Draft Minutes

MEETING	**Crawford School of Public Policy, HDR Committee**
MEET No.	2019/02
VENUE	Murdoch Room, Old Canberra House
DATE/TIME	15 May 2019 1pm - 5pm
CONTACT	Tracy McRae, cap.hdr@anu.edu.au

Part 1. Formal items

1. **Announcements and apologies**

   The HDR Committee formally welcomed Tsendsuren (Tsegi) Batsuuri to the HDR Committee as new student representative.

2. **Approval of minutes from previous meeting**

   Long Chu moved that the minutes should be approved, seconded by Jennifer Hunt.

Part 2. General business

3. Action item review

   3.1 **Circulate HDR coursework list to committee before the next meeting.**

Action: Complete

3.2 HDR Director to escalate academic attendance at TPRs to the attention of Crawford's Leadership Committee

Attendance at TPR will be used as an indicator of supervision.

Action: Complete

3.5. Compulsory fieldwork safety training

Convenors to ensure that supervisors are aware that fieldwork training is compulsory.

Action: RE&D Convenor to update supervisors

3.6. PhD event

Event complete

Action: Complete

3.7 **Stata licences**

The academic skills advisor provided an update on Stata re upgrades to Stata/MP2 vNext, licences at Crawford.

Action: Megan Poore: IT setting up security group for testing. On-campus computers only. Ongoing.

3.9. Possible program websites for all programs

A discussion took place around the lack of a ‘group’ websites.

Action: ‘Group' websites to be discussed at next meeting.

3.11. TPR attendance

Action: Convenors to ensure that all panel members attend TPR seminars. Ongoing.

3.14 **RE&D program page updates**

RE&D Convenor to send any further information regarding their program so that it can be uploaded to the Crawford page. Tracy McRae to upload.

Action: RE&D Convenor to send any further information regarding their program for Tracy McRae to upload. Ongoing

4. **Funding Allocation for PhD students**

Megan Poore to streamline application forms

Action: Complete

5. **Panel Compositions**

To keep an eye on panel members in case of members leaving or changing.

Action: HDR Administrator to keep an eye on panel compositions.

6. **New admissions process. Early observations.**

A discussion took place as it had been noted that some proposed supervisors were unhappy with the sub-committee comments on approval of admission.

Action: All PhD applications will be assessed at HDR Subcommittee. Keep monitoring.

7. Copy-editing

Megan Poore will develop a protocol that helps students and editors to comply with ANU policy.

Action: Ongoing.

8. Journal fees

Students can apply for 'journal fees' and/or 'publication fees' under the newly streamlined funding process. Applications to be considered on a case-by-case basis. This has been added in 'other funding' in the new applications.

Action: Complete

9. Pooling issue of coursework

Discussion took place regarding new student 'pooling' of coursework to boost attendance. (See if Masters/PhD coursework should be pooled).

Action: Student reps to go back to RE&D students to see if pooling coursework is preferred. Ongoing.

10. Student and supervisor update

Action: For discussion at the next meeting

11. **HDR Director report**

11.1. Bjoern Dressel attended a few meetings, mainly NIG grants. HDR Training courses, slides to be sent round to committee members.

11.2. Jennifer Hunt spoke about the meetings that she attended - NIG bids. Funding 1 only. Crawford review.

12. **PhD Academic and Research Skills Advisor report**
    - Regular check-ins with students: 9 and 15-month check-ins, plus other ad hoc check-ins ongoing.
    - We have a number of students on completion plans due to progress issues to try to get them to complete.
    - Computer audit: Check which students have 'old' computers. Some students bring in their own laptops. Had over 70 responses, but still need more responses. Some of the old computers need replacing.
    - Complaints of students working in cold offices. Ground floor very cold. CAP Facilities are constantly advised and are trying to correct this. Student reps advised that some students do not come in when very cold/hot due to the extreme temperatures in offices. All requests are to be sent to CAP Facilities, school manager will be cc'd in.

13. **Crawford Student Representatives report**
    - Tess McGirr – Students can't submit a conference attendance application when they have submitted an NOI. MP advised that funding is meant to progress the research, so if you are near submission, then funding will not be going towards your thesis. Some were using funding to progress their work experience and networks at the end of their candidature whilst others, for example, had exhausted their funding on fieldwork (equity issue).

Action: Student reps to go back to students with feedback.

