

ANU College of Arts & Social Sciences



Reconciliation Action Plan 2010 - 2015

ANU College of Arts and Social Science

The ANU College of Arts and Social Sciences (CASS) is one of the most diverse College at the ANU, bringing together more than 20 disciplines, from Philosophy to Music, Anthropology to Arabic and Political Science to Ancient History.

The College is structured into two Research Schools, the Research School of Humanities and the Arts (RSHA) and the Research School of Social Sciences (RSSS), and the Australian Demographic and Social Research Institute (ADSRI), with 12 disciplinary and interdisciplinary clusters that constitute the core of the College's research and education activity.

The College RAP plan commits to the actions and timetable outlined in the ANU RAP.

College RAP Performance Dimensions

The College will achieve its RAP objectives through focussing on the following key dimensions:

- increase Indigenous employment to meet the ANU target
- cultural awareness training for College staff
- actively encourage Indigenous applicants for positions of employment
- encourage Indigenous students with scholarly potential to pursue graduate studies and research
- review the curriculum
- develop specific strategies to attract undergraduate and postgraduate Indigenous students.

College RAP Implementation Process

1) Strategic Planning Process

A key element in achieving the objectives identified in the ANU RAP, is to embed the ANU RAP into the strategic plans within the College. These include:

- the "College of Arts and Social Sciences Strategic Plan 2011-2015";
- the "College of Arts and Social Sciences Education Operational Plan 2011";
- the "College of Arts and Social Sciences Research Strategic Plan 2010-2014"; and
- the strategic plans for each Academic Organizational Unit in the College, some 17 units in total.

2) Governance Arrangements

CASS's RAP Committee will oversee the implementation of many of the commitments identified in the ANU RAP and provide advice to the College Executive on matters of reconciliation. The terms of reference and composition of the committee is listed at Appendix 1.

3) Operational Activity Scorecard

CASS activity and operational achievements to date against the ANU Reconciliation Action Plan is provided at Appendix 2.

Appendix 1: Governance arrangements

CASS RAP – Terms of Reference

Function

The primary function of the CASS Reconciliation Action Plan Sub-committee will be to:

- Implement responsibilities under the Reconciliation Action Plan; and
- Create College reconciliation action plans in the areas of undergraduate education, graduate education, employment and community engagement for endorsement by the ANU Reconciliation Action Plan Committee and Deans and Directors in consultation with Reconciliation Australia.

The Committee will report to the ANU Reconciliation Action Plan Committee and the University Access and Equity Committee.

Frequency of meetings

The CASS Reconciliation Action Plan Sub-committee will meet quarterly unless otherwise determined. Meetings of the Committee shall be convened by the Chair. The Committee will also deal with business via email and the College intranet.

Membership

The membership of the CASS Reconciliation Action Plan Sub-committee shall be as follows:

Ex-Officio

- College Dean (Chair)
- College Education Dean

Appointed

- One member of academic staff from RSSS, nominated by the Director, RSSS
- One member of academic staff from RSHA, nominated by the Director, RSHA
- An Indigenous HDR student, nominated by Committee members
- An Indigenous staff member of the College
- A diversity network representative

Academic staff appointed from RSSS and RSHA should possess relevant skills and/or experience in undergraduate education or higher degree education.

Appointed members shall serve a term of two years from the date of their appointment. Committee members may nominate an alternate to attend in their place should they be unable to attend a meeting of the Committee.

Should a vacancy arise on the Committee from amongst the appointed members of the Committee, a replacement member should be appointed who shall serve out the balance of their predecessor's term.

