

Association for Tertiary Education Management Inc
ABN 72 682 233 729

Executive Committee Agenda

There will be a meeting of the ATEM Executive Committee at 9.00 am on Sunday 27 August in Room 5/6, Level 1 Sydney Hilton Hotel

1. Apologies

There is an apology from Richard Easter.

2. Minutes

The Minutes of the meetings held on 18 May at the ANU are attached. **Pages 3 - 5**

3. Business Arising from the Minutes

3.1 TEM 2006

At the last meeting the Committee agreed that the President should discuss the idea of a certificate of appreciation for long term principal sponsors such as Australia Post with the PCO. A term of five years was considered appropriate for such an award. The President will report.

3.2 Some New Ideas from the NSW Branch

The Committee received and discussed following ideas from BP Kay Hemsall.

3.2.1 Advertising with industry magazines and newspapers

At its previous meeting the Committee agreed that ATEM should use advertising to raise its profile in the sector. It resolved that this item be placed on the Agenda for the September meeting of Council, with the comment that ATEM needs to develop a plan for where it wants to be in ten years time and to start taking steps to get there.

This concept needs to be developed further by the Executive before it can go to Council.

3.2.2 Development of a National PD profile that is more specific and more focused than is currently the case

BP Kay Hemsall has stated "This is part and parcel of the bigger debate of how to present greater relevance to the sector and attract more members. I think that the bigger question is more important at the moment than focussing on one aspect of it such as the idea of unified PD across the association".

At the last meeting the Committee agreed that this idea needs to be developed. It agreed that:

- We need to codify a set of agreed core competencies needed by all tertiary education managers
- We need to work more closely with the full-time staff development/organizational development offices in those institutions which have them
- We need to point out the value to tertiary institutions that ATEM has value as a body of volunteers who wish to contribute to the development of the profession and that it is to their advantage to use this volunteer force.

Core Competencies were developed by the ATEM 2000 Group. A copy is attached. **Page 6**

3.3 MBA in Tertiary Education Leadership and Management

At its last meeting the Committee noted that the Institute of Education in London (IEL) had initiated an MBA in Tertiary Education Leadership and Management which might be brought to Australia and New Zealand. It authorized the President to continue to monitor this project with the IEL and to inform the AVCC. The President will report.

3.4 ATEM Web Site Review

For discussion

4. Overview of Council Agenda

The Committee should discuss various items in the Council Agenda.

5. Executive Tasks

The President wishes to discuss the attached proposed allocation of duties with members of the Executive. *This document is in Landscape and was circulated with the Agenda.*

6. New Business

Margie Cole has raised two questions about future Conferences.

5.1 The first question is about whether some of the Branch activities, such as the very successful SA Branch Student Services Conference, should become streams in their own right in the TEM Conference?

5.2 The second question is about the TEM Conference, and

(a) Whether there should be half day breaks in future Conferences.

(b) Whether there should be a limit on the number of sessions given to inputs from outside the sector.

(c) Whether there should be a limit on the number of presentations a single person or persons can give at a Conference.

(d) Whether we need to organise for presenters at concurrent sessions to get feedback from attendees.

5.3 Margie Cole has also raised a question about the Branches needing to include the “score” for each course, either printed or on the web site. The “score” is the number of points that a person would accrue towards maintaining their level as Associate Fellow or Fellow.

6. Next Meeting

GP 14/8/06

Distribution

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

Giles Pickford
Peter Scardoni

ATEM Secretariat
ATEM Secretariat

Association for Tertiary Education Management Inc
ABN 72 682 233 729

Executive Committee Minutes

Minutes of a meeting of the ATEM Executive Committee 2006 held at 3.00 pm on Thursday 18 May 2006 in the Stanner Room, University House ANU

PRESENT: Tom Gregg (President), VP Richard Easter, VP Margie Cole, Association Treasurer Neil Voyce, Association Secretary Toni Hodge, C@L Ion Wallace, C@L Chris Pepper, Peter Scardoni, Giles Pickford (Secretary)

1. Apologies

There were no apologies

2. Minutes

The Minutes of the meetings held on 24 February 2006 were confirmed.

3. Business Arising from the Minutes

3.1 TEM 2006

The Committee agreed that the President should discuss the idea of a certificate of appreciation for long term principal sponsors such as Australia Post with the PCO. A term of five years was considered appropriate for such an award.

3.2 ATEM Action Sheet

The Committee noted that there were still three Branches which had not yet nominated a membership target for 2006.

3.3 30th Anniversary Advertising

The President stated that a proposal for advertising the 30th Anniversary of ATEM was discussed with the PCO and the idea had been accepted.

3.4 30th Anniversary ATEM History Update

The Committee noted that the Ghosts have donated \$1,200 in support of the project the History project.

