



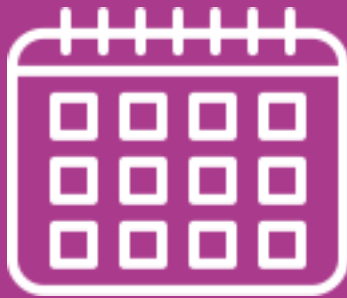
ANNUAL REPORT 2018–2019

SUPPORTING EFFECTIVE DECISION MAKING

Highlights

2018–2019 in numbers

Members
227



Events
4

Website



Page Views
46,323



Users
8,867

Account summary

2018-2019 at a glance



Income
\$78,281

Expenditure
\$41,154



**Cash in the
bank**
\$124,326



Members funds **Annual surplus**
\$145,771 **\$37,127**



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President's report



In 2018–2019, the AAIR Executive Committee comprised:

- Vacant, President
- Kathie Rabel, Acting President
(Victoria University of Wellington)
- Stuart Terry, Vice-President (Otago Polytechnic)
- Vacant, Honorary Secretary
- Greg Jakob, Honorary Treasurer (Federation University)
- Lisa Bolton (The Social Research Centre) *
- Andrew Bradshaw (Macquarie University) *
- David Carroll (Monash University) *
- Don Johnston (Southern Cross University)
- Leone Nurbasari (Australian National University) *
- Penny Szybiak (Charles Darwin University)

Those marked with an asterisk were new to the Executive from the Annual General Meeting (AGM) held in Melbourne on 21 November 2018. In addition, we engaged a new newsletter editor, Dr Lizzie Li, who took over from Tracy Creagh. Tracy stepped down from the role of newsletter editor in January 2019 and has instead been appointed social media guru! Andrew Bradshaw now serves as Editor in Chief, having taken over from Greg Jakob in April 2019.

Several longstanding and dedicated committee members stood down at the AGM in 2018, and I would like to acknowledge their commitment to the organisation.

- Dave Marr was a longstanding committee member, including holding the positions of president and vice president. His contributions to AAIR have been acknowledged through his appointment as a life member of AAIR. Dave was on the AAIR Executive Committee from 2006 to 2018.
- Andrea Jeffreys, who was honorary secretary for AAIR and a longstanding committee member, also stepped down after serving four years as the secretary, after serving two years as an ordinary committee member. Her dedication saw the organisation flourish. She also organised the 2018 AAIR Annual Forum, which saw a very successful Forum being delivered in Melbourne with the most registrants attending any one forum noted on record. Andrea was on the AAIR Executive Committee from 2012 to 2018.
- David De Bellis, the honorary treasurer and longstanding committee member, also left the committee. David's quiet and determined commitment was invaluable for AAIR's success both financially and as a professional organisation. He was instrumental in forging a relationship between AAIR and the Australian Network of University Planners (ANUP). David was on the AAIR Executive Committee from 2012 to 2018.
- Louise Hargraves made a significant contribution to AAIR through her work on the value proposition statement, the strategy map and the KPIs for the organisation. Louise was on the

AAIR Executive Committee from 2016 to 2018. Louise also served as newsletter editor from 2014 to 2016.

- Kerry Martin, among other contributions to the organisation, further enhanced AAIR's relationship with ANUP.

Events this year included our first pilot webinar, 'Lessons Learned from Starting Business Intelligence and Data Warehousing Projects in Australian Universities'. We hosted the event in partnership with Charles Darwin University on 11 April 2019. Presented by Mr David Cawthorne, Business Intelligence Manager, Charles Darwin University, the webinar was free to members, and there was a nominal charge for non-members. In all, 39 people registered for the event, with eleven paying non-members.

The 2018 SIG Forum was held in Canberra and hosted by the University of Canberra from 26–27 July. The theme was 'Politics, planning and performance: Good governance starts how?' The event was well attended with over 70 delegates attending from across Australia, New Zealand and USA.

The 2018 Forum's theme was 'Reflecting on the past, experiencing the present, shaping the future'. The Forum was organised by Andrea Jeffreys of La Trobe University, and was held in Melbourne from 19–21 November. It was one of our most successful and well attended forums with over 170 delegates registered from 55 unique organisations. Delegates came from across Australia, New Zealand, Japan, Fiji and the United Arab Emirates.

In conjunction with the annual Forum, a Last Century Dinner was hosted on 18 November 2018 for retired members of AAIR. The event was organised by Wendy Marchment and Roni McDowell, both retired and life members of AAIR. By all accounts it was a great evening with lots of reminiscing.

I would also like to acknowledge our partners and exhibitors for the AAIR SIG Forum and AAIR Annual Forum. We cannot continue to deliver these conferences without their assistance. Our valued partners this financial year included:

SIG Forum 2018	Annual Forum 2018
Platinum sponsor Altis Consulting	Platinum sponsor eXplorance
	Silver sponsor – welcome reception Social Research Centre (QILT)
	Bronze sponsor Tableau
University supporter University of Canberra	University supporter La Trobe University
	Trade exhibitors Altis Consulting eXplorance QILT Tableau



Kathie Rabel
Acting AAIR President
president@air.org.au

Treasurer's report



It is my pleasure to present AAIR's financial statement for the financial year ending 30 June 2019. AAIR has engaged the services of Mr Richard Ainio, External Audit Partner, Crowe Australasia, Ballarat to undertake the annual audit of the financial statements. As an incorporated association with an annual turnover of less than \$250,000 per annum, the financial statements have been prepared as 'special purpose financial reports' to members of the Association.

The Association continues its not-for-profit income tax exempt status as a self-assessed not-for-profit, income tax exempt, 'scientific organisation'; that is, a 'not-for-profit society, association or club established for the encouragement of science'.

The 2018–19 financial statements have required several corrections to accounting policies and prior year financial balances to present more fairly the operating results and balance sheet of the Association. These corrections include:

- Reporting membership fees paid as part of SIG Forum or Annual Forum event registrations now being shown as membership income and not as part of the surplus (deficit) arising from the events. This accounts for the significant increase in membership income of \$25,492 reported in the 2018–2019 financial year, compared to \$9,378 in the 2017–2018 financial year.
- A write down of \$10,769 to prior year retained earnings of the Association relating to incorrect reporting of assets and liabilities in relation to events held prior to 2017 that remained in the balance sheet and not acquitted to the operating revenue and expenditures in the year in which they were incurred and acquitted.
- Further disclosure in the balance sheet around advance funds provided as floats to SIG Forum and Annual Forum events in the following financial year. This provides information as to whether at the time of finalising the current year financial statements, the Committee was aware of any potential loss of funds due to an event likely running at a loss. At the end of this financial year there is no evidence available to the committee that indicates a potential loss in the upcoming SIG Forum and Annual Forum events to be held in July and November respectively after year end.

AAIR continues to be in a strong financial position with \$145,771 in net assets at 30 June 2019, compared to \$119,413 at 30 June 2018. This included \$124,326 in AAIR's bank accounts at 30 June 2019 compared to \$93,339 at 30 June 2018. The Association recorded a net current year surplus of \$37,127 for the 2018–2019 financial year, compared to a net loss of \$34,665 for the 2017–2018 financial year.

