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Minutes

MEETING	**Crawford School of Public Policy, HDR Committee**
MEET No.	2018/04
VENUE	Murdoch Room, Old Canberra House
DATE/TIME	07 November 2018 12.30pm
CONTACT	Tracy McRae, cap.hdr@anu.edu.au
ATTENDANCE	Fiona Yap (Chair), Bjoern Dressel, Ida Kubiszewski, Megan Poore, Mike Cohen (NSC), Tracy McRae, Tess McGirr (student representative)
APOLOGIES	Jennifer Hunt, Long Chu and Augustus Panton

Part 1. Formal items

1. **Announcements and apologies**

   Apologies: Jennifer Hunt, Long Chu, Augustus Panton

   The HDR Committee expressed their thanks to Ida Kubiszweski for all her contributions to past committee meetings.

2. **Minutes from previous meeting**

   Tess McGirr moved that the minutes should be approved, seconded Ida Kubiszewski.

   Amendment to be made for action 12. (MP)

Part 2. General business

3. **Action item review**

   3.1 Coursework to be sent to DA. None received so far.

   Action: Convenors to send a list of their program courses to Tracy McRae by January 31, 2019.Fiona Yap will take the list of courses to next HDRC meeting to start the collation of Crawford coursework courses.

   3.2 TPR Seminar

   EMDV Convenor commented on the lack of attendance by academics for student TPR seminars.

   Discussion took place regarding the structure and panel attendance within EMDV and how to move

   forward to address this issue as their academics did not want set days for TPRs. It was noted that

   Crawford is trying to increase academic attendance but noted that it was not easy to arrange dates

   where all academics and students could attend. In future, it might be the case that the Crawford

   School Director will need to intervene.

It was proposed that maybe all Convenors send info regarding PhD student seminars to all program email lists.

> **Action**: Discussions still ongoing to improve academic staff TPR participation. Ongoing for RE&D convenor.
>
> **Action**: Convenors to consult with their academics regarding advertising the TPR so that other programs can attend if they wish.
>
> **Action**: POGO will work with Megan regarding the TPR and final presentations block scheduling

3.3 Admission application assessment dates

3.3.1. Assessment dates

Discussion took place regarding admission assessment dates which the HDR subcommittee will attend. There will be five dates per year which will coincide with HDR Committee meetings. Dates in 2019 are: 6 Mar, 15 May, 24 Jul, 11 Sep and 6 Nov 2019.

> Action: Tracy McRae to send dates out to committee.
>
> Action: Tracy McRae to update Crawford web page

3.3.2. HDR Admissions selection standard.

New students are to select an additional Crawford program academic to their panel so that if the primary supervisor leaves during the student's candidature, there is a 'backup' primary supervisor in place.

The eligibility for Crawford webpage needs to be updated with new conditions as well as normal PhD admissions eligibility to meet:

> a. University and school program Admission Eligibility
>
> b. Need for supervisor statement from all supervisors to be included in application, not just the primary supervisor's agreement to take on student. Supervisor statement should clarify the fit of the student with the supervisor's research, the program's direction or cohort, and overall fit with the School's research focus.

> Action: Megan Poore to upload admission information on Crawford admission web page

Action: Tracy McRae to update supervisor's requirement on initial enquiry information.

3.4 Handover of supervision

See action item 9.

3.5. Compulsory Fieldwork safety training

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

Action: None. Resolved.

3.6 PhD Event

Megan advised that meetings have been taking place regarding the next PhD event and are ongoing. Details will be advised when known.

Action: Megan Poore will advise the committee when details are known.

3.7 Stata licences

The Academic Skills advisor advised that Crawford are trying to find a solution regarding the Stata software update to 15 MP Dual Core.

Action: Megan Poore to investigate licences and update once a solution is found.

3.8 Terms of Reference (ToR)

Megan Poore advised that she had sent draft ToR to committee members.

Action: None. Complete.

3.9 The Green Paper

Convenors are to read and comment.

3.10 **Academics staff departures and Chair/supervisor replacements**.

So that HDR know in advance before academics leave, it was proposed that the Crawford School manger, Nick Walsh, advise Crawford HDR Administration when PhD academic staff departures are known.

Action: Tracy McRae to contact school manager. Ongoing notice required from school manager.

3.11 **IDEC Convenor**

A discussion took place regarding students who have overdue TPR milestones. It was suggested to align the Economics Seminar course with being assessed for their TPR milestone in order to make sure that the TPR milestone is met in a timely manner. It was noted that late submission of many TPR milestones in Economics means that some students' progress is not being assessed early enough to provide the feedback and assistance they require and that this is both causing undue stress and anxiety for students as well as placing the school at risk in instances where we seek termination of candidature due to lack of progress and we haven't followed correct procedure.

Action: IDEC Convenor to reinforce that TPR should be done on time. Ongoing.

