9.00am – 12.30pmFriday 28th June, 2013

The Communications Conference Room

University of the South Pacific

***\*PART A: PRELIMINARY BUSINESS***

1. **Welcome from President – Helen Carter**
2. **Attendance and apologies**

**Attendance:**

Vickel Narayan Auckland University of Technology

Philip Uys Charles Sturt University

Sue Stoney Edith Cowan University

Nicole Parkin Flinders University

Ric Canale La Trobe University

Andrew Burrell Macquarie University

Helen Carter Macquarie University

Kim Hauville Queensland University of Technology

Karen Halley University of Canberra – Secretariat

Trish Andrews University of Queensland

Theresa Koroivulaono University of the South Pacific

Michael Sankey University of Southern Queensland

Colin Lowe University of Sydney

Gerry Kregor University of Tasmania

**Apologies:**

Australian Catholic University- Kevin Ashford-Rowe

University of Canberra – Alan Arnold and Gerlese Akerlind

1. **Minutes of previous meeting**

Moved – ……………………… Seconded – ………………………

1. **Identification of unstarred items for discussion**
2. **Adoption of items not starred for discussion**

MOTION: That all items on the Agenda not starred for discussion be noted and where recommendations have been made, that these be adopted as resolutions of the ACODE Business and Networking Meeting.

1. **Matters arising from previous Business & Networking Meeting**

***\*PART B: ITEMS FOR DISCUSSION***

1. **ACODE Executive Report – Helen Carter**
2. **ACODE NATA Partner Project – Ric Canale**
3. **ACODE 63 – Call for presenters**
4. **LTLI Update – Karen**
5. **Liaison with other Organisations**
* CAUL/CAUDIT – Karen Halley
* ascilite – Philip Uys
* CADAD – Helen Carter
1. **\*HOT TOPICS**
* Lecture Capture in Australasian Universities (report to be circulated)

***PART C: ITEMS FOR NOTING***

1. **Executive Officers Report – Karen Halley**
2. **Finances – Profit and Loss statement**
3. **Future workshops and meetings**
* 6 November 2013, **NATA Project Launch** - University of Queensland
* 7 November 2013, **ACODE 63 Workshop** - University of Queensland Joint workshop with CADAD, Theme: Student Experience Online, Convenor: Trish Andrews, Executive contact: Helen Carter, CADAD: Ian Solomonides
* 8 November 2013, **ACODE 63 Business & Networking Meeting** - University of Queensland, Secretariat: Karen Halley
* March 2013, **ACODE 64** - University of Waikato , Theme: TBA, Convenor: Nigel Robertson, Executive contact: Stephen Marshall

**Helen Carter**

**President
ACODE**

**EXPLANATION**

Note that the Agenda for this Business Meeting follows that proposed by the Executive in June 2003.

Unstarred items on the Agenda will not be discussed, but any recommendations they contain will be covered by a single motion covering all unstarred items.

Any unstarred item may be identified for discussion by request to the President at any time up to item 4 on this agenda.

**Please Note: Each member institution has *one* vote only. Members with affiliate status do not have voting rights, however are able to participate in discussion at the discretion of the President.**

Attachment A: Executive officer Report

ACODE Executive Officer Report - June 2013 ACODE 62

Since the previous report in March 2013 the Secretariat has re-engaged 2 members for 2013. Unfortunately Bond University and James Cook University and Australian National University are not financial for 2013. I am hoping that 2014 may see them rejoin.

The Annual report was distributed to all Vice Chancellors, Deputy Vice Chancellors and members at the end of April. If you did not receive a copy or would like and extra copy please contact me via secretariat@acode.edu.au

The Executive have met twice since ACODE 61 online but will not have a face to face meeting in Fiji.

The secretariat would like to acknowledge the help from Danny Munnerley and Matt Bacon on the design and planning of ACODE 62

The Secretariat has also participated in one NATA meeting with ACODE having now bedded down the project “Engaging Network Members; A NATA case study of a Contemporary Tertiary Sector issue.”

The Secretariat is still in the midst of planning for the LTLI 2013. The LTLI team now meet fortnightly via Skype and the secretariat is in constant contact with the LTLI Exec Officer Susan Brosnan.

The LTLI is progressing and I am sure that you will have seen the add in Campus Review. We have also advertised in the New Zealand Herald Education supplement as well as flyers included in the Moodlemoot bags.

We have also decided to track LTLI Alumni. This survey is ready to go and will be released during this year’s Institute.

The ACODE Website is still under review and is progressing.

ACODE 63 is also well advanced in the planning logistics. This will be a joint meeting with CADAD and also will incorporate the NATA meeting on the 6th November, ACODE/CADAD workshop on the 7th , the Business and networking and AGM on the 8th November 2013 at the University of Queensland.

Karen Halley

Executive Officer

20th June 2013

Attachment B – Financials