Present:
Professor Alistair Paterson, Head of School (Chair)
Associate Professor Joanna Elfving-Hwang, Deputy Head of School
Ms Melissa Southcott, Manager
Associate Professor Rob Cover
Professor Marie-Eve Ritz
Professor Jeannette Taylor
Associate Professor Martin Porr
Assistant Professor David Mickler
Professor Loretta Baldassar
Associate Professor Stephen Dobbs
Professor Samina Yasmeen
Ms Jill Woodman (Secretary)

Apologies:
Professor Jo McDonald

1. Minutes of Previous Meeting
The minutes of the 29th October 2014 meeting were passed.

2. Head of School Report
   a) Workloads Meeting – 11th December
   Melissa Southcott is preparing a School workloads spreadsheet which will include information for Cycle II degrees to show how teaching is distributed across the School. The spreadsheet should be available for the 11th December meeting.

   b) Three Year Teaching Plans for Disciplines 2015 – 2017
   Discipline Chairs were asked to prepare a three year teaching plan, taking into account who will be teaching units and who will be on study leave. When thinking about what units are going to be offered, take into account unforeseen circumstances, e.g., illness or resignation of the lecturer who has usually teaches the unit, so the unit can still be offered but taught, if necessary, by another member of staff.

   c) Carpe Diem Workshops
   There has been interest from staff to attend the workshops but they have not been able to because of marking and conference commitments in December.

   d) Graduate Research School Online Forms – Going Live
   From 24th November students enrolled in PhD and Masters by Research should have been able to submit applications for some variations to their enrolment online. There will be a transition period
when the GRS will also be accepting papers forms. Milestone forms such as Research Proposals, Annual Reports, Confirmation of Candidature, Interim Reports and Thesis Submission forms will remain paper-based for the time being. Planning is continuing for these forms to be available on-line during 2015.

If staff and students have any problems with online completion of the forms, please email Louise Wedlock in the GRS and cc into the email Ben Smith and Jo Elfving-Hwang.

e) Matariki Network of Universities
The Universitat Tubingen, a member of the MNU, has on offer two post-doctoral fellowships and two scholarships for PhD students. The funding is to increase the level of existing collaborations with Tubingen, rather than to create completely new collaborations.

f) MOOCs
The University of Queensland taught an Anthropology unit as a MOOC and the link below provides some quantitative information about the unit. It was suggested that there needs to be some university-wide clarity on the issue of MOOCs. https://magic.piktochart.com/output/3332811-world101x

g) Shadowing Associate Deans
The Head of School took to the Dean’s Advisory Group the proposal of early career staff shadowing Associate Deans, to get an insight into what their positions involved. It was thought that perhaps a better option would be to have ECR representatives on the Faculty’s Research and Teaching Committees.

h) Current Jobs
Level E Political Science – Mark Beeson has been appointed and will starting early next year.

Level B Korean – Candidates’ research presentations and interviews will be held on 15th and 16th December.

Level D Media & Communication – Presentations are scheduled for the morning of 17th December and the interviews in the afternoon.

Director, Confucius Institute – The position has advertised and it is hoped to make an appointment early next year.

School Manager – The position has been advertised with a closing date of 10th December. The aim is to have it finalised before the end of the year with the successful candidate to start after the Christmas holiday.

i) Head of School Handover
Alistair will be meeting with Graham Brown on 15-17th December to do a handover. Alistair will also be available in the New Year to assist and Jo Elfving-Hwang has agreed to continue as Deputy Head of School for at least the first six months of 2015.

j) Retirement
Michael Pinches and Victoria Burbank are retiring from Anthropology at the end of the year.
**k) Web Review**
Emily Buckland has completed the Archaeology page. During next year she will work with each discipline to get their page in order and, to facilitate this, Discipline Chairs were asked to nominate a member of staff to work with Emily.

**l) Building Works**
It appears as if the Student Services building works are nearing completion and staff are due to move in before Christmas.

There will be some money available in the School’s 2015 budget to refurbish the archaeology laboratory and to modify the newsroom so that it can be used for teaching.

Melissa Southcott has met with Facilities Management and detailed what needs attending to in the Social Sciences Building. It was agreed that the old carpet on the second floor will be replaced next year but, unfortunately, to rectify the air conditioning problem in 2.29 a bid will have to be submitted to the Minor Works Program.

There was some discussion about the proposed moves within the School and Chairs were assured that nothing will be decided without full consultation with the disciplines involved. Alistair reiterated the School’s commitment to keep staff in discipline groups together.

**2. For Discussion**
Postgraduate Matters

*a) Review of candidature*
The flow chart for the review of contentious cases is being drafted.

*b) Postgraduates and Casual Teaching*
The Graduate Research School has been getting requests for extensions of scholarships and candidature because students have been ‘too busy with teaching commitments’. These requests are not looked on favourably by GRS. If students are getting near completion, encourage them to apply for a completion scholarship rather than take on casual teaching.

If at all possible, students should not take on teaching in the first six months of their candidature or the last 12 months. If you are considering appointing a postgraduate to undertake casual teaching, please check with their supervisor and also make sure that the appointment would not be in breach of any scholarship conditions.

All casual contracts should be referred to Discipline Chairs and, for postgraduates, the Chair can then check with the relevant supervisor.

*c) Copies of dissertations*
Academic Board has passed a ruling that it is no longer necessary for Schools to keep hard copies of PhD and Masters dissertations.

**3. Other Business**

*a) David Mickler asked if it would be possible for the School to make available some funds for a School honours gathering. He was asked to contact the Guild to see if they would be able to assist.***
b) The School end of year meeting and sundowner will be held at 3 pm on 9th December.

**Next Meeting**
The next meeting will be held on 25th February 2015 at 2 pm.

**The meeting closed at 3.15 pm**