3.12 **Approval of funding Applications for journal article submission fees**

A discussion took place regarding whether or not Crawford should fund students' journal article submission fees as part of Crawford HDR funding. The Crawford HDR Committee agreed that it is willing to fund submission fees on a number of provisos: that 1) the journal be a listed or ranked journal, 2) the student be the lead author, 3) the School fund only submission fees, not membership fees, 4) the School fund a maximum of three articles, and 5) a cap be placed on funding for individual fees. The cap amount needs to be determined in consultation with the IDEC Convenor.

> **Action:** Megan Poore to work with IDEC Convenor regarding this funding. Pending Convenor approval. Ongoing.

4. **HDR Director report**

   - **International AGRTP Outcome**

   AGRTP International scholarships 3 Crawford applicants out of 5 were successful.

   - **Student Fees- HDRC**

   Discussion on how ANU students' fees are managed and that student fee waivers were requested often. At the next HDRC meeting we hope that the university Finance person attends to talk about fees waivers at ANU.

   - **Convenor** - **Program standard**

   All programs should have an idea what type of student they wish to accept at admissions stage.

> **Action:** As part of admission process, program convenors must discuss with their academics the type of students and theses that they wish to attract into their programs. Program convenors to submit lists of preferred types to DA on January 31, 2019

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

   Nothing to report

> **Action:** None

6. Crawford Student Representative report

   Nothing to report

> **Action:** None

7. **HDR Admissions assessment dates**

   See action item 3.3.1

8. **HDR Admission selection standard**

   See action item 3.3.2

9. **National Security website merge with Crawford school website**

   A discussion took place regarding the NSC website. As NSC had now merged with Crawford school and is now one of Crawford School's program, NSC will discuss with NSC convenor regarding the merge of information on the Crawford PhD page.

Action: Mike Cohen to talk to Jennifer Hunt regarding NSC PhD webpage

10. **HDR Funding for journal fees**

   See action item 12

11. **HDR Committee Terms of Reference**

   See action item 7

12. **Making sure supervisors attend to milestones**.

   See action item 3.2

13. **TPR approvals**

   A discussion took place which confirmed that all panel members must be in attendance.

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

Part 3. Convenors' reports

14. IDEC Convenor's report

None to report as not at meeting

Action: None

15. NSC Convenor's report

Nothing to report

Action: None

16. POGO Convenor's report

Nothing to report

Action: None

17. RE&D Convenor's report

Nothing to report

Action: None

Part 4. Other business

18. Funding application(s) 6 funding applications. All approved. 4 with conditions.

19. The next Crawford HDR meeting is scheduled for Wed, 6th March 2019, Murdoch Room, Old Canberra House, Building 73.

Action Items

Action ID	Description	Responsibility	Status	Notes
3.1	Convenors to send a list of their program courses to Tracy McRae by January 31, 2019.Fiona Yap will take the list of courses to next HDRC meeting to start the collation of Crawford coursework courses.	Convenors	Ongoing	
3.2	Discussions still ongoing to improve academic staff TPR participation. Ongoing for RE&D convenor. Convenors to consult with their academics regarding advertising the TPR so that other programs can attend if they wish. POGO will work with Megan regarding the final presentations plan	Convenor	Ongoing	
3.3.1	Admission assessment dates to be sent to HDR Subcommittee.	Tracy McRae	New	
3.3.2	Megan Poore to upload admission information on Crawford admission web page Tracy McRae to update requirement on initial enquiry information.	Megan Poore, Tracy McRae	New	
3.4	Hand -over of supervision. See action item 9.	Convenors	Ongoing	
3.5	Convenors to ensure supervisors are aware that fieldwork training is compulsory.	Convenors	Complete	
3.6	Megan Poore will advise the committee when details are known about the PhD event.	Megan Poore	Ongoing	
3.7	Megan Poore to investigate licences and update.	Megan Poore	New	

3.8	Terms of Reference (ToR) Megan Poore has send out draft to Committee	Megan Poore	Complete	
3.9	The Green Paper- Convenors to read the Green paper and respond comment back to Fiona Yap by January 31, 2019. Ongoing, and for discussion at next meeting in March, 2019	Convenors	Ongoing	
3.10	Tracy McRae to contact school manager. Ongoing notice required from school manager.	Tracy McRae	New	
3.11	TPR- IDEC Convenor to reinforce that TPR should be done on time.	IDEC Convenor	Ongoing	
3.12	Megan Poore to work with IDEC Convenor regarding this funding. Pending Convenor approval.	Megan Poore	Ongoing	
4	As part of admission process, program convenors must discuss with their academics the type of students and theses that they wish to attract into their programs. Program convenors to submit lists of preferred types to DA on January 31, 2019	Convenors	New	
9	Mike Cohen to talk to Jennifer Hunt regarding NSC PhD webpage	NSC	New	
13	Convenors to ensure that all panel members attend TPR seminars. Ongoing.	Convenors	Ongoing	