1. **UPDATE FROM ACADEMIC COUNCIL**

   Sylvia reported on the following items which were presented at the last meeting of the Academic Council (3 October):

   (i) **Transnational Programme – Master of Education at the Canadian International School, Singapore** – This course had not gone ahead due to insufficient enrolments.

   (ii) **Amendment to Statute 7** – It was noted that the Admissions Committee had endorsed proposed amendments to the Statute which had been drafted by the Legislative Committee to reflect a recommendation from the FAO and sub-Deans’ group. The Academic Council had also approved the changes, which would be referred to Senate for final endorsement and submission to the Governor in Executive Council.

   (iii) **Taylor’s College: Entry Requirements for UWA – UWA FPTE Subject Equivalents** – The recommended table of UWA FPTE subject equivalents had been approved. See Council minutes for detail.

   (iv) **Review of UWA’s Conversion of GCE A Levels to WA TERS** – The proposed conversion scale had been approved. See Council minutes for detail.

   (v) **Report into Plagiarism Detection Software** – The recommendations of the Teaching and Learning Committee’s Working Party looking into plagiarism detection software, which had been endorsed by the Teaching and Learning Committee by way of circular, had been approved by Academic Council. In response to a query, Sylvia advised that Academic Council had endorsed the Teaching and Learning Committee’s recommendation that use of a proprietary plagiarism software on a University-wide basis should not be adopted or mandated. Schools and faculties would be able to continue to use plagiarism detection software provided that they observed a set of minimum requirements, including making students aware that such software would be used and what the implications of this might be. The Working Party had recommended that, wherever possible, plagiarism detection systems should be used to educate students about academic conduct rather than in a punitive way. Faculties utilising plagiarism detection software would be required to report back to the University’s Academic Conduct Advisors Group and Pro Vice-Chancellor (Teaching and Learning) on the outcomes. A copy of the Working Party Report and extract from the Teaching and Learning Committee are available with the Academic Council agenda at: [http://committees.uwa.edu.au/acaboard/council/agendas/2007/3rd_october_2007](http://committees.uwa.edu.au/acaboard/council/agendas/2007/3rd_october_2007)

   (vi) **Rescission of Courses – Graduate Certificate in Music Education and Graduate Diploma in Music Education** – These courses had been rescinded due to lack of enrolments. There had been no completions.

   (vii) **New and Deleted Units** – All had been approved and included one deletion from AHSS and one deletion and three new units from LPS.

   (viii) **New Course approved – Master of Science Communication and Education** – Sylvia advised that this course, a 96 point master’s which would result also in a teaching qualification, had been seen as providing an excellent template for future developments of this kind.

   (ix) **VC Report** – The Vice-Chancellor had reported that capital development grants had been made for the UWA Business School and the Albany Centre. He had advised of UWA’s successes in the Learning and Teaching Performance fund round but had expressed concern that opportunities were being lost with respect to competitive research grants. He drew attention to the importance of reporting to the University successful outcomes of grant applications where the applications involved UWA researchers but were submitted through other institutions. The University’s involvement with Griffith University, Monash University and the University of Queensland in the International WaterCentre had also been reported. It was noted that the Centre was a joint venture for the collaborative delivery of education and applied research in water management.

   (x) **Review of the Academic Council and its committees** – Academic Council has agreed to annual reviews of its performance and operations and those of its committees, noting that this would bring it into line with Senate practice. There was a query as to whether this was now ‘best practice’. It was noted that the proposed change to practice had been designed primarily to
address a specific issue ie obtaining feedback from members whose term of office would finish a year before the next review was due to take place. A member suggested that annual review would therefore seem to be best practice for committees with constitutions that were likely to give rise to similar issues. Sylvia noted that the frequency of committee reviews would be dependent on the composition of membership and other factors. She confirmed that, for the time being, there had been no blanket recommendation for annual review of faculty committees.

(xii) Review of the UWA International Centre – In response to a request, Sylvia advised of the recommendations in the report noting that they had not given rise to discussion at Academic Council. It was anticipated that the follow-up report would be available in the relatively near future. A copy of the review Executive Report and Recommendations are available at http://www.secretariat.uwa.edu.au/home/policies/reviews/ExecSummList/uwa_international_centre

In response to a member’s query concerning the extent to which the review had addressed the management of international students, especially on first arrival, it was noted that there was some reference to orientation and integration of international students in Recommendation 15. A member advised that issues relating to international students were amongst those being addressed through the ‘one stop shop’ proposal currently with the Vice-Chancellor’s Advisory Group. Sylvia referred this matter for further discussion under “Other Business”.

