



THE AUSTRALASIAN ASSOCIATION FOR INSTITUTIONAL RESEARCH INC.

**EXECUTIVE COMMITTEE REPORT
TO THE 2005 ANNUAL GENERAL MEETING**

1. Introduction

During the year since the last AGM, the Executive Committee has endeavoured to pursue the Association's principal objectives:

- to raise the level of professional competence in both qualitative and quantitative analysis within the fields of tertiary education planning, policy analysis and institutional research within the Australasian region
- to enhance inter-institutional and international co-operation in the promotion, conduct and dissemination of comparative institutional research
- to facilitate the professional development of members by
 - organising an annual conference (the AAIR forum)
 - developing and fostering cooperative links with the AIR, the EAIR, the SEAIR and similar organisations elsewhere in the world
 - encouraging regional meetings of members
 - publishing a journal of institutional research and other professional publications
 - circulating a regular newsletter to inform members of current developments.

2. Membership

The Association's current membership as at 8 November 2005 stands at 165 financial members – including 28 provisional members who will be formally accepted at the next Executive Committee meeting. This is an increase from the 126 financial members noted in last year's Report and reverses the decline experienced over the past few years. The previous decreases were mainly due to the optional payment of AAIR membership fees associated with TEM registration in 2003 and 2004, rather than AAIR membership fees being automatically included as part of the registration as is the case with AAIR Forums.

Table 1 shows the numbers of financial members from 2000 to 2005. The regional distribution of our membership for 2003, 2004 and 2005 is summarised in Table 2. Reflecting our strong Australasian orientation, approximately 83% of our members are drawn from Australia and 13% from New Zealand.

Table 1: AAIR Membership 2000-2005

Year	2000	2001	2002	2003	2004	2005
Members	231	251	193	187	126	165

Table 2: AAIR membership distribution, 2003 - 2005

	2003 Members	2004 Members	2005 Members *
Australian Capital Territory	9	9	13
New South Wales	40	24	30
Northern Territory	1	1	1
Queensland	15	8	16
South Australia	10	12	16
Tasmania	4	4	3
Victoria	47	37	45
Western Australia	19	10	13
<i>Sub total, Australia</i>	<i>145</i>	<i>105</i>	<i>137</i>
New Zealand	32	17	22
Fiji	2	1	3
Asia	2	1	1
North America	2	1	0
Europe (including UK)	2	1	1
Other including Unknown	2	0	1
TOTAL	187	126	165

* Includes 28 Provisional Members and 4 Life/Honorary Life Members

3. Executive Committee

The members of the current Executive Committee are listed below.

President:	Wendy Marchment Strategic Information and Analysis University of the Sunshine Coast
Vice-President:	Josephine Palermo Research Associate Centre for Health through Action on Social Exclusion Deakin University
Secretary:	Ivan Skaines Manager, Strategic Planning & Review University of Western Sydney
Treasurer:	Nick Booth Director

Hestu Consulting
Sydney

Immediate Past President: Bruce Zimmer
(retired and currently travelling somewhere in Canada)

Committee Members: Aleks Alimpijevic
Deputy Director & Principal Data Analyst
University of New South Wales

Bob Hall
Director, Planning and IR
University of Canterbury

Tony Nolan OAM
Strategic Intelligence Analyst
Commonwealth Public Service

Dean Ward
Manager, Strategic Planning
Edith Cowan University

The Executive Committee will complete its two year term of office at the 2006 AGM.

4. Executive Committee meetings

The major proportion of the Committee's on-going business is conducted via e-mail. This enables us to communicate information, exchange views and discuss issues speedily and efficiently, and also allows us to reduce the frequency of our formal meetings and save on administrative expenses.

Since the 2004 AGM, the Committee has held one face-to-face meetings (in Hobart on Thursday 30 September 2004 immediately after the TEM2004) and one meeting by teleconference on 23 May 2005. Another face-to-face meeting is scheduled for Tuesday 22 November in Melbourne, just before the 2005 AAIR Forum and one immediately after the 2005 Forum on Friday 25 November.

5. Annual Forum

The annual Forum is a major focal point of AAIR's program of professional activities and makes a crucial contribution to the achievement of the Association's objectives. In view of this, the Executive Committee is grateful to those members who assist in ensuring that the Forum will be a success.

