FACULTY ADMINISTRATIVE OFFICERS/SUBDEANS' GROUP MEETING -
16 FEBRUARY 2007

A meeting of the FAO/Subdeans’ Group will be held on Friday 16 February 2007 from 9.30 to 11am in the Senate Room.

AGENDA

1. POLICY ON PG FEES

Changes to legislation and DEST policy and practice have necessitated a review of our policy on Fees for Domestic Students Enrolled in Postgraduate Courses. These changes are of an administrative nature. There is some change to the data collection process involved. These changes have been proposed in consultation with Student Administration and Planning Services.

Details of the proposed changes are outlined on the attachment ("Postgraduatefeespolicyfeb07").

Anthony Turner and Koon Quek will explain the process.

2. 2008 HANDBOOK ISSUES

A group consisting of Trudi McGlade, Sylvia Lang, Valerie Koay and Marjan Heibloem met recently to discuss some issues around the 2008 Handbook process. Several issues were discussed.

A. There had been some concern that the deadlines for submission of unit descriptions came some considerable time prior to the deadline for the submission of documentation, including course rules, to the University Secretariat, in respect of approval of new courses. This necessitated a revisiting of information already submitted and was not an efficient way of progressing. It has been decided to extend the deadlines for those faculties who submit their rules later in the process.

The deadlines for submission of unit descriptions are:

Faculties who submit their Rules to the Secretariat in May and June will continue to meet the 6 July Publications deadline for units.

The extended deadlines for submission of unit descriptions of the three faculties which submit their Rules to the University Secretariat in July are:

Faculty of Arts, Humanities and Social Sciences: 23 July
Faculty of Life and Physical Sciences: 23 July
Faculty of Natural and Agricultural Sciences: 23 July
For noting.

B. There is inconsistency in the use of the term "student" and "candidate" in the Postgraduate Handbook. It is proposed that only the term "student" be used. Your comments are sought.

C. There is ambiguity in the use of S1, S2; S1 and S2; S1 or S2; etc. To clarify the following definitions are proposed:

S1 and S2: The unit is taken over a full year. If mid-year entry is allowed then this is explained in the text of the unit description.

S1, S2: The unit is available in both semesters. A comma is used instead of "and".

S1, S2, Trimester 3, non-teaching period, etc.: The unit is available in all the periods listed and separated by commas.

S1 or S2: This will no longer be used as it could be taken to mean that the availability of the unit has not been fixed or the unit could be offered in either semester.

For comment and approval.

D. There is inconsistent listing of titles of combined courses between the course outlines and the rules. The FAO/Subdeans' Group has already agreed to list the component degrees in alpha order (in the absence of any better system!), please adhere to this in your submissions.

For noting.

E. There is a suggestion that prerequisites no longer be listed with the old code and name in brackets - eg ARCT2210 Architecture: Modern History (formerly 252.210 Architecture: Modern History 210). Would there be agreement to drop the listing of the old unit names and codes for the 2008 Handbook?

For agreement.

F. Publications was requested to pull information on the availability of undergraduate units and not postgraduate units from the unit templates to the Rules. This has resulted in some of the unit tables in the Postgraduate Handbook being partly populated with this information (ie where there is an undergraduate unit in a graduate diploma course). Some faculties have opted to delete all unit availability from postgraduate unit tables, while others have manually filled in the availability. Consistency is preferred.

Would there be agreement to not listing the availability of units in the Postgraduate Handbook?
For agreement.

G. Are templates of courses which are only available to re-enrolling students to remain in the Handbook or to be removed?

For agreement.

H. Whenever units are mentioned in the unit rules (or indeed anywhere in the Handbook) both unit code and name are to be listed.

For noting.

I. You are asked to consider the length of unit descriptions submitted. Descriptions should give just enough information to help students select. More information can be included in the unit outlines.

For noting.

J. Faculties are urged to review the units "on the books" and to consider rescinding any units which have are not currently on offer and are unlikely to be in the near future (should there be a need for the unit some years in the future, it is likely that the content would have changed such that a new unit would need to be proposed).

For noting.

K. The group suggested that the unit description and units on-line processes be reviewed in order to see how best each process could complement the other. This will be done.

