The following is a summary of the meeting of the Executive of the Board of the School of Humanities, held on Monday 21 March 2011.

**Scotland & Sicily Symposium**

The *Off Centre, North & South: A Symposium on Scotland & Sicily*, held on campus 18-19 March and run through the Flinders Institute for Research in the Humanities (FIRTH) was well attended and received by all participants.

**PTT Budget**

Extra funds have been provided to some areas as enrolment numbers have increased dramatically. Staff are reminded that with the reduction in weighting of upper level topics there should also be a reduction in student contact time, and that this may be examined in the future to ensure that there is not a significant time burden on students.

**New academic positions**

The two advertised academic positions in French & Linguistics and English & Creative Writing were not filled. The position descriptors for these positions will be rewritten and readvertised.

**Administrative structure in the School**

Heads of Departments were asked if they would like a member of the senior administrative team (either Judy, Kit or Katy) to come and talk at departmental meetings about the administrative support structure in the school – ie what is done where? After discussion it was agreed that a list of tasks and the responsibilities of different areas would be more helpful. This list will be provided (via pigeonholes) by the end of April 2011.

**Workload Equalisation Forms**

Katherine will be working on the academic workload equalisation forms again this semester. Katherine will enter as much information as she can before sending the forms to academic staff.

**Enrolment Numbers**

It is noted that enrolment numbers for semester 2 are very low in comparison to last year's numbers. It was agreed this could be for a variety of reasons including: fallout from C2R2, tighter topic prerequisites preventing students from pre-enrolling in semester 2 topics, student uncertainty about the new course/topic structures, mid-year enrolment.

**VC’s talk**

Even though there was a small number of attendees Graham felt the VC’s talk was a valuable exercise for the School. The VC had nothing “new” to report to the school and thanked staff for their ongoing diligence. The VC announced that his term of employment had been extended for another 2 years.

**School Services, Web Pages, OHS&W Reports**

Full report available online