



## **Z614 – Association for Tertiary Education Management deposit**

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*List created 20 February 2004*

*List updated 13 May 2004*

## Finding Aid for records of the Association for Tertiary Education Management Inc (ATEM)

**Deposit No:** Z614

**Creator:** Australasian Institute of Tertiary Education Administrators  
(AITEA) (until 1997)  
Association for Tertiary Education Management Inc (ATEM)  
(since 1997)

**Dates of receipt:** 16 Oct 2002, 3 Sept 2003, 7 Apr 2004

**Extent:** 3.3 metres (20 boxes)

**Inclusive dates:** 1976-2005

**Other relevant deposits:** -

### Historical Note:

ATEM was founded as the Australian Institute of College Administrators (AICA) under the direction of the Caulfield Institute of Technology Administrative Officers Association (CITAOA) in 1974. Originally, the CITAOA main initiatives were to represent the members of their association, promote the formation of a Victorian Association of similarly constituted groups and promote co-operation between other groups at CIT. However, due to considerable interest from other states their focus shifted to the formation of a national organisation. It was agreed at the CITAOA meeting in 1975 to adopt a constitution that allowed for the creation of the Australian Institute of College Administrators (AICA) including a Co-ordinating Council and State Branches. The first general meeting of the AICA, held on the 30<sup>th</sup> April 1976, voted to revise the organisation's name

to the Australasian Institute of Tertiary Education Administrators (AITEA) to broaden the organisation's activities and include university administrators.

AITEA's main role is the professional development of Tertiary Administrators through educational and training programs. The Institute's membership comprises of mainly University employees with a small proportion working for TAFE, government departments and similar organisations.

Maree Conway. The Establishment of AITEA: a short history.

The name was changed to Association for Tertiary Education Management Inc (ATEM) in 1997.

## Scope and content of records:

Description	Date	Item No
<b><u>Records Group 1. NSW Branch records</u></b>		
<b>Series 1. Annual General Meetings – Minutes and Agenda papers (Secretary's files)</b>	1982-1996	1-2, 3, 11
Records in this series include minutes, agendas, annual balance sheets and financial statements, nomination forms for positions of office bearers, branch annual reports, correspondence and reports tabled at the meetings		
<b>Series 2. Executive Committee Meetings – Minutes and Agenda Papers (Secretary's files)</b>	1982-2003	2-12, 112-113
Records in this series include minutes, notices, agenda papers, financial statements, nomination forms for positions of office bearers, membership and other reports, membership applications etc.		
<b>Series 3. President's files (Max Schroder)</b>	1985-1989	13-14
Files include Max Schroder's copies of AITEA Constitution and Regulations, 1986, copies of Annual General Meeting minutes and of the Executive Committee minutes, agenda papers, copies of membership applications, some correspondence		
Some records are annotated by M Schroder		

<b>Series 4. Vice-President's (Professional development) files</b>	<b>1988-1999</b>	<b>15-20</b>
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Files of consecutive Vice-Presidents: Arthur Hunt, Bob Prater, Leanne White. Incl. records re Branch professional development activities and other records: minutes, membership lists, financial statements etc.

<b>Series 5. Publications (S1132)</b>	<b>1987-1999 (gaps)</b>	<b>S1132</b>
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AITEA New South Wales Branch Newsletter / Despatches (Since March 1991)

[1987?]; July and Dec 1989; vol. 1, no 1-4 (Mar-Dec 1991); vol. 2, no 1-3 (Mar-Oct 1992); vol. 3, no 1-3 (Apr-Dec 1993); vol. 4, no 1 (Jun 1994)

## **Record Group 2. National Office records**

<b>Series 6. Governance and policy records</b>	<b>1976-2003</b>	<b>21-25</b>
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Files include Constitution and Regulations, Information books and brochures, strategic plans

<b>Series 7. President's files (Arthur Hunt)</b>	<b>1993-1995</b>	<b>26</b>
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Incl. AITEA Constitution and Regulations, 1993 Financial Statements, Minutes of the Council, Executive and Branch Presidents; records re conferences; Professional Development Program; Branch Reports; various correspondence

<b>Series 8. Council and Executive papers (secretary's files)</b>	<b>1986-2005</b>	<b>27-42, 107-111</b>
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Most of the files were created by the Secretary Barry Cameron and incl. minutes, agenda papers, correspondence, rough notes on the meetings etc., **items 41-42** are council papers copies of the President Arthur Hunt. This is not a consecutive run and some gaps may occur.