2004 Forum

For the second consecutive year, the 2004 Forum was held in conjunction with the Association for Tertiary Education Managers (ATEM) and TEFMA under the banner of the Tertiary Education Management Conference (TEMC), over 27-29 September at the Chancellor Hotel in Hobart, Tasmania. The conference theme was "*Better the DEVIL you know... or is it?*".

The Forum organising committee comprised members from the three professional associations. Many thanks to Derek Klerck who was AAIR's representative. Registrations exceeded expectations with the final number being a record of 650. However, AAIR members were not present in the numbers they had been the previous year and this was also reflected in the papers presented.

A Pre Conference workshop on 'CEQuery' was organised by AAIR and supported by the Graduate Careers Council of Australia and the University of Tasmania.

Suggested changes from the Member's Forum at TEM2003 were incorporated into the program including an AAIR Welcome Get Together at the start of the TEM conference and being able to identify other AAIR members via coloured lanyards. AAIR Special Interest Groups included Strategic Planning and a DEST Statistics and HEIMS Update on the final day.

2005 Forum

The 2005 Forum from 23 to 25 November 2005 will be held at Victoria University's historic Queen St campus. About 100 delegates are expected to attend. The theme is *Institutional Research, Innovations and Change in Universities of the 21st Century*. Many thanks to Maree Conway for so ably stepping into the Chair's role when Raj Sharma was unable to continue, and to all the AAIR members and others who have contributed to the organization of this year's Forum.

Our thanks to host institution Victoria University for providing the conference facilities and infrastructure support.

2006 Forum

The AAIR Executive has recently given preliminary acceptance to a proposal from Southern Cross University to host the conference in November 2006 at Coffs Harbour, NSW. AAIR has been asked to underwrite the Forum and this seems to be the way we will be proceeding in future. The propose theme is *Consumers, Customers, Clients, Colleagues and Competitors: Defining Relationships through Institutional Research*.

2007 Forum

The AAIR Executive is considering a few options for the 2007 Forum including a proposal from SEAIR to have a joint conference with them in Fiji in 2007.

6. AAIR Publications and Communications

Journal of Institutional Research

The Association's professional journal, *The Journal of Institutional Research (JIR)* is intended to be an international journal examining issues of relevance to institutional research, planning and related issues in tertiary education. A belated October 2003 edition was published this year and subscribers were reimbursed in lieu of the 2004 edition.

The Committee has appointed Tina Thornton to be Editor of JIR earlier this year. Tina is a professional editor and is undertaking the position on a paid basis. However, the Executive has had difficulty in getting the Journal back up to speed in regard to submission of articles. This is of concern since the Journal is a key component of AAIR membership and wider recognition of AAIR.

The full text of all issues of the "Journal of Institutional Research" and the "Journal of Institutional Research in Australasia" was made available to members on the web site this year. A CD containing this material was been prepared and sent to all members in September. The CD also contained AAIR's Code of Ethics, additional material from the 2002 "Primer on Institutional Research", and Tony Nolan's "Knowledge Pirate's Guide".

Newsletter

During the year members have received our e-mailed newsletter "The Electronic AAIR". It contains news from the AAIR Executive, publishes specialised news and reviews on issues

in tertiary education, and reports on trends and developments in institutional research, planning and management both in the Australasian region and worldwide. Thanks are offered to editor Nick Booth.

AAIR Website

AAIR's website is <http://www.aair.org.au>. It includes a password-protected "member services" section [containing such information](#) as:

- list of members and their e-mail addresses
- papers presented at the annual Forums since 1998
- all Journal issues
- AAIR Professional file
- audited annual statements of accounts
- executive committee reports to the AGM

The website has now become the primary source of comprehensive information about our Association and its activities for both our members and outside parties. It provides internal links to information about the annual Forum, the Journal of Institutional Research and AAIR Professional file, the Electronic AAIR newsletter and other aspects of AAIR's activities, as well as a membership contact link plus a number of useful external links. The website will continue to be developed further, with a view to improving its level of service to our members. Hence the addition of past editions of the Journal this year and incorporating an area for the Executive to access information and logos so AAIR's historical record is passed on and kept in one place.

Forum website

AAIR website has a direct link to the Forum website - our primary means of communicating information about our annual Forum.

7. International Links

The Executive Committee has maintained its international links with its colleague organisations overseas, with most communication being undertaken through e-mail.

AIR Liaison

Lachlan Murdoch is our designated AIR Liaison Officer.

