

Minutes

MEETING	Crawford School of Public Policy, HDR Committee
MEET No.	2017/4
VENUE	Seminar Room 1, Crawford Building
DATE/TIME	Wednesday, 13 September 2017, 12.30pm
ATTENDANCE	Fiona Yap (Chair), Bjoern Dressel, Tim Legrand, , Ida Kubiszewski, Megan Poore, Tracy McRae, Belinda Lawton, Andrea Soriano, Premachandra Athukorala
APOLOGIES	Megan Poore
MINUTES	Tracy McRae (cap.hdr@anu.edu.au)

Formal items

1. Announcements and apologies

Apologies received from Megan Poore.

2. Minutes from previous meeting

Tim Legrand moved that the minutes should be approved. Seconded by Ida Kubiszewski.

Part 1. Business arising

3. Action Items to be addressed from HDR Committee Meeting Minutes on 12 July 2017.

3.1 ANU Coursework in CAP

An ANU list of courses that are suitable for PhD students in CAP and a list of other courses available in other colleges that CAP students could undertake is still not defined.

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

3.2 PhD Event

Megan Poore is still contacting students regarding a PhD retreat.

Action: Ongoing.

3.3 Thesis by Compilation (TbC) – Crawford Guidelines

Megan Poore has amended the TbC Crawford guidelines on the wiki based on the committee's resolutions

Action: None

4. DA Report

Discussion regarding the last CAP HDRC committee meeting.

Action: None

5. Crawford Student Rep Report

Both student representatives attended CAP Review committee regarding HDR. They advised that students spoke about supervision and in-depth training for fieldwork. A discussion also took place regarding the possibility of structuring the PhD to help students prepare for employment after their degree.

Action: None

6. PhD Skills Advisor Report- Megan Poore not present.

Action: None

7. Putting minutes on PhD wiki

No objections.

Action: Megan Poore will continue to upload approved HDR Committee Meeting minutes to the Crawford wiki website.

8. Termination of candidature process

Discussions regarding PhD termination process and concerns when convenors don't agree with the supervisory panel's decision. Convenors advised that they should address any progress concerns at TPR milestone and must be formally documented online via eforms. It was suggested that a separate independent new committee could be formed to be included at the TPR assessment. It was suggested that TPR milestones seminars could be held on set days so that all faculty members could be present for the assessment, possibly 4 times a year, twice a semester. Convenors were advised that there is a formal termination process in place.

Action: Convenors to check with programs regarding (a) feasibility of faculty assessing TPR pass/fail; (b) regular set days for TPR presentations.

Action HDR-committee to review convenors' feedback at next meeting

DA to take to CAP committee regarding a more systematic process for the assessment of the TPR.

9. Admissions Applications

Proposed a committee assess applications from EOI and submitted applications and have deadline for assessments.

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

Part 2. Convenors' reports

10. IDEC Convenor's report

- Nothing to report

Action: None.

11. NSC Convenor's report

- Nothing to report

Action: None.

12. POGO Convenor's report

Discussion surrounding when a termination is in progress the importance of formally submitting information via eforms.

Action: Convenors need to remind Chair of Supervisory Panels to complete all online milestones in a timely manner.

Discussion surrounding the handover of supervision once a supervisor leaves.

Action: Change-over of supervisors to be tied to new admissions assessment? For further development and discussion

13. RE&D Convenor's report

- Nothing to report

Action: None.

Part 3. Other business

14. Other business- Funding Application/s

None to be assessed.

15. AG RTP Scholarship School rankings.

Eleven applications were assessed and the top four applications will go forward to the CAP College round.

16. The next Crawford HDR meeting is scheduled for Wednesday 15th November 2017 – SR1 12.30pm

17. Meeting closed 3pm

Action ID	Description	Responsibility	Status	Notes
3.1	Collation of CAP list of PhD courses	Fiona Yap	Ongoing	
3.2	Contact students regarding a PhD retreat	Megan Poore	Ongoing	
3.3	Amend the TbC Crawford guidelines on the wiki based on the committee's resolutions	Megan Poore	Completed	
7	Upload approved HDR Committee Meeting minutes to the Crawford wiki website.	Megan Poore	Ongoing	
8	Termination of candidature. Convenors to report back on program's feedback regarding (a) feasibility of faculty assessing TPR pass/fail; (b) regular set days for TPR presentations. Further discussion following reports to be added to next HDR meeting	Convenors	Ongoing	
9	Dates to be confirmed for assessments. Monthly meetings may be required depending on numbers of applications.	Convenors	Ongoing	
12	Change-over of supervisors to be tied to new admissions assessment? For further development and discussion	Convenors	New	