<b>Series 9. Branches – activities and correspondence (secretary's files)</b>		<b>43-51</b>
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These files include various records about Branch activities: minutes of various minutes, membership lists, lists of executives, publications, professional development problems etc.

Some files in this series are described more than others, they all, however, hold similar material and are similar in size.

<b>Series 10. Conferences –correspondence (secretary's files)</b>	1978, 1982-1995	<b>52-69</b>
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Files include conference proceedings, programmes, correspondence, lists of attendants

<b>Series 11. Membership and office bearers – correspondence (secretary's files)</b>	1989-1997	<b>70-73</b>
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Incl. correspondance and membership lists.

Membership records are also in the secretary's files of the Council and Executive papers (**series 8**) and in the Branch correspondence files (**series 9**)

<b>Series 12. Secretary's correspondence files</b>	1976-2000	<b>74-93</b>
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Subject files created by the secretary on various topics

<b>Series 13. Reports</b>	1987, 1996	<b>94-95</b>
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Incl. reports on surveys and studies

<b>Series 14. Travel fellowship (files of the AITEA Travelling Fellowship Selection Committee) (Items 95-96)</b>	1983-1994	<b>95-99</b>
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Incl. minutes of the Committee's meetings, correspondence, applications, reports etc.

<b>Series 15. File index of the secretary's filing system</b>	[1994?]	<b>100</b>
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<b>Series 16. Printed material</b>	1978-2003	<b>101-102, S1133-1135</b>
Incl. material printed by AITEA, newsletters and the journal		
<b>Series 17. Corporate products</b>	1990s [pre 1997]	<b>103-106</b>
Incl. letterheads, paper and coffee mugs with AITEA corporate logo		

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<b>Item No</b>	<b>Description</b>	<b>Date</b>
<b>Record Group 1. <u>New South Wales Branch records</u> (Series 1-5)</b>		
<b>Series 1. Annual General Meetings – Minutes and Agenda papers (Items 1-2, see also Items 3, 11)</b>		
<b>1</b>	Annual General Meetings papers (Secretary's file). Incl. minutes, agendas, annual balance sheets and financial statements, nomination forms for positions of office bearers, branch annual reports, correspondence and reports tabled at the meetings; only agenda for 1993	1982-1993
<b>2</b>	Annual General Meetings papers (Secretary's file). Incl. minutes, notices, some financial statements. Some minutes are signed. Also incl. Minutes of Executive Committee Meetings, 1986-1995 (see <b>Series 2</b> )	1985-1996
<b>Series 2. Executive Committee Meetings – Minutes and Agenda Papers (Items 2-12)</b>		
<b>2</b>	Minutes of Executive Committee Meetings (Secretary's file). Incl. minutes, notices, agenda papers, some financial statements. Some minutes are signed. Also incl. Annual General Meeting papers, 1985-1996 (see <b>Series 1</b> )	1986-1995
<b>3</b>	Minutes of the Executive Committee Meetings (Secretary's? file) Incl. minutes, notices, agenda papers, some financial statements, nomination forms for positions of office bearers. Some documents are annotated by an officer [Secretary?] Also incl. Annual General Meeting minutes, 1980-1982 (see <b>Series 1</b> for other minutes)	1982-1983
<b>4</b>	Meetings of the Executive Committee Meetings (Secretary's file) Incl. minutes, agenda papers, financial statements, nomination forms for positions of office bearers, membership reports etc.	23 June 1982- 29 Oct 1984
<b>5</b>	Meetings of the Executive Committee Meetings (Secretary's file) Incl. minutes, agenda papers, financial statements, nomination forms for positions of office bearers, membership reports etc.	6 March 1985- 5 June 1987
<b>6</b>	Meetings of the Executive Committee Meetings (Secretary's file) Incl. minutes, agenda papers, financial statements, nomination forms for positions of office bearers, membership applications and reports etc.	3 July 1987-27 April 1989