The substantial improvement in financial position of the Association is a result of:

- A surplus of \$49,888 from SIG Forum and Annual Forum events, compared to \$6,178 in 2018. The 2018 Forum had a surplus of \$49,794 as a result of it being held in Melbourne and attracting our largest ever forum attendance with 170 delegates.
- Reduced operating expenditure, particularly in the support required from the Executive Officer in 2019 of \$30,235—compared to \$40,753 in 2018 to maintain and develop the AAIR website, which was upgraded in 2018.

The Association now has an effective baseline support from our Executive Officer on a fee for service basis that continues to support the running of the Association and its Executive Committee with contemporary web-based services. The Executive Officer outlay is considered justified, necessary, and extremely highly valued.

AAIR ceased administrative support of the Australian Network of University Planners (ANUP) during the 2018–2019 financial year. The balance of ANUP funds on hand at 30 June 2018 was \$5,426 has been repaid. No further obligation to ANUP exists.

I would like to thank AAIR Executive Committee for their support to me as Treasurer in my first year, and to our Executive Officer, Liesha Northover, for her guidance and support in the day-to-day operations of the Association.



Greg Jakob

AAIR Treasurer

treasurer@air.org.au

About us

The Australasian Association for Institutional Research (AAIR), established late in 1988, is a professional body comprising around 230 members. AAIR is incorporated within Australia as a non-profit organisation. It is affiliated with the Association for Institutional Research (AIR), which originated in the United States of America some thirty years ago, and which now commands a membership in excess of 4,400!

AAIR is the professional association for institutional research practitioners in higher education and other institutions in Australasia. 'Institutional research' is viewed as a range of activities involving the collection, analysis and interpretation of information descriptive of an institution and its activities, including its students and staff, programs, management and operations. The findings of such 'institutional research' assist institutional leaders (in both academic and administrative domains) by informing their planning and decision-making.

Established in late 1988, AAIR continues to draw members mainly from Australia and New Zealand, with further members from South Africa, the South Pacific region, Europe, the Middle East, Southeast Asia, USA, and the African continent. Members contribute to planning, decision making, policy formulation and analysis concerned with the management of tertiary education.

The broad aim of AAIR is to benefit, assist and advance research which leads to the improved understanding, planning and operation of tertiary education institutions within Australasia. AAIR has the following principal objectives:

- to raise the level of professional competence and practice in the fields of tertiary education institutional research, planning and analysis in the Australasian region
- to enhance inter-institutional cooperation in the undertaking of comparative institutional research projects
- to assist the professional development of members by:
 - organising an annual conference (the AAIR forum)
 - developing and fostering cooperative links with the AIR and European AIR
 - encouraging regional meetings of members to augment the annual Forum

Mission

TO ADVANCE INSTITUTIONAL EFFECTIVENESS IN TERTIARY EDUCATION

Vision

TO BE THE PROFESSIONAL ASSOCIATION THAT HAS THE GREATEST INFLUENCE ON
TERTIARY EDUCATION PLANNING AND EVIDENCE-BASED DECISION MAKING IN AUSTRALASIA



Values

AAIR has a commitment to:

- contribute and share;
- innovation;
- inclusiveness and diversity;
- professionalism; and
- enjoyment and friendliness



Value Proposition

AAIR IS THE ONLY DEDICATED, PROFESSIONAL ASSOCIATION FOR INSTITUTIONAL RESEARCHERS IN AUSTRALASIA. AAIR OFFERS TERTIARY EDUCATION PROFESSIONALS A UNIQUE FORUM TO DEVELOP SKILLS, SHARE KNOWLEDGE AND ADVANCE IDEAS TO SUPPORT EFFECTIVE DECISION MAKING. AAIR PROMOTES DATA-INFORMED DECISION MAKING THROUGH REGULAR COMMUNICATIONS, SPECIAL INTEREST GROUPS, ANNUAL FORA AND REGIONAL EVENTS. BECOMING AN AAIR MEMBER WILL KEEP YOU UP-TO-DATE ON CURRENT AND EMERGING ISSUES AND HELP BUILD YOUR PERSONAL AND PROFESSIONAL NETWORKS.

Executive Committee

Members of the executive committee from 1 July 2018 until the AAIR annual general meeting on 21 November 2018 comprised the following:



Kathie

President



Don

Vice President



Andrea

Honorary Secretary



David

Honorary Treasurer



Greg

Ordinary Members (elected)



Stuart



Dave

Ordinary Members (appointed)



Penny



Kerry

Ordinary Members (co-opted)



Louise

Committee
meetings held

2018

19 July

30 August

11 October

14 December

2019

31 January

14 March

2 May

6 June

Members of the executive committee from the annual general meeting on 21 November 2018 until 30 June 2019 comprised the following:



Kathie

Acting President



Stuart

Vice President



Honorary Secretary



Greg

Honorary Treasurer



Lisa



Andrew



David



Don

Ordinary Members (elected)



Leone



Penny

Ordinary Members (elected)

Committee meetings held

2018

19 July

30 August

11 October

14 December

2019

31 January

14 March

2 May

6 June

Portfolios



Portfolios

The [AAIR Executive Committee portfolios](#) continued to grow in 2018–2019. AAIR has seven portfolios, which are allocated to Executive Committee members on an annual basis based on interest and expertise.

The management of portfolios is reviewed at each subsequent Executive Committee meeting that coincides with the Annual Forum in any given year.

The portfolios are managed using the cloud project management solution, [Asana](#).

Current portfolios include:

- Publications, communications and social media
- Professional development
- SIG liaison (with chairs)
- Sales, marketing and promotional materials
- Relationship management and development
- Membership and mailing lists
- Strategic planning

Portfolio reports

Publications, communications and social media

The Publications, Communications and Social Media portfolio leader is responsible for overseeing the production of forum proceedings, annual reports, newsletters, bulletins, the blog and AAIR social media pages. AAIR currently has three social media pages: Facebook, Twitter, LinkedIn (including a company page and two showcase pages for Data Warehousing, Business Intelligence & Analytics SIG and the Load Management SIG), and Flickr. Publications include Proceedings publications from the AAIR Annual Forum (when available), the upcoming initiation of a more formalised Annual Report to be presented to AAIR members at each AGM, and any other publications that AAIR may initiate from time to time. Also included in this portfolio is liaison with the AAIR Executive Officer regarding the ongoing maintenance of the website and its content, as well as the registration and management of the AAIR domain name, and website and email hosting.

Portfolio Leader: Andrew Bradshaw

I would like to thank the AAIR executive and Liesha (our Executive Officer), especially Kathie and Greg, for welcoming me on to the committee, and for their assistance in helping me transition in this new portfolio. It has been a challenge, but hopefully over the next year you will see some improvements and new ideas in the Publications, Communications and Social Media portfolio.

As reported in the June newsletter, there have been a couple of new and exciting initiatives introduced this year, with the launch of the SIG LinkedIn groups for all of the AAIR special interest groups (SIGs). Access to the SIG LinkedIn groups is available for members only. This is where we share pieces of information, ask questions and seek advice from fellow AAIR members. The Chair of each SIG is the moderator for their group. So, if you are a current financial member and you don't have access to any of these groups, please email the Secretariat for instructions on how to join. You can join as many as you like. Please be active in the groups you join, as it will assist the Chairs in the SIGs to understand what you would like to discuss when we get together at the AAIR Forums or AAIR SIGs.

