

**ASSOCIATION FOR TERTIARY EDUCATION MANAGEMENT  
ATEM 2000 Group**

**Minutes of the meeting held on Saturday 14 March 1998 at Sancta Sophia College  
Missenden Road Camperdown**

**Present:**

Maree Conway	Margie Cole
Tom Gregg	Giles Pickford
Bob Brownlie	Patricia Berry
Pat Miller	Lisa Halverson
Pat Allan	

**Apologies:**

Peter Aiken

**1. Welcome to ATEM Executive Officer and New Member**

The Chair of the Group Maree Conway welcomed the new Executive Officer, Lisa Halverson, on behalf of the Group.

**2. Confirmation of Minutes**

Minutes for the previous ATEM 2000 Group meeting still to be circulated.

**3. Business Arising from the Minutes**

**3.1 Progress Report on ATEM Launch**

Giles Pickford reported on the progress of the ATEM Launch. Distribution of the launch kit was to commence on Friday the 20 March 1998. Several items of the kit were still at the printers including the constitution and guidelines, the brochure and membership certificates.

There was a long discussion with the President about the wording of the ATEM Brochure and the need to ensure the Association's broader role as a professional association was reflected appropriately in the text.

***Recommended 98/1:***

- 1. The ATEM 2000 Group members would advise their branches that local followup of the ATEM Launch in The Australian on 25 March 1998, should be carried out with the major local paper in each area.*

*[Secretarial note: launch now postponed to 1 April 1998]*

**4. Report from Executive Committee Meeting held 6 December 1997**

**4.1 Items Approved**

The following items were approved by the Executive:

- Policy Statement
- Code of Conduct
- Strategic Plan and operational targets for 1998 (Pledge to Members)
- Corporate Membership (with minor amendments - now revised)
- International Links Policy
- Staff Exchanges (with comment that we should piggyback on existing schemes in the sector wherever possible).

- Guidelines for Public Comment
- Membership Certificate

## 4.2 Items Requiring Further Development or Deferred

### 4.2.1 Fellows and Honorary Fellows

The group noted that the proposal to change requirements for ATEM Fellows be reviewed to allow the Association to award two categories of Fellows: the ATEM Honorary Fellowship Hon ATEMF which would be awarded and ATEM Fellowship ATEMF which would be earned by members. The Group considered revised guidelines for both types of Fellowship, and it was agreed to:

1. remove "as the peak award for" in the third paragraph of page 1; and
2. remove "leading to a recognised tertiary qualification" from the criteria for ATEM Fellowships.

#### **Recommendation 98/2:**

1. Refer final draft to the Executive meeting of 28 March 1998.

### 4.2.2 Scholarships and Awards

The Group considered a paper on revised guidelines for Association Awards, Scholarships and Travel Grants.

#### **Association Awards**

- Award for Excellence in Educational Management
- President's Award
- Meritorious Service Award
- Certificate of Appreciation

#### **Recommendation 98/3:**

1. That a date should be decided for the Executive Officer to remind all Branch Presidents that nominations for these awards are due.
2. That after minor alterations the revised policy for these awards be recommended to the Executive Meeting on 28 March 1998 for endorsement.

#### **Study Scholarships**

There was some discussion with regard to the salary component of the criteria. However, it was decided that the salary requirement should remain be AUD\$45,000.

#### **Action:**

1. Change the value of the scholarship to AUD\$1,000.
2. Delete "Affirmative action principles for disadvantage groups will be applied by the Committee."
3. Delete "The Committee will seek to achieve a geographic balance."
4. Delete "Degree of financial need indicated by the applicant."
5. Change "\$40,000" to "AUD\$45,000"
6. Replace "application" with "award" on the second page second last paragraph.
7. Replace "Australasian" with "Association" on the second page second last paragraph.

#### **Recommendation 98/4:**

1. When amendments completed the revised policy to be recommended to the Executive Meeting on 28 March 1998 for endorsement.

## **Travel Grants**

### **International Travel Grants**

#### **Action:**

1. Replace \$6,000 with AUD\$6,000.
2. Replace "Only one travel grant can be awarded" with "A travel grant can be awarded only once..."
3. Delete "... in the Journal of Higher Education Policy and Management, or a research paper published..." on the second page.

### **Australasian Travel Grants**

#### **Action:**

1. Replace \$3,000 with AUD\$3,000
2. Add to the first paragraph of Eligibility "professional standing".
3. Delete "... in the Journal of Higher Education Policy and Management, or a research paper published..." on the second page.

#### **Recommendation 98/5:**

When amendments made to International Travel Grants and Australasian Travel Grants the revised policy to be recommended to the Executive Meeting on 28 March 1998 for endorsement.