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<b>Item No</b>	<b>Description</b>	<b>Date</b>
7	Meetings of the Executive Committee Meetings (Secretary's file) Incl. minutes, agenda papers, financial statements, nomination forms for positions of office bearers, membership applications and reports etc.	June 1989-Nov 1990
8	Meetings of the Executive Committee Meetings (Secretary's file) Incl. minutes, agenda papers, financial statements, nomination forms for positions of office bearers, membership applications and reports etc.	1990-1991
9	Meetings of the Executive Committee Meetings (Secretary's file) Incl. minutes, agenda papers, financial statements, nomination forms for positions of office bearers, membership applications and reports etc. Also incl. report on New England Chapter, 1993	1991-1993
10	Meetings of the Executive Committee Meetings (Secretary's file) Incl. minutes, agenda papers, financial statements, nomination forms for positions of office bearers, membership applications, lists and reports etc.	Dec 1993-Nov 1995
11	Meetings of the Executive Committee Meetings (Secretary's file) Incl. minutes, agenda papers, financial statements, nomination forms for positions of office bearers, membership applications, lists and reports etc.  Also incl. Constitution and Regulations, 7 Sept 1993, and the new amended Constitution, 1997; <i>The Role of AITEA as a Professional Association: A Report to the AITEA Council</i> by Maree Conway, 1996; Minutes of the Annual General Meeting, 1996 (for other annual general meeting minutes see <b>Series 1</b> ); programme of the 1996 NSW/ACT state conference	1996
12	Meetings of the Executive Committee Meetings (Secretary's file) Incl. minutes, agenda papers, financial statements, nomination forms for positions of office bearers, membership applications, lists and reports etc.	1997
<b>Series 3. President's files (Max Schroder) (Items 13-14)</b>		
13	President's file (Max Schroder), Incl. AITEA Constitution and Regulations, 1986, copies of Annual General Meeting minutes, 1985 and of the Executive Committee minutes, March-Oct 1986, agenda papers, copies of membership	1985-1986



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<b>Item No</b>	<b>Description</b>	<b>Date</b>
	applications, some correspondence	
<b>14</b>	President's file (Max Schroder), Incl. copies of Annual General Meeting minutes, 1988 and of the Executive Committee minutes, Dec 1986- Aug 1989, agenda papers, some correspondence, NSW Branch Annual reports, 1986 and 1988	1986-1989
<b>Series 4. Professional development records – Vice-President's (Professional development) files and printed material (Items 15-20)</b>		
<b>15</b>	Printed programmes of professional development and undergraduate scholarship application form and conditions	1988-1990
<b>16</b>	File of Arthur Hunt, Vice-President (Professional Development)  Incl. correspondence and programmes for professional development; minutes of the Executive Committee meetings and Teleconferences NSW Branch; Minutes of the Council and of the 18 <sup>th</sup> Annual General meetings; Branch Expenditures; Membership List; AITEA An Alternative Approach to Funding: A Discussion Paper.	1991-1994
<b>17</b>	<i>Organising a High Quality Professional Development Program</i> By Arthur Hunt, Manager Research Information, Charles Sturt University, Bathurst.	1993
<b>18</b>	File of Bob Prater, Vice-President (Professional Development)  Incl. correspondence and programmes for professional development, minutes of various meetings, AITEA NSW Branch Scholarship and Fellowship Scheme; Review of AITEA Constitution and Regulations; Objectives, Strategies and Targets for AITEA; Statements of Income and Expenditure NSW Branch; Membership Lists	1994-1995
<b>19</b>	Programme for the Campus Liaison Officers Workshop, AITEA NSW	12 May 1995
<b>20</b>	File of Leanne White, Vice-President (Professional Development)	1998-1999

