

Elder Conservatorium of Music**School Executive Meeting – Minutes 03/2023**

Friday 12 July 2023, 3:00 – 4:00pm Schulz 10.06

In attendance: Anna Goldsworthy (Chair), George Torbay, Luke Dollman, Stephen Whittington, Mark Ferguson, Elizabeth Layton, Greta Larsen (member & secretary)

1. Acknowledgement of Country

We acknowledge the Kaurna people, the original custodians of the Adelaide plains and the land on which the University of Adelaide campuses are built.

Apologies

Carl Crossin, Luke Harrauld

Approval of previous minutes – Stephen Whittington & George Torbay

2. Business Arising**2.1 Health & Wellbeing**

- Right to disconnect guidelines – discussion whether something like this would work at the Con, general consensus was that all agree with the principles of ‘disconnecting’ but due to uniqueness at the Con – ie engagement etc, most staff do not work standard UoA hours. That said, there should be no expectation for staff to respond to emails / calls / work outside of the standard hours.
- Wellbeing officers for the school confirmed – Dan Pitman, Lauren Henderson, Joseph Simonds, Lucinda Collins. Anna asked Stephen whether worthwhile him also being added to the list due to pastoral care need with international students.

2.2 Elder Con Day update

- All going along nicely, still some work to do in some areas
Action: Greta to check in with Joseph re poster & music theatre event – Shrek dress rehearsal.

2.3 New HDR policy

- Some frustrations re the mixed messaging from the Grad Centre in terms of processes
Anna advised ok if our processes deviate slightly but we need to be clear with our processes.
- Luke suggested that our mid-year processes for admissions should mirror those set up for end of year assessments – these work well, agreed by all to re-instate the mid-year intake meetings including knowing ahead of time who the reviews are for applications.
- Discussion regarding supervisors & capacity, should we take in as many students as possible?
- Stephen advised that the current process is:
Panel – 2 people + chair
Roster – depends on the themes / topics but should include relevant staff & supervisors and would be good to have a broader staff perspective so we should encourage more staff to attend and include in workload discussions.
- Anna suggested we could experiment with different seminar models.

2.4 ECM e-news

- Will continue with the fortnightly newsletter for staff & stakeholders but will tailor a student-based newsletter on a monthly basis.
- Feedback has been positive.

2.5 Website

- Most of the structural work has now been completed for the new look website
- Frustration with getting info up in a timely fashion including staff capacity to edit, need someone that is full-time so updates can be done as required
- All agreed that we need a ‘music specialist photographer’ in order to have appropriate and relevant photos of each area

Action: Greta to look at current access for web editing / workloads and assign another person to support the process

Action: Greta to see what the process is for getting an exemption so we can use our own photographer(s)

3. Standing Items

3.1 International

3.2 Budget & Planning

3.3 Learning & Teaching

3.4 Research

Brief discussion on the above:

- Stephen advised he had only received 3 responses to his email about Developing International links.
- Greta advised she will prepare a budget report for Con Board meeting
- Carl advised he had submitted part 1 of the business case for the undergrad program restructure; part 1 – program rationalisation to be implemented in 2024 and part 2 – course rationalisation, to be implemented in 2025
- Luke advised he had recently sent out comms regarding round 2 of research funding availability

4. Director's report

Workload sub committee -

5. Any other business

N/A

Meeting finished at 10:30am

Next meeting – Friday 11 August 2023