

**The Australian Council of Deans of Science
Annual Meeting 2008
13 - 15 October 2008
Mercure Hotel, Sydney**

Secretary/Treasurer's Report

Executive Meetings

The ACDS executive met four times since the last AGM – agendas are attached.

Change of Office Bearers

At the February 2008 meeting of the Executive, (minutes attached) the President reported that he would be retiring as Dean of Science at UTS on June 30th, and should no longer continue as ACDS President thereafter. He offered to project manage the Carrick DBI Pilot Grant to its completion. He also reported that Liz Deane had accepted the position of PVC Education at ANU and so had resigned as Secretary/Treasurer of ACDS. On his suggestion

- o the Executive appointed Professor Rob Norris to act as President from June 30th until the AGM.
- o the Executive appointed Professor Gillian Bushell to act as Secretary/Treasurer with immediate effect, until the AGM.

Financial Reports

A Profit and Loss Statement and Statement of Receipts and Payments for the year ending 30 June, 2008 are attached.

The ACDS Executive did not employ an Executive Officer during the 2007 to 2008 financial year.

The ACDS sponsored a meeting of Associate Deans Teaching and Learning, led by Professor John Rice (report provided).

Gillian Bushell
October, 2008

Australian Council of Deans of Science
Profit and Loss Statement

For the year ended 30 June 2008

previous year 2007 \$		current year 2008 \$
	<u>INCOME</u>	
65,460.50	Annual subscriptions	52,635.00
2,453.00	Net GST received from ATO	5,039.00
5,748.38	Bank interest	4,553.51
73,661.88		62,227.51
	<u>EXPENDITURE</u>	
4,290.00	FASTS Membership	4,380.09
6,349.50	AGM Expenses	9,934.50
-	Bank Charges/Fees/Interest	-
4,582.91	Travel	4,253.09
1,598.00	Net GST paid to ATO	909.00
-	Printing	-
-	Postage	-
-	Teleconference	-
-	ACDS report launch expenses	-
500.00	Conference Sponsorship	5,100.00
110.00	Internet domain name	110.00
79,310.55	Consultancy/projects	10,641.50
-	Salary - Executive Officer	-
96,740.96		35,328.18
-23,079.08	Profit for the period	26,899.33
	1 July 2007 to 30 June 2008	

Australian Council of Deans of Science
Statement of receipts and payments

For the year ended 30 June 2008

2007		2008
\$		\$
	<u>OPENING BALANCE AS AT 30 JUNE 2007</u>	
5,147.84	Cheque Account	8,408.57
157,032.48	Cash Management	130,813.17
162,180.32		139,221.74
	<u>RECEIPTS</u>	
65,460.50	Annual Subscriptions	52,635.00
120.50	AGM Registration	-
2,453.00	Net GST received from ATO	5,039.00
5,748.38	Bank Interest	4,553.51
73,782.38		62,227.51
	<u>PAYMENTS</u>	
4,290.00	FASTS Membership	4,380.09
6,349.50	AGM Expenses	9,934.50
-	Bank Charges/Fees/Interest	-
4,582.91	Travel	4,253.09
1,598.00	Net GST paid to ATO	909.00
-	Printing	-
-	Postage	-
-	Teleconference	-
-	Catering & Hospitality	-
500.00	Conference Sponsorship	5,100.00
110.00	Internet domain name	110.00
79,310.55	Consultancy/projects	10,641.50
-	Administration	-
96,740.96		35,328.18
139,221.74	<u>CASH BOOK BALANCE AS AT 30 JUNE 2008</u>	166,121.07
	<u>BANK STATEMENT BALANCE AS AT 30 JUNE 2008</u>	
8,408.57	Cheque Account	13,081.68
130,813.17	Cash Management	153,039.39
139,221.74		166,121.07

AGENDA

**The Australian Council of Deans of Science
Executive Meeting 2007
Friday 30 November 2007
Room 4.5.501 UTS 10am - 3pm**