Committee support

Support for the Committee will be provided by the Office of the College Dean

2010/2011 Members

Professor Toni Makkai (Chair)

Professor Joan Beaumont

Dr Shino Konishi

Dr Simone Dennis

Mr Matt Talbott

Ms Pat Boling

Ms Jilda Simpson

Appendix 2: CASS's Operational Activity Score Card

University Cultures and Environment						
Focus Area 1: Build greater respect for Indigenous peoples within the University environment and institutional culture						
	Action	Responsibility	Timeline	Measurable Target	CASS Action	Outcome
1	Acknowledge traditional owners and/or arrange a welcome to country for all ANU public events including those without Indigenous-specific content or Indigenous speakers.	ANU RAP Committee & Director, CELO	From 2009 by launch of the ANU RAP and onwards	100 per cent of ANU public events begin with either a welcome to country or acknowledgment of traditional owners.	<p>1.1 Intranet page constructed which includes a link to procedures for arranging a welcome to country or acknowledgment of traditional owners.</p> <p>1.2 Ensure Marketing and Communications are aware of the requirement.</p> <p>1.3 Ensure key administrators are notified.</p>	<p>Complete</p> <p>Complete – item included as a standing item for reminding staff at the CASS Administrators meeting.</p>
2	Develop protocols for an acknowledgement, arranging a welcome to country and collaborating with Indigenous peoples and publicise them.	ANU RAP Committee & Director, CELO	From 2009 by launch of the ANU RAP	Protocols placed on ANU website, link sent to ANU networks and palm cards with protocols sent to all staff (general and academic	N/A	
3	Develop a database of peak state, territory	Director NCIS &	From 2009	Database being	3.1 Write to the Director of NCIS asking	Complete

	and national Indigenous bodies in areas relevant to each College	College Deans	with ongoing maintenance	established for each College	where the development of the database is at and whether CASS can link in with NCIS. 3.2 Review the list provided by NCIS	
4	Develop a database of relevant local Indigenous goods and service providers and publicise them within ANU	Directors FBS & F&S	From 2009 with ongoing maintenance	Database placed on ANU website, link sent to ANU networks and in diary.	4.1 Write to the Director of NCIS asking where the development of the database is at and whether CASS can use the link. 4.2 Review the list provided by NCIS 4.3 Provide a link to the suppliers page on the CASS intranet	Complete Complete
5	Annual National Indigenous Dialogues between Australian and international Indigenous peoples, hosted jointly by NCIS and Colleges.	Director NCIS & College Deans	From 2011 with ongoing maintenance	National Indigenous Dialogues held annually by NCIS and a College.	5.1 Write to the Director of NCIS and seek information on what is being arranged for 2011. 5.2 Consider the arrangements being put forward by NCIS for 2011	Complete
6	Include Indigenous representation in high-level decision-making processes	Vice-Chancellor	By 2016	At least one Indigenous member on the Deans and Directors' Committee, Academic Board and Council.	6.1 Enquire of CABS 6.2 Include a list of representatives on the CASS Intranet page.	Complete – the representative is Prof Mick Dodson
7	Ensure appropriate internal and external Indigenous representation and involvement on all RAP committees and sub-committees	ANU RAP Committee & College RAP Sub-Committees	From 2008 onwards	Membership and attendance at each meeting open to at least one Indigenous ANU staff member and at least one	June 2010 – CASS Indigenous staff members included in the composition of the committee.	Complete

				Indigenous community expert appointee.		
8	Review and publicise publication guidelines to ensure appropriately sensitive warnings appear on relevant publications.	Director, CELO in consultation with NCIS	From 2010 onwards	Amended publication policy placed on ANU website and link sent to ANU networks.	<p>8.1 Link to ethics requirements and AIATSIS guidelines for publications on the intranet.</p> <p>8.2 Write to PVC (Research and Graduate Studies) and enquire if the Ethics training for PhD students includes training on Indigenous issues.</p> <p>8.3 Explore incorporating cultural sensitivity into HDR coursework in CASS</p>	Complete
University Cultures and Environment						
Focus Area 1: Build greater respect for Indigenous peoples within the ANU environment and institutional culture.						
	Action	Responsibility	Timeline	Measurable Target	CASS Action	Outcome
9	Engage with all staff to undertake Indigenous-specific cross-cultural training in the area of employment and for academic staff in education.	Director HR	From 2011 and by 2016	100 per cent of staff will have undertaken Indigenous-specific cross-cultural training.	<p>9.1 Consider this approach and how best to achieve positive outcomes.</p> <p>9.2 Create a map of key individuals in the College to target face-to-face training for the next Committee meeting in early 2011.</p> <p>9.3 Arrange for the College Executive to undergo training.</p> <p>9.4 Investigate making this a requirement of staff on probation.</p> <p>9.5 Find out what HRD is doing in this area</p>	<p>Complete</p> <p>Complete and will be implemented</p> <p>Complete</p>

