

Association for Tertiary Education Management Inc
ABN 72 682 233 729

Draft Agenda: Executive Committee Meeting

There will be a meeting of the ATEM Executive Committee on Thursday 19 May 2005 at 3.00 pm in the Fellows Room, University House ANU. The Council dinner with the Patron will be held on the same day at 7.00 pm in the Scarth Room. It was moved forward from Friday evening as so many members are leaving straight after the Council Meeting.

1. Apologies

2. Minutes

The Minutes of the Teleconference held on 3 March 2005 are attached. **Pages 2-5**

3. Business Arising from the Minutes

3.1. AVCC Collaboration

Margie Cole will report on these topics.

3.1.1 AVCC HEW 5-7 Pilot

3.1.2 ATEM Course Pilot

3.1.3 Accreditation Towards a Degree or Certificate

3.2 Advertising in the job vacancies page.

Giles Pickford will report.

3.3 Callista Sponsored Award

Giles Pickford will report.

3.4 Implementation of the Membership Levels

The Committee may want to discuss this topic generally. A report is in the Council Agenda.

3.5 FMAC

In the absence of VP Richard Easter the Treasurer will discuss the FMAC Report in the Council Agenda.

3.6 2005 Members Survey.

A copy of the survey is attached to the Council Agenda.

4. New Business

Toni Hodge has raised the idea of promoting books through the web site. A report is attached. **Pages 5-?**

5. Overview of Council Agenda

The President will lead discussion.

GP 12/4/05

Distribution

Tom Gregg, President
 Chris Jeffery, Vice-President
 Richard Easter, Vice President
 Neil Voyce, Association Treasurer
 Margie Cole, Association Secretary
 Ion Wallace, Councillor at Large
 Toni Hodge, Councillor at Large

In Attendance

Giles Pickford and Peter Scardoni, Association Secretariat

**Association for Tertiary Education Management Inc
 ABN 72 682 233 729**

Minutes: Executive Committee Meeting

Minutes of a Teleconference of the ATEM Executive Committee held on Thursday 3 March 2005 at 12.00 noon Eastern Australian Summer Time.

PRESENT: Tom Gregg (President), VP Chris Jeffery, VP Richard Easter, Margie Cole, Neil Voyce, C@L Toni Hodge, C@L Ion Wallace.

In attendance: Giles Pickford and Peter Scardoni.

1. Apologies

There were no apologies

2. Minutes

The Minutes of the Meeting held on 26 September 2004 were confirmed.

3. Business Arising from the Minutes**3.1. AVCC Collaboration**

President gave a report on the AVCC developments, and developments in NZ with the Ministry for Education.

3.1.1 AVCC HEW 5-7 Pilot

The Committee noted that the annual programs for many Branches were fully booked. However, it agreed that it was very important that the AVCC HEW 5-7 program should be piloted as a jointly badged program. Western Australia and South Australia were chosen for the pilot. The Association Secretary, Margie Cole, was asked to work with Susan Scott and Branch Presidents on implementation.

3.1.2 ATEM Course Pilot

The Committee next considered how to pilot an ATEM Course across the Branches in collaboration with the AVCC. It was agreed that the Queensland Branch course on Middle Management (29 September) could be used as a pilot. The Victorian Branch also runs a similar course (8 June). The Association Secretary was asked to collaborate with Susan Scott and Branch Presidents on this concept.

3.1.3 Accreditation Towards a Degree or Certificate

The Committee then considered the concept of 'points' being accumulated towards a degree or post-graduate certificate for ATEM Members undertaking courses. The Association Secretary was asked to discuss this idea with Kay Hemsall of UNE and Sue Gould of Deakin, both of whom were connected with institutions which were prominent in the field

of Higher Education Management Studies and both of which offered distance education courses. Susan Scott should be included in discussions.

3.2 Tendering process for the PCO.

Richard Easter and Peter Scardoni reported on progress. The Committee noted that the successful tenderer was Leishman and Associates. It was agreed that a Flying Minute to confirm the appointment be circulated.

3.3 Advertising in the job vacancies page.

Giles Pickford reported on his disappointing approach to Allied Pickfords, which after failing to respond at first, later informed him (amazingly!) that they did not use the web for advertising. The Committee agreed that the next approach should be to Crown Worldwide.