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<b>Item No</b>	<b>Description</b>	<b>Date</b>
	Incl. correspondence and programmes for professional development; minutes of various meetings, Duties and Procedures for Coordinators; correspondence in relation to the Higher Education Law and its introduction at the Faculty of Law UNSW; 1998 Activities Program for First Half Year- ATEM (Queensland Branch) and ATEM Queensland News Letter including a List of Courses offered.	
<b>Series 5. Publications (S1132)</b>		
<b>S1132</b>	AITEA New South Wales Branch Newsletter / Despatches (Since March 1991)	1987-1994
	[1987?]; July and Dec 1989; vol. 1, no 1-4 (Mar-Dec 1991); vol. 2, no 1-3 (Mar-Oct 1992); vol. 3, no 1-3 (Apr-Dec 1993); vol. 4, no 1 (Jun 1994)	
<b><u>Record Group 2. National Office records (Series 6-17)</u></b>		
<b>Series 6. Governance and policy records (Items 21-25)</b>		
<b>21</b>	Constitution and regulations	1976-1997
<b>22</b>	Change of name	1997
<b>23</b>	Strategic plans (2 brochures: 1998-2002 and 1999-2003)	1998-2003
<b>24</b>	Information Handbooks (Jan 1982, March 1983, April 1984, March 1985, Feb 1986, 1987, Mar 1991, Mar 1992)	1982-1992
<b>25</b>	Information brochures (Oct 1982, April 1985, April 1986, 1989, [1991?], 1994, [1998])	1982-1998
<b>Series 7. President's files (Arthur Hunt) (Item 26)</b>		
<b>26</b>	File of the president Arthur Hunt	1993-1995
	Incl. AITEA Constitution and Regulations, 1993 Financial Statements, Minutes of the Council, Executive and Branch Presidents; records re conferences; Professional Development Program; Branch Reports; Various Correspondence	

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<b>Item No</b>	<b>Description</b>	<b>Date</b>
	<b>Series 8. Council and Executive papers (secretary's files) (Items 27-42)</b>	
27	National Council Executive: Agenda and Minutes.  Also incl. The Quality Agenda for Australis University: AITEA Management games Outcomes; AITEA 18 <sup>th</sup> Annual Conference Handbook, Adelaide, 1994; financial statements, 1992-1993; AITEA National Council Executive Meeting, Aug 1987-Aug 1992; AITEA Objectives, Strategies and Targets, 1993; Summary of Branch Views, 1988; Draft Constitution of the National Association of Tertiary Education Marketers (NATEM), 1988; AITEA: Exchange Secondment Programme for Administrative Staff in Victorian Tertiary Institutions, [1988]; A Submission in response to the 1986 Review of Efficiency and Effectiveness in Higher Education by D. W. Sloper, Centre for Administrative and higher Education Studies, University of New England. Feb 1987; A Proposal by the New England Chapter of the AITEA to Establish an AITEA Professional Development Fellowship Scheme, July 1986	1986-1994
28	Executive Meetings papers	1992
29	Executive Meetings papers	1992-1993
30	Executive Meetings papers	1992-1993
31	Executive Meetings papers	1992-1994
32	Executive Meeting papers	1992-1994
33	Council papers  Incl. Minutes of AITEA Executive meetings with Branch Presidents; minutes of AITEA Council Meetings; minutes of the Executive Teleconference; Financial Statements; Members Lists; Executive Nominations; AITEA Executive Correspondence; Poll Results for the AITEA Executive Elections; Minutes of the 17 <sup>th</sup> Annual General Meeting; AITEA Bulletin Vol 16. No. 5	1992-1996
34	Executive Meetings papers	1993-1994
35	Executive Meetings papers	1993-1994

