

Association for Tertiary Education Management Inc
ABN 72 682 233 729

Executive Committee Minutes

Minutes of a meeting of the ATEM Executive Committee held at 3.30 pm on Thursday 24 May 2007 in the Stanner Room, University House, ANU

Present: Tom Gregg (President), VP Richard Easter, VP Lucy Shulz, Neil Voyce (Treasurer), Toni Hodge (Secretary), C@L Chris Pepper, C@L Maree Conway, Giles Pickford

1. Apologies

Apologies were received from Peter Scardoni.

2. Minutes

The Minutes of the meeting held on 27 August 2006 in Sydney were confirmed.

3. Business Arising from the Minutes

3.1 TEM 2007

The President reported 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. The idea has been accepted and the PCO is implementing it.

3.2 Advertising and Marketing

The Committee debated whether 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. The matter was deferred.

3.3 Development of a National PD profile

The Committee noted that:

- The need to promote to the Branches the set of agreed core capabilities needed by all tertiary education managers;
- The need to work more closely with the full-time staff development/organizational development offices in those institutions which have them, and
- The 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;

had 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 Executive Committee thought that similar approach could be made to AUA concerning its Graduate Certificate from the Open University. The Committee noted that Vin Massaro's new Institute for Leadership Training in Tertiary Management at the University of Melbourne should be included in our plans. Finally it was suggested that ATEM ought to be involved with that group in securing DEST funding through a Workplace Productivity

Grant. The President will meet with the IEL Project Director for their MBA, when the President is in London in late July.

3.5 ATEM Web Site Review

Giles Pickford reported that the new-look web site would be ready in June. It had been delayed by the development work for the Victorian Branch (and ultimately all Branches) of an on-line registration and secure payment system for courses and conferences. This work is profit-generating and had therefore been given a higher priority.

3.6. TEM Conferences

The Committee discussed a number of issues concerning future TEM Conferences. It agreed that the Conference Manual ought to be revised to make it clear that

- Half day breaks are not desirable
- A speaker should not be given more than one spot in the program
- The AUA's practice of providing feed back to speakers by attendees ought to be adopted.
- PowerPoint slides should not be accepted for archived papers: only full text papers should be archived.

4. New Business

4.1 Membership Levels

The President reported on a recent application for advancement to the level of Fellow from a member who had not served two years as an Associate Fellow. The Committee agreed, under delegated authority, that the application not be granted.

The Committee agreed that the Awards and Grants Committee should review the procedures for awarding the rank of Fellow and Associate Fellow.

4.2 AUA Study Grants

The Committee discussed the March AUA magazine 'Newslink'. It noted that ATEM gets a mention in connection with an AUA study tour to NZ in October 2007. It also noted that AUA makes 5000 pounds available each year towards supporting study grants of up to 1000 pounds each. The Committee agreed that it might be possible to be a bit more flexible in the award of the Peter Karmel International Travel Grant and the Maurie Blank Study Scholarship. It was suggested that it might be possible in some years to offer more than one of either grant, and spread the available funds more widely and flexibly, rather than have two fixed amount awards. This should be part of the review by the Awards and Grants Committee

There was also a discussion on the international exchange schemes which AUA has in place with Canada. It was agreed that the AUA should be approached about partnering with ATEM in a similar venture.

4.3 The Maurie Blank Study Scholarship

The Committee noted that there had been no application for the Maurie Blank Study Scholarship in 2007, and that Council had agreed that the criteria and quantum of the grant should be reviewed by the Executive Committee. The Committee noted that the current amount is \$1,500 and that the ATEM Foundation was capable of sustaining this award at a rate of \$3,000 per annum. This matter was referred to the Awards and Grants Committee to include in its review mentioned above.

4.4 Emeritus Chapter Charter

The Committee reviewed the Charter of the Emeritus Chapter. It was noted that the Emeritus Chapter was currently the third largest contributor to the Foundation (after Victoria and Western Australia) and that, with its bequest program, it should in the end be the biggest contributor.

It was agreed to recommend to Council that the last sentence in clause 3 of the Charter be revised to read as follows:

The Chapter will call for expressions of interest in the position of Convenor on a five-yearly cycle starting in 2008. The expressions of interest will be submitted to the Executive Committee in May and a recommendation for the appointment of Convenor will be made to Council.

5. Overview of Council Agenda

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

6. Next Meeting

The schedule of meetings has been circulated separately.

GP 27/9/07

GP 24/5/07

Distribution

Tom Gregg	President
Richard Easther	Vice-President
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Neil Voyce	Association Treasurer
Toni Hodge	Association Secretary
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