna Conterio, Christine Winter, Susan Harris, Scott Castledine, Ian Ravenscroft, Kylie Cardell, Sharyn Roach-Anleu, Michael Scott, Tully Barnett, Amy Roberts, Alice Orchard, Julianne Rice, Ania Kotarba, Mike Morley, Martin Polkinghorne, Tom Young, Tania Steinhoff, Niki Hasler, Giselle Bastin, Monique Mulholland, Ali Baker, Peter Monteath, Romain Fathi, Jonathan Benjamin, Eric Bouvet, Michelle Gander, Bev Clarke, Wendy van Duivenvoorde, Susanne Schech, Claire Smith, Amanda Kearney, Daryl Wesley, Udoy Saikia, Elizabeth Weeks, Anita Abraham, Matt Fitzpatrick, Daniella Rose (from 2.20pm), Javier Diaz, Helen Carter, Mark Gregory (for Item 9)

Apologies: Jane Haggis, Andrew Bailey, Elizabeth Boase, Sean Parsonage, Ann Luzeckyj, Craig Taylor, Mae White, Timothy Hein, Annie Taverner, Dymphna Lonergan, Cameron Mackness, Christy Capper, Leanne Mayers, Yvonne Corcoran-Nantes, Katherine Sutcliffe, Richard Back, Beverley Amos, Matt Fitzpatrick, Nicole Sferruzzi, Kris Natalier, Tessa Bothwell, Luciana d'Arcangeli, Simone Tur, Mark Polzer, Gerti Szili, Eric Parisot, Rebecca Esteve, Genevieve Chaffey

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 and the Acting Dean (People and Resources)

Vanessa welcomed Stephen Muecke to his first College Forum and spoke to her Report, advising there is a form for the Academic Performance Reviews which will be completed by the end of December 2019 or possibly into January 2020. Noting there will also be a briefing for the Academic Reviewers also soon. Vanessa asked staff to advise of any errors in the data which will be provided centrally so we can have the opportunity to update these.

Vanessa also advised Academic Status now forms part of the responsibilities of the Dean (People and Resources) from 2020.

Julia Erhart asked: *if we could include the RTL for the Academic Status details.*

Vanessa: *agreed as this would form better collaboration and to take into account the ERA details.*

Vanessa also advised Teaching Specialists will now report to the Dean (Education) in 2020.

Jonathan Benjamin asked: *should Project staff report to the Project Director or Dean ?*

Vanessa advised: *she would sort this out and this is currently the way with some projects which Sharyn Roach-Anleu and Andrekos Varnava currently have.*

Vanessa advised:

- with the new HR and Curriculum System coming, this should become more a streamlined and easier system for our Deans
- we draw the Workload data from various central locations and we are trying to get the information correct and there could be mistakes so please let us know and we can organise the amendments

Michelle Gander advised it will be a few more weeks until the Workload information and details are completed.

Question with relation to teaching and adjustments

Vanessa noted: *there are 2 Semesters and we can make adjustments and we can balance and equalise workload, marking and teaching and provide relief as necessary.*

Vanessa encouraged staff to submit proposals for USF 2020 by 29 November 2019.

Romain Fathi asked: *if College Forum meeting papers could be distributed 72 hours prior to the Forum.*

Vanessa responded: *and agreed.*

5. Report by the Dean (Education) and HASS Honours 2020 (Tom Young)

Eric spoke to his Report and also congratulated Jonathan Benjamin and Wendy on the *Professional Scientific Diver Micro-credential*, which is the first micro-credential to be approved at Flinders University.

Tom Young attended and spoke about the Honours for 2020 and encouraged staff to contact him or Jane Haggis if you have any queries or suggestions.

Vanessa noted our HDR students are very low so we have capacity to take on HDR students and supervisors.

Romain suggested we think about inviting students directly from College wide and not just based on each lecturer and their students in their class.

Katie Cavanagh suggested inviting students to information sessions.

6. Report by the Acting Dean (Research)

Peter spoke to his Report and advised:

- the Sub Committee of the Research Committee will meet his week and announcements in the next week or two
- Support staff: Elizabeth Weeks is now working with the Dean (Education) as she is no longer working in Research. Mimi Eldeeb will assist us with various admin tasks which Elizabeth was performing while also still working on the ResearchNow items and to contact her if you need assistance with inputting research information and details.

Craig Taylor *queried when is ResearchNow to go live ?*

Peter advised: *it's been delayed as there are software issues.*

Vanessa noted this is Peter's last College Forum as the Acting Dean (Research) as our new Dean (Research) will commence in early 2020 and we'll have a celebratory event to thank Peter.