I hope you have all enjoyed the AAIR newsletter over the last year. I would like to thank Lizzie Li and Liesha Northover for all their hard work in gathering the interesting stories each month. Please make sure you take time to read the newsletter and provide us with feedback if you would like anything else included. Recently we introduced a segment to the newsletter called, the '[Soapbox](#)'. Please utilise this space and make sure you share your thoughts in the Soapbox.

We are also planning to expand our website to include a members only section containing webinars, keynotes from the forums and other exciting areas still under discussion.

Please feel free to come and see me at one of our forums, or [drop me an email](#) if you see other items of interest for the Publications, Communications and Social Media portfolio that would be of value to you and others.

Professional development

The Professional Development Portfolio leader will be responsible for liaison and forward planning around the AAIR Annual Forum and AAIR SIG Forum, as well as any regional AAIR events, training opportunities, AAIR fellowships, and other professional development opportunities. Responsibility will also cover events listed on the events page of the AAIR website, and ensuring that there is sufficient opportunities available.

Portfolio Leader: Penny Szybiak

In 2019, the professional development portfolio focused on adding to the regular annual fora calendar with a program of professional development webinars for members.

The first webinar was held in April and was well attended, with some great member interaction during the Q&A session at the end. In 2020, we aim to add this to the regular calendar, and we are currently developing a calendar of quarterly webinars likely to start in February 2020. In 2019, we also commenced the preparation of a range of information packages to support members at the Annual Forum and SIG Forum. This includes a forum presenters kit and a frequently asked questions backgrounder for future Annual Forum and SIG Forum host universities.

A calendar of main Annual Forums and SIG Forums is also being finalised for the next two years, with the aim of engaging future hosts for these events in the latter half of 2019, so we can advertise all upcoming events for 2020 and 2021 on the [events page](#) of the AAIR website by early 2020.

SIG liaison (with chairs)

Initial responsibilities of the SIG Liaison Portfolio leader are to formalise the Special Interest Groups (SIGs). AAIR currently has four SIGs; some with a Chair, and some without. All AAIR SIGs should have an official Chair and the SIG pages on the website should promote information relevant to the AAIR readership. It is the responsibility of the SIG Chair to supply content to the AAIR Executive Officer to post as needed. Liaison with the Membership and Mailing Lists Portfolio leader may be required regarding mail outs to the SIG mailing lists.

Portfolio Leader: Don Johnston

The various Special Interest Groups (SIG) continued to operate at both the SIG Forum in Canberra (hosted by University of Canberra) and the Annual Forum in Melbourne (hosted by La Trobe University). The [Business Intelligence and Analytics SIG](#), [Load Management and Planning SIG](#) and the

[Government Reporting SIG](#) all continued to run sessions at both Forums. Whilst the [Surveys and Evaluation SIG](#) participated mainly at the Annual Forum.

Continued high participation of representatives from the Department of Education and Training occurred at both the SIG Forum and the Annual Forum, which was very welcomed. Their continued support undoubtedly provides AAIR members with an increased level of information as well as an opportunity to seek clarification and provide feedback on various matters, such as new developments within the sector. This level of support was matched by the Social Research Centre (SRC) running workshops and information sessions for survey managers.

The AAIR SIG sessions give delegates and members an ideal opportunity to learn from other practitioners in their respective fields, ask questions, network and exchange existing and new ideas in these areas.

The AAIR SIG Forums have always been well attended, and the support and leadership of the respective SIG chairs is very much appreciated.

Sales, marketing and promotional materials

The Sales, Marketing and Promotional Materials Portfolio leader is responsible for all sales and marketing opportunities AAIR engages in, as well as promotional materials that are distributed from time to time as giveaways at AAIR fora and/or AAIR sponsored events. This Portfolio could also include implementing a paid advertising policy and a paid job listing system in the future.

Portfolio Leader: David Carroll

No report.

Relationship management and development

The Relationship Management and Development Portfolio leader will manage all liaison with partners of AAIR. The leader will explore how AAIR manages, relates to, and works with its partners. The leader will develop a policy around sponsor liaison, including regular communication with sponsors. Marketing of the Association includes managing liaison with other AAIR partners, associates and organisations with affiliations with AAIR.

Portfolio Leader: Stuart Terry

The key performance indicators for this portfolio in 2019 continue to be focused on engagement and supporting partnership relationships with our sponsors and members.

This year, further work has been undertaken to ensure that AAIR has good alignment between our strategic aims and goals, and organisations with which we partner. An outcome of this work has been an awareness we need to more clearly articulate our purpose and mission to be clear about what AAIR offers to its members and supporting partners.

A biennial survey of members is being developed and will align to the Executive Committee's priorities around reinforcing AAIR's distinctive position in the higher education sector across our geographical reach.

Work continues to strengthen relationships with existing and potential partners and sponsors through a more personalised one-on-one approach. To date this approach has been helpful to support long-

term, enduring and meaningful relationships. We are also continuing to have good linkages to best elevate our standing and reach with government and sector representative groups in both Australian and New Zealand jurisdictions.

The core outcome is to offer a range of ways to engage with AAIR that best suits the needs of our members. We hope the offerings support members working in the field of institutional research in tertiary education to build their professional identity. The SIG Forum that was held in Canberra, the pilot webinar, the informative AAIR website and the ever popular and highly engaging Annual Forum, are just some of the activities AAIR offers its members.

Thank you to the members of the AAIR Executive Committee who bring to the table a wide range of expertise and professionalism from across Australia and New Zealand. The support and collegiality is extremely rewarding, and is without a doubt what makes AAIR an essential organisation for anyone working in institutional research to be a member.

A final big call out and thank you to the AAIR Executive Officer, Liesha Northover, who is the glue that keeps AAIR running like a fine-tuned machine.

Membership and mailing lists

The Membership and Mailing Lists Portfolio leader will formalise the process for the way AAIR obtains and maintains its members and associated data, including, invoicing, general management, etc.

Portfolio Leader: Leone Nurbasari

The key performance indicators for the membership and mailing lists portfolio for 2018–2019 included, enhancing and supporting engagement with the membership, and developing a better understanding of the membership's needs to build stronger relationships.

A focus during the year was to develop questions for a new AAIR biennial survey. This will assist the committee with greater insight into our members' key interests and motivations, as well as capturing feedback about the things we are doing well and the opportunities we still have for improving our member services.

Concurrently, we have been looking at mechanisms for improving the current manual work required to update the mailing and membership lists. This has included the preliminary investigation of potential CRM solutions that will integrate with existing and future communication and campaign tools. Key considerations for CRM solutions will be data security, ease of use, and associated resourcing models for ongoing maintenance and support.

Strategic planning

The Strategic Planning Portfolio leader is responsible for all matters pertaining to the current standing and future direction of the Association; specifically, the strategic direction and how to operationalise it. The leader will conduct a review of all reports from previous Strategic Planning Meetings, and prepare a plan for the way forward.

