

ACTION SHEET

School of Music Executive Meeting – 13 August 2008 1pm Kingsland Room

Present: Professor Joan Beaumont, Ms Anne-Maree O'Brien, Ms Virginia Taylor, Dr Stephen Wild, Dr Ruth Lee Martin, Mr Mike Price, Ms Helen Lancaster.

In Attendance: Ms Julie Cassidy

Agenda #	Action	Responsibility	Due Date	Comments on Action
Item 1 – 1	Area Coordinators were invited to suggest 3 catch phrases for use in promoting the School of Music – Anne-Maree O'Brien to compile responses onto a summary sheet and email to all staff for discussion at the town meeting on 27 th August	Anne-Maree O'Brien	22/08/08	
Item 1 - 2	Helen Lancaster is preparing a document with proposed School of Music governance options. The document will be circulated to all staff before the next town meeting on the 27 th August for discussion/decision at the meeting.	Helen Lancaster	22/08/08	For the interim the school of Music executive structure to continue in current form.
	Information on the University's counselling service to be made available to staff. http://info.anu.edu.au/hr/Salaries_and_Conditions/Staff_Counselling.asp	Anne-Maree O'Brien	22/08/08	
Item 1 – 3	Tim Bevet is not available for the CSO Schools concert. Ian McLean who is conducting the concert has offered to work with the School on its recruitment activities. Anne-Maree O'Brien to convene a meeting between CSO Liaison Committee, Belinda Kelly, Vesma Bobets, John Mackey, & Mike Price to discuss.	Anne-Maree O'Brien		



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<p>Item 1 - 4</p>	<p>\$260,000 remaining from the Llewellyn Hall refurbishment has been allocated to refurbishing RR3. Additional Funds are needed to refurbish the box office and incorporate a reception desk on Level 2, install a permanent bar on Level 4 and undertake minor repairs/upgrades in the Band Room.</p> <p>Mike Price to send Anne-Maree O'Brien a list of repairs for the BandRoom.</p> <p>Anne-Maree to detail the work still required including the monetary amount to send to Professor Beaumont.</p> <p>Niven Stines has requested a meeting with Anne-Maree to determine a plan for the ongoing maintenance of the Hall. Professor Beaumont commented that a master plan of infrastructure costs is to be developed over the next 12 months.</p>	<p>Mike Price</p> <p>Anne-Maree O'Brien</p>		
<p>Item 1 - 5</p>	<p>A system to register the receipt of assignments has been introduced. The student office is gathering data regarding what the assessment requirements and due dates are from lecturers.</p> <p>Professor Beaumont reminded the Executive of the recent email regarding assessment policy in the Faculty and the appointment of an Educational Technologist, Megan Pore. Megan is available to assist with curriculum design and uploading.</p> <p>Anne-Maree O'Brien to give Helen Lancaster a list of the assessment data which has been compiled by the student office.</p> <p>The Student office to source an after hours receipting box.</p>	<p>Anne-Maree O'Brien</p> <p>Anne-Maree O'Brien</p>		



THE AUSTRALIAN NATIONAL UNIVERSITY

COLLEGE OF ARTS & SOCIAL SCIENCES

Faculty of Arts

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Item 2 – 1	Head of School – short listing of applicants to take place today. An email has been sent out informing staff of the process for the appointment of a Head of School.			
Item 2 - 2	Stephen Wild discussed the proposal for a research centre in the School of Music (see Attachment A to Agenda). Stephen to convene a meeting between Ruth Martin, Geoffrey Lancaster, Mike Price and Helen Lancaster to discuss how to proceed.	Stephen Wild		
Item 2 - 3	Advice received from Pat Boling in relation to the development of the ANU's Child Protection Policy as it relates to the pre tertiary programs to be sent to all staff (see Attachment B to Agenda).	Anne-Maree O'Brien		
Item 3 - 1	Management of Accompanists – Responsibility for this to be discussed with relevant staff.	Helen Lancaster		
Item 3 - 2	Concerts planning proposal for 2009 was tabled. Anne-Maree O'Brien to collate feedback from members of the Executive.	Anne-Maree O'Brien		
tem 3 - 3	artsACT – Anne-Maree O'Brien advised of discussions held with artsACT. The ANU has put forward a reimagined proposal for the programs which is designed to give the ANU flexibility in its delivery and security in terms of funding. The ANU has requested an early response to its proposal to enable planning for 2009.			

Meeting closed 2pm