### **ATEM Awards Committee: Membership and Terms of Reference**

1. Change all closing dates to 31 July.
2. Change Membership to "One nominee of Branch Presidents..."

#### **Recommendation 98/6:**

When amendments completed the revised policy to be recommended to the Executive Meeting on 28 March 1998 for endorsement.

#### **4.2.3 Regional Chapters**

Deferred until next meeting.

### **5. Continuing Work**

#### **5.1 Action Plan**

A plan detailing actions to be taken by various groups in ATEM was discussed. It was agreed that the action plan should be grouped by strategy and then by responsibility as an indication of the time frame for completion of tasks.

#### **ATEM 2000 Group Responsibilities:**

##### **Completed or in development:**

- Member Certificates and Cards
  - cards will depend on sponsorship
- Guidelines for Public Comment
- Research Awards

- Conference Manual

**Action**

**Still to be done:**

- *Chapters - Giles Pickford to write a paper on the establishment of an ATEM alumni chapter.*
- *Policy paper on developing formal relationships with key bodies  
Margie Cole and Tom Gregg to work on policy development. Executive Officer to provide list of relevant organisations.*
- *Communication strategies  
Pat Miller and Pat Allen to liaise with Executive Officer to develop policy.*
- *Patron Guidelines  
Giles Pickford to write the guidelines*
- *Margie Cole and Tom Gregg to update action list and re-circulate to members.*

**Recommendation 98/7:**

*Action Plan to be recommended to Council for ratification and direction once format is revised.*

**5.2 Continuing Professional Education Program**

Discussion on this issue lead to a number of suggested policy areas that could be covered here;

- Formal guidelines encouraging members to continue their professional development.
- Credit for professional practice
- ATEM should provide on the web a list of courses of interest/benefit to members. Consult with members for recommendations about courses they have completed.
- Also on the web provide reference to programs offered by the AVCC and NZVCC for example.
- Marketing
  - how
  - approach as a career advancement
  - link to ATEM fellowships

**Action:**

*Maree Conway to write a paper for presentation to Council.*

**5.3 Guidelines for the Establishment of Special Interest Groups**

The Group noted that guidelines for the establishment of special interest groups had not been implemented. It was agreed to review the guidelines in light of the web development, and email discussion lists.

**Recommendation 98/9:**

*To be added to the Agenda for the next meeting.*

**5.4 Research Awards**

The Group considered a paper on the concept of a research award of the Association. Discussion indicated that there was still some more work to be done on the criteria, it was agreed that while the award could not be made until funding was available it was worth completing the policy document so that when funds became available the award could be offered immediately.

**Action:**

1. *Change "Award" to "Grant" throughout the policy.*
2. *Second paragraph change "commonly" to "usually" or "normally".*

3. *Re write third sentence in the second paragraph.*
4. *Fourth paragraph change “conducting” to “administering.”*
5. *Replace \$1,500 with AUD\$1,500.*
6. *Change “Supervisor” to “Manager”*
7. *Change second last paragraph to reflect that contained in the Travel Grants policies.*
8. *Final sentence change to “It is expected...”.*

**Recommendation 98/10:**

*When amendments completed the revised policy to be forwarded to the Executive Meeting on 28 March 1998 for comment.*

## **5.5 Conference Manual**

A draft Conference Manual was tabled at the meeting. Some discussion took place as to the purpose of the manual. It was decided that the document would reflect a set of guidelines rather than a procedures manual.

**Action:**

1. *The group to read over the draft copy and provide comment to Pat Berry, Pat Miller, Bob Brownlie or Lisa Halverson.*
2. *Add to the Agenda for the next meeting for further review.*

## **5.6 Generic Guidelines**

The Group considered the concept of ATEM publishing generic guidelines for members. Discussion of this topic indicate that Generic Guidelines might take the form of a series of “Good Practice Guides”. Relevant topic areas could be solicited from the members in a number of ways, at the conference in a forum, by email, or by contact from Branch Committee secretaries.

**Recommendation 98/11:**

*Maree Conway to email members initially.*

## **6. Strategic Alliances**

Defer until next meeting after presentation of Margie Cole and Tom Gregg’s paper on Developing Formal Relationships.

## **7. Other Business**

1. The Chair formally thanked Richard Easter for his contribution to the ATEM 2000 Group.
2. Advertising, marketing, sponsorship and member benefits, could wait until the list of current ATEM sponsorships had been collated. Further development could be considered after this and in fact this area may be a role for the Executive.

**Action:**

*Tom Gregg and Giles Pickford to work together on developing Guidelines for seeking sponsorship.*

## **8. Next Meeting**

Saturday 13 June 1998 at Sancta Sophia College.