Portfolio Leader: Lisa Bolton

Discussions have commenced with various committee members to undertake a strategic planning activity to update the plan going forward. It has been determined that initial discussions will be finalised during the AAIR Annual Forum and an online facilitated strategic planning activity will be

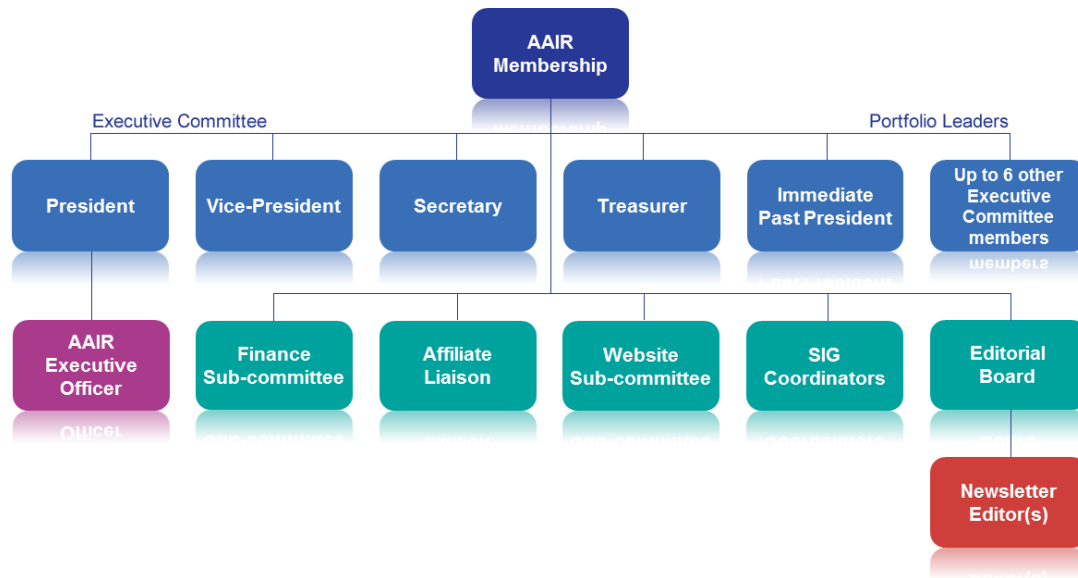
undertaken by the committee moving into 2020. Feedback will also be sought from other key stakeholders.

The established KPIs play a major role in the measurement of progress towards AAIR's goals as outlined in the [Strategy Map](#). AAIR's Strategic Planning KPIs were well-progressed by the end of the 2018–2019 financial year, but it is felt that a review is warranted.

For more information about the portfolios, visit [Portfolios](#) on our website.



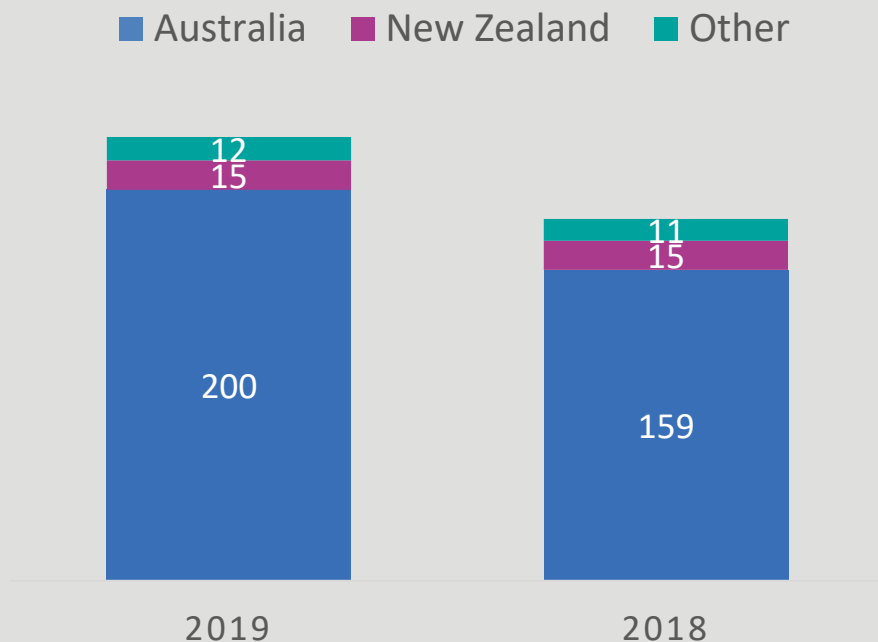
Organisational structure



Members

Members by financial year

At the end of 30 June 2019, there were 227 members. Of this 227, there were 200 from Australia, 15 from New Zealand, and 12 from other countries.



Communications Output

The total number of email communications sent to our members over the previous three reporting periods are:

	2019	2018
Positions vacant	39	40
Newsletters	11	11
Bulletins	2	7
Other	13	8

Organisations in the membership

Australia

Australasian Association for Institutional Research
Australian Catholic University
Australian Council for Educational Research
Australian National University
Avondale College of Higher Education
Bond University
CAUDIT
Charles Darwin University
Charles Sturt University
CQUniversity Australia
Curtin University
Deakin University
Department of Education and Training
Edith Cowan University
Federation University Australia
Flinders University
Hestu Consulting
Kaplan Australia
La Trobe University
Macquarie University
Monash University
Murdoch University
N Mast Consulting
Qualtrics
Queensland University of Technology
Retired members
RMIT University
Sharp Words Consulting, Editing & Writing Services
Southern Cross University
Swinburne University of Technology
The University of Melbourne
The University of Newcastle
The University of Notre Dame Australia
The University of Queensland
The University of Sydney
The University of Western Australia
University of Canberra
University of New England

University of Southern Queensland
University of Tasmania
University of Technology Sydney
University of the Sunshine Coast
University of Wollongong
UNSW Australia
Victoria University
Western Sydney University
William Angliss Institute

New Zealand

Ara Institute of Canterbury
Auckland University of Technology
Massey University
Otago Polytechnic
The University of Auckland
The University of Waikato
University of Otago
Victoria University of Wellington
Wellington Institute of Technology & Whitireia
Community Polytechnic

Other countries

Ritsumeikan University (Japan)
The Hong Kong Polytechnic University (Hong Kong)
The University of the South Pacific (Fiji)
Tohoku University (Japan)
Loma Linda University – OEE (USA)
University of Nevada (USA)

AAIR partners

[Altis Consulting](#)
[Cortell Australia](#)
[eXplorance Inc. Canada](#)
[QILT](#)
[Tableau Software](#)
[The Social Research Centre Pty Ltd](#)

Current at 30 June 2019.

Fellowships

AAIR has two fellowships that it offers to successful applicants:

1. Raj Sharma Fellowship
For academic or career advancement in the pursuit of institutional research.
2. Zimmer Travel Fellowship
To assist attendance at an event held by an AAIR affiliate by covering associated travel costs.

During the financial year 2018–2019, the Executive Committee engaged in discussions about the fellowships and it was decided that no call for applications for either of the AAIR fellowships would transpire during this reporting period.

Conversations have occurred regarding making changes to the fellowships, and discussions will continue into next year.