7. Report by the Director of College Services

Michelle spoke to her Report and advised we are down 77 1st Preferences this year and there is a new form available for Sponsorships on the document library <https://www.flinders.edu.au/engage/community/sponsorships>

Maggie Ivanova asked *after David Nettlefold and if there has been a new appointment.*

Michelle advised *following the interviews no appointment has been able to be made on that round and will be out to market to advertise once again.*

Vanessa asked staff to initially contact Michelle Gander to discuss any matters in the absence of a Manager, International Recruitment at the HASS College level until an appointment is made.

8. Report by the Higher Degree Research (HDR) Coordinator

Susanne spoke to her Report and Vanessa advised this is also Susanne's last College Forum Report as there will be a new HDR Coordinator in 2020.

Ania Kotarba reminded everyone with relation to her event on 14 November 2019 in the CHASS College Front Boardroom, Room 203

9. Service Review (Mark Gregory)

Mark thanked Prof. Heather Burke and Dr. Daryl Wesley for being awarded a \$1,342,000 ARC Linkage Grant - LP190100194 Aboriginal rock art and cultural heritage management in Cape York Peninsula.

Mark also spoke to his Report and the details contained within it. He urged all staff to respond to the survey which will be done once again in the 1st Quarter of 2020 and to provide constructive feedback and responses.

Jonathan Benjamin asked: *With relation to equipment management and has raised it with Michelle Gander also.*

Mark Gregory advised: *there has been work already done on this, but the process system has not been finalised as yet.*

Romain Fathi asked: *regarding topic changes i.e. names and details to forms and curriculum and enquired when this may be resolved as it's a lengthy system and process currently.*

Mark Gregory noted: *The Curriculum Review Project Software Tool has been approved and will hopefully come into existence for 2021.*

C. Discussion Items

10. Social Sciences Group: Update and SWOT (Bev Clarke and Udoy Sakaia)

Bev spoke to her Social Sciences PowerPoint presentation, discussed the details and apologised for missing Sean Muller off the staff list slide.

Udoy spoke to his Social Sciences Research Report for 2016-2019 and noted the information with relation to Budi will be included in the future reports.

11. CHASS Finance Team (Susan Harris)

Susan spoke to her Report and outlines each staff members roles in the Finance Team.

Next meeting: Thursday, 26 March 2020 at 2pm to 4pm



COLLEGE OF HUMANITIES, ARTS AND SOCIAL SCIENCES FORUM
26 March 2020
Agenda Item 5

Report by the Dean (Education)

Report

COVID Response: Teaching continuity in CHASS

In response to the COVID-19 situation, the College of Humanities, Arts and Social Sciences has made the decision to deliver all lectures online and transition to the online delivery of all topics from Week 4 (with the exception of practice-based topics for the time being). The College's objective has been to have the capacity to deliver most topics online from Monday 23 March. The transition to online delivery has been very rapid, and I am very grateful to all Academic and professional staff for their exceptional response to the challenge in these very difficult circumstances. It is heartening and inspiring to see how colleagues have helped and supported each other. Online arrangements are not transitional and are projected to be implemented until at least the end of semester 1 and possibly beyond. The move to online environments will no doubt develop our capacity and expertise in this domain and will create excellent opportunities for online delivery of topics and courses in the future.

College Education Committee

A meeting of the College Education Committee was held on Friday 13 March 2020, at which a proposal for a new topic *CREAxxxx Community Art and Cultural development* which aims to introduce students to the study of teaching artistry. This topic will be an elective in Creative Arts. It would be delivered online through a third-party provider called Kadenze Inc., an American-based company that provides online learning in the Creative Arts to universities across the world. The Education Committee approved the topic subject to Kadenze meeting the University's requirements for use of a third-party Learning Management System and student data storage and retention. Kadenze has provided information which now needs to be vetted by eLearning and IDS.

Course reviews

Three course reaccreditations have been scheduled in 2020: Media and Communication, Languages and TESOL, and Theology. They will take place in the second half of the year and will follow the new internal process for reaccreditation.

BA and Creative Arts refresh

Curriculum development projects are continuing as planned.

BA: Giselle Bastin is currently completing course change forms in relation to the new BA course rule. She is also completing the new topic forms for all core topics in the spine and is discussing changes to double and combined degrees with stakeholders in other Colleges. A communication about the progress of the BA refresh will soon be sent.

