
Heads of Areas & Coordinators Meeting MINUTES

1:00 PM ON WEDNESDAY 15 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: J.Beaumont (Chair), O. Palmqvist, J.Mackey, A. O'Brien, J.Cotter, G.Lancaster, A. Hicks, G.France, M.Price, R.Martin, T.Kain, T. Fromyhr.

Apologies: V. Taylor, S. West

In attendance: J.Cassidy (minutes)

1. Report from the Executive

1. Adrian Walter will be at the School on Thursday 16th and Friday 17th October. A press release announcing his appointment will be issued while he is here.
2. Vice Chancellors Music Endowment - a document of proposed activities to be funded by the Endowment has been approved by the Vice Chancellor and will be available to staff for submission of proposals. In principle approval will be sought from the School of Music Foundation Board when it meets in December.
3. artsACT funding is not yet approved for 2009. The Government has indicated it will be redirecting \$300K of the grant to the University of Canberra. J.Gorrell and M.Thomas are liaising with artsACT.
4. Other items discussed at the Executive included curriculum planning, and the involvement of the School in the 2009 International Chamber Music Festival and the VOSS project.

2. Staffing for 2009

1. H.Lancaster has been reviewing staff workloads using a workload template. Adrian Walter will review the workload model and the projected outcomes from the modelling.
2. The School will call for expressions of interest for casual sessional or fractional teaching appointments for 2009 in the following areas;

- a. Theory and history of music
- b. Bassoon
- c. Violin
- d. Cello
- e. Classical trombone
- f. Classical trumpet
- g. Jazz voice
- h. Percussion

G.France suggested including music technology as he will be unavailable to teach this while on leave in Semester 1 2009.

The advertisement will be placed in the *Canberra Times* in November and also the Higher Education Supplement in *The Australian*. Prior to this all staff currently working in these areas will receive a letter from the Director informing them of the process and inviting expressions of interest. J.Beaumont explained that it is a transitional strategy to establish a pool of available teaching staff.

A.Hicks questioned whether preference will be given to local people, J.Beaumont responded that travel costs for staff need to be reduced so residing in Canberra would be preferable.

The loading options available to attract staff were discussed:

Merit loading – available to Level E staff only

Market loading – match the market rate an applicant is able to attract.

3. Curriculum planning update

1. M.Price advised that two meetings had been held to discuss the curriculum planning day. Issues discussed included the 4th year options for the degree; two hour individual lessons in years 3 and 4 which all staff felt were immutable; and the need for more time to consider the curriculum with the Head of School involved. The staff had tried to coordinate a combined response to the curriculum planning questionnaire but time constraints had made this impossible. J.Beaumont responded that the University would not prolong the process until 2011. It was noted that the University's cut off dates for changes to the curriculum needed to be clarified.

4. Auditions for 2009: request from CASS Student Office

1. The CASS Student Office has requested that all academic staff auditioning students for entry be aware of the need to write comments about the students ability on the audition forms. The comments are important for the Student Office when making offers, responding to enquiries from applicants who are unsuccessful, and also when distinguishing between students when making decisions for the award of College scholarships based on UAI.

5. Any other business

Meeting closed 2 pm