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<b>Item No</b>	<b>Description</b>	<b>Date</b>
36	Executive Meeting papers  Also incl. AITEA Bulletin Vol. 17 No. 5; Campus Review 12 June 1994; correspondence on the British Council Supported Exchange; correspondence on Recognising Special Contributions by Members; AITEA Constitution; AITEA Professional development- Institute Programs by Valmai Webb; Objectives, Strategies and Targets for AITEA, Comments on Revised Documents; AITEA 18 <sup>th</sup> Annual Conference 29 Sept –1 Oct 1994; AITEA Professional Development; Entry for the Bulletin regarding the Australian and New Zealand Travel Grants; Interactive Voice Response Systems: Australasian Conference, Melbourne.	1993-1994
37	Minutes of the AITEA Council Executive Telemeetings	Feb-May 1995
38	Papers of the meeting of Branch presidents with Council Executive, 24 May 1995. Incl. reports from each Branch	1995
39	AITEA Council Meeting Agenda papers, 19 September 1995	19 Sept 1995
40	AITEA Council Meeting papers, 29 May 1996	29 May 1996
41	AITEA Council Meeting papers, 24 September 1996	24 Sept 1996
42	ATEM Council Meeting papers, 14 Sept 1997  <b>Series 9. Branches – activities and correspondence (secretary's files) (Items 43-51)</b>	14 Sept 1997
43	ACT Branch	1977-1994
44	Unreturned loan item removed from collection Dec 2014	
45	Northern Territory Branch	1987-1994
46	Queensland Branch	1981, 1987-1996
47	Incl. also Newsletter, Feb 1981 and Australian College of Education- Queensland Chapter News Letter, Vol. 33 No. 2 July 1994 South Australian Branch  Incl. Annual Conference, Brochures and Correspondence, Adelaide;	1986-1995

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<b>Item No</b>	<b>Description</b>	<b>Date</b>
	South Australian Executive Committee; 1993 National Training Activity- Intensive One Day Workshop Brochure; South Australian Branch- President's Report, 16 <sup>th</sup> Annual General Meeting; South Australian Active Members; South Australian Professional Development Activities Program; Bulletin Vol 17 No 5. South Australian Branch Report; South Australian Branch- Merger Follow-up Workshop; South Australian Branch- 14 <sup>th</sup> Annual General Meeting. AITEA South Australian Branch Newsletter; South Australia- Various Advertised Activities; AITEA Intersectoral Cooperation: A Blueprint for the Future, Roseworthy Residential Conference; South Australian Branch Newsletter. Aug 1987; South Australian Branch- Program for 1987; South Australian Tertiary Institutions Staff development Unit- Staff 1987 Development Program 1991 Brochure; Correspondence – South Australia's Jubilee 150 Conference, 1986	
48	Tasmanian Branch  Incl. Tasmanian State Conference: Conference Booklet, Sept 1993; AITEA Tasmanian Information Handbook, Jan 1994; State Executive Committee, 1987-1988; Tasmanian Branch Report to the Annual General Meeting, 1989; Tasmanian Branch July Activities to be Published in the National Bulletin, June 1989; Tasmanian State Branch Newsletter, Aug 1989; List of AITEA Tasmanian Members; Report for July Bulletin, 1993; List of State Executive, 1994; Report for AITEA Bulletin: Tasmanian Conference, Sept 1993	1987-1994
49	Victorian Branch	1978-1994
50	Western Australian Branch	1986-1993
51	New Zealand Branch	1989-1994
	<b>Series 10. Conferences –correspondence (secretary's files) (Items 52-69)</b>	
52	2 <sup>nd</sup> Annual Conference, Melbourne  Includes a printed conference papers, program of activities, List of Members Attending, Conference pamphlet	May 1978
53	Asian Pacific Conference on College and University Administration, incorporating 6 <sup>th</sup> National AITEA conference, ANU, Canberra	1982

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<b>Item No</b>	<b>Description</b>	<b>Date</b>
	Includes Programs	
54	1983 National Conference, Adelaide	1983
	Includes Conference pamphlet	
55	1984 National Conference, Melbourne	1984
	Includes Conference pamphlet	
56	1985 National Conference, Brisbane	1985
	Includes Conference pamphlet and Program	
57	1986 National Conference, Tasmania	1986
	Includes Conference pamphlet, Program and list of participants	
58	1987 National Conference, Perth	1987
	Pamphlets and list of participants	
59	1988 National Conference, Macquarie University	1988
	Includes pamphlet and brochures	
60	1989 National Conference, University of Auckland, New Zealand	1989
	Includes correspondence, Conference Programme, Members and Delegates of the National Council, Attending AITEA Office Bearers, Conference brochures and Location and Address Lists of Australian Universities and Colleges	
61	1989 National Conference, University of Auckland, New Zealand	1989
	Conference papers	
62	1990 National Conference, Canberra	1990
	Includes Conference brochures	
63	1991 National Conference, Darwin, Northern Territory	1990-1991
	Includes correspondence, agendas, Information and Registration	

