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

Apologies:  Professor Ian Saunders, Associate Professor Jie Chen

The Chair welcomed Associate Professor Marie-Eve Ritz, Chair of Linguistics, to her first SEC meeting and the Discipline of Linguistics as a full member of the School of Social Sciences.

1. Minutes of Meeting - 4th December 2012
The Minutes of the December meeting were passed.

2. Discipline Chairs - Length of Appointment
It was agreed that 2-3 years was the ideal length of time for a Discipline Chair appointment, but with some flexibility for particular circumstances. The Chair should continue to be chosen by the discipline group.

3. School Review – Update
Chairs were requested to submit a two page document which summarises their discipline and where it is and all staff will be asked to supply a 300 word biography, both to be included in the Review submission. The Head of School will send out an email to Chairs detailing what is required in the two page document and an email to all staff giving details of what form the biographies should take.

The Head of School will meet will have individual meetings with Discipline Chairs the week beginning 4th March to have further discussions about the review.
4. **Timesheets for Casual Staff**  
Human Resources have advised it is now an audit requirement that casual tutors submit timesheets each fortnight. The School Manager will follow up on this and see if the requirement can be modified so that it is only for the marking component of the work which requires a timesheet.

5. **Administrative Staff and Accommodation**  
It is expected the refurbishment of the administrative area will be finished in three weeks. A full-time Level 4 fixed term appointment is being made but it will be another 4-5 weeks before the two Level 5 positions, Accounts Officer and Administrative Officer, will be advertised and appointments made.

The meeting closed at 3.00 pm.