3.5 30th Anniversary and the TEM Conference

The Committee noted that the President had talked to TEFMA about a brief moment during the Conference Dinner being devoted to acknowledging the Anniversary. The idea had been accepted.

3.6 ATEM Matters

C@L Chris Pepper was congratulated on the new-look *ATEM Matters* and noted that the edition had received a great deal of favourable comment.

5. Other Business

5.1 2006 Elections

The Committee noted the Secretariat's report and requested that the Executive Roles document be circulated to the Committee.

5.2 Some New Ideas from the NSW Branch

The Committee received and discussed following ideas from BP Kay Hemsall.

5.2.1 Secretariat driven vs Branch driven Membership Renewal Procedures

BP Kay Hemsall "In NSW we seem to have greater success with membership renewals on a direct contact basis. So we request some flexibility with this one. I guess it depends on the activity level of individual Branches". (*Note from Secretariat: The NSW and Queensland involvement in the renewal process has worked well. Other Branches could well adopt these approaches*).

The Committee resolved to inform all Branch Presidents that the NSW and QLD Branch approach is to ring or write to each person who has been unfinancial for more than 30 days, and that this approach has a significant impact on the renewal rate.

5.2.2 ATEM Branch Minutes website/posting policy

BP Kay Hemsall "Some Branches post their Minutes to the web site and some don't. But the idea behind my proposal was that all branches post their minutes to the web in part as a corporate record and in part for information of ordinary members. At the moment it seems to be mostly AGM minutes, but the idea was for all meeting minutes to be posted". (*Note from Secretariat: Part of the new-look web site is going to be Branch Portals in which Branch can post all manner of material*).

The Committee noted that this idea will become feasible after the new web site goes live later this year. The deadline is 26 August, the day before the 2006 TEM Conference.

5.2.3 Advertising with industry magazines and newspapers

BP Kay Hemsall "What policy has been adopted by ATEM to date and has collaborative cross Branch advertising has been considered before? We need a more proactive approach to marketing ourselves." (*Note from Secretariat: The problem has always been budgetary. If funds were made available this proposal is worth taking up*).

The Committee agreed that ATEM should use advertising to raise its profile in the sector. It resolved that this item be placed on the Agenda for the September meeting of Council, with the comment that ATEM needs to develop a plan for where it wants to be in ten years time and to start taking steps to get there.

5.2.4 Development of a National PD profile that is more specific and more focused than is currently the case

BP Kay Hemsall "This is part and parcel of the bigger debate of how to present greater relevance to the sector and attract more members. I think that the bigger question is more important at the moment than focussing on one aspect of it such as the idea of unified PD across the association".

The Committee agreed that this idea needs to be developed. It agreed that:

- We need to codify a set of agreed core competencies needed by all tertiary education managers
- We need to work more closely with the full-time staff development/organizational development offices in those institutions which have them
- We need to point out the value to tertiary institutions that ATEM has value as a body of volunteers who wish to contribute to the development of the profession and that it is to their advantage to use this volunteer force.

5.3 Secretariat Contracts

The Committee resolved to recommend to Council that the extension of the contracts for the ATEM Secretariat to May 2008 and the details of those contracts be negotiated with the contractors by the President and VP Richard Easter.

6. Overview of Council Agenda

The Committee discussed various items in the Council Agenda.

7. New Business

The Committee noted that the Institute of Education in London (IEL) had initiated an MBA in Tertiary Education Leadership and Management which might be brought to Australia and New Zealand. It authorized the President to continue to monitor this project with the IEL and to inform the AVCC.

8. Next Meeting

GP 23/5/06

Item 3.2.4 Core Competencies**Possible Core Competencies, Knowledge and Skills**

The table below provides an overview of the types of skills and knowledge ATEM believes is required of tertiary managers.

Table 1: Possible Core Competencies, Knowledge and Skills

Values	<ul style="list-style-type: none"> • Academic Values • Professional Values (eg ATEM Code of Conduct)
Knowledge	<p>Generic</p> <ul style="list-style-type: none"> • Industry knowledge – history and current • Regional and national issues • Global environment for tertiary education • Institutional environment • Institutional processes • Legal environment • Working in an academic environment (how institutions organise and make decisions; introduction to pedagogy; nature of TAFE; idea of a University) <p>Specific</p> <ul style="list-style-type: none"> • Role related – finance, human resources, facilities, academic admin, marketing, research administration etc. • Role of tertiary managers • Careers in tertiary education
Skills	<ul style="list-style-type: none"> • Change Management • Committee skills • Communication • Information Management • Information Technology • Negotiating Industry Partnerships • Problem Solving • Project Management • Quantitative/numeric • Resource/Finance • Self-Management: reflecting on, and improving self-learning and improvement • Service Delivery • Staff Management • Strategy and policy formulation and implementation • Systems and Procedures • Teamwork