For noting.

L. Publications will be sending web printouts of the Faculty Rules to faculties for final checking and sign-off. This will replace the galley proofs taken from the print copies. This is to allow all corrections to be made on the Web before the Rules are downloaded for the print copies and the CD-ROM. The aim is to have a one-stop updating process instead of having to duplicate corrections in various destinations after the Rules have been downloaded.

For noting.

M. The Postgraduate Handbook is currently produced as a single volume. Unfortunately, to retain the same type of plastic coil binding, there is no more room for any increase in the number of pages (maximum is about 420 pages and we have already exceeded by 6 pages). As an increase in pages is inevitable we have the following options:

1. Have a Volume 1 for the PG Handbook, have a Volume 1 for the UG Handbook and
have a combined Units Handbook for both UG and PG handbooks.

2. Produce two volumes for the PG Handbook as is currently done for the UG Handbook.

There is also the option of producing the PG Handbook in the same style as the 2004 PG Handbook. This type of binding is called "notch-bound" and can accommodate all the pages in the same book. This type of binding however, does not allow the pages to open flat.

For agreement on the format.

Valerie Koay will attend for this item.

3. FILING

There have recently been some changes to the filing of student documents sent to Student Administration. No documentation will be filed in Student Administration anymore. All student documentation will be sent to University Records and scanned to the student file within 96 hours. This includes Change of Enrolments, Annotated Academic Records, Advance Standing and Special Approvals. In order that this turn around time can be achieved it is essential that these documents are provided in a form that allows for their efficient processing.

Jane Larke will speak to this item.

4. SCHOLARSHIPS - GENERAL CONDITIONS

In 2005 the Scholarships Task Force identified a need for a set of General Conditions that would reduce the requirement to develop detailed specific conditions for each new scholarship that is established. The Legislative Committee has reviewed these General Conditions and recommends acceptance.

The General Conditions are attached ("GeneralConditionsV12....").

For discussion and recommendation to Academic Council.

5. UPDATE ON ACADEMIC COUNCIL

As you will be aware the February meeting of Academic Council was cancelled due to lack of business for discussion. A several urgent items were sent by circular. Trudi McGlade will provide an update.

6. ON-LINE CHANGES OF ENROLMENT/RE-ENROLMENT

(1) There has been a request that the matter of online changes of enrolment be included as an agenda item for this meeting.
There is concern about the frequency and volume of these changes, and the difficulties created for faculties in the attempt to monitor them.

At what point can staff in the faculties feel confident that an enrolment is correct and requires no further checking?

As you will be aware the changes are coming in weekly from SIMS to http://intranet.uwa.edu.au/sims/tools_and_techniques/monitoring_online_changes_of_enrolment

A discussion on how the various faculties are handling this matter will be useful for all as some faculties might have a process in place which could be useful to the others.

(2) It has also been suggested that that the enrolment checking process would be greatly helped if re-enrolments closed one week earlier (ie when summer semester enrolments closed) so that a significant amount of checking could be completed in the relatively quiet(er) time prior to close-down.

What problems might eventuate from this? (Such an earlier close-off corresponds to our practice prior to the last two years.)

(3) Why are students not able to withdraw themselves from 'Invalid' units. Is this a Callista problem? Can/should anything be done?

For discussion.

7. TIMING OF PROSH

A faculty has expressed concern about the timing of PROSH this year. This year it falls in the same week as Good Friday, and as a result a number of unit co-ordinators have found that they've lost the bulk of their class contact time for the week. You are asked to consider if there are any good reasons for not recommending a move so that PROSH falls in the non-teaching week in future years.

For discussion.

8. CROSS INSTITUTIONAL ENROLMENTS

It has been suggested that there are different philosophies between faculties on this issue. A discussion has been called for.

What I would suggest in the first instance is that each faculty send me a short outline of their current thinking in relation to this matter - there may be a written policy which can easily be sent to me (trudi.mcglade@uwa.edu.au), or in the absence of a written policy, perhaps a brief outline can be written up.
I will then compile the responses and we can discuss this at a future meeting.

Please send your replies by 2 March.

For future discussion.

9. ANY OTHER BUSINESS