School of Social Sciences  
School Executive Committee Meeting Minutes  
Wednesday, 26th June 2013 at 2:00pm  
Seminar Room G.25

Present:  
Professor Alistair Paterson, Head of School (Chair)  
Mr Tim Stewart, Manager  
Associate Professor Roderic Pitty  
Professor Victoria Burbank  
Professor Ian Saunders  
Associate Professor Martin Porr  
Associate professor Jie Chen  
Professor Van Ikin (GRC)  
Ms Jill Woodman

Apologies:  
Associate Professor Stephen Dobbs, Professor Marie-Eve Ritz,  
Associate Professor Joe Dortch, Professor Jo McDonald,  
Professor Samina Yasmeen

1. Minutes of Meeting – 29th May 2013
The Minutes of the May meeting were passed without amendment.

2. Translation Degree
Approval for the degree has been received from both the Faculty Board and Academic Council and students will be able to enrol from 2014. There are no Commonwealth supported places so all students will be full fee students and an application is being made for CRICOS registration so the degree can be marketed overseas. It is a joint School program and half the units which make up the degree will be non-language specific and half will be language specific.

3. Mail Room Security
Secure access to the mail room will be installed by the end of August.

4. Review
The report and recommendations of the Review Committee have yet to be received. The Head of School thanked everyone for their input into the Review document and process.

4. Research
Postgraduates - Added Requirements
The Faculty Research Committee has taken on board what the Graduate Research School is encouraging - the need for postgraduates to do more than just write a thesis. Van Ikin tabled a document which outlined the extra requirements which are only applicable to students enrolling from Semester 2 this year. The added requirements include attendance at two or
more postgraduate seminars, an oral presentation of work to a discipline seminar or panel and/or a chapter of a minimum of 5,000 words to be read by members of the student’s discipline.

Chairs were asked to discuss the requirements with members of their discipline and provide comments direct to Van Ikin who will report back at the July meeting.

*Postgraduate Dissertations*

The issue of where to store discipline copies of postgraduate dissertations was discussed. Tim Stewart will ask the professional staff to suggest ways this can be managed.

*Matters arising from the Faculty of Arts Research Committee*

Jane Balme, as Associate Dean (Research), has a very small amount of money for which staff can apply to assist with the preparation of grant applications.

5. **Research Fellows and ECRs**

Item held over until the July meeting.

6. **Other Business**

*New Staff Induction*

The induction program has some problems so it will be reviewed and the revised document will be circulated for comment.

*Agenda for Workloads Meeting on 4th July*

The Head of School will circulate an agenda for the Workloads meeting.

7. **Next Meeting**

The next meeting will be held on Wednesday, 31st July.

Meeting closed at 2.45 pm.