AAIR also has an affiliation with the Association for Institution of Research (AIR) in USA. AIR offer a travel scholarship (the AIR Affiliated Organization Travel Grant, otherwise known as the AO Travel Grant) to one successful AAIR recipient per year, usually the winner of the Best Presenter Award at an AAIR Forum in any given year.

In 2019, this travel scholarship was awarded to Malcolm Rees (Massey University), but due to personal reasons he could not take up the scholarship, so it was awarded to the runner up, David Cawthorne (Charles Darwin University).

For more information about the AAIR Fellowships, please visit <https://air.org.au/membership/fellowships/>.



Events

AAIR hosts an annual forum and a SIG forum in each financial year. During the financial year 2018–2019, AAIR also hosted Last Century Dinner and a pilot webinar. In the order of occurrence, the events are reported on below.



AAIR SIG forum 2018

26–27 July 2018

Canberra, ACT

Theme: Politics, planning and performance: Good governance starts how?

Subthemes

With the main SIG forum theme in mind, authors were required to choose from one of the following perspectives to focus their abstract on:

- Business intelligence and analytics
- Data warehousing
- Government reporting
- Load management

The 13th Annual Australasian Association for Institutional Research Special Interest Group Forum was held at Rydges Capital Hill, Canberra from 26–27 July 2018.

The forum was attended by 70 delegates and was held over two days, which included up to two concurrent sessions, two keynote presentations and a panel session.

Social functions consisted of casual welcome drinks, prior to the beginning of the forum and a forum dinner on the evening of day 1. The welcome drinks were held at the Acacia Lounge, Rydges Capital Hill and the forum dinner at The National Press Club of Australia, a short distance away.

The forum was managed by Leishman Associates with Victoria Chapman and Jessica Gulliver (Forum Managers), and support given by Tobie Newman and Emily Marriott (Forum Coordinators).

Leishman Associates liaised with Fiona Sutherland (chair of the AAIR SIG 2018 Forum), and the organising committee. Day to day management, forum planning and organisation took place via email contact and regular telephone meetings between the conference managers, the forum chair and the organising committee.

Conference organising committee

- Fiona Sutherland, University of Canberra (Chair)
- Pallavi Khanna, University of Canberra
- Don Johnston, Southern Cross University
- Zanne Van Wyk, University of Newcastle
- Andrew Bradshaw, Macquarie University

AAIR Partner



University supporter



Abstract submissions

The call for abstracts document was advertised online and developed by Jessica Gulliver and Victoria Chapman. The deadline for submission was set for 17 April 2018; however, an extension was made to 30 April 2018.

Reminder emails about the closing date and facilitated these submissions were sent. An online abstract submission zone was set up for all abstracts to be uploaded electronically for the review process. All committee members were sent the abstract document for review and they were able to accept or reject each abstract based on its merit.

Through the call for abstracts there were 11 abstracts submitted.

Keynote speakers



Bruce Chapman AM

Crawford School of Public Policy
ANU College of Asia & the Pacific
Australian National University



Jocelyn Mara

Assistant Professor in Sports
Analytics

University of Canberra Research Institute for Sport and Exercise
(UCRISE)



Marijke Welvaert

Post-doctoral Fellow
Statistician

Panellists



Catriona Jackson

Chief Executive
Universities Australia



Phil Aungles

Director of the
Performance and Analysis
Section, Economic and
Market Analysis Branch
Department of Education
& Training



Lisa Bolton

Director QILT Research
and Strategy
The Social Research Centre



Panel Chair:

Fiona Sutherland

Deputy Director Policy and Government
University of Canberra

Registration numbers

There were 70 registrants in total for the 2018 AAIR SIG Forum, which included complimentary, full and partial registrations for delegates, speakers and sponsors/exhibitors. Altogether 36 unique organisations were represented from across Australia, New Zealand and the United States of America, of which 32 were from the higher education sector.

Delegate feedback

Feedback was favourable for the program structure and content, with averages between 86% and 93%.

Program Structure and Content	Very Poor	Poor	Average	Good	Very Good	Rating Average
Program Content in General	0%	0%	0%	71%	29%	86%
Program Structure in General	0%	0%	0%	57%	43%	89%
Level of Diversity in the Program	0%	0%	0%	50%	50%	90%
Overall Quality of Presentations	0%	0%	0%	36%	64%	93%
Overall Relevance of Presentations	0%	0%	0%	50%	50%	90%

Donation

AAIR donated \$300 in lieu of speaker gifts to the UC Foundation, Ngunnawal Elders Fund.

The intent of the [Ngunnawal Elders Fund](#) is to promote the social and emotional health and wellbeing of Aboriginal and Torres Strait Islander students at the University of Canberra through the provision of financial assistance. The Fund aims to ensure that Aboriginal and Torres Strait Islander students complete their studies and reach their full potential.

Prize winners

Best presenter: Serge Herzog, University of Nevada, and John Stanley, University of Hawaii – West Oahu, *From Descriptive Reports to Actionable Predictive Business Intelligence: How to Leverage Institutional Productivity in the Age of 'Big Data'*.

Best new presenter: Ken Nelson, Loma Linda University, California, *Leveraging Microsoft Power BI for Competency-Based Medical Education at a Health Sciences University*.

Lessons Learned from Starting Business Intelligence and Data

Warehousing Projects in Australian Universities

11 April 2019

Online webinar

AAIR was proud to launch its first webinar, which was free for members using a promo code, and was only AU\$10 for non-members. 'Lessons Learned From Starting Business Intelligence and Data Warehousing Projects in Australian Universities' was AAIR's inaugural pilot webinar and was presented by Mr David Cawthorne, Business Intelligence Manager, Charles Darwin University.

Abstract

Diving into a Business Intelligence and Data Warehousing initiative is a complex and risky business. The process is made more difficult in resource-poor universities with competing initiatives all vying for a shrinking envelope funds. When ROI is difficult to articulate, a good approach is to provide early deliverables to an engaged and high-profile champion.

This presentation looks at two separate greenfield attempts at the process at two Universities, examining the key lessons learned in early data modelling, ETL building, and report production while also trialling an Agile development methodology in virtual teams. The presentation also compares two different approaches to program-wide scheduling and the shortcomings inexperienced teams using an Agile development have in assuring timeframes for delivery of long-term goals, and robust warehouse design.

Having undertaken key roles in the delivery teams at both Western Sydney and Charles Darwin universities' first reports built off dimensionally modelled data warehouses, the presenter shares his experiences of what went well and what didn't, and identifies the most important lessons that will determine the future of the program of works to build a mature BI environment for Charles Darwin University.

Biography

David Cawthorne has spent 25 years working in Australian Universities where he spent time split between systems integration and institutional research roles. He has worked in centralised IT and Planning teams as well as performing analyst roles embedded in business units, giving both a board and a focused view of the data problems of Universities.

David's professional mission statement is to provide the means for timely access to the best possible information within a system that is supportable, maintainable, and within the reach of the organisations with which he associates himself, a mission he is applying in his current role as Charles Darwin University's Business Intelligence Manager.



