Present:
Professor Alistair Paterson, Head of School (Chair)  Associate Professor David Bouchier
Mr Tim Stewart, Manager     Associate Professor Joanna Elfving-Hwang
Associate Professor Rob Cover    Associate Professor Martin Porr
Professor Marie-Eve Ritz     Professor Samina Yasmeen
Professor Jeannette Taylor     Ms Jill Woodman (Secretary)

Apologies:
Professor Loretta Baldassar
Professor Jo McDonald

Minutes of Previous Meeting
The minutes of the 4th June 2014 meeting were passed without amendment.

Part A: Items for Communication

Social Sciences Building – Use of Space
The Head of School and School Manager are in the process of drawing up a plan for the use of space in the Social Sciences building. The objective is to keep discipline and centre staff together and to look at moving academic staff from the ground floor as it is anticipated that, with the change in use of the south side of the building, the ground floor will be noisier with increased student traffic in that corridor.

Asian Studies staff will be consulted before any moves or decisions are made in relation to the relocation of offices from the ground floor.

It is also hoped to be able to provide facilities for Cycle II students, especially those who have classes after 5 pm, maintain existing spaces for tutors and postgraduate students, reclaim some teaching space and plan for future spaces for digital teaching requirements.

The poor condition of most of the teaching rooms and the furniture in the rooms was raised and refurbishment in those spaces is also a matter which needs to be addressed. Facilities Management will be responsible for the common teaching venues but the School will have to cover the cost of other rooms.

Travel Reimbursement
Travel reimbursements are being phased out and travel expenses will now be paid by per diems. The change has been introduced as there have been some issues with what has been claimed and the quality of some of the receipts presented which would not meet ATO guidelines. If enough notice is given before travel is due to start (3-4 weeks) the per diem can be paid before the travel is undertaken. Per diems are paid via the payroll system. This process is being introduced across the Faculty.
Administrative Staff
Scott Sullivan, the Faculty Manager, has resigned to take up a position at the University of Tasmania and will be leaving at the end of September. An advertisement for a new Faculty Manager will be posted within the next week.

Part B: Items for Discussion
Offshore teaching
At the moment, people teaching in the offshore program get paid for their teaching. It has been suggested that some would like to have the choice of being paid or having the teaching included in their workload calculation. It was agreed it was a good idea to give people the choice, depending on how the calculation for the workloads was decided. The Head of School and Manager will work out a way of including offshore teaching and documentation will be circulated at the next SEC meeting.

Elected Members
The Chair put forward the proposition that an elected member of staff, Level B or C, join the SEC for a trial period of 12 months. This was supported by the members and a call for an Expression of Interest will be circulated to staff. A recommendation will then be sent to SEC members for approval.

Other Business
Postgraduate Scholarships
The Graduate Research School has had its funding for scholarships cut again which means there will be a reduction in the number of awards available for 2015.

The deadline for International Postgraduate Research Scholarship applications is approaching. If you get random enquiries sent to you, forward them to Jessica Brunner at hdr-arts@uwa.edu.au who will deal with them. In many cases the applications are not strong enough to warrant staff spending time on them.

Postgraduate Supervision
If staff need a record of their supervision EFTSL total, contact Jessica Brunner who will be able to provide a report with that information.

GRS has a strong recommendation that the supervision for all students should be 50:50 initially and then, once the student has settled in with their topic and supervisors, they can advise if they want the supervision percentages changed. Ongoing 50:50 is not recommended because the nominated coordinating supervisor usually ends up doing the bulk of the work but only gets 50% of the EFTSL.

The minimum supervision percentage should be around 30%. If the division is less than 30% it quite often means that the supervisor with the smaller percentage is not very involved with the student. If a person has a 30% responsibility, they should have a good idea of what is going on if they have to take over from the coordinating supervisor in the case of leave, etc. It is also a good idea to get new staff involved as second supervisors.

Workloads
The Head of School and Manager held a workloads information session for staff on 24th July and it was mainly recently appointed staff who attended. The Head of School did a quick run through of the information presented at the meeting.

It was noted that requests for buy-outs must be endorsed by Discipline Chairs and teaching only contracts are based on a load of 23 EFTSLs.

It was stressed that the workloads process should continue to be transparent and discipline chairs can show staff workloads. Disciplines have some flexibility in calculating workloads, but it must be done in a sensible and workable way, and that a margin of 3-4% is acceptable.
4. **Next Meeting**
The next scheduled meeting is 27\textsuperscript{th} August 2014 at 2 pm.

The meeting closed at 3.05 pm.