VHERMAG

# Meeting details:

Meeting, October 8, 2015.

Room 204, Old Arts Building, University of Melbourne, Parkville

9:30 to 12:00, with visit to University Digitisation Centre from 12:15 to 12:45.

Lunch to be held at Tsubu, 1888 building following the visit to the UDC.

# Agenda (Draft)

Present: Antony Catrice (Deakin), Michelle Langley (Federation), Dale Kent (Gordon), Liz Irving (La Trobe), Lydia Loriente (Monash), Jan Getson (Monash), Keila Biao (NMIT), Lillian Coulter-Schulz (RMIT), Sarah Brown (RMIT), Dragana Mitrovich (Swinburne), Kathryn Dan (UOM), Carmela Gallo (UOM), Fiona McRostie (UOM), Adelaide Parr (UOM), Lesley Williams (UOM), Karen Anderson (VU), Kirsten Wright (VU).

Apologies - Anne Johnston (Angliss), Cath Nicholls (Monash), Cathy Fyfe (UTAS), Linda McKenzie (Wodonga).

1. HERDA Report – Liz Irving
2. Which institutions reference the capture of emails specifically in their RM Policy / Procedure. If you have an eDRMS, are staff expected to capture email into the eDRMS? If they are not being captured in an eDRMS, how are these being managed? – Michelle Langley
3. Which system are institutions using for the management of electronic student files? If an eDRMS, what is your security structure for managing access to these records, and are these records linked from the eDRMS to any other business system? – Michelle Langley
4. Are any Universities using a cloud hosted system for student placements or any other business system? – Michelle Langley
5. Reports from Institutions.
6. Other Business.