    - Tess McGirr – IT software to be accessible more broadly. Students should be able to access software and be able to work anywhere. Just an FYI as a note. MP and Long Chu to discuss.

14. **Announcement of PhD approval of award and use of title (TM**)
    Use of 'Dr' cannot be used as a title until students have 'walked' across the stage at graduation or graduated in absentia.

15. **Update of 'Doctor of Philosophy, Crawford School of Public Policy PhD (9540XPHD)' on ANU Programs and Courses Web page**
    Approval was given by the committee to update the 9540 webpage.
    However, these updates need to be approved at HDRC meeting.

Action: Fiona Yap will be sent paperwork for amendments. Fiona Yap to complete.

16. **Sir Roland Wilson (SRW) scholarship nomination process (FY)**

A discussion took place around manageable deadlines for application assessment and outcome which would work for both SRW and Crawford school. SRW operate on their own timeline as they have deadlines to receive assessment outcomes for them to shortlist applicants. Earlier notification of assessments for Crawford school wold be appreciated as two weeks' notice is too short.

Action: Tracy McRae to email SRW with timelines for admission assessments and what documents are required for assessment to ensure quicker turnaround.

17. **Termination process, supervisor Input**

Megan ran through the progress of termination, from awareness of lack of contact through to supervisor lack of contact. Emails sent are sent to students about 3 - 4 months before raising the possibility of termination of candidature. Fiona Yap advised that there was nothing wrong procedurally but suggested we send out emails to both supervisor and program convenor that we have been trying to get in touch. Advise the convenors/supervisor that the next email will be recommendation of termination of candidature.

Action: Megan Poore to work early supervisor and convenor intervention into progress process

18. **Loss of supervision after starting PhD** (FY, MP)

Fiona Yap advised that with the new, two-supervisor procedure in place that this will be reduced. Some students have commenced and then decided to change their thesis topic, hence changing supervisors approved at admission after commencement. Tess McGirr (Student Rep) advised that this has happened with a current student, not just new commencing students.

Action: HDR Administrator to keep an eye on supervisor details on applications. The applications must name two proposed supervisors.

Part 3. Convenors' reports

19. **IDEC Convenor's report**

Long spoke about the loss of supervision/change of topic. Change of topic: It is the responsibility of the student to find alternative supervisor.

20. **NSC Convenor's report**

    Nothing to report

21. **POGO Convenor's report**

    Bjoern Dressel advised that all was relatively quiet at present.

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

    RE&D Convenor not present at time of update.

Part 4. Other business

24. Student Reps advised that they would like more collaboration with things like yoga, meditation etc. Maybe the school may provide funding for something like this?

25. Admission applications. Nine applications for admission were assessed.

26. Funding applications. Six Applications for funding were assessed. Five were approved, one with a query.

27. The next Crawford HDR meeting is scheduled for 1pm Wednesday, 24th July 2019, Murdoch Room, Old Canberra House, building 73.

Action Items

Action ID	Description	Responsibility	Status	Notes
3.5	RE&D Convenor to update supervisors	RE&D Convenor	Ongoing	
3.7	Set up security group for testing. On Campus computers only.	Megan Poore	Ongoing	
3.9	'Group' website to be discussed at next meeting.	Convenors	Ongoing	
3.11	Convenors to ensure that all panel members attend TPR seminars.	Convenors	Ongoing	

3.14	RE&D to send any further information regarding their program so that it can be uploaded to the Crawford page. Tracy McRae to upload**.**	Keith Barney Tracy McRae	Ongoing	
5	HDR Administrator to keep an eye on panel compositions.	Tracy McRae	Ongoing	
6	All PhD applications will be assessed at HDR Subcommittee. Keep monitoring.	Convenors	Ongoing	
7	Copy Editing- To be discussed at next meeting	Megan Poore	Ongoing	
13	Student Reps to go back to RE&D students to see if pooling coursework is preferred.	Student Reps	New	
15	Update of 'Doctor of Philosophy, Crawford School of Public Policy PhD (9540XPHD) on P&C. Fiona Yap to complete paperwork to take to HDRC	Fiona Yap	New	
16	Email SRW with timelines for admission assessments and what documents are required for assessment to ensure quicker turnaround.	Tracy McRae	New	
17	Work early supervisor and convenor intervention into progress process	Megan Poore	New	
18	To keep an eye on supervisor details on applications. The applications must name two proposed supervisors. Ongoing.	Tracy McRae	Ongoing	