Creative Arts: We have been concentrating on the new Bachelor of Creative Industries which will have 5 specialisations: Creative Writing and Publishing, Interactive design, Film and Television, Screen and media, and Theatre and Performance.

Teaching Awards

The College has been very successful in winning a number of awards at institutional and national levels.

Australian Awards for University Teaching

[Professor Kate Douglas](#) won a [Citation for Outstanding Contributions to Student Learning](#) for Research-led teaching in Literary Studies: Sharing innovative methods and demonstrating leadership through high-quality international scholarship that influences research and enhances the student experience.

Vice Chancellor's Awards for Excellence in Teaching

[Associate Professor Barbara Baird](#): *Teaching by example*. By inspiring and motivating students to think critically about racism and move towards reconciliation and decolonisation by foregrounding Indigenous knowledges in the field of Women's & Gender Studies, Professor Baird has motivated students to critically assess their understanding, beliefs and values in relation to Indigenous knowledges.

Vice-Chancellor's Innovation in Teaching Awards

[Dr Nick Prescott](#): *Bespoke assessment strategies in the Creative Arts*. This initiative offered the students a choice between an essay or presenting a creative response to a complex question about the ideological content and social commentary found in the works of American writer Philip K. Dick. The resulting submissions demonstrated in ways that a traditional essay cannot a deep engagement with all elements of the topic.

[Dr Nicholas Godfrey](#): *Using video essays for assessment in undergraduate Screen and Media studies*. This innovative alternative to the written essay saw video essay labs established on campus. It allows students to articulate their critical, theoretical and analytical argument by using the films themselves as evidence. It's not a substitute for traditional academic writing but supports the development of these skills. It also emulates conventional film production and helps create work ready graduates.

Course Quality Advisory Groups

The CHASS Course Quality and Advisory Groups (CQAGs) have been named and co-chairs nominated. Education Quality team have been informed of these groupings and the relevant co-chairs:

Group 1: Archaeology (Amy Roberts and Jonathan Benjamin)

Group 2: BA and associated degrees + Theology (Giselle Bastin and Andrew Dutney)

Group 3: Creative Arts (Richard Back and Nick Prescott)

Group 4: B Media Comms and B Media Arts (Sky Marsen and Julia Erhart)

Group 5: Gender, Environment and International Development (Bev Clarke and Barbara Baird)

Group 6: Languages and TESOL (Jeff Gil and Eric Bouvet)

Group 7: Tourism (Gareth Butler and Eric Bouvet)

Associate professor Eric Bouvet

Dean (Education)



COLLEGE OF HUMANITIES, ARTS AND SOCIAL SCIENCES FORUM
26 March 2020
Agenda Item 6

Report by the Dean (Research)

COVID-19 Research Information and Advice from the DVCR

The rapidly evolving measures put in place to respond to the spread of cases of COVID-19 infection worldwide are impacting on Flinders research activities and planning. The Deputy Vice-Chancellor (Research) (DVCR) has provided information and advice on a range of research issues arising from COVID-19 and the response measures. Flinders' research community that the objective is to:

- Maintain, as far as is possible, the operation of research facilities.
- Inform researchers about any changes that impact on research, including changes to ethics and compliance obligations.
- Provide as much continuity as possible to existing research programs.

Please read the section on 'Human Behavioural Testing', and I wish to remind everyone that the minimisation of risk and harm to community and human research participants is paramount. Under the new government guidelines no face-to-face community work, or research can be undertaken.

ARC funding rounds

SRI

Thank you to researchers who have submitted their EOI for the ARC's Special Research Initiative on Australian and Aboriginal and TSI studies. We have around 20 proposals, which is very exciting. The CHASS research team has developed an SRI proposal reading group of academic staff who meet online to assist staff with the first draft of their proposal. The round closes on 22 April.

The ARC will run a Zoom Webinar on SRIs – please note the new date !

We encourage researchers to attend the Webinar. Due to COVID-19 the ARC has brought forward this information session.

The Zoom webinar for all three SA Universities will now be held on Friday 27 March 2020 from 9:30 - 11:00am (ACDT).

Presented by Professor Joanne Tompkins, ARC Executive Director for the discipline of Humanities and the Creative Arts, this session will provide information about the scheme. Time will be allocated to answering questions.

If you are available to participate please register [here](#) for the webinar.

If for some reason you have not received notifications about the SRI including documentation about the opportunity from Narmon Tulsi in the last fortnight about this scheme, including supporting documentation and details about the support being offered, you should contact him immediately.

