

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

Executive Committee Agenda

The will be an meeting of the ATEM Executive Committee at 3.30 pm on Thursday 24 May 2007 in the Stanner Room, University House, ANU

1. Apologies

2. Minutes

The Minutes of the meetings held on 27 August 2006 at the ANU are attached.

3. Business Arising from the Minutes

3.1 TEM 2006

The President will report on his discussions with TEFMA and the PCO concerning the idea of a certificate of appreciation for long term principal sponsors such as Australia Post.

3.2 Advertising and Marketing

At its previous meeting the Committee agreed that ATEM should use advertising to raise its profile in the sector. The Committee discussed the related issues of budgets, priorities in relation to other pressing projects, and the most suitable media vehicles. It was agreed that growing ATEM's membership was a pressing priority but that advertising was only one of many avenues which ought to be explored. For discussion

3.3 Development of a National PD profile

At the last meeting the Committee agreed that:

- We need to promote to the Branches the set of agreed core competencies needed by all tertiary education managers. These core competencies had been written by the ATEM 2000 Group. Branches should seek to cover all of them in their PD offerings.
- 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.

It was agreed that this project should be driven by a group comprising VP Lucy Schulz, Susan Scott (AVCC), BP Kay Hemsall, BP John Swinton, and Toni Hodge and that Lorraine Brown, Executive Officer of the Queensland Branch, should be invited to be the Secretary.

Since then these ideas have been taken up by the ATEM 2010 Group and is subsumed in its report.

3.4 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. The President stated that he had been having early discussions on this idea and that it might be possible to roll the course out at the University of Canterbury and

the University of Melbourne. He stated that he was discussing the idea further with the AVCC and would report again at a later meeting.

3.5 ATEM Web Site Review

The Secretariat will report.

3.6. TEM Conferences

At it last meeting the Committee discussed a number of issues concerning future TEM Conferences. These are listed in item 6 of the Minutes. For discussion

4. New Business

4.1 Membership Levels

The President will report on a recent application.

4.2 AUA Study Grants

VP Richard Easter reports "I read the March AUA magazine 'Newslink' over lunch. I note ATEM gets a mention in connection with an AUA study tour to NZ in October 2007 (page 13). We should have a close look at the information contained on page 13 under the heading 'international - broaden your horizons'. eg AUA makes 5000 pounds available each year towards supporting study grants of up to 1000 pounds each and they outline what things the awards can be used for. That might be a better approach than the one grant of \$5000. I wonder also whether ATEM could join in on the international exchange schemes which AUA has in place eg Canada exchange scheme 2007?"

A copy of News Link will be available at the meeting.

4.3 The Maurie Blank Study Scholarship

At the Council meeting in August 2006 it was resolved as follows:

Council also noted that there had been no application for the Maurie Blank Study Scholarship and agreed that the criteria and quantum of the grant should be reviewed by the Executive Committee after a discussion about this award at the 2006 Members' Forum. The current amount is \$1,500. The ATEM Foundation is capable of sustaining this award at a rate of \$3,000 per annum. For discussion

4.4 Emeritus Chapter Charter

The Charter of the Emeritus Chapter is attached. Some changes will be suggested at the meeting.

5. Overview of Council Agenda

The Committee should discuss various items in the Council Agenda including the ATEM 2010 material.

6. Next Meeting

GP 15/5/07

Distribution

Tom Gregg	President
Richard Easter	Vice-President
Lucy Schulz	Vice-President
Neil Voyce	Association Treasurer
Toni Hodge	Association Secretary
Maree Conway	Councillor at Large
Chris Pepper	Councillor at Large
Giles Pickford	ATEM Secretariat
Peter Scardoni	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 at 9.00 am on Sunday 27 August in Room 5/6, Level 1 Sydney Hilton Hotel

PRESENT

Tom Gregg (President), VP Margie Cole, Toni Hodge (Association Secretary), Neil Voyce (Association Treasurer) C@L Ion Wallace, C@L Chris Pepper

1. Apologies

The Committee received an apology from Richard Easter.

2. Minutes

The Minutes of the meetings held on 18 May 2006 at the ANU were confirmed.

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 reported that he was holding discussions on this idea with the PCO and TEFMA.

3.2 Advertising and Marketing

At its previous meeting the Committee agreed that ATEM should use advertising to raise its profile in the sector. The Committee discussed the related issues of budgets, priorities in relation to other pressing projects, and the most suitable media vehicles.

