

**Elder Conservatorium of Music****School Executive Meeting – Minutes 04/2024**

Friday 2 August, 10:00 – 11:00am, Schulz 10.06

**In attendance:** Anna Goldsworthy (Chair), George Torbay, Stephen Whittington, Luke Harrauld, Car Crossin, Mark Ferguson, Elizabeth Layton, Greta Larsen, Luke Dollman, Amanda Grigg

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**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.

**Welcome & Apologies**

Anna welcomed all

**Approval of previous minutes – Carl, Luke D****2. Business Arising****2.1 Advisory Board overview**

See HOS report below

**2.2 Infrastructure projects update**

Greta gave a quick overview of infrastructure projects (including design drafts) under development including:

- ✓ Madley ground floor practice room upgrades – initiated due to HSW concerns over acoustic panelling etc, current timing 20/1 – 2/3
- ✓ Hartley (ASQ rehearsal room) final dates still tbc but should happen February / March
- ✓ Elder Hall – 16 June – 24 August: air conditioning, cosmetic upgrade to teaching spaces on the ground floor

**2.3 Auditions**

Change in school policy, going forward applicants can audition more than once per year and can receive feedback if they ask for it. This will be particularly helpful for those that want to go away and work on the advice from audition panels.

**3. Standing Items****3.1 International - Stephen**

- ✓ Discussions with international admissions have led to an agreement about how we can give feedback to international applicants about their auditions. Stephen will circulate this information to staff
- ✓ Discussion with University's international regional managers have emphasised the importance of personal contacts in marketing, including overseas auditions and masterclasses. To this end, Edith and Liz are going to NZ in couple of weeks and then to Thailand in January 2025. We need to develop a plan over the next several years for further engagement in existing and new markets.
- ✓ India has emerged as a possible future market in performance but especially in technology and music for film. Stephen discussed this earlier this year with our regional manager for India who responded positively
- ✓ Stephen has asked Danyang (Katherine) Wang to assist in making our website more user-friendly for students whose first language is Chinese. He is meeting her next week to discuss this in more detail

### 3.2 Budget & Planning

No report

### 3.3 Learning & Teaching – Amanda

- ✓ Amanda advised that the AI guidelines have been updated with graduate attributes and discussed the 'AI incubators'
- ✓ General discussion followed re curriculum development

### 3.4 Research - Luke D

- ✓ School Research Awards – September 30 deadline
- ✓ Future Making Fellowships scheme and international fellows award – need to create wish list of potential international candidates for recruitment
- ✓ School Research funding – August 12 deadline for latest staff round
- ✓ Figshare update – trial version being developed by the library Microsoft Co-Pilot trial for research
- ✓ Creative and Cultural theme – big positive for us in the new Uni

Action: Luke to send email re school funding awards

## 4. Director's Report

- ✓ Anna gave an overview of the Advisory Board's first meeting including her vision & mission statement & the school's strategic plan
- ✓ AU brand launched – concern that the Elder Con is not yet up on the website, among other things, is not at all helpful as still trying to counter the negativity surrounding the recent Advertiser article. Th Adelaide University has created a support document for senior leaders, key messages from the GTM24 Talking Toolkit below:
  - About Adelaide University
  - Taking Adelaide University to the world
  - The Adelaide University brand story
  - Rankings
  - Why are we moving to trimesters?
  - Is there any immediate impact to my job or role?
- ✓ Anna advised that the Senior Leaders roles will be the first to be advertised and will then move from top down with other roles, with some via an EOI process
- ✓ Anna pointed us to the recent email from the Provost (Professor John Williams AM) regarding the role of the Course Coordinator and the Coursework Academic Programs Policy - 'the responsibilities of the Course Coordinator are determined by the Deputy Vice-Chancellor and Vice-President (Academic) and may be amended at any time. Professor Williams asked that all schools transition (over the next 6 months) to a situation where we have a minimal number of casual academic staff members with full Course Coordination responsibilities.
- ✓ There will be another fundraising dinner – this time for the Music Theatre program, Jennie Shaw has kindly offered her house again
- ✓ In mid-November the Governor will host a function for the Elder Conservatorium of Music Circle
- ✓ Anna advised that the Faculty will undertake some benchmarking around workloads and at this stage, look at Melbourne & Sydney

Action: Anna to speak with External Engagement about the website and concerns that we do not yet have a presence

## 5. Any other business

- ✓ Legislative Update: Closing Loopholes No.2 Casual contracts
  - From August 26 casual contracts will no longer have an end date, rather, staff will receive a 'teaching schedule' that reflects their working hours underneath the 'umbrella' contract.
  - Right to disconnect – the easiest way to manage this is to have a disclaimer in your email signature, ie 'I don't expect that you will read, respond or action this email outside of your working hours'

- Casual conversion – process change, staff will now be responsible for applying for the conversion of casual employee to a continuing employee. This will not have an impact of our academic staff or the OMA as staff would not meet the criteria in the Enterprise Agreement. There will be implications however for long-term casual professional staff
- ✓ Timesheet submission issues – we need to ensure that casual employees are submitting their timesheets on a fortnightly basis. We have had a couple of staff that didn't submit for 1+years which has been extremely problematic, especially for our Tied funded positions
- ✓ Day at the Con
  - need schedules asap to ensure areas have access to the rooms they require
  - Katelyn & Dylan H doing a terrific job in supporting staff
  - Tentative date of 30 August for 2025 event
  - Feedback will be sought to ensure process improvements going forward

#### **Documents distributed**

- ✓ Course Coordination email – Provost, Professor John Williams AM
- Adelaide University – GTM24 Talking Toolkit for senior leaders
- ✓ Elder Con Vision & Mission Statement
- ✓ University of Adelaide Governance for Advisory/Management Committees
- ✓ Advisory Board Terms of Reference (TOR)
- ✓ Legislative Update: Closing Loopholes No. 2
- ✓ Ruby Awards 2024

Meeting closed at 11:00am