3.4 The ATEM Action Sheet

The Committee noted the Action Sheet and asked the Secretariat to follow through with those Branches that are not responding to questions.

3.5 Progress Budget

Peter Scardoni tabled the 2005-2006 Progress Budget. Peter Scardoni explained that most Corporate renewals come in during March and April and that the shortfall in that item should be rectified. He also said that he hoped to be able to make the periodic payments for the Journal out of savings. The Budget was noted.

4. New Business

4.1. Callista Sponsored Award. See attachment

The Committee discussed a proposal from Callista for a Perpetual Trophy to be awarded to university student administration units which were demonstrating best practice. The concept did not appeal to the Committee. The Committee asked the Secretariat to discuss alternative ideas with Callista.

4.2. Implementation of the Membership Levels

BP Chris Jeffery announced that the Membership Levels would be launched on 12 March in 'Weekend Update'. Delays were due to the enormous amount of revision and then testing required on the CMS. The Committee discussed the project and agreed that prior to the launch the Secretariat should resend to Branches the 'Guidelines for Branches' (previously distributed in December). It also agreed that the project should be publicised in *ATEM Matters*.

4.3. FMAC

VP Richard Easter reported that FMAC would be convened shortly by Teleconference.

4.4 Risk Management

The President reported on the issue of employment contracts in the ATEM Secretariat and the Branches. The question is: to what extent do ATEM's contracts comply with Tax Acts and is there professional indemnity cover for ATEM? The situation with the Secretariat seemed to be satisfactory as far as tax is concerned. However, professional indemnity for microscopic businesses is unobtainable. The situation in the Branches is less clear.

The issues were referred to FMAC for further report.

4.5 The Treasurers' Teleconference

The Committee noted that the second attempt to convene the Treasurers' Teleconference had failed and that it was unlikely to be re-convened.

4.6 2005 Elections.

The Committee noted that this year the following positions come up for election: President, Vice-President (Richard Easter), Treasurer. Council also needs to begin the process of appointing two Councillors at Large at its May Meeting.

VP Chris Jeffery informed the Committee that he would be stepping down as VP at the end of the May Council meeting and stepping down as Branch President at the close of the 2005 TEM Conference. These steps flowed on from his departure from Murdoch University and his subsequent distancing from the tertiary sector.

The Committee discussed these moves and formulated ideas for recommendation to Council in May 2005.

4.7 Branch AGMs

The Committee was informed that Branches have been asked to advise when their AGMs are going to be held. Responses, so far incomplete, were summarised in the Action Sheet. The Committee agreed that it was important for Branches to comply with the Constitution.

4.8 Membership Coordinators.

The Committee noted that South Australia and New South Wales had reported on their very successful MC programs for 2005.

The Secretariat reported that as yet no MC had taken advantage of the MC's e-mailing facility which is on the MC's page in the web site.

It was agreed that BP Lucy Schulz should be invited to spearhead the MCs and bring them together at a brainstorming session during the TEM Conference.

4.9 TEM Conference Draft Budget.

The draft budget for TEM 2005 was noted. It was agreed that there could be a saving of \$2,500 by deleting the production of the Conference Proceedings, as these were stored electronically.

4.10 Members Survey.

The Committee noted that the last members' survey was done in 2002 and that Jan McAdam had volunteered to do another one in exchange for a 'free' registration at the TEM Conference, which would be a charge on Council Funds.

The Committee felt that ATEM had gone so far since 2002 that it would not be all that useful to replicate the 2002 Survey.

However at this particular time there was a more urgent need, that being to do an in-depth survey of members' attitudes to the two ATEM Publications: the *Journal of Higher Education Policy and Management* and *ATEM Matters*. Also it would be good to survey their attitude to the 'ATEM Forums' in the Members Only section of the web site.

The Councillors at Large were asked to talk to Jan McAdam about these ideas and report back to the Executive.

GP 4/3/05

Distribution

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 Neil Voyce, Association Treasurer
 Margie Cole, Association Secretary
 Ion Wallace, Councillor at Large
 Toni Hodge, Councillor at Large

In Attendance

Giles Pickford and Peter Scardoni, Association Secretariat

Item 4 **New Business**

Recently Toni Hodge received the following proposal from NIACE Publications in the UK.

