# MINUTES

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| MEETING | Crawford School HDR Committee Meeting. |
| MEET No. | 2018/02 |
| VENUE | Murdoch Room, Old Canberra House |
| DATE/TIME | 09th May 2018- 12.30pm. |
| ATTENDEES: | Fiona Yap, Bjoern Dressel, Jennifer Hunt, Premachandra Athukorala, Megan Poore, Tracy McRae, Andrea Soriano (SR), Augustus Panton (SR). |
| APOLOGIES | Ida Kubiszewski |

## Part 1. Formal items

1. **Announcements and apologies**

   Apologies: Ida Kubiszewski

2. **Minutes from previous meeting**

   Premachandra Athukorala moved that the minutes should be approved. Seconded by Megan Poore.

Action: Convenors need to share the HDR Committee minutes with their program directors

## Part 2. General business

3. **Action item review**

3.1. **Collation of CAP Crawford Programs**

Coursework still being collated.

Action: CAP list of PhD courses still being collated. Ongoing.

3.2. **TPR seminar and oral presentation days**

Convenors are following current plans of implementing set days for TPR and oral presentation milestones. IDEC should continue to push the introduction of set days with their academics, to ensure attendance of the supervisory panels.

Action: Ongoing for RE&D. Completed for other programs.

**RE&D**: Regards to TPR's, "all the academics in the RE&D program who were present were opposed to TPR's to be held on 4 days during the year. They did not believe having TPR's on the same day wold encourage faculty participation, instead they thought it would encourage faculty to skip them all. However, they did believe that it would make it more difficult for students and supervisors to schedule TPR's. They thought of ways to potentially advertise better but there was no concrete solution**."**

**POGO**: Moving forward with the proposal for TPR's to be held on 4 days during the year (2 per semester)

**NSC**: Moving forward with the proposal for set days for the TPR's to encourage full academic participation.

**IDEC**: Premachandra to work with Paul Burke for better academic's attendance. Premachandra reported that there was generally a good turnout, though the chairs and supervisors were not always present.

3.3. **Admissions applications**

Dates to be confirmed for assessments by admissions and convenors. See Director's report 4.

Action: For discussion at next meeting. Dates to be confirmed for assessments.

3.4. **Changeover of supervision**

Convenors continue to prioritise the change-over of supervisors once original supervisor leaves. Other panel members to be in place before supervisor leaves.

Action: Prioritise smooth changeover of supervision. Ongoing.

Convenors to begin documenting academic staff who are leaving in the year as part of program report for the meetings.

**3.5. Compulsory fieldwork training requirement.**

Students doing fieldwork must undertake compulsory fieldwork training. Megan and Tracy have a system in place to catch students before they submit paperwork for Crawford funding. Megan spoke about fieldwork training and requirements.

Action: Ongoing.

**3.6. Economics compulsory coursework completion**

Fiona Yap confirmed that all economics students must complete the eight compulsory courses within one year of commencement of candidature. An exception can be made for mid-year intake students undertaking Economics Seminar, who might need to take that course in their third semester.

Action: Premachandra Athukorala to advise IDEC academics that students are to finish their compulsory coursework within one year. Students are to commence at beginning of each semester, not mid-term, to ensure coursework can be completed. Premachandra to email IDEC academics.

4. **HDR Director's report**

**4.1 Crawford School Report review.**

Convenors need to follow up with responses to the email that Fiona Yap send out regarding the school review Convenors' responses are required relating to

- Oversubscribed supervisory panels
- Admission application process
- Enhancing student experience. Build cohort engagement. Ida Kubiszewski has already responded.

Action: Convenors need to follow up with responses to the email that Fiona Yap send out regarding the school review.

4.2. '**Marketing PhD students**'

Fiona Yap reported on the discussion regarding 'Marketing PhD students'. It was confirmed that even though this would increase the current number of HDR applications the committee commented that it would be better for ANU to continue to accept a higher standard of applicant rather than increase the volume.

Action**:** None

4.3. **Milestones**

Fiona Yap reported that milestones had been discussed as a possible way to pass/fail students 'out of their candidacy' other than failure of TPR milestone being a sole reason for termination of candidature. Crawford Committee commented that students must not only complete milestones but also their compulsory coursework to remain in their program. All milestones must be completed successfully in order to track a student's progress and provide confirmation that the student is eligible to continue with their program.

Action**:** None

**5. PhD Academic and Research Skills Advisor's report**

5.2. Crawford PhD Retreat.

The retreat was a great success and hope to run this event annually. It was requested that similar, smaller events could also be organised more frequently. The committee expressed their thanks to the student retreat organisers for all their hard work in making the retreat a success.