1. **Present & Apologies**
Apologies: Jo Ward (Curtin)
2. **Minutes**
Draft minutes of the meeting 3 August 2007 (attached)
3. **Business arising**
Items for action from last meeting (3/8/07)

Action	Agenda item	What	Responsible
1	3	List of Science Carrick grants from Jan Orrell– do we wish to pursue this?	Sue Thomas

New Business

4. **Correspondence/Items for Noting**
 - FASTs Election
 - ACELL Workshop report
5. **Submissions**
 - **Carrick Discipline Based Initiatives (Stage 2 Plan).** Details circulated to Deans by email 2/11/07 requesting comments
 - **Higher Education Endowment Fund.** Details circulated to Deans by email 26/10/07 requesting comments
6. **Report on meetings attended by members on behalf of ACDS**
7. **Projects**
 - (i) Proposed meeting of Associate Deans – Teaching & Learning
 - (ii) Proposed meeting with Deans of Engineering
 - (iii) Pilot Project update
 - (iv) Future projects
8. **Items arising from AGM**
9. **Any Other Business**
Dates of Executive meetings 2008 – to be decided
Date of AGM 2008 – to be decided

AGENDA

**The Australian Council of Deans of Science
Executive Meeting 2007
Monday February 8th 2008
Room 4.5.501 UTS 10am - 3pm**

1. **Present & Apologies**

Apologies: David Day; Gillian Bushell; Warren Lawrance

2. **Minutes**

Draft minutes of the meeting 30th November 2008 (attached)
Draft minutes of annual general meeting (circulated)

3. **Business arising**

Items for action from last meeting (30/11/07)

- Carrick Project report

New Business

4. DEST Restructure

5. Science meets Parliament – selection of Reps

6. **Submissions**

Do we have any?

7. **Report on meetings attended by members on behalf of ACDS**

8. **Projects**

- (i) Proposed meeting of Associate Deans – Teaching & Learning

9. **Any Other Business**

Dates of Executive meetings 2008 – attached

Date of AGM 2008 – to be decided

MINUTES

**The Australian Council of Deans of Science
Executive Meeting 2008
Monday February 8th 2008
UTS 10am - 3pm**

1. Present & Apologies

Present:- Rob Norris (Monash) (RN), John Rice (Chair, UTS) (JR), Jo Ward (Curtin) (JW), Chris Cocklin (JCU) (CC), Jim Reid (UTas, by phone)

Apologies:- Gillian Bushell (Griffith), David Day (Sydney), Warren Lawrance (Flinders)

2. Minutes

Draft minutes of the meeting 3/8/07 were accepted.

3. Business arising (outstanding from previous meeting)

Action	Agenda item	What	Follow-up
1	4.2	National Meeting of ADT&L's re ACELL, Carrick etc	In progress. Report to next Exec
2	4.3	Response to Carrick DBI Proposal	Submission held over to next round of consultation
3	4.5	Canberra Deans to attend Science by Doing meeting	None were available
4	6	Melbourne Deans to attend ACED meeting on December 13th	David Finlay sent minutes but could not attend

4. Change of Office Bearers

President reported that he would be retiring as Dean of Science at UTS on June 30th, and should no longer continue as ACDS President thereafter. He offered to project manage the Carrick DBI Pilot Grant to its completion.

He also reported that Liz Dean had accepted the position of PVC Education at ANU and so had resigned as Secretary/Treasurer of ACDS.

On his suggestion the Executive appointed Professor Rob Norris to act as President from June 30th until the AGM.

Subject to her agreement, the Executive appointed Professor Gillian Bushell to act as Secretary/Treasurer with immediate effect, until the AGM.

The Executive accepted the President's offer to project manage the Carrick DBI Pilot Grant to its completion.

5. Carrick DBI Pilot Project

The Executive received and discussed the attached report on the project. Dr Paddy O'Toole gave a presentation on the research plan, objectives and proposed timetable. The Executive agreed to the attached list of sites to be surveyed. (Note: The attachment now includes a timetable for these interviews).