Last century dinner

18 November 2018

Melbourne, VIC

Following on from the very successful 'Original AAIRies' dinner held as part of the 2014 Forum, Roni and Wendy are planning a follow-up 'AAIRies from the Last Century' dinner which will precede the upcoming 29th Annual AAIR Forum in Melbourne. This dinner will not be part of the official 2018 AAIR Forum, so you don't have to be registered for the main Forum to attend this dinner.



This very special group of original AAIRies included:

- Andrew Giles
- Angel Calderon
- Rob Sheehan
- Roni McDowell
- Robert McCormack
- Andrew Bradshaw
- Bruce Zimmer
- Nick Booth
- Wendy Marchment
- Dennis Ham



AAIR forum 2018

19–21 November 2018

Melbourne, VIC

Theme: Reflecting on the past, experiencing the present, shaping the future

Sub-themes

The theme for the 29th Australasian Association for Institutional Research was *Reflecting on the Past, Experiencing the Present, Shaping the Future*. Each author was required to choose from one of the following perspectives that their abstract would focus on:

- The Evolving Role of the Institutional Researcher
- Justifying the Value of Higher Education and Research
- Evidence-Based Strategic Planning and Implementation
- Benchmarking for Continuous Quality Improvement
- Informing Learning and Teaching through Evaluation and Surveys
- Realising Benefits – The Role of Institutional Research in Enterprise and Transformation Projects
- Compliance and Government Reporting Reform
- Business Intelligence, Analytics, Visualisation and Modelling – the Foundations of IR

The 29th Annual Australasian Association for Institutional Research Annual Forum was held at Rydges Melbourne, CBD from 19–21 November 2018.

The Forum was attended by 170 delegates and was held over 3 days which included 11 concurrent sessions, 3 keynote presentations and a World Café.

Social functions consisted of the Welcome Reception at Bobby McGees and the Forum Dinner held at the Melbourne Zoo.

Conference organising committee

- Andrea Jeffreys, La Trobe University (Chair)
- Don Johnston, Southern Cross University
- Michael Cudmore, La Trobe University
- Dominic Eyre, La Trobe University
- Alistair Duncan, La Trobe University
- Matt Brett, La Trobe University
- Julia Petrou, La Trobe University
- Tania Blanksby, La Trobe University

AAIR Partners



2018 Platinum Sponsor



2018 Silver Sponsor

University supporter



2018 Bronze Sponsor



2018 University Supporter

Abstracts submissions

The call for abstracts document was advertised online and the deadline for submissions was set for 15 June 2018; however, an extension was made to 25 June 2018.

An online abstract submission zone was set up for all abstracts to be uploaded electronically for the review process. All committee members were sent the abstract document for review via the review portal and they were able to accept or reject each abstract based on its merit.

Authors could select one of the following presentation types; Oral Presentation (40 minutes plus 5 minutes for Q&A) or Workshop Presentation (80 minutes).

Through the call for abstracts, there were 32 abstracts submitted.

Pre-forum workshops and SIGs



A day dedicated to pre-forum workshops and special interest groups was held on Monday 19 November 2018. This consisted a QILT workshop and three special interest group workshops and was attended by 115 delegates.

The post forum survey shows that the majority of attendees' satisfaction level with these sessions was high with weighted average scores of:

- Content of workshop: 4.74
- Delivery of workshop: 4.68
- Relevance of topic: 4.89

Keynote speakers

Professor Kerri-Lee Krause, Dr Christine Keller, and Mr James Fazzino were our keynote speakers this year. Professor Kerri-Lee Krause's keynote topic was: 'Institutional research in an age of disruption: Navigating the second curve'.

 <p>KERRI-LEE KRAUSE Deputy Vice-Chancellor (Academic) and Professor of Higher Education, La Trobe University</p>	 <p>CHRISTINE M.KELLER PH.D Executive Director of the Association for Institutional Research (AIR), Tallahassee, Florida</p>	 <p>JAMES FAZZINO Vice-Chancellor's Fellow, La Trobe University, Chairman, Manufacturing Australia, Member of Male Champions of Change Institute</p>
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World Café

AAIR hosted a pilot World Café this year. Topics were presented at different tables and delegates were invited to engage in conversations at tables with their preferred topics. One facilitator was appointed to each table. Topics included:

- What technological solutions could drive innovation and progression in higher education if there were no limitations or restrictions?
- What is the future of Higher Education in a Global Market?
- If you could create your own radical policy in higher education what would it look like?
- How to engage students to increase participation in surveys?
- How can universities justify continued public investment in teaching and research?
- What are the skills that institutional researchers need to influence decision making within and outside their organisation?

The World Café was a successful event, with feedback favourable, with a number of comments in the feedback about how people enjoyed it.

Registration numbers

There were 170 total registrants for the 2018 AAIR Annual Forum, which included complimentary, full and day registrants for delegates, speakers and sponsors/exhibitors. Altogether 55 unique organisations were represented from across Australia, New Zealand, Japan, Fiji and the United Arab Emirates.

Delegate feedback

The final program was set with three keynote presentations, 11 concurrent sessions comprising of three presentations in each, one sponsor presentation, 3 SIG sessions, 1 QILT/SRC Workshop and a World Café.

The following includes results from the post-Forum survey regarding delegate's satisfaction with the Forum program structure and content. The majority of responses show that delegates were very satisfied with the program.

Program Structure and Content	Very Poor	Poor	Average	Good	Very Good	Rating Average
Program Content in General	0%	0%	10.26%	56.41%	33.33%	86%
Program Structure in General	0%	0%	7.69%	58.97%	33.33%	89%
Level of Diversity in the Program	0%	0%	21.05%	47.37%	31.58%	90%
Overall Quality of Presentations	0%	0%	10.26%	76.92%	12.82%	93%
Overall Relevance of Presentations	0%	0%	7.69%	58.97%	33.33%	90%

Donation

AAIR donated \$165.35 in lieu of speaker gifts to headspace.

Mental health issues are a growing concern, with more than 75 per cent developing before a person turns 25. [headspace](#) aims to meet the unique and evolving needs of young people aged 12 to 25 years by focusing on early intervention by helping them get back on track and strengthening their own ability to address their mental health now and in the future. With over a hundred centres nationally, as well as online services and clinical programs throughout Australia, headspace has helped thousands of young people get the crucial support they need.

Prize winners

Best presenter: Jessica Vanderlelie, La Trobe University, *Data driven innovation for student success*

Best new presenter(s): Samaneh Rastegari & Elizabeth Santhanam, La Trobe University, *Insights from student experience survey results: The link between students considering withdrawal from their course and actual attrition*

Institutional Research Award: Malcolm Rees, Massey University

Annual General Meeting

Executive Committee Election

The AAIR Executive Committee stands for election in even numbered years. At the AGM held on Wednesday 21 November 2018, five Executive Committee members left the committee, and five new members were sworn in.

Those who left the AAIR Executive Committee include:

- Andrea Jeffreys, Honorary Secretary
- David De Bellis, Honorary Treasurer
- Dave Marr, Immediate Past President
- Kerry Martin, co-opted ordinary member
- Louise Hargreaves, co-opted ordinary member

Those who joined the AAIR Executive Committee include:

- Lisa Bolton, elected ordinary member
- Andrew Bradshaw, elected ordinary member
- David Carroll, elected ordinary member
- Leone Nurbasari, elected ordinary member

The position of President and Secretary were both left vacant, and the Immediate Past President assumed the role of Acting President.

