

## ***Planning Day report November 2017***

Thanks to those who could come along to Planning Day last Friday. We had some good discussions especially about research, and also came to some broad agreements about minor but important changes to governance/committees within the School. Thanks to the Discipline convenors (and their proxies) for providing updates on how programs have fared in 2017 and alerting us to a full calendar of activities in 2018.

We spent some time discussing **governance**. I'd been interested in looking at the membership and remit of Exec. and the T&L committee, both of which are large committees, and both of which attracted a lot of criticism from staff over the last couple of weeks about duplicate reporting and too frequent meetings. We talked a bit about whether discipline convenors should be on both committees and the general consensus was 'yes'. It became clear that although Exec. in particular is a large committee, its not the membership which is thought to be problematic. The issue is that there's a lack of clarity about what the committee does and a feeling that it's a place mostly where reports are given. This leads to duplicate reporting between Exec. and T&L and a sense that a report has to be given at every meeting just because there's a meeting scheduled).

So I propose the following actions:

- To revisit the terms of reference for Exec and T&L (I'll do that in the first instance)
- To reduce the frequency of meetings so that T&R, Exec and Research will meet 2 times per semester; there will be a School meeting once per semester and a planning day at the end of the year. This will take effect from semester 1 next year.
- To insist that any report to be delivered at exec will be circulated on the Wednesday before the Friday mtg (i.e. 2 days in advance) for circulation to the committee. Late reports won't be circulated and will be held over until the next meeting. Discipline convenors do not need to give reports at exec. but should give short reports at each School meeting. This will free Exec to discuss and decide on current issues, issues that affect the whole School, and forward planning.

We had a productive discussion around **research funding and research mentoring**. I'm grateful to Sabina Hobbin for coming along to inform us about Cat 2-4 funding, and to Claudio and David for sharing their success stories and experiences in these areas. We also talked about how HPI funding is used to support staff, and discussed the viability of formal HPI in-house mentoring for ARC applications in the next round.

The following actions were agreed to:

guidelines for research funding eligibility will be revisited with the principle of equity at the forefront – i.e. aim is to create a system whereby all staff without other funding support from bodies like the ARC can apply to HPI for research support. This represents a significant shift in how HPI research money has been allocated.

ARC mentoring groups will be established from August 2018. If a staff member is going to apply for an ARC grant, they should notify the research coordinator. The staff member will then been allocated a small 'shepherding' group of c. 3 academic staff members with some

grant success/experience, who will read and comment on the project description section of the application each month until the end of the year. This is designed to support staff to start applications early, to have time to revise project descriptions where needed, and to benefit from the expertise of others.

Concerns: in the discipline reports, some concerns were raised about the possible BA restructure and its impact on courses; decline in student numbers in some areas; concerns about the success of service teaching impacting on staff ability to teach their own courses; implementation of new Blackboard for semester 1 2018 and the migration of previous course material from the old interface into the new – concerns about staff time spent on this and whether students could be employed to assist if some sites still contain data about students; queries about who will be updating the research funding database now that Lucy is not working in the office.

I'm attaching:

the slides from Sarina's presentation for your info

the admin/service roles for semester 1, 2018

the proposed new membership of Exec.

the proposed new membership of the T&L committee.

Thanks again, everyone, for your input and interest. As I said at the meeting, it is heartening to know that you want to contribute to the School and see it continue to thrive. I'm fortunate to be working with such a great team!

All best

Megan