ARC Linkage

We have two Linkage projects going in for Round 1, due 8th April. As a reminder, next Linkage round this year closes on 5th August, and the third 1st December. Please contact Narmon Tulsi if you wish to discuss your project for rounds 2 and 3.

Internal Funding – new date for College Research Grants

Please note that the deadline date for the internal College Research Grants has been moved to c.o.b. 30 April. The assessment committee (Acting Dean Research and the four Research Section Heads) will meet in early May. Decisions will be announced before the end of that month. The next round of internal funding is anticipated for October 2020.

Personnel

Mimi Eldeeb will continue to work with the CHASS Research portfolio. For those requiring assistance, especially relating to Research Now, or general web profiles, and other research matters please continue to contact Mimi on mimi.eldeeb@flinders.edu.au

All other enquires relating to research should be directed to either Narmon Tulsi or to me.

ResearchNow

Thank you to all staff who have assisted with the shift to the research data system known as ResearchNow. If you have not yet done so, please check your profile and publication data. As indicated in the last meeting, academic staff will be responsible for maintaining their profiles. However, anyone seeking assistance in checking their profiles is advised to contact Mimi Eldeeb, who is able to give hands-on assistance in carrying out a check.

Professor Penny Edmonds

Dean (Research)





COLLEGE OF HUMANITIES, ARTS AND SOCIAL SCIENCES FORUM
26 March 2020
Agenda Item 7

Dean (People and Resources)

Work Arrangements

The College continues to make appropriate adjustments for the performance of teaching, research and administrative duties. I acknowledge that those adjustments have been challenging, but all indications are that academic and professional staff are doing fantastic jobs in making necessary changes. In the meantime, the University continues to provide a safe work environment so that our daily work rhythms can remain largely unaffected.

Probation

Academic supervisors will continue to make arrangements for probation meetings with those members of staff still in their probation periods. Where mutually agreed, those meetings can be held by telephone or other suitable distance mode. In all circumstances the recommendations relating to 'social distancing' should be observed.

Outside Studies Program

There is one round of OSP applications each year. The due date for this year's round was initially set at 30 March. As advertised in the VPED Update last Monday, the due date has now been reset to 30 April. Forms and guidelines are available in the CHASS Documents Library. Applicants are strongly advised to consult with their Teaching Program Director and Research Section Head in advance of making an application.

Workloads

We have been 'rolling out' the preliminary workload allocations Teaching Program by Teaching Program in the last weeks. In each instance, staff members will receive their own individual dashboard as well as an overview of their Teaching Program.

It is important to bear in mind that these allocations are preliminary. The information available to us is not always as reliable as we would want it to be. It does not include 2019 research data, Sem 2 CAT allocations or Honours and Coursework Masters supervisions. We will collect information on inaccuracies and add it to new data as they become available. Imperfect though the information currently is, with the help of staff we are steadily improving its quality and the processes by which we call in it to help equalise workloads across the Teaching Programs and the College.

Mentoring

Last year the College implemented its Mentoring Scheme, providing training, inviting applications and

matching mentors with mentees. This scheme is open on a continuing basis, and we encourage all academic staff, both new and continuing, to consider joining the scheme. It is an important part of the College's strategy to deliver excellence in education and research.

Anyone interested in becoming a mentor or mentee is welcome to discuss this further with Dean P & R Peter Monteath at any time or could simply go to the CHASS Document Library to find the application forms for mentors and mentees (<https://staff.flinders.edu.au/colleges-and-services/hass/documents>). The Document Library also includes the scheme's 'Good Practice Guide', available here: <https://staff.flinders.edu.au/content/dam/staff/documents/hass/hass-mentoring-guide.pdf>



COLLEGE OF HUMANITIES, ARTS AND SOCIAL SCIENCES FORUM
26 March 2020
Agenda Item 8

Director, College Services

Report

Student Numbers Update

HASS had a targeted student load (domestic, international, under- and post-graduate) of 1572 EFTSL, currently we are predicting that we will only enrol a load of 1459 EFTSL at the end of the year (as of 23/3/2020). This is without considering any effects from the COVID-19 situation.

Projected end of cycle position

End of Cycle Projected Load	1,459
Budget Load	1,572
Projected Load % variance to Budget	-7.2%
Projected Load difference to Budget	-113

At the moment we are seeing a similar enrolment / withdrawal pattern as in 2019 but we expect this to change before census date in April, as the effects of COVID-19 take hold.

The following tables show the major courses of the College and the student load versus budget for each at both under- and post-graduate.

