

## ACADEMIC BOARD

**Report title** GREEK ARCHIVES PROJECT COMMITTEE: AMENDMENT TO REPORTING LINES & COMPOSITION

**Prepared by** Angela Cowburn, Executive Officer (Academic Board)

**Reviewed by** Professor Malcolm Rimmer, Chair, Academic Board

**Date** 21 July 2010

### I. EXECUTIVE SUMMARY

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#### I.1 Background

The Greek Archives Project Committee was established in June 2009 (*Academic Board minute reference 432.3.5*), with a reporting line to Academic Board via the Library Committee.

#### I.2 Summary

The changed reporting requirements, as detailed in Attachment A, will increase the timeliness of decision-making by enabling the Greek Archives Project Committee to report directly to Academic Board, instead of via the Library Committee (which meets only 3 times a year) and will reduce the requirement for this Committee to meet regularly once the terms of reference are fulfilled. The composition is amended to include the Chair, Academic Board.

#### I.3 Issues (including any financial, legal or compliance issues)

None – this simplifies the reporting lines of the Committee.

#### I.4 RECOMMENDATION

*Academic Board is invited to endorse the amendments to the reporting requirements and composition for the Greek Archives Project Committee.*

### 2. LIST OF DOCUMENTS ATTACHED

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Attachment A: revised Directory of Committees listing for the Greek Archives Project Committee.

## Greek Archives Project Committee

La Trobe University  
Academic Board  
~~Library Committee~~  
GREEK ARCHIVES PROJECT COMMITTEE

### Composition

A	Independent Member, Chair
<del>B</del>	<del>Chair, Academic Board</del>
<del>BC</del>	Dean, Faculty of Humanities and Social Sciences or nominee
<del>CD</del>	Director, Research Services or nominee
<del>DE</del>	Member, Greek Community or nominee
<del>EF</del>	External Member with appropriate expertise
<del>FG</del>	Academic – Greek History and Migration
<del>GH</del>	University Librarian or nominee

### Membership

A	Mr George Papadopoulos	Chair
<del>B</del>	<del>Professor Malcolm Rimmer</del>	<del>Chair, Academic Board</del>
<del>BC</del>	Professor Tim Murray	Dean, Faculty of Humanities and Social Sciences
<del>CD</del>	Dr David Phillips	Director, Research Services
<del>DE</del>	Mr Tas Revis	
<del>EF</del>	Dr Kevin Molloy	Manuscripts Librarian, State Library of Victoria
<del>FG</del>	<del>To be advised</del> Professor Christopher Mackie	<del>Professor of Greek Studies</del>
<del>GH</del>	Ms Laura Maquignaz/ Ms Eva Fisch	Associate University Librarian/ Collection Development Manager, Library

### In attendance:

Mr David Ensor, Executive Director, Office of the Vice-Chancellor  
Mr Howard Mitchell, Executive Officer, La Trobe University Foundation

### Terms of reference

1. To develop a framework and project specification to assess the current archives, artefacts, items from the museum etc., housed within what was the Hellenic Centre.
2. To advise the University on fund sources to resource such a project.
3. To seek Expressions of Interest and appoint/monitor academic reviews.
4. To propose possible co-location of associated collections/archives/activity.
5. To advise on maintenance of collection.
6. To review the process of digitizing materials and recommend on priorities and processes for digital availability of material.

### Reporting

The Committee will report to Academic Board ~~via the Library Committee~~.  
This Committee is a special working group of the Board. It will meet on an as needs basis. It will be disbanded once its terms of reference are fulfilled.

**Frequency of meetings**

~~The committee will normally meet at least quarterly.~~

**Quorum**

A quorum for a meeting of the Committee will be 50% of members plus one.

**Budget**

Funding will be sought from the Greek community/existing funding historically allocated to the Hellenic Centre, with the approval of the donors and the La Trobe University Foundation.

**Secretariat** – Ms Angela Cowburn, Executive Officer (Academic Board)

| Updated 21~~0~~<sup>9</sup>/07~~4~~<sup>7</sup>/10