School of Social Sciences
School Executive Committee Meeting Minutes
Wednesday, 27th August at 2.00pm
Seminar Room 1.10

Present:
Professor Alistair Paterson, Head of School (Chair)
Professor Loretta Baldassar
Associate Professor Joanna Elfving-Hwang, Deputy Head of School
Associate Professor Rob Cover
Professor Marie-Eve Ritz
Professor Jeannette Taylor
Associate Professor Martin Porr
Ms Jill Woodman (Secretary)

Apologies:
Associate Professor David Bourchier
Dr Tanya Tuffrey
Professor Jo McDonald
Professor Samina Yasmeen

Minutes of Previous Meeting
The minutes of the 30th July 2014 meeting were passed without amendment.

Part A: Items for Communication
Data Management Services at UWA - Library Presentation
Katina Toufexis, Research Data Coordinator, presented details of the new systems and support services that have been developed to assist researchers with the management of their research data. The presentation covered research data management services at UWA, complying with funders’, government and publishers’ requirements, research data management planning, institutional research data storage (IRDS) and making research data discoverable via UWA’s research data online (RDO). The presentation slides are attached.

Electronic Storage of Honours
Following on from the discussion about the electronic storage of research materials, the issue of the storage of electronic copies of Honours dissertations was raised. There is a need to have a system in place to administer the storage and retrieval of dissertations and it was agreed that a member of the professional staff would be requested to take on this task.

Drinks with the Dean, law School
The Head of School has been invited to Law Dean’s Drinks, which will be an opportunity to discuss cross collaboration. The issue of the Law and Society major which appears to have affected the Anthropology enrolments was raised and the Head of School will follow up.

Scholarships
The Scholarships Committee has decided to phase out the UWA Safety-Net Top-up Scholarship scheme and to reduce the amount of the top-up over the next few years. The change will not affect current students.
There will also be changes to funding overseas students, as the funding will be passed to faculties to administer.

**ERA Publications**

Any missing publications by Honorary and Adjunct staff for the period 2008-2013 are currently being collected for the ERA exercise. Staff who have publications for that period missing have also been asked to submit them so they can be included. The deadline is 19th September.

**Part B: Items for Discussion**

**ECR Member**

David Mickler was confirmed as the ECR member of the committee.

**Priority Items – Head of School:**

The Head of School discussed the matters he would like to have finalised before the period of his headship finishes at the end of the year.

  - Strategic Plan – The School’s plan will be completed so the SEC can sign off on it before the end of the year which will give the new Head of School a reference document to work with.

  - Relocation of disciplines – The plans for the relocation of Linguistics and Asian Studies are continuing but nothing will be finalised without first consulting staff.

  - Facilities for Cycle II students – The School would like to have facilities for Cycle II students which match the money they pay for their courses. The Head has spoken to Robyn Owens, Graduate Research School, about contributing some funds for the proposed facilities but has yet to receive a response.

  - Mark benchmarking – It would be useful for staff new to the School to have some guidelines when it comes to marking. It was mooted that a small working party could be formed, with each discipline group nominating a person to be a member, to come up with a simple standard for marking. The Head of School has spoken to Helene Jaccomard, Associate Dean Education, about this and it may be that it will be a Faculty-wide process. No further action until more information is received about the Faculty’s plans.

**LMS Checklist**

The Chair reminded members of the need to store unit information electronically. It was requested that the LMS ‘checklist’ be called a ‘guideline’ to allow staff some flexibility in what information is stored in LMS. The HOS will provide feedback to David Glance.

**Room Bookings for Seminars**

This issue was raised because of the unsuitability of room 2.29, in the Anthropology corridor, for classes and seminars due to the lack of air conditioning. Room 2.63, in the Politics corridor, was also identified as a room with similar problems. Facilities Management will be asked to look at the rooms and make a recommendation on how they can be made more comfortable for classes and seminars.

**Other Business**

**Attendance at Discipline Seminars**

The Committee discussed the issue of attendance at discipline seminars and agreed that it is an expectation all staff and HDR students will attend seminars. The Head will send out an ‘All School’ message reminding staff and students that discipline seminars are an important part of academic life and it is an expectation that staff and HDR students will attend, and Honours students should also be encouraged to attend.

**Next Meeting**

The next scheduled meeting is 24th September 2014 at 2 pm. **The meeting closed at 3.20 pm.**