If these patterns remain constant then the budget impact would be a reduction in gross income of -\$3.59M.

Undergraduate Course Commencing Budget and Load to date

	Commencing budget load	Commencing load 22/3/20	Variance to date	Projected end of year load (after S2 census)
Bachelor Media & Communications	28	23.75	-4.25	27.04
Bachelor of Languages	6.6	12.63	+6.03	12.64
Bachelor of Arts	71	58.75	-12.25	72.42
Bachelor of Archaeology	37.8	29.38	-8	32.58
Bachelor of Media Arts	24.3	12.63	-11.67	18.79
BCA (VEED)	102.2	89.88	-12.32	90.60
BCA (Visual Arts)	8.6	9.38	+0.78	11.22
BCA (Screen)	34	34.13	+0.13	33.55
BCA (Fashion)	24.8	15.38	-9.42	17.49
BCA (Dance)	5	4	-1	5.81
BCA (Costume Design)	7.3	6.63	-0.67	7.64
BCA (Drama)	11.4	13.63	+2.23	13.39
BCA (Enterprise)	15	4.25	-10.75	5.30
Bachelor Tourism & Events	30	15.38	-14.62	18.57

Postgraduate Course Commencing Budget and Load to Date

	Commencing budget load	Commencing load 22/3/20	Variance to date	Projected end of year load (after S2 census)
Master of Tourism & Events	2.51	2.13	-0.38	2.74
Master of International Dev	5.19	2.38	-2.81	6.43
Master Environmental Mana	25.7	11.88	-13.82	19.99
MA (Women's Studies)	5.6	2.88	-2.72	3.69

	Commencing budget load	Commencing load 22/3/20	Variance to date	Projected end of year load (after S2 census)
Master of Maritime Arch	2.28	7.14	+4.86	7.11
M. Arch & Heritage Mana	5.3	7.01	+1.71	12.41
Master Screen & Media Prod	12.5	8.13	-4.2	11.04
Master of TESOL	10.62	4.63	-5.99	6.21

Michelle Gander

Director, College Services

COLLEGE OF HUMANITIES, ARTS AND SOCIAL SCIENCES FORUM
25 March 2020
Agenda Item 9

Higher Degrees by Research

1. A welcome event for all HDRs, supervisors and new academic staff was hosted by Catherine Kevin and Penny Edmonds in the Humanities Courtyard at 4pm on 12 March. Around 40 people attended.

2. HASS statistical summary as at 25 March 2020

Enrolled	121
Leave of Absence	9
Under Examination	18
Total HDR Students	148

3. CHASS-Postgraduate Association and the CHASS HDR Student representative

- The inaugural meeting of the CHASS Postgraduate Association was on Monday 9 March. The office bearers are Christina Mammone (President); Claire Whitley (Vice-President); Matthew Firth (Secretary); Ellen Whitton (treasurer); Rebecca Carpenter (Engagement Officer)
- CHASS-PA hosted a virtual masterclass with Tully Barnett on transitioning from HDR to ECR on Tuesday 24 March.
- CHASS-PA currently have a Call for Papers for a CHASS Postgraduate Conference to be held on 17-19 June 2020. CHASS-PA will host this as a virtual event and Penny Edmonds and Catherine Kevin are currently working with them to establish the best way to do this. This will replace the WHIP conference. There will be opportunities for Confirmation of Candidature processes to be conducted as part of this conference.
- There is currently a call for a new HDR student presentative to replace Todd Dearing on the CHASS Research Committee. Many thanks to Todd Dearing for his exemplary service.

4. Challenges in the context of COVID 19

Travel

Recent events have presented distinct challenges for HDR students and their supervisors. Last week the OGR and the College worked together to identify and communicate with HDR students who were traveling or who had plans to travel in the next four months. All fieldwork and conference travel for this period has

now been cancelled. I acknowledge that this is disappointing for students and their supervisors and appreciate the cooperation we have seen.

A number of international students who were due to begin their degrees have postponed their enrolment.

Supervision

In recent weeks supervisors have demonstrated their flexibility and commitment to students by utilising technology to supervise online. Collaborate is the platform available through the CHASS HDR FLO site and is being used alongside other online platforms, as well phone calls.

Candidature progression

Students and supervisors are understandably concerned about the impact of COVID 19 on progression through candidature, particularly in cases where fieldwork has been suspended. The processes of applying for a candidature extension of six months, made on scholarly grounds, towards the end of three years EFT candidature continue unchanged at this point. The OGR is aware of people's concerns and other strategies may emerge.