Special resolutions

No special resolutions were presented to the membership.

Chocolate Fountain



Fresh Fruit
MARSHMALLOWS
Candy

JIM BEAM



Sour KENTUCKY *Mash* STRAIGHT
BOURBON WHISKEY
PRODUCE OF U.S.A.

Distilled by
JAMES B. BEAM DISTILLING CO.
CLEMENT BEAM
KENTUCKY

ONE END OF THE ROAD
B.C. 100 *James B. Beam*



Surveys

One survey and two polls were circulated in 2018–2019:

1. **The Ranking Game (survey)**

Circulated through MailChimp on 9 July 2018 to 930 recipients. Fifty-five responses were received.

2. **Do You Enjoy Receiving Cartoons? (quick poll)**

Circulated through the newsletter via MailChimp on 21 September 2018 to 919 recipients. Six votes were registered. Five people enjoy the cartoons and one person does not.

3. **A rose by any other name... (quick poll)**

Circulated through the newsletter via MailChimp to find out names of IR departments. Sent on 20 May 2019 to 940 recipients. One vote was registered.



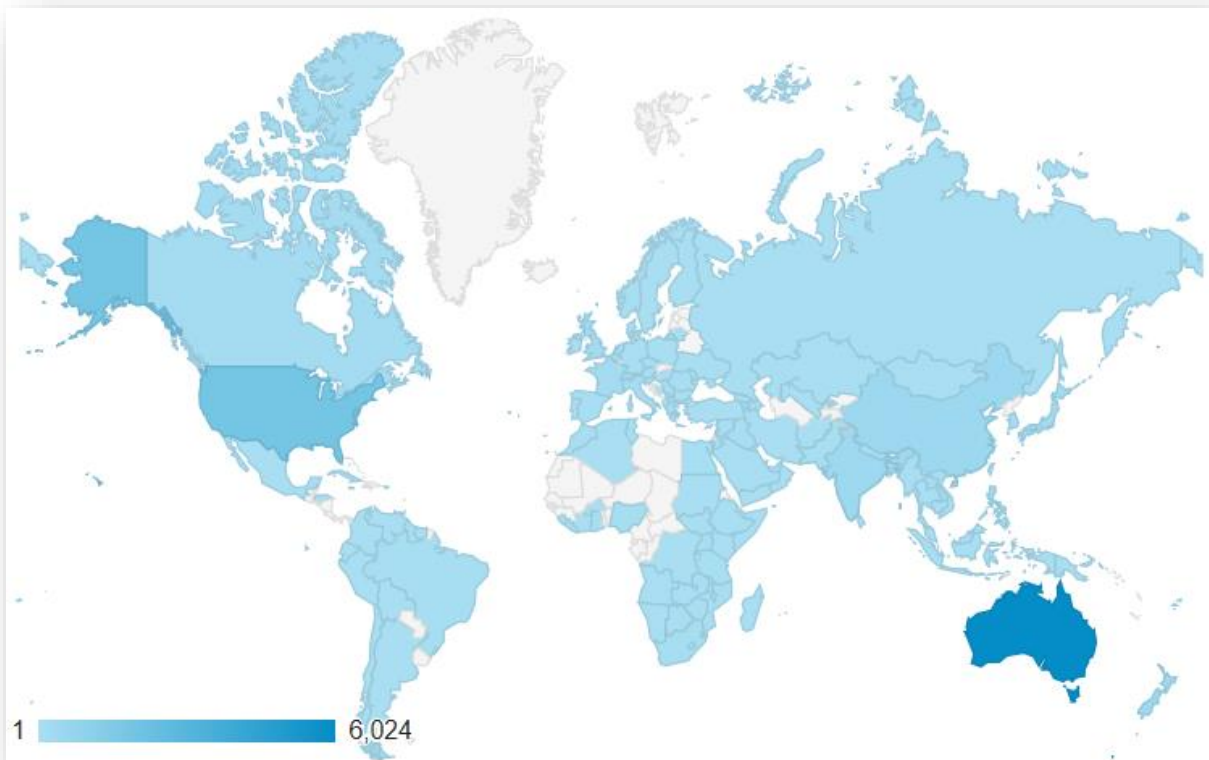
AAIR online

Website visitors

During the financial year 2018–2019, there were 12,436 sessions, which is 3,562 more than the previous reporting year.

Countries

Visitors to the AAIR website have come from most countries around the world, with 6,024 sessions originating in Australia (out of a total number of sessions from all countries of 12,436), which is 528 more than during the financial year 2017–2018. This figure is followed by visitors from the United States with 1,922 visitors, 509 from China, 462 from India, and 446 from New Zealand. This is out of a total of visitors from 138 countries around the world.



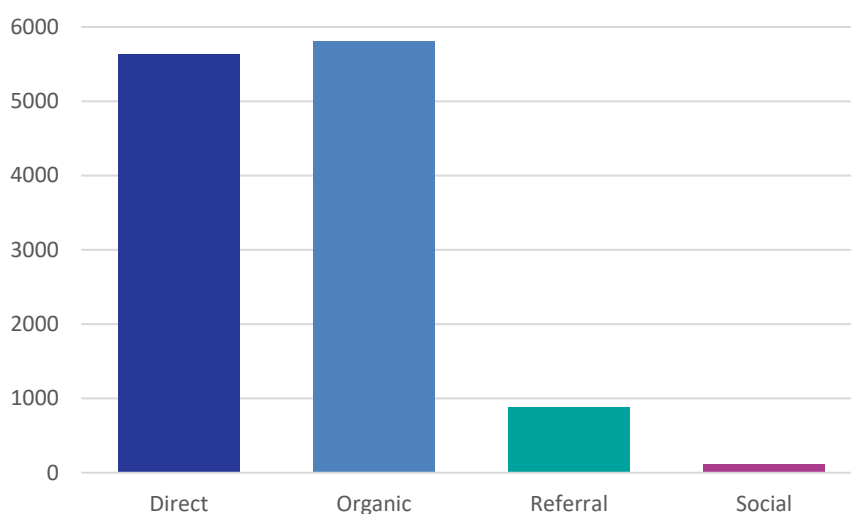
Devices

Out of the total of 12,436 separate sessions on the AAIR website, 10,303 were made using a desktop computer, 1,837 were made using a mobile phone, and 306 were made on a tablet.

The preferred operating systems used by mobile visitors to the AAIR website in the financial year 2018–2019 were iOS with 1,048 visits, and android with 998.

Acquisition overview

The majority of AAIR's website traffic has historically come from direct traffic; however, during this financial year this has now moved to organic traffic.



The AAIR website had 46,323 pageviews this financial year, with the majority of visitors coming to the homepage, the events page, the JIR page, and the higher education jobs page.

The average time spent on the AAIR website in one session was one minute and 41 seconds.



The [AAIR website is harvested by the National Library of Australia](#) to preserve the history of the association; however, the AAIR website was not during this reporting period.