-----Original Message-----

From: Elisabeth Prince [<mailto:Elisabeth.Prince@niace.org.uk>]
 Sent: Saturday, 16 April 2005 3:00 a.m.
 To: Toni Hodge
 Subject: ATEM Matters

Hi Toni,

I was hoping you could give me some advice. I am the Publications Marketing Assistant for NIACE (National Institute of Adult Continuing Education) England and Wales. We are currently publishing a range of publications, which focus on different aspects of Higher Education, both Internationally and in the UK. I think that the publications would be of interest to the members of ATEM, and I was hoping that it would be possible to highlight information to them. We are sending the books for review to the ATEM Journal, but I wondered if there could be other ways to disseminate information? Do you include information of new resources in the ATEM Matters?

If you can help that would be fantastic, but if you think I should be speaking to another colleague, please let me know who to contact.

I have included the information below on the titles. Many thanks for your help.

The tertiary moment
 What road to inclusive higher education?
 Edited by Chris Duke
 ISBN 1 86201 235 0, March 2005,
 approx 128pp, £14.95

This set of papers makes a challenging contribution to two important debates about higher education and the future of universities: first, that of the size and the shape of the system of tertiary - including both further as well as higher - education; and, second, the possible contribution of the Lifelong Learning Networks to the system. Authored by leading scholars and practitioners of higher education, the papers contribute to the development of higher education from the perspective of both adult learners' and society's needs.

Listed below are the key figures who contributed to the publication:

Professor Robert Burgess, Vice-Chancellor, University of Leicester

Dr Phil Candy, Director, The NHSU Institute, National Health Service University

Kath Dentith, Assistant Director Access, Quality Assurance Agency for Higher Education

Professor Chris Duke, Associate Director Higher Education, NIACE and RMIT University

Professor Neil Garrod, Deputy Vice-Chancellor, Thames Valley University

Laurence Howells, Director of Learning Policy and Strategy, Scottish Funding Council

Professor Geoff Layer, Pro-Vice-Chancellor, University of Bradford and Director, Action on Access

Professor Sir Howard Newby, Chief Executive, Higher Education Funding Council for England

Professor Gareth Parry, University of Sheffield

Adrian Perry, Senior Visiting Fellow, University of Sheffield

Professor Richard Taylor, Director, Institute of Continuing Education, University of Cambridge

Professor David Vincent, Pro-Vice-Chancellor, Open University

Professor Sir David Watson, Vice-Chancellor, University of Brighton

Kevin Whitston, Higher Education Funding Council for England

Available March 2005, priced at £14.95, The tertiary moment is available from NIACE, 21 De Montfort Street, Leicester, LE1 7GE Tel 0116 204 4216 Fax 0116 204 4276 <http://www.niace.org.uk/publications/T/TertiaryMoment.htm>

Please note that orders cannot be invoiced for under £35.00

Popular education

Engaging the academy: international perspectives Edited by Jim Crowther, Vernon Galloway and Ian Martin ISBN 1 86201 209 1

Expected: April 2005

£18.95

This timely book brings together a unique collection of both experienced and new writers examining the relationship between popular and higher education.

It shows how university-based teachers and researchers can use their work to support and resource popular struggles for democracy, equality and social justice - at a time when all the demands being made upon them are towards institutional disengagement from social and political action.

Exploring how many of the current trends in intellectual and institutional life can be challenged and changed, the book considers amongst other themes, the hegemony of technical rationality and the new managerialism, the construction of higher education as a competitive market place and the dominance of individualised models and modes of learning and achievement.

Available April 2005, priced at £18.95, Popular Education: Engaging the academy is available from NIACE, 21 De Montfort Street, Leicester, LE1 7GE

Tel 0116 204 4216

Fax 0116 204 4276

<http://www.niace.org.uk/publications/P/PopEdAcad.htm>

Please note that orders cannot be invoiced for under £35.00

A Contested Landscape

International perspectives on diversity in mass higher education Edited by Jim Gallacher and Michael Osbourne

ISBN: 1 86201 233 4

Expected: June 2005

£18.95

As more and more countries move towards mass or even 'universal' systems of higher education, institutions other than the traditional universities have an increasingly important role in this provision. However, the role of these institutions and their links with the university sectors varies greatly depending on the distinctive traditions of education and training in different societies. This book contains chapters written by experts commenting on the systems emerging in Australia, Canada, England, Germany, Ireland, New Zealand, Scotland and the USA. It provides valuable insights into the contribution of institutions from the traditional vocational education and training sectors to the new higher education.