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<b>Item No</b>	<b>Description</b>	<b>Date</b>
	Forms for Delegates	
64	1991 National Conference, Darwin, Northern Territory	1991
	Conference proceedings	
65	1992 National Conference, Ballarat, Victoria	1991-1992
	Includes correspondence and programme	
66	1993 National Conference, Queensland	1993
	Incl. correspondence re AITEA decision to hold the 1993 National Conference in Queensland	
67	1993 National Conference, Queensland	1993
	Conference Proceedings	
68	1994 National Conference	1994
	List of attendants	
69	1995 National Conference, Tasmania	25-26 May 1995
	Proceedings (3 Disks) and programme	
	<b>Series 11. Membership and office bearers – correspondence (secretary's files) (Items 70-73)</b>	
70	AITEA Branch office bearers	1989-1993
71	State membership	1991-1993
72	AITEA e-mail lists, QUT Introduction to Electronic Mail and Using VAX Mail: Things You Might Not Know by Jeremy Begg	1994
73	National Office Membership List includes New Zealand, New South Wales, Victoria, Northern Territory, South Australia, Western Australia, and Queensland. (Includes a Membership Mailing List on a disk)	[1997]
	<b>Series 12. Secretary's correspondence files (Items 74-93)</b>	
74	American Association of University Administrators (AAUA)	1982-1994

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	Including correspondence on AAUA Conferences	
75	American Association of University Administrators.	1994
	Includes Correspondence regarding a reciprocal arrangement between Australia and the United States.	
76	Association of Polytechnic Administrators (UK)	1982-1985
	Includes a Provisional Programme for the Annual Conference 1985; The Association of Polytechnic Administrators Newsletter	
77	AUSTAFE Executive Members for 1993-94	1993-1994
78	AITEA Constitution and related issues	1976-1993
79	AITEA / CUA exchange correspondence (Conference of University Administrators, UK)	1989-1992
80	AITEA development and training	1983-1992
81	AITEA election information including nomination forms	1982-1993
82	AITEA Fellowship	1982-1993
83	AITEA Journal	1986-1993
84	AITEA Patrons	1983-1992
85	AITEA Scholarships	1991, 1993-1994
86	Conference of University Administrators, United Kingdom (CUA)	1977-1995
	Includes correspondence, conference brochures, pamphlets	
87	Conference of University Administrators, United Kingdom (CUA) <i>Newsletter</i>	Oct 1979-July 1992
88	Good practice guides – initial correspondence	2000
89	John McMillan Case	1989-1990
90	Miscellaneous correspondence file	1988-1993



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<b>Item No</b>	<b>Description</b>	<b>Date</b>
91	National Council Correspondence.  Incl. minutes of the Council meetings; National office bearers list and mailing numbers	Jan 1987-1993
92	PNG Workshop: Joint AITEA (PNG Chapter) & PNG Universities Administrative Workshop, Madang 13-15 September 1996  Includes evaluation questionnaire, performance appraisal for general Staff Outline, Annual Review- Discussion Guide, Preparation for Workshop Questionnaire, Models for Research Offices, Guidelines for Teleconference Convenor, Corporate Plan, Strategic Planning Guidelines, University Structures, Performance Indicators for Quality Assurance, Quality Audit Guidelines, Quality Assurance Guidelines, University Management Maps, Types of Funding, and Funding Methods.	1996
93	Professional Development  Includes AITEA Administrative Staff Exchange Scheme- Australasian Program and Registration, Professional Development Processes, Extracts from AITEA Bulletin Vol. 17, 2 March 1994 and the Professional Development in Higher Education Conference July 1994; Professional Development program 1995	1994-1995
<b>Series 13. Reports (Items 94-95)</b>		
94	Management Techniques: Physical Planning and Plant. Report of a 1986-87 Study Tour Undertaken by Denis Stephenson, Director Building and grounds, La Trobe University, Bundoora, Victoria	1987
95	The Role of AITEA as a Professional Association: A Report to the AITEA Council by Maree Conway, Divisional Manager, Policy and Planning Administration, Swinburne University of Technology Vice President (Membership), AITEA Victoria	Feb 1996