10	Display the Aboriginal and Torres Strait Islander flags at all graduation ceremonies and include appropriately designed stoles for Indigenous graduates.	Registrar	From 2009 onwards	100 per cent of graduation ceremonies including both Indigenous flags and appropriately designed stoles available for Indigenous graduates.	NA	
11	Conduct annual ANU-wide events during NAIDOC week.	Director, CELO in consultation with NCIS	From 2009 onwards	At least one ANU event hosted annually during NAIDOC week.	<p>11.1 Write to the VC, for discussion at a Deans and Directors meeting, the possibility of having a named memorial lecture each year.</p> <p>11.2 Liaise with Anna Demiano from NCIS about possible ideas for an annual lecture. Look to broaden "reconciliation" to incorporate "Indigenous issues"</p>	Complete
12	Establish annual staff Reconciliation Awards recognising contributions of individuals or groups to promoting and achieving increased participation of Indigenous students and staff.	Deputy Vice-Chancellor or delegate	From 2010 onwards	<p>Annual staff Reconciliation</p> <p>Awards established</p>	<p>12.1 Email Heads of Schools when nominations are called.</p> <p>12.2 Circulate award criteria to initiate thinking. Send any prospective nominations to Ms Beattie as they arise.</p>	<p>To be done annually</p> <p>Ongoing</p>
13	Ensure ANU-wide publication about Indigenous events of national and international importance within ANU (eg Sorry Day, NAIDOC week, Mabo Day, International Day of the World's Indigenous Peoples	Marketing Manager, Marketing Office; Director, CELO in consultation	From 2009 onwards	Nationally and internationally significant Indigenous events sent to ANU networks	NA	

		with NCIS				
14	Display Indigenous artworks or symbols publicly in each College	Director Policy & Planning	From 2009 onwards	All Colleges displaying at least one Indigenous artwork or symbol publicly.	<p>14.1 July/August 2010 – CASS Relocation distributed various items of Indigenous artwork throughout the Beryl Rawson Building</p> <p>14.2 Arrange for the Facilities Management Team to do an audit of the number of Indigenous artworks displayed in CASS.</p> <p>14.3 Follow up response from Facilities and Services to ensure that all ANU collections are included in the table.</p>	<p>Complete</p> <p>Complete</p>
15	Display Aboriginal and Torres Strait Islander flags beside the Australian flag at ANU events or locations involving the Australian flag.	Director CELO	From 2009 onwards	100 per cent of ANU events or public locations displaying the Australian flag also displaying both Indigenous flags alongside it.	NA	

Indigenous Knowledge and Perspectives in Research

Focus Area 2: Consolidate ANU as the leader in Indigenous research of national significance

	Action	Responsibility	Timeline	Measurable Target	CASS Action	Outcome
16	Identify priority areas following ANU Planning Day priorities 2008 with a view to developing a strategy to attract Indigenous researchers to priority nodes.	Deputy Vice-Chancellor or delegate & College Deans in consultation	By 2012	Report to ANU RAP Committee on the gap analysis undertaken and		