5.2- **Crawford wiki page**

The Crawford wiki page will be shutting down at the end of July. A new site will be launched before then. Megan is working on the site creation.

Action: None

**6. Crawford Student Representatives report**

Andrea Soriano reported on the success of the PhD retreat and that the students loved it. It was advised that the students thought that industry engagement would be good for the next retreat to help students with job interviews for future employment.

Andrea also advised that this was her last meeting as student representative as she comes to the end of her candidature. The Committee expressed their thanks to Andrea for all her contributions to past committee meetings.

Augustus Panton also requested more events to include invitations to recruitment agencies. This will help students find out what skills recruitment agencies are looking for regarding future employment.

Action: New student representative to be elected. Megan Poore to set up voting poll.

## Part 3. Convenors' reports

**7. IDEC Convenor's report**

Nothing to report

**Action:** None

**8. NSC Convenor's report**

Nothing to report

**Action:** None

**9. POGO Convenor's report**

Bjoern is trying to put in place set days for TPR seminars and to create a department structure for other milestone completions including the final oral presentation. See point 3.2.

**Action:** None

**10. RE&D Convenor's report**

Ida was not present but had previously commented with regards to TPR's. See point 3.2.

**Action:** None

**Part 4. Other business**

11. Funding applications.
    Nine funding applications were approved by the subcommittee. Two with conditions.
12. The next Crawford HDR meeting is scheduled for Wed, 11th July 2018. 12.30pm Murdoch Room, Old Canberra House.
13. Convenors were advised that as the meetings scheduled on 12 September and 14 November were to include assessments of international and domestic AGRTP scholarships and therefore attendance is required. Could convenors please be flexible as these dates may change at short notice to fit in with the college scholarship assessment schedule.
14. Meeting closed at 1.50pm

| Action ID | Description | Responsibility | Status | Notes |
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| 2.0 | Convenors need to share the HDR Committee minutes with their program directors | Convenors | Ongoing | |
| 3.1 | Collation of CAP list of PhD courses | Fiona Yap | Ongoing | |
| 3.2 | **RE&D**: Regards to TPR's, "all the academics in the RE&D program who were present were opposed to TPR's to be held on 4 days during the year. They did not believe having TPR's on the same day wold encourage faculty participation, instead they thought it would encourage faculty to skip them all. However, they did believe that it would make it more difficult for students and supervisors to schedule TPR's. They thought of ways to potentially advertise better but there was no concrete solution**."**<br><br>**POGO**: Moving forward with the proposal for TPR's to be held on 4 days during the year (2 per semester)<br><br>**NSC**: Moving forward with the proposal for set days for the TPR's to encourage full academic participation.<br><br>**IDEC**: Premachandra to work with Paul Burke for better academic's attendance. Premachandra reported that there was generally a good turnout, though the chairs and supervisors were not always present. | Ongoing for RE&D. Completed for other programs. | Ongoing | |
| 3.3 | Dates to be confirmed for assessments. Monthly meetings may be required depending on numbers of applications. | Convenors | Ongoing | |
| 3.4 | Change-over of supervisors once original supervisor leaves. Other panel members in place before supervisor leaves. Convenors to make this a priority.<br>Convenors to begin documenting academic staff who are leaving in the year as part of program report for the meetings. | Convenors | Ongoing<br><br>New | |
| 3.5 | Compulsory Fieldwork training. Trying to find an earlier trigger. Megan Poore has system in place to catch fieldwork requirements.<br>Convenors to ensure supervisors are aware that fieldwork training is compulsory | Megan Poore<br>Convenors | Ongoing | |

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| 3.6 | Premachandra Athukorala to advise IDEC academics that students are to finish their compulsory coursework within one year. Students are to commence at beginning of each semester, not mid-term, to ensure coursework can be completed within their candidature. Premachandra to email academics. | Premachandra Athukorala | Ongoing | |
| 4.1 | Crawford School Report review.<br>• Convenors need to follow up with responses to the email that Fiona Yap send out regarding the school review<br>Convenors responses are required relating to<br>• Oversubscribed supervisory panels<br>• Admission application process<br>• Enhancing student experience. Build cohort engagement.<br>Crawford school report review responses needs to be collated for the school panel review. Input should be received (for Crawford) asap. | Bjoern Dressel, Premachandra Athukorala, Jennifer Hunt<br><br>Ida Kubiszewski has already responded. | Ongoing | |
| 6.0 | New student representative to be elected. Voting poll to be set up. | Megan Poore | New | |
| 13 | Convenors were advised that as the meetings scheduled on 12 September and 14 November were to include assessments of the International and domestic AGRTP scholarships therefore attendance is required. Could convenors please be flexible as these dates may change at short notice to fit in with the college scholarship assessment schedule | Convenors | New | |