**Series 14. Travel fellowship (files of the AITEA Travelling Fellowship Selection Committee) (Items 95-99)**

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<b>Item No</b>	<b>Description</b>	<b>Date</b>
95	AITEA Travel Fellowship	1983-1987
96	Information and Correspondence on the AITEA Travel Fellowship Application Program.	1988-1991
97	AITEA Travel Fellowship	1991-1994
98	Report on the AITEA 1991 Travel Fellowship By Alan Anderson, Personnel Services University of Queensland	Aug 1992
99	AITEA Travel Fellowship	1993-1994
<b>Series 15. File index of the secretary's filing system (?) (Item 100)</b>		
100	File index of the secretary's filing system	[1994?]
<b>Series 16. Printed material (items 101-102, S1133-1135)</b>		
101	AITEA Annual Dinner Meeting programme, 15 Sept 1987; guest speaker Dr Eric Wilmott, Chief Education Officer, ACT Schools Commission	15 Sept 1987
102	<i>AITEA: A Suggested Reading List of the Classics in Tertiary Administration</i> by Giles Pickford, Colin Plowman, Warwick Williams and Frank Hambly, English Department, University College, University of NSW, ADFA, Canberra.	1993
S1133	<i>AITEA Newsletter</i> , Vol. 3 No 2 (July 1978);  <i>AITEA National Bulletin</i> , Vol 6 No 4 (June 1983), No 7 (Nov 1983), Vol. 7 (Mar 1984), Vol. 7 No 4 (Jul 1984), Vol. 8 No 1-3 (Feb-Nov 1985); Vol. 10 No 3 (Jul 1987), Vol. 12 No 1-4 (No 3 is not used) (Mar-July 1989), Vol. 14 No 1-3 (May-Aug 1991)  <i>AITEA Bulletin</i> , Vol. 15 No 1-6 (Jan-Nov 1992), Vol. 16 No 1-6 (Feb-Nov 1993), Vol. 17 No 1-7 (Jan-Nov 1994), Vol. 18 No 1-2 (Apr-Jun 1995)	1978-1995 (gaps)
S1134	<i>Journal of Tertiary Educational Administration</i> , Vol. 1 No 1 (Oct 1979), Vol. 2 No 1 (May 1980), Vol. 3 No 1-2 (May-Oct 1981), Vol. 4 No 1-2 (May-Oct 1982), Vol. 5 No 1 (May 1983), Vol. 15 No 2 (Oct	1979-2003 (gaps)

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	1993), Vol. 25 No 1-2 (May-Nov 2003)	
<b>S1135</b>	<i>Australian Vice-Chancellors' Committee Development Bulletin</i> , published by AVCC Staff Development and Training Program No 2/93 (June 1993), 3/93 (Sept 1993), 4/93 (Dec 1993), 3/94 (Sept 1994), 4/94 (Dec 1994)	1993-1994
<b>Series 17. Corporate products (Items 103-106)</b>		
<b>103</b>	Examples of office paper with AITEA corporate logo	undated
<b>104</b>	AITEA letterheads	1990s
<b>105</b>	Address portfolio with AITEA logo	
<b>106</b>	Mugs with AITEA logo	
<b>107</b>	Council Meeting Papers	1998
<b>108</b>	Council Meeting Papers	1999
<b>109</b>	Council Meeting Papers	May 2000 to May 2001
<b>110</b>	Council Meeting Papers	September 2001 to September 2003
<b>111</b>	Council Meeting Papers	September 2003 to May 2005
<b>112</b>	Minutes of the Executive Committee Meetings (Secretary's file) Incl. minutes, agenda papers, financial statements, nomination forms for positions of office bearers, membership applications, lists and reports etc.	September 2000 to February 2001
<b>113</b>	Minutes of the Executive Committee Meetings (Secretary's file) Incl. minutes, agenda papers, financial statements, nomination forms for positions of office bearers, membership applications, lists and reports etc.	September 2001 to 2003
<b>114</b>	Photographs of Maurie Blank and CD containing images of sculpture of Maurie Blank	

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**Item No**

**Description**

**Date**