
Heads of Areas & Coordinators Meeting Minutes

1:00 PM ON WEDNESDAY 1 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: M. Price (Chair), J. Mackey, J. Cotter, G. Lancaster, V. Bobets, A. Hicks, D. Harvey, V. Taylor, P. Rice, R. Lee-Martin, T. Kain, A. O'Brien.

In Attendance: J.Cassidy (minutes)

Apologies: Joan Beaumont, Tor Fromhyr, Helen Lancaster, Gary France, Susan West.

1. Heads of Areas meetings – purpose and format

1. Dates and times for the Heads of Areas and Coordinators meetings have been sent out by A. O'Brien, will be held fortnightly.
2. Minutes from the meetings are to be placed on the intranet by J. Cassidy, an email will be sent to all staff advising that the minutes are on the intranet with the attached weblink, staff not able to access the intranet will be advised to contact S. Price who will set up passwords etc.
3. Standard agenda items will be
 - a. Report from the Executive
 - b. Report on Curriculum review
 - c. Staffing / budget issues
 - d. Recruitment / outreach
 - e. Other business
4. Student issues will only be discussed at the meetings if the issue affects policy development.

2. Future Directions

- 1.** H. Lancaster has sent out a Future Directions questionnaire to all academic staff requesting a response by the 10/10/08. It was agreed that the Heads of Areas would;
 - a.** Recommend the Specialist pass be retained, rebranded and revised, designing a more attractive package.
 - b.** Recommend the current honours program be retained.
 - c.** V. Bobets would investigate if a four year degree is possible.
- 2.** The number of individual teaching hours assigned to students was discussed in relation to the proposal that the 2nd hour of teaching be cut to incorporate a class, the following recommendations were made;
 - a.** The 2 hours of individual teaching be retained in 3rd and 4th year Honours and be extended to the 4th year pass . This is a highly valued and distinctive feature to be retained.
 - b.** The wording in the student handbook on the allocation of individual teaching time needs to be reviewed to more accurately reflect the teaching time allocated by areas.
 - c.** The erosion of teaching time is a development at odds with the stated strategic aims of the ANU as an institution of academic excellence.
 - d.** Agreed to recommend that more time is allowed for a rigorous assessment of the curriculum, involving the new Head of School.
 - e.** Agreed to hold a meeting to further discuss the response to the Future Directions questionnaire, Wednesday 2pm – 3:30pm in the Kingsland room.
 - i.** Specifying the amount of time for honours supervision to be on the agenda for that meeting

3. Equipment and Instrument needs for the next 5 years

A reminder that equipment and instrument needs must be submitted.

4. Any other business

Meeting closed 2:15pm