School of Social Sciences
School Executive Committee Meeting Minutes
Wednesday, 27th March 2013 at 2:00pm
Seminar Room G.25

Present:
Professor Alistair Paterson, Head of School (Chair)
Mr Tim Stewart, Manager
Associate Professor Jie Chen
Associate Professor Roderic Pitty
Associate Professor Marie-Eve Ritz
Professor Victoria Burbank
Associate Professor Stephen Dobbs
Professor Ian Saunders
Associate Professor Joe Dortch
Professor Van Ikin (GRC)
Ms Jill Woodman

Apologies:  Professor Jo McDonald, Associate Professor Martin Porr, Professor Samina Yasmeen

1. Minutes of Meeting – 27th February 2013
The Minutes of the December meeting were passed subject to the amendment that Associate Professor Jie Chen be recorded as Present.

2. Business Arising from the Minutes
Timesheets for casual tutors – Tim Stewart informed the meeting that, after negotiations with Human Resources, it has been agreed that timesheets need only be used for the marking undertaken by casual tutors.

3. Invigilators at Language Tests
The requirement of the Teaching and Learning Committee to have supervisors at tests and exams scheduled outside the usual examination period, had caused problems for the Asian Studies language tests, held at the beginning of semester. Postgraduate students or staff, who were free at the time of the tests, had been acting as invigilators but this is not always possible. The issue of paid invigilators was raised but it was agreed this should be a last resort, given the finite resources which are available in the School.

4. FBT
Notification had been received from Financial Services that a Travel diary must be completed for all international travel and any domestic travel longer than five days. The diary is completed through Trobexisis and is an FBT requirement.
5. Postgraduate Seminar
The School’s postgraduate representatives for 2013 are Jane Fyfe and Mark Schmidlin. At a meeting with the Head of School, they put forward the proposal to hold a School postgraduate seminar this year and then on an annual basis. The last such seminar was held in 2011. Van Ikin volunteered to be present at some of the meetings but the organisation of the event will be left to the students. There may be some pressure to make it a Faculty seminar and it should not clash with the Limina conference. Van Ikin will follow up on these matters.

6. Cycle 2 Degrees
Cycle 2 degrees are a significant area of student growth, especially international students, and Ian Saunders has been asked to draft a plan for the Faculty for the next 1-5 years. It is hoped to have 6-8 Cycle 2 degrees available at the end of that time including Translation Studies, Heritage Studies, Development and Strategic Communication, and Migration Studies. Cycle II degrees are expected to have an international component, a vocational focus and be attractive to students. Masters fees for international students are $24,000 per annum and approximately half that amount for domestic students.

The School has been approached by two other schools, Earth & Environment and Agriculture, to consider being part of a Master of Development Studies. The planning is at a very early stage but a meeting will be called of people in the School who may be interested.

7. Chairs – Duties and Roles
It was agreed that a document detailing the roles and duties of Chairs was needed. A draft document will be drawn up and circulated but it will not be feasible to do this until after the Review has been completed.

8. Workloads
The issue of transparency with the allocation of workloads was discussed. The majority of disciplines deal with the issue in a similar way with staff aware of each other’s targets and teaching allocated at a discipline meeting. The Head of School stressed that no-one’s Socratic Index should not be made public. It was recognised that there are problems with the Socratic Index being included in the workloads model but it is the model which has to be used.

9. Administrative Officer Replacements
The positions will be advertised early April and, allowing for the appointment process, the positions should be filled within eight weeks.

10. Other Business

Assignment Submission Time
With the set-up of a central student office for the School, it was decided that there should be a uniform submission time for assignments. It was agreed that 4 pm would be the deadline for the submission of all assignments.

Relocation of staff to second floor
The move will take place during the mid-year break.

Postgraduate Rooms
The original quote to change the offices into postgraduate rooms was excessive and a second quote has been requested.

The meeting closed at 3.00 pm.