

ACTION SHEET

School of Music Executive Meeting –22 October 2008, 1.00 pm, Kingsland Room

Present: Professor Joan Beaumont (Chair), Bengt-Olov Palmqvist, Virginia Taylor, Dr Ruth Lee-Martin, Dr Susan West, Mike Price, Arnan Wiesel

In Attendance: Dr Helen Lancaster, Julie Cassidy (Minutes)

Apologies: Tor Fromyhr, Anne-Maree O'Brien, Dr Stephen Wild

Agenda #	Action	Responsibility	Due Date	Comments on Action
1	VOSS project - Tor Fromyhr has been asked to represent the school on the VOSS project. Tor and a representative from the School of Humanities will be asked to put forward proposals to the concert committee. CSO will perform VOSS as part of the VOSS project therefore H.Lancaster has suggested that V.Taylor's proposal for the International Chamber Music Festival and the CSO performance of VOSS be brought together. Outreach activities will be coordinated when the Head of School commences.	Tor Fromyhr H.Lancaster		
2a)	Adrian Walter will visit the school once more this year – the date to be advised, possibly coordinated with the Foundation Board meeting on the 2 nd December	Anne-Maree O'Brien	TBA	
2c)	Staffing - Expressions of Interest will be called for in a number of teaching areas to; 1. employ staff within the framework of the HR policy of the University 2. Expand the pool of qualified teaching staff Master classes with visiting artists will also be utilised. Staff currently employed in areas where expressions of interest will be called for have been written to by Joan Beaumont encouraging them to apply. The expressions of interest document when completed can be	Julie Cassidy		



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COLLEGE OF ARTS & SOCIAL SCIENCES

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	sent to all Heads of Areas. Applications received will be considered in December and appointments will be made in January. Joan Beaumont advised that she will attend a budget meeting with the Chancery this Friday. H.Lancaster advised that Adrian Walter wants to be involved in the development of the workload model for staffing and review the process for implementation of the model. H.Lancaster also advised that she has agreed to be Adrian’s spokesperson at the school in the period before he commences.			
3	Curriculum planning survey to be distributed to staff.	H.Lancaster	Next meeting	
4a)	Auditions – H.Lancaster will draft a template to be used at the audition for entry, detailing audition assessment against criteria. The template will have a Music Education supplement which is approved by University of Canberra and CIT. Joan Beaumont commented that the process for admission needs to be formalised and properly recorded.	H.Lancaster		
4b)	Audition Panels must be representative enough to allow assessment of students for admission to both BMus performance strand and BMusEd strand. Susan West will liaise with the University of Canberra about representation on audition panels.	Susan West		
5	Arnan Wiesel’s tabled his proposal to host a meeting in 2009 of NSW regional Conservatoriums Heads of Schools at the School of Music. J.Beaumont asked for a more comprehensive budget.	Arnan Wiesel	Next meeting	

Meeting closed 2 15pm