AAIR Best Paper

The AAIR Best Paper Award, given to the best practitioner paper presentation at our annual Forum, represents a significant ongoing link with AIR. Its special significance is that AIR invites the recipient to present their paper again at the following year's AIR Forum in North America. In recognition of the value that we place on this award, the Executive Committee pays the Forum registration fee for our nominated "Best Paper". In addition, in 2005 there will be a \$1000 prize for the Best paper.

AAIR Best Presentation

A best presentation award with a prize of \$1000 has been announced with all presentations at the 2005 Forum being eligible.

Fellowship to the AIR Summer Data Policy Institute

In 2005, for the third year in a row, AAIR received one fellowship to the AIR 2005 Summer Data Policy Institute held in June 2005, in Washington, DC. Thanks to a grant from the US National Science Foundation (NSF), all expenses in Washington are covered and up to US\$700 towards airfare costs.

Bono Poon, Edith Cowan University was the successful applicant for the Fellowship and will be presenting a paper on his experiences at this year's AAIR Forum.

The Institute is an intensive hands-on experience with the national postsecondary education databases of NSF and the National Center for Education Statistics (NCES). Part of the Institute is a series of presentations from policy analysts who use these data.

The Institute includes formal and hands-on instruction covering the following general topics:

- * review of national study design and database contents;
- * training in analysis of national postsecondary education data, and intensive work on the national databases; and
- * policy seminars with leading national policy researchers

AIR Forum

AAIR was officially represented by Robyn O'Loughlin at the 2005 AIR Forum held in San Diego, California in May/June 2005.

South East Asian AIR

Dr Raj Sharma, who is also an Executive Committee member of the South East Asian Association for Institutional Research (SEAAIR), represented our Association at the 2005 SEAAIR Forum (Bali, Indonesia on 14-16 September 2005).

8. Regional and Collaborative Activities within Australasia

Given the geographically wide Australasian region, the Executive Committee encourages regional meetings, seminars and workshops. The following activities were held in 2004/05.

AAIR NSW Knowledge Management Seminar:

Newcastle, December 2004

Convener: Ivan Skaines

This seminar, hosted by the University of Newcastle, attracted over 60 participants and proved a highly successful event.

Collaboration in the Australian Universities Quality Forum (AUQF)

AAIR is represented by our President, Wendy Marchment, on the Joint Steering Group for the Australian Universities Quality Forum (AUQF). The AUQF has been an initiative of the Australian Universities Quality Agency (AUQA) in collaboration with AAIR, ATEM, HERDSA and other stakeholders. The 4th Quality Forum, held in Sydney with the theme *Engaging Communities* over 6-8 July 2005 had a record 254 delegates attending. The next AUQF is scheduled for July 2006 in Perth. Our Association looks forward to a continuing contribution to the work of the Joint Steering Group.

9. AAIR Finances

AAIR incurred an operating profit of \$12,965 over 2004/2005, as at the 30 June our funds balance stood at \$55,813. The audited Financial Statement being provided in the Treasurer's Report to the AGM provides details of expenditure and income, and confirms that the Association is in sound financial health.

10. Future Directions and Initiatives

Overall, the Executive Committee's strategic priorities are:

- the continuing delivery of a successful annual Forum offering a program of clear professional relevance to AAIR's membership
- the further development of AAIR's avenues for professional communication (the journal, the AAIR Professional File, the newsletter, the AAIR web site and electronic discussion lists)
- improved ways of providing members with professional development and skills training
- the recruitment of new members to expand our membership base
- developing the potential for links, collaboration and strategic alliances with other professional associations.

Key challenges ahead include the delivery of improved professional development to our members and the further development of strategic alliances with other professional associations. A key priority will be the development of our journal.

11. Acknowledgments

Whilst all members of the Executive Committee work on a voluntary basis, the additional work offered by many others ensures that AAIR keeps moving ahead. Thanks are offered to members and institutions that support and host our program of activities.

As always, a sincere "thank you" is offered to you, our members, for your continuing support of your professional association.

In closing, let me also offer my own thanks to Bruce Zimmer, past President, who has stepped down from an active involvement in AAIR after retiring from Central Queensland University earlier this year. Bruce is one of four life members of AAIR and has contributed hugely to the Association over many years. I think he was the only person to have attended all AAIR Forums up until this year and his presence will be missed at this year's Forum.

Wendy Marchment

Hon President

On behalf of the AAIR Executive Committee

17 November 2005