TO MEMBERS OF THE FACULTY ADMINISTRATIVE OFFICERS/SUBDEANS’ GROUP

A meeting of the FAO/Subdeans’ Group will be held on Friday 6 July 2007 in the Senate Room from 9.30 to 11.00am.

AGENDA

1. UPDATE FROM ACADEMIC COUNCIL

Trudi will provide an update on the Academic Council meeting held on 4 July 2007.
(See also item 2 below.)

2. APPEALS PROCESS

As you will recall, changes to the Appeals Process have been discussed previously by this group. It was agreed (albeit reluctantly) that the time limit for submission of appeals at the first level of appeal be extended from 12 to 20 University working days. This was in order to comply with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

This proposal did not find support at Council. The main argument against was that the 20 day period would cause problems in finalising an appeal prior to the start of the next semester. There had been a footnote to the Appeals Process clause about the deadline that would encourage students to submit an appeal as early as possible in order to enhance the possibility that the process would be complete prior to the start of the next semester. Council members felt that while we are obliged to provide the 20 day period for international students, we were not obliged to do so for domestic students and should not. We should treat international and domestic students differently (i.e., different deadlines for submission of results) for the purposes of this aspect of the appeals process. It was felt, particularly for faculties who had few international students, that to lengthen the process would cause problems that were avoidable.

We need to resolve this matter asap in order to be compliant.

The issues to be considered include:

- Should we treat international and domestic students differently for this purpose?
- Can we do this, i.e., is it obvious on our various reports in Callista who is international and who is domestic?
- If yes, what impact does this have on processes in the faculty?

A dean requested some figures as to the likely numbers of international students and domestic students who would be appealing each semester.

- Is it possible for faculties to provide these figures to me?
- What would be needed would be number of students appealing at the school/faculty level each semester broken down into international and domestic.

For discussion and advice.

3. COURSE APPROVALS PROJECT

As some of you will be aware, a review of the course and unit approval process at UWA has just commenced.

The purpose of the review is to evaluate the current unit and course approval process and to consider any improvements that could be implemented.
Marion Bateman has been appointed as the Project Officer and part of her brief is to consult with relevant stakeholders in this process.

(a) Outline of Project:

The Project Officer will document how the information required at the various stages of the approval process is gathered within each faculty and how it is used thereafter. Issues to be explored will include, but not be confined to, the extent of consultation, particularly between faculties, the potential for the process to be automated, and the question of duplication or re-keying of information.

By way of comparison, the approach taken by other Australian universities will be investigated.

The scope of the review will include an assessment of the merits of a two-step system, whereby a preliminary proposal for introducing a new course is submitted at least eighteen months in advance, to be followed by a full and final proposal if the initial proposal is endorsed.

The objective is to examine and record the current business process in detail with a view to achieving a coordinated and efficient approach, which would be inclusive of and benefit all the stakeholders.

(b) Process:

As the Faculty Administrative Officers are well placed to provide an overview of the process, the Project Officer will meet with each of them individually. The methodology for the review will comprise completion of a survey by the FAOs in consultation with the Project Officer, and interviews with other stakeholders. The review will culminate in a report by the Project Officer including recommendations. The Project Officer will also meet with others involved in the process.

For noting.

4. INTERIM PROCESS FOR DEALING WITH PRIZES

In a bid to clarify matters around the administration of prizes a document setting out the process has been prepared (thanks to Jannette Barrett for initiating this) and placed on the www at: [http://www.secretariat.uwa.edu.au/home/policies/prizes](http://www.secretariat.uwa.edu.au/home/policies/prizes)

This can be viewed as an interim process as the longer-term aim is to review the process and make improvements. However it is unlikely that this will happen before 2008.

5. OSDS WORKSHOP: The Role of the Committee Executive Officer

This workshop is designed for new executive officers to committees or those who are about to take up duties as a committee executive officer. Experienced committee executive officers who have not had any training in this area are welcome to apply.

Wed, 11 Jul 2007 09:30 - Organisational and Staff Development Services, Seminar Room 1, 28 Broadway, Nedlands

Vivienne Blake, Organisational and Staff Development Services & Jackie Massey, University Secretariat & Sue Smurthwaite, Executive Officer (Teaching and Learning Policy) The workshop is designed to assist you to achieve a professional level of performance as a Committee Executive Officer and to gain confidence in that role. You will:
* gain a better understanding of the purpose and functions of committees

* establish guidelines for defining your role and responsibilities as a Executive Officer in relation to the committee(s) you service

* be able to prepare meaningful agendas

* develop skills in minute-taking.


For more information:
Organisational and Staff Development Services
osds-office@uwa.edu.au
Ext 1504

Starts : Wed, 11 Jul 2007 09:30
Ends : Wed, 11 Jul 2007 12:30

Please get in touch with OSDS asap if you are interested in attending.

For noting.

6. Any other business