
Heads of Areas & Coordinators Meeting MINUTES

1:00 PM ON WEDNESDAY 29 OCTOBER IN THE KINGSLAND ROOM

CONFIDENTIALITY

Members of the Committee and others receiving the agenda are reminded of the need for careful discretion in the use and communication of Committee business.

CONFLICT OF INTEREST AND COMMITMENT

Committee members who have a direct or indirect financial or other interest in a matter shall declare that interest. The Committee member may continue to take part in any deliberation but withdraw from participating in the decision of the Committee in relation to that matter. Undergraduate Committee members should be familiar with the Australian National University Policy on Conflict of Interest and Commitment

http://info.anu.edu.au/policies/Policies/Research/Other/Conflict_of_Interest_Commitment.asp

STARRED ITEMS (*)

The Chair will check whether any Committee member wishes to star items that are not already starred. Unstarred items are to be noted or approved without discussion. The Chair will also ask whether anyone has items for discussion under Other Business.

Present: Dr H. Lancaster (Chair), Dr S West, G France, J. Cotter, G. Lancaster, A. Hicks, O.Palmqvist,

Apologies: Prof J. Beaumont, Dr R. Martin, J. Mackey, T. Kain, M. Price, V. Taylor.

G. France questioned if the meeting had a quorum due to the amount of absences, H.Lancaster advised there was a quorum, G.France agreed to proceed with the meeting on the condition no decisions are made. H. Lancaster advised the agenda items are for information only.

1. Report from the Executive

- a. Report from A. Walter. ANAM funding will not be continued, A. Walter has drafted a letter to go to the Government from the head of the Faculty.

ACT funding is being negotiated for.

Endowment proposals document has been drafted. H.Lancaster is designing a template for proposals and advised Heads of Areas to put proposals forward for use of the endowment funds.

- b. Staffing - Expressions of interest advertisement for casual staff approved by the executive with the amendment received from R.Martin to add Musicology. The advertisement will appear in the Higher Education supplement and the Canberra Times. A. Walter to interview in December.
- c. H.Lancaster asked everyone to look at the electives in the handbook and study@ and send a one line opinion to Helen to advise whether the elective should stay. Helen advised the electives need to be assessed strategically to determine what is important and why. G.France expressed concern about the way the electives are

lumped together, Helen asked G.France to email his concerns to her to be forwarded on to A.Walter.

- d. Auditions – the audition form will be developed to record auditions more thoroughly and will be sent to Heads of Areas for comment. O.Palmqvist noted that the audition process must not perceive the BmusEd applicants as second rate, but students who are interested in Education. G.France distributed an advertisement by the University of Canberra for the joint degree which had the ANU logo on the back, discussed the break up of the course and negotiation to increase ANU ownership of the degree.
- e. CIMF and VOSS project, H.Lancaster distributed a draft proposal of involvement by staff and students, H.Lancaster noted that V.Taylor's name is on the document although she has not yet responded to the document. The proposal includes allocating one week out of normal teaching time to give students a week of industry experience. CSO world premier of VOSS.
- f. G.Lancaster enquired about Larry Sitsky's 75th birthday celebrations – H.Lancaster assured the meeting that plans for celebrations were being undertaken.
- g. G.France expressed concern about the SoM being an equal partner in involvement with the CIMF. Previously the SoM had been paid for participation in the CIMF, G.France proposed clarity about what the expectations of the CIMF are in terms of use of SoM resources, The CSO is no longer using student from percussion and G.France expects student should be used in any joint collaboration with CSO.
- h. A.Weisel's proposed outreach to regional conservatoriums, A.Walter is working to establish an agreement with regional conservatoriums.
- i. H.Lancaster advised that A.Walter would like all correspondence to be copied to H.Lancaster.
- j. G.Lancaster commented that the Goulburn conservatorium is very keen for interaction from the Brass department, regional conservatoriums need support and engagement from the School of Music.
- k. Concert committee comprising Eric Ajaye, Tim Kain and Belinda Kelly will be meeting on Friday.

2. Scholarships 2009

- a. J.Cassidy tabled a summary of the proposed scholarships available for 2009 which is yet to be approved by the Executive.

3. other business

- a. A.Hicks discussed an email received from V.Taylor regarding ANUSET not assessing any SoM courses. A.Hicks suggests the person responsible for the course should contact CEDAM to design a form suitable to the course as ANUSET forms are not suited to the performance courses. H.Lancaster will progress the issue by clarifying that
 - SoM are involved in the ANUSET process
 - Better quality feedback from CEDAM is sought.
- b. G.Lancaster commented that a concert held on Sunday was interrupted by noise and the building needs to be shut down during performances.
- c. G.France advised the percussion area are playing a world premier.

Meeting closed 2pm