MEMBERS OF THE FAO/SUBDEANS GROUP:

A meeting of the FAO/SubDeans’ Group will be held tomorrow Friday 8 November 2007 in the Senate Room from 9:30am to 11:00am.

NB: In order to ensure sufficient seating, kindly RSVP your attendance by return email

AGENDA

1. ONE-STOP-SHOP INTEGRATED STUDENT SERVICE CENTRE

At the October meeting of the Group members agreed that they would like the opportunity to learn first-hand what is proposed in relation to an Integrated Student Service Centre and how this might impact on the functions of the Faculty Administrative Officer and Sub-Dean positions and to express their views on the proposal.

The Registrar, Mr Peter Curtis, and the Director of Student Services, Mr Jon Stubbs, will attend the meeting to explain the proposal, receive comments and answer questions you may have. Please take this opportunity to seek information and air your views on this matter. (The concept paper relating to the proposal is attached).

2. UPDATE FROM ACADEMIC COUNCIL

Sylvia will provide an update on the Academic Council meeting held on 7 November 2007.

3. USE OF DUPLICATE UNITS FOR RECORDING INTERNAL CREDIT

Mary Carroll has asked that the Group consider the attached paper concerning using Duplicate Units rather than Advanced Standing for internal UWA credit. Mary will talk briefly to the paper and Mary and Harvey will answer queries. It is hoped to have a decision on this matter before the course transfers for 2008 are processed.

4. ATHENA PROCESS FOR SCHOLARSHIP RANKING

Heather Williams will talk briefly about the above process and answer any questions that members may have. The process will commence on 7 November and the deadline is 30 November.

5. ASSESSMENT MECHANISM STATEMENTS

The Academic Secretariat has been advised that assessment mechanism statements are not being provided for all units. Apart from the disadvantage that this represents for the students concerned, failure to provide such statements is a breach of the University's legislation and increases the likelihood of grievances and appeals. Members are asked to take whatever steps they can to promulgate information about the need to provide students with details of how they will be assessed in a unit. The following legislation is relevant:

(a) Course Regulations (http://calendar.publishing.uwa.edu.au/latest/partd/courseregulations)

"7. A faculty must publish in a handbook details of the units it offers which must include for each unit:
(a) the code;
(b) the title;
(c) the points value;
(d) the name of the unit co-ordinator;
(e) a brief description;
(f) details of the semester(s) in which it is offered;
(g) details of any prerequisites or co-requisites;
(h) details of any units with which it is incompatible;
(i) the number of contact hours and type of contact; and
(j) details of the method of assessment.

Assessment Mechanism Statement

1.2.1.19 Within the first two weeks of the semester in which a unit is offered, the school which offers the unit must issue a clear written Assessment Mechanism Statement which sets out the way in which the final result for the unit is calculated.

6. STUDENT COMPLAINTS RESOLUTION POLICY

The Acting University Secretary has asked that the following be brought to the Group’s attention.

The Student Complaints Resolution Policy at 2.4.2.2.(o) provides:

If the committee in the course of its work identifies an issue of broader application than the individual complaint case, it will bring this issue to the attention of the Vice-Chancellor for consideration.

A University Student Complaints Committee was established earlier this year to hear a complaint. In their Report the following recommendation was made:

“The Committee recommends that consideration be given to amending the policy in order that it is made clear that joint complaints from two or more named students may be submitted.”

The Vice-Chancellor has accepted this recommendation and the following note has been inserted in the definitions section (1.1) of the policy:

“For the purposes of this policy any and all references to a “student” are to be interpreted as applying to an individual student or to more than one student. Thus a student may lodge a complaint under this policy jointly with another student or students.”

7. ANY OTHER BUSINESS