	Put the strategy developed into practice.	with University centres including NCIS & JIHEC	From 2014 onwards	the strategy developed. Employ the strategy and attract at least 2.5 per cent Indigenous PhD candidates in each College by 2013	<p>16.1 Build an internships program for Indigenous students in administration and academic areas, possibly over the summer.</p> <p>16.2 Explore options for scholarships for part-time Indigenous students.</p> <p>16.3 Develop a table which shows the number of Indigenous students at UG, PG coursework and HDR, as well as academic and general staff.</p>	<p>In progress</p> <p>Complete – in the Education Operational Plan for CASS</p>
Indigenous Knowledge and Perspectives in Research						
Focus Area 3: Ensure all ANU students have a thorough understanding of Indigenous knowledge and perspectives.						
	Action	Responsibility	Timeline	Measurable Target	CASS Action	Outcome
17	Survey all curricula to identify where Indigenous perspectives are incorporated. Establish priority areas for including it in diverse (not just Indigenous-specific) curricula. Provide curriculum development aid.	Deputy Vice-Chancellor or delegate & College Deans in consultation with Director NCIS	By 2013	Report on survey to ANU RAP Committee.	Address early 2011	Complete – in the Education Operational Plan for CASS to be completed in 2011
18	Involve Indigenous lecturers, tutors and	Deputy Vice-	From 2013	At least one	18.1 Write to the Director RHSA and	Complete

	traditional owners in the Institute for Professional Practice in the Heritage & Arts.	Chancellor or delegate & Dean CASS	onwards	Indigenous academic full-time or part-time lecturer or tutor at the Institute for Professional Practice in the Heritage and Arts.	request an update. 18.2 Write to Professor Dodson about the structure of IPPHA as a virtual centre	
19	Offer a Masters course in Australian & Pacific Indigenous Studies in collaboration with relevant Universities and possibly NGOs.	Deputy Vice-Chancellor or delegate & Dean CAP in consultation with Director NCIS	By 2016	Masters course in Australian and Pacific Indigenous Studies offered.	Write to the Dean of CAP and offer CASS's assistance if needed	In progress – CASS RAP to follow up CAP's response.

Indigenous Students

Focus Area 4: Attract and support Indigenous students.

	Action	Responsibility	Timeline	Measurable Target	CASS Action	Outcome
20	Review admission procedures, requirements and enrolment articulation (including outreach to secondary schools) in view of Indigenous students' needs.	Registrar & JIHEC	By 2013	Producing a report with recommendations from the review and make it available on ANU website, link to be sent to ANU networks.	20.1 Follow up with DRSS 20.2 Professor Beaumont will keep the committee informed as Chair of the Admissions Committee.	Complete Ongoing

	Undertake research on barriers in increasing Indigenous undergraduates			Reporting to ANU RAP Committee on research undertaken	20.3 Discuss with the Director of DRSS and ask how this is progressing.	In progress
21	Offer incentives for current Indigenous ANU general staff to study (either ongoing subsidies or annual grants off-setting the cost of taking time off work and of books, amenities and equipment)	Director HR & Registrar	From 2014 onwards	Establishing an appropriate monetary incentive for encouraging current ANU Indigenous general staff to study.	Discuss with the Director of DRSS and ask how this is progressing.	In progress
22	Offer a regular scholarship for attracting Indigenous graduates from each College (every four years for a PhD or every three years for MPhil).	Deputy Vice-Chancellor or delegate & College Deans	From 2014 onwards	At least one Indigenous graduate scholarship, either PhD or MPhil.	22.1 CASS to allocate one scholarship in 2011 for an Indigenous student 22.2 Investigate costs for a PGC scholarship and fee waiver	Complete
23	Support Indigenous graduates via an appropriately developed mentoring program with materials, seminars, networking opportunities and information about the Information Literacy Program and other relevant research training. Support Indigenous staff and undergraduates to progress into higher research degrees via tutoring and/or mentoring from academics in relevant	Deputy Vice-Chancellor or delegate & College Deans in consultation with Director NCIS	From 2012 onwards From 2015 onwards	Deadly Exchanges mentoring program extended to include Indigenous graduates.	23.1 Investigate the various mentoring programs available for Indigenous persons 23.2 List mentoring programs on CASS Intranet page	On hold – Mr Martin noted that Deadly Exchanges has not been developed. In progress