The President and Dr O'Toole will now proceed to contact Deans and other relevant parties to give effect to this schedule. The President will report on progress at the next Executive meeting.

Action JR

6. AGM

The executive agreed to hold the next AGM in Sydney in October. The President will circulate proposed dates.

Action JR

AGENDA
The Australian Council of Deans of Science
Executive Meeting 2007
14 April, 2008
UTS 10am - 3pm

1. **Apologies**

2. **Minutes**

Minutes of the meeting of February 8th (to be tabled) to be confirmed.

3. **Business arising**

Items for action from last meeting February 8th, 2008, to be tabled, but including

- Confirmation of AGM, October 14th-15th, Mercure Hotel, Sydney
- National Meeting of Associate Deans T&L, June 6th, Sydney
- Invitation to make a submission to the 2020 Summit

New Business

4. **Progress of Submissions to National Reviews**

(Notes of meeting at Attachment 1)

5. **Correspondence/Items for Noting**

- Notes of a meeting held to discuss:
the Review of the National Innovation System and
the Review of Australian Higher Education
(Attachment 1)
- Carrick Feature (Attachment 2)
- Carrick Science Report (Attachment 3)

6. **Press Releases & Submissions**

- Scientists hit by Friendly Fire (Press release re differential HECS)

7. **Report on meetings attended by members on behalf of ACDS**

Queensland meeting on Review of STEM Education

8. **Projects**

Owen Hicks (Carrick Institute) will attend in order to meet the Executive in their role as steering committee for the Carrick grant. Sue Thomas will also attend.

9. **Council Finances** Signatory takeover needs to be organised.

10. **Other Business**

- Dates of Executive meetings 2008 – to be decided
- Location of AGM 2008 – to be decided
- ACDS responses to National Reviews

AGENDA

**The Australian Council of Deans of Science
Executive Meeting 2007
28 July, 2008
Room 4.5.501 UTS 10am - 3pm**

- 1. Apologies**
- 2. Minutes**
Minutes of the meeting of April 18, 2008 to be confirmed.
- 3. Business arising (not dealt with elsewhere)**
- 4. New Business**
 - 4.1** Organisation of AGM October 14-15, 2008
 - 4.1.1** Executive positions
 - 4.1.2** Booking with Hotel
 - 4.1.3** Advice to Membership
 - 4.1.4** Organisation of Agenda
 - 4.1.5** Invited Speakers (including after dinner speaker)
 - 4.1.6** President's Report (RKN/JR)
 - 4.1.7** Treasurer's Report
 - 4.1.8** Call for Executive nominations
 - 4.2** Report by Treasurer/Secretary on new Banking arrangements
 - 4.3** Treasurer's Update on Financial Status
 - 4.3.1** Annual subscriptions
 - 4.4** Report on Carrick Progress (JR/ST)
 - 4.5** ACDS Submissions (JR/RKN to report)
see attachments:
ACDS_Submission_RT&R_Workforce.doc
Innovations review Submission_ACDS.doc
 - 4.5.1** Research Outlet Rankings for the ERA initiative (see: *Attachment 1*)
 - 4.6** ACDS Representation at Government Reviews (RKN to report)
 - 4.6.1** Reference Group for the DEEWR Science and Mathematics
Postgraduate Demand research project
 - 4.6.2** Others?

- 4.7** Queensland Deans meeting with Minister Welford (GB to report)
- 4.8** Meeting of Deans/Associate Deans Teaching and Learning (JR to report)
- 4.9** ALTC Leading Change Symposium – 27-28 November 2008-07-17
See attachment: *ALTC.doc*
- 4.10** Projects for 2009+
- 4.11** Call for University Reports and a short session at the AGM for this
- 4.12** Revision of ACDS Website (move from UTS to Monash?)
- 4.13** Other Business
- 4.14** Next meeting of executive