Journal of Institutional Research

The most popular article in the former *Journal of Institutional Research* was '[Achieving quality within funding constraints: The potential contribution of institutional research](#)' by Bruce Zimmer, with 56 pageviews.

This article was published in volume 4 number 1, which was released in May 1995.

Social

Likes

67



facebook



twitter

Followers

335

Connections

211



LinkedIn

Financial statements

Introduction

Committee members' report

Your Committee Members submit the financial report of the Australasian Association for Institutional Research Inc. for the financial year ended 30 June 2019.

Committee members

The names of committee members throughout the year and at the date of this report are:

- Andrea Jeffreys (retired at 2018 AGM)
- Andrew Bradshaw (elected new member at 2018 AGM)
- David Carroll (elected new member at 2018 AGM)
- Dave Marr (retired at 2018 AGM)
- David De Bellis (retired at 2018 AGM)
- Don Johnston
- Greg Jakob
- Kathie Rabel
- Kerry Martin (retired at 2018 AGM)
- Leone Nurbasari (elected new member at 2018 AGM)
- Lisa Bolton (elected new member at 2018 AGM)
- Louise Hargreaves (retired at 2018 AGM)
- Penny Szybiak
- Stuart Terry

Principal activities

The principal activities of the association during the financial year were to raise the level of professional competence in institutional research through its many professional development and scholarly activities.

Significant changes

No significant change in the nature of these activities occurred during the year.

Operating result

The profit/(loss) for the year amounted to a profit of \$37,127 (2018 – loss \$34,665).

Income and expenditure statement

INCOME	2019	2018
	\$	\$
Membership	25,492	9,378
Annual Forum	49,794	(5,324)
Bank interest	349	493
SIG Forum	2,522	11,502
Subsidies/grants received	-	1,256
Other income	124	2,671
TOTAL INCOME	78,281	19,976
EXPENDITURE		
Accounting fees	824	1,110
Advertising	1,175	-
Committee expenses	-	4,335
Miscellaneous expenses	-	-
Office expenses	1,256	461
Other	4,617	3,653
Subcontractors	30,235	40,753
Trading costs (forum expenses)	3,047	4,329
TOTAL EXPENSES	41,154	54,641
Current year profit/(loss) before income tax	37,127	(34,665)
Income tax expense	-	-
Net current year surplus/(deficit) after income tax	37,127	(34,665)

Statement of assets and liabilities

	Notes	2019	2018 Restated
		\$	\$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	2	124,326	93,339
Goods and services tax	3	-	200
Float		18,820	23,636
Accounts receivable		2,671	2,671
PayPal		46	-
TOTAL CURRENT ASSETS		143,863	119,846
TOTAL ASSETS		143,863	119,846
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables		37	5,776
Goods and services tax	3	55	-
Liability – Australian Network of University Planners	4	-	5,426
TOTAL CURRENT LIABILITIES		92	11,202
TOTAL LIABILITIES		92	11,202
NET ASSETS		145,771	108,644
MEMBER'S FUNDS			
Retained surplus/member's funds		145,771	108,644
TOTAL MEMBER'S FUNDS		145,771	108,644

Statement of changes in equity

AS AT 30 JUNE 2019	2019	2018
	\$	\$
Opening retained earnings as reported previously	119,413	153,137
Correction of error related to previous years	(10,769)	(10,769)
Opening retained earnings restated	108,644	142,368
Surplus/(deficit) for the year	37,127	(34,665)
Movement in ANUP prepaid account	-	941
Closing retained earnings	145,771	108,644

Notes to the financial statements

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the *Associations Incorporation Act 2012 (Vic)*. The committee has determined that the association is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where specifically stated, current valuations of con-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

- AASB 1031 – *Materiality*
- AASB 110 – *Events after the reporting period*

a) **Income tax**

No income tax is payable as the Australasian Association for Institutional Research Inc. is an exempt organisation under paragraph 50 of the *Income Tax Assessment Act 1997*, as amended.

b) **Cash and cash equivalents**

Cash and cash equivalents include cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

c) **Revenue and other income**

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

The Association provides a float to a contracted event management company (the Company) to enable the Company to undertake activities necessary to undertake the AAIR SIG Forum (usually in July) and the AAIR Annual Forum (usually in November), respectively. The Association recognises revenue from these forums net of expenses incurred following completion of the events and acquittals by the Company. As at 30 June 2019, the Association is not aware of any events that would prevent the amounts floated for the conduct of these forums being returned following completion of the events and acquittal of funds advanced, received and expended by the Company in the conduct of those events.

Interest revenue is recognised using the effective interest method, which for floating rate financial

assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

All revenue is stated net of the amount of goods and services tax (GST).

If conditions are attached to the grant that must be satisfied before the Association is eligible to receive the contribution, recognition of the grant as revenue will be deferred until those conditions are satisfied.

d) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

e) Accounts receivable and other receivables

Other receivables are recognised at amortised cost, less any provision for impairment.

f) Accounts payable and other payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the Association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

Apart from the accounting policies noted above, no other accounting policies or standards have been adopted in the preparation of these financial statements.

g) Critical accounting estimates and judgments

The Association evaluates estimates and judgments incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the Association. Other than as outlined in these notes to the financial statements, there are no other estimates or judgements of note that have been made in this reporting period.

(h) Correction of prior years' error

During the year, the Association corrected errors in the float balance relating to the years ended 30 June 2016 and earlier. This resulted in reductions in the float balance and retained earnings of \$10,769 recorded previously.

NOTE 2: CASH AND CASH EQUIVALENTS

	2019	2018
	\$	\$
Cash at bank – Online Saver Account	117,945	90,296
Cash at bank – Business Classic Account	6,381	3,043
Total cash and cash equivalents	124,326	93,339

NOTE 3: GST ACCOUNTS

GST collected	3002	2,092
GST paid	(2,947)	(2,292)
	55	(200)

Note 4: AUSTRALIAN NETWORK OF UNIVERSITY PLANNERS

During the financial year to 30 June 2018, AAIR undertook the administration of the Australian Network of University Planners (ANUP). The latter provided funds in advance to facilitate this process. The balance due at 30 June 2018 of \$5,426.06 was repaid back to ANUP. No further transactions were incurred during the financial year 30 June 2019.

Statement by members of the Committee

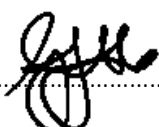
The Committee has determined that the Association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the Committee the financial report as set out on pages 42 to 45:

1. Presents at true and fair view of the financial position of the Australasian Association for Institutional Research Inc. as at 30 June 2019 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the Australasian Association for Institutional Research Inc. will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the committee and is signed for and on behalf of the committee by:

Acting President 

Treasurer 

Dated this 12 day of November 2019

Corporate directory

Association

Australasian Association for Institutional Research Inc.

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Melbourne VIC 3000

Secretariat management

Liesha Northover

Corporate Hippie

PO Box 2131

Belgrave VIC 3160

External auditor

Mr Richard Ainio

Crowe Australasia (an affiliate of Findex)

Level 2, 909 Sturt Street

Ballarat VIC 3350

Professional conference organiser


Leishman Associates

227 Collins Street

Hobart TAS 7000

Association website

www.aair.org.au



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