	Colleges and an allocated academic/research position during candidature.			Indigenous Researchers Foundation program established as a component of the pathways to ANU programs.	23.3 Scope out what is currently happening in this field	
24	Foster academic development and facilitate networks for Indigenous graduates via an annual residential workshop with graduates and supervisory panel members.	Director NCIS	From 2009 onwards	Annual Indigenous Graduate Researchers workshop	N/A	
25	Attract and support at least 2.5 per cent Indigenous full-time or part-time students (undergraduate and graduate) in all areas of study	College Deans & Registrar	By 2016	At least 2.5 per cent Indigenous full-time or part-time students (undergraduate and graduate) in all areas of study.	Collate data on current profile	In progress – standing item completed twice a year after the census date.
Indigenous Staff						
Focus Area 5: Attract and retain Indigenous general and academic staff at all levels across ANU.						
	Action	Responsibility	Timeline	Measurable Target	CASS Action	Outcome

26	Develop and implement long-term strategies to enable ANU to attract and retain at least 2.5 per cent Indigenous full-time and part-time staff (general and academic) at all levels across ANU.	Vice-Chancellor & all Executives	By 2016	At least 2.5 per cent Indigenous academics and general staff employed in all Colleges with at least one Indigenous academic at Level C or above in each College and at least 2.5 per cent Indigenous general staff in Divisions.	<p>26.1 Monitor progress</p> <p>26.2 Investigate a sped mentoring event for next year.</p> <p>26.3 Develop a table which shows the number of Indigenous students at UG, PG coursework and HDR, as well as academic and general staff.</p>	In progress
27	Support early-career Indigenous academics and general staff members via an appropriately developed mentoring program	Director HR	From 2012 onwards	Deadly Exchanges mentoring program extended to include early-career Indigenous academics and early-career general staff.	Find out more about the program and promote participation	On hold – Deadly Exchanges has not been developed.
28	Revise all HR policies to ensure they promote and integrate respect for Indigenous culture into employment and related practices.	Director HR	By 2011	Report on review to ANU RAP Committee	NA	

Tracking Progress & Reporting

Focus Area 6: Accountability and transparency in monitoring and reporting on the progress of the ANU RAP initiatives.

	Action	Responsibility	Timeline	Measurable Target	CASS Action	Outcome
29	Establish ongoing mechanisms for regular consultation with RAP teams at other universities and selected organisations	Deputy Vice Chancellor or delegate & ANU RAP Committee	From 2009 onwards	Information in ANU RAP updates and reporting on all plans about consultations.	NA	
30	Annual national conference or workshop with RAP teams at other universities and selected organisations hosted by ANU.	Deputy Vice-Chancellor or delegate & ANU RAP Committee	From 2012 onwards	Annual University Reconciliation Action Plan conference or workshop.	NA	
31	Key performance targets for Deans and/or Directors reflecting targets in the ANU RAP to be included in their Statements of Expectations (as per the IHEAC Agreement to the Universities Australia Board).	Deputy Vice-Chancellor or delegate & Director HR	From 2009 onwards	Performance targets related to ANU RAP responsibilities in Statements of Expectations of Deans and Directors.	NA	
32	Establish sub-committees in each College with appropriate expertise to create detailed College RAPs in the areas of undergraduate education, graduate education, employment and community engagement.	ANU RAP Committee & College Deans	From 2009 onwards	College RAPs completed and endorsed by 2010	32.1 June 2010 – CASS Committee established 32.2 Include the items identified in the strategic plans being developed by CASS 32.3 Maintain an up to date operational	Complete In progress In progress

	At least two ANU RAP Committee members to regularly liaise with and occasionally attend meetings of sub-committees and report. College RAPs to be endorsed by the ANU RAP Committee and Deans and Directors.				plan on CASS's progress against the ANU RAP plans	
33	Ongoing ANU RAP updates lodged regularly as part of the regular review and reporting of all plans, publicised internally and made available to Reconciliation Australia.	Deputy Vice-Chancellor or delegate	From 2009 onwards	ANU RAP updates lodged quarterly and annually in the ANU Annual Report and made available on ANU website and to Reconciliation Australia.	N/A	
34	Major review of ANU RAP and College RAPs with extension assumed.	Deputy Vice-Chancellor or delegate	By 2016	Report on review put on ANU website and made available to Reconciliation Australia.	NA	