It was agreed:

- (a) That growing ATEM's membership was a pressing priority and that advertising was one of many avenues which ought to be explored.
- (b) That the existing marketing plan had been written by Jan McAdam in 2000 and implemented gradually since then. It should now be reviewed and updated with new strategies.
- (c) That the most suitable Media vehicle was *Campus Review* which is the only media to reach across Australia and New Zealand.

It was agreed to seek expressions of interest from Members and Ghosts to manage this promotional process.

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- 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.

It was agreed that this project should be driven by a group comprising VP Lucy Schulz, Susan Scott (AVCC), BP Kay Hemsall, BP John Swinton, and Toni Hodge and that Lorraine Brown, Executive Officer of the Queensland Branch, should be invited to be the Secretary.

3.4 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. The President stated that he had been having early discussions on this idea and that it might be possible to roll the course out at the University of Canterbury and the University of Melbourne. He stated that he was discussing the idea further with the AVCC and would report again at a later meeting.

3.5 ATEM Web Site Review

The Committee discussed the review of the ATEM web site. There is more detail on this matter in Council Minutes.

4. Overview of Council Agenda

The Committee discussed various items in the Council Agenda.

5. Executive Tasks

The President discussed the draft allocation of duties statement with members of the Executive. This paper will need to be further refined when the new members of the Executive take their places.

6. New Business

The Committee discussed the following issues concerning future TEM Conferences.

6.1 The first issue is 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? It was agreed that there is a need not to dilute the appeal of the TEM Conference, but that alternatively ATEM Branches need to offer PD events to members who may not be able to travel to residential Conferences in other cities. It was agreed to defer this matter until it could be discussed by the in-coming Executive Committee.

6.2 The second issue is whether future TEM Conferences:

- (a) Should include half day breaks when there are some worthy papers which have to be rejected because of lack of space in the timetable.
- (b) Whether there should be a limit on the number of presentations a single person or persons can give at a Conference when faced with the same problem in (a) above.
- (c) Whether there should be a limit on the number of sessions given to inputs from outside the sector.
- (d) Whether we need to organise for presenters at concurrent sessions to get feedback from attendees, which is done very successfully by AUA.

(e) Whether it should be permissible for presenters to submit only their PowerPoint Slides for inclusion in the Archived Papers section of the web site.

It was agreed that all the above points need to be evaluated by the 2007 and 2008 Conference Organising Committees and if agreed they should be included in the next iteration of the Conference Manual

6.3 The Committee also agreed to recommend to the Branches that they need to include the “score” for each of their courses, 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.

7. Next Meeting

GP 28/8/06

Distribution

Tom Gregg	President
Richard Easter	Vice-President
Margie Cole	Vice-President
Lucy Schulz	Vice-President Elect
Neil Voyce	Association Treasurer
Toni Hodge	Association Secretary
Ion Wallace	Councillor at Large
Chris Pepper	Councillor at Large
Giles Pickford	ATEM Secretariat
Peter Scardoni	ATEM Secretariat

Association for Tertiary Education Management Inc.

CHARTER FOR THE EMERITUS CHAPTER

1. ATEM will maintain an Association Chapter which will consist of members who are no longer actively engaged in the management of tertiary education, but who wish to retain contact with ATEM and each other. This Chapter will be named The ATEM Emeritus Chapter. The Chapter will be established as a Chapter of the Association, but members will also operate within a Branch.
2. The aims of the Chapter will be:
 - 2.1 to allow members to continue to be involved with the operations of the Association by providing information about Branch and Association activities;
 - 2.2 to undertake appropriate voluntary work for ATEM and ATEM Branches from time to time;
 - 2.3 to continue to promote the activities of ATEM, both locally and internationally;
 - 2.4 to spearhead a bequest and giving program for the ATEM Foundation Pty Ltd;
 - 2.5 to arrange social gatherings and other events for its members from time to time, particularly in conjunction with the Annual Conference;
 - 2.6 to produce and circulate an annual Newsletter containing news about its members and about ATEM at large which will be published on the ATEM web site.
3. The Chapter will maintain a membership register that will be available to ATEM members via the ATEM web site. Council will appoint a Convenor at its meeting held during the Association Conference.
4. The Association will set fees annually, and fees will be paid to the Association Secretariat. The Convenor will manage the Chapter and liaise as needed with the Secretariat, but particularly about communication within the Chapter.
5. The Chapter will report annually to the September meeting of Council and the AGM.
6. ATEM Emeritus Members will be eligible for member rates for all ATEM activities, including the Association Conference.
7. Members of the Chapter should be involved where appropriate throughout the Association. Members have voting rights in ATEM elections and referenda and can be elected to office in the Branches.
8. In the event of a dispute between the Chapter and Council, the will of Council will prevail.

Adopted September 1999, modified September 2003