

## Executive Meeting

Thursday 12 May 2022 via Zoom

### NOTES

Attending Executive Members	
Helen McCutcheon	Michelle Belligan
Gregory Kolt	Chris Brebner
Michelle Lincoln	Jen Coulls (EO)

1.	<b>Welcome</b> Greg Kolt, Acting Chair welcomed all to the meeting.	
2.	<b>Apologies</b> – Esther May, Russell Hoye, Terry Haines	
3.	<b>Previous meeting</b>	
3.1	The notes of the meeting of 10 February 2022 were confirmed as an accurate record.	
3.2	<b>Action items</b> The action register was considered, noting items awaiting further action or completed.  In response to some concerns Professor McCutcheon provided more detail to Executive in relation to the EOI process for delegate participation in the 2022 Symposium. It was proposed that members be updated regularly as to how their invitations were progressing and where necessary the Secretariat would advise on any 'over subscription' or 'under subscription' to manage stakeholder expectations sensitively.	
4.	<b>Matters for Decision</b>	
4.1	<b>ACDHS Council meeting 26 May 2022</b>  The Draft agenda for the May meeting of Council was approved.	
4.2	<b>Symposium</b> <b>Rapid Fire Showcase – process</b>  Executive considered the proposal to include a rapid fire showcase session at the 2022 Symposium.	

	<p>The Rapid Fire Showcase seeks to showcase the diverse T&amp;L interests of early-career academics from across the country. Finalists (3) will be allocated approximately 15 minutes to present their work, its impact and their plans for the future. A total of three presentations will be showcased as part of this session.</p> <p><u>Process</u></p> <p>It is proposed that each Council member submit <u>one</u> nomination of an early career academic from within their institution who is working in this space to showcase innovation in curriculum design and delivery within the scope of the Symposium theme at the symposium. It is up to each Council member to determine how best to solicit their ultimate nomination, ie direct nomination or competitive internal process.</p> <p>At close of nominations, abstracts will be assessed by the Symposium Organising Committee via a blind review with successful presenters formally notified via the relevant Council member.</p> <p><u>Attendance</u></p> <p>Consistent with the entire program, presenters will have the option to appear by video link or attend in person. Should a finalist elect to attend in person, it is proposed that travel bursaries (\$500) be offered to support an in-person attendance. Funds are available within the Symposium budget.</p> <p><b><i>It was resolved</i></b></p> <ol style="list-style-type: none"> <li>1. <i>To endorse the process for the Rapid Fire Showcase presentations.</i></li> <li>2. <i>That \$1500 be made available in travel bursaries for 3 presenters (should they wish to attend in person).</i></li> <li>3. <i>That the format for submissions would be a short video.</i></li> <li>4. <i>That all submissions be made available post Symposium on the ACDHS website</i></li> </ol>	
5.	<p><b>Matters for information</b></p> <p>The Secretariat report and Statement of Income and Expenditure 2021 were noted.</p>	<b>EO</b>
6.	<p><b>Other business</b></p> <p>Helen McCutcheon advised Executive of her retirement from Curtin as of 20 May 2022. The Chair thanked Professor McCutcheon for her contribution to Executive and ACDHS with Executive expressing their best wishes for the future.</p>	

<b>GOVERNANCE WORKSHOP</b>	<b>Ms Kathy Nguyen</b> <b>Associations Forum</b>
<p><b>Constitution development</b></p> <p>Executive provided input into the key elements for inclusion in the new ACDHS constitution. Key points:</p> <ul style="list-style-type: none"> <li>• <i>Capacity to include international membership</i></li> <li>• <i>Capacity to include affiliates.</i></li> <li>• <i>Expanding the ‘rank’ of member representatives to capture emerging leaders.</i></li> <li>• <i>Removing the mandate for a minimum of 3 accredited health sciences programs as membership criteria</i></li> <li>• <i>Include research in the Objects</i></li> </ul>	

***Action: Jen Coulls to provide a list of Objects to Associations Forum. Associations Forum to draft a constitution for the consideration of Executive.***

**Next meeting: Thursday 12 July 2022**