Contributors include:

Michael Osborne, University of Stirling, Scotland [Introduction] Leesa Wheelahan and Gavin Moodie, Southern Cross University, Australia Brian Burtch, Simon Fraser University, Canada Gareth Parry, Sheffield University, England Thomas Deissinger, Germany Dermot Coughlan, University of Limerick, Ireland Helen Anderson, Manukau, New Zealand Jim Gallacher, Glasgow Caledonian University, Scotland Dr Barbara S. Bonham, Appalachian State University, USA Jim Gallacher and Michael Osbourne [Conclusion]

Available June 2005, priced at £18.95, A contested landscape is available from NIACE, 21 De Montfort Street, Leicester, LE1 7GE Tel 0116 204 4216 Fax

0116 204 4276 <http://www.niace.org.uk/Publications/C/ContestedLandscape.htm>

Please note that orders cannot be invoiced for under £35.00

Closing the Equity Gap

The impact of widening participation strategies in the UK and the USA Edited by Geoff Layer

ISBN: 1 86201 236 9

Expected: May 2005

£18.95

This timely collection focuses on the practice and policy behind securing a more socially inclusive higher education and closing the equity gap.

Reflective of practice to date, it explores the challenges facing higher education in the UK and USA as the student financial support model increasingly relies on higher fees and delayed debt. This analysis shows the progress made, reflects on the problems raised and focuses on the need to shift the paradigm to focus on successful participation. The book includes the Colin Bell memorial lecture in which Sir Howard Newby explains the rationale behind the development of Lifelong Learning Networks.

Available May 2005, priced at £18.95, Closing the equity gap is available from NIACE, 21 De Montfort Street, Leicester, LE1 7GE Tel 0116 204 4216 Fax

0116 204 4276 <http://www.niace.org.uk/Publications/C/ClosingEquityGap.htm>

Please note that orders cannot be invoiced for under £35.00 I look forward to hearing back from you.

All the best

Elisabeth

Elisabeth Prince

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RESPONSE FROM TONI

Hi Elisabeth

We can certainly put a review into ATEM Matters if you want to send over a copy of the books. My postal address is:

Toni Hodge
Academic Manager
College of Business & Economics
University of Canterbury
Private Bag 4800
Christchurch
New Zealand

The next edition of ATEM Matters is going out in June with the deadline for contributions being the end of May.

Regards
Toni

REPLY FROM NIACE

Hi Toni,

Many thanks for getting back to me.

I am grateful for your help in offering to review the publications for the newsletter. The problem is we have only a limited number of copies to send out for review, and as we have already agreed to send review copies over for the ATEM Journal, we don't have the resources to send a second set over for the newsletter I'm afraid.

I don't know if you would still be able to include information on the resources in the newsletter, but if you could that would be fantastic. If not, is there anything else we can perhaps do with ATEM to disseminate information, as I do think they would be of interest.

I really appreciate the help that you have given with this, and thanks again.

Best Wishes
Elisabeth

TONI TO ATEM SECRETARIAT

Hi Giles

Re below, I'm going to put an entry into ATEM Matters about these new books but wondered if these people might be interested in paying for a spot of advertising on the website? This sort of information could be really useful now to members to assist with their CPD obligations. I've told her I would email you and see if there were any openings available - what do you think?

Toni

SECRETARIAT TO TONI

Dear Tony

The space available on the right-hand side of this page is available for hire http://www.atem.edu.au/education_training.cfm

I am copying Peter Scardoni in because I don't know if GST applies. I think it does not as the buyer pays, and in this case the buyer is in the UK. But you never know, so I will ask Peter.

We charge \$100 for an insertion on the Job Vacancies Page, but they only stay up there for a month or so. So I reckon about \$500 for a one year advertisement would be about right.

Cheers

Giles

TONI TO SECRETARIAT

Thanks Giles

A thought - we could possibly have a "Resources" webpage which could profile publications and other similar resources? Maybe those businesses wanting to be featured could be persuaded to offer ATEM members a suitable discount - thus giving an added benefit to membership?

RECOMMENDATION

That the Executive Committee consider the two alternatives of selling space on the web site, or negotiating discounts for members buying books in return for promotion of product.