(xiii) Follow up Report on the Review of the School of Medicine and Pharmacology – Academic Council had noted that considerable progress had been made in relation to the review recommendations.

Foreshadowing of New Interdisciplinary Course in Climate Studies
The Dean of the Faculty of Natural and Agricultural Sciences had foreshadowed that a proposal for a new interdisciplinary course in Climate Studies would be submitted to the next Academic Council meeting. It was noted that the Faculties of Life and Physical Sciences; Engineering, Computing and Mathematics; and Arts, Humanities and Social Sciences would also be involved in the course.

2. COMMITTEE EXECUTIVE OFFICER INTERACTIVE SESSION:
29 October 10.30AM to 12.00PM

Trudi McGlade has asked for the following to be drawn to the group’s attention: “The Committee Executive Officer Interactive Session will be a lively forum in which you can share experiences, raise questions and deepen your understanding of the finer points of servicing a committee. An expert panel of Governance Services and Faculty staff will be available to answer questions and share their own best practice. The discussion will be informal and will take place in café style with morning tea provided.

Prior to this meeting, please think about an important learning experience that you have had in providing support to a committee. What has worked well or what went wrong? What did you learn from this? Please come prepared to share your experiences, as well as to ask questions.

Date: 10.30 - 12.00 Monday 29 October 2007
Place: Seminar Room 1, Organisational and Staff Development Services, 28 Broadway, Nedlands
Booking: Please contact OSDS (Jo Higgins Ext 1504)

Noted.

3. SPECIAL CONSIDERATION
Sylvia reported that Marion Bateman had finished the first draft of a policy addressing “Special Consideration” and that she and Marion would be working on the policy in the next month. However, she was not optimistic at this stage that the matter would be finalised before the end of 2007.

Paul Lloyd noted that the sub-deans were currently preparing a paper on special consideration which should be available before the examination period.

4. LATE WITHDRAWAL FROM A UNIT
Sylvia noted that, to date, she had been unable to find a block of time to devote to resolving this matter although some preliminary work had been done. Some thought had been given to seeking
funding for a person to explore all of the issues and make some recommendations for consideration.

Sylvia expressed the view that, by sitting a final examination or submitting a final assignment for a unit, a student was agreeing to have a final assessment made of their performance in that unit and that, therefore, the result of that assessment should appear on their academic record. In response, it was pointed out that there would be technical problems associated with showing the actual mark obtained and an FN on a record.

Harvey noted that up until two years ago, the deadline for submission of a late withdrawal had been the last day of the semester concerned and suggested a return to that deadline as it had worked well.

Sylvia to look into this and report back.

5. CONFLICT OF INTEREST

At the September meeting it was suggested that examples of what might constitute a conflict of interest would be useful. Marion has drawn attention to the following which she discovered in a Government Gazette:

‘In the Local Government (Rules of Conduct) Regulations 2007 there is a clause re Disclosure of Interest. There is a very broad definition of "interest" as follows:

"interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.’

Sylvia also tabled for members’ information a copy of Item 6 of the Code of Conduct adopted for the information and guidance of members of Senate and Senate committees which deals with Conflicts of Interest.

6. ANY OTHER BUSINESS

(i) Scholarships – Academic Records – Harvey mentioned that he had received several queries from students as to why their scholarships were not included in their academic records and sought the views of the group as to whether all scholarships ought to be recorded in the way that prizes were. There was some discussion during which the following points were made:

• Not all scholarships were awarded on the basis of academic achievement and, of those that were, some had additional award criteria such as financial need. A decision would therefore have to be made about which scholarships were appropriate to enter on a record and which not.
• Some scholarships were awarded on an ad hoc basis by schools or faculties. A student’s receipt of such a scholarship would not necessarily be reported to central bodies.
• There were potential technical problems associated with storing and drawing on scholarship information in Callista.
• Students would have documentary evidence of receipt of a scholarship even if the scholarship was not recorded on their academic record.

It was agreed that there was no general support for entering all scholarship details on student academic records.

(ii) One Stop Shop for Student Enquiries – Following on from previous discussion, it was noted that a concept paper relating to the creation of a “one stop shop” for student enquiries (a student hub) had been submitted by the Registrar to members of the VCAG for comment. The Registrar had noted that the paper had in principle endorsement from the Executive and that its circulation to the VCAG was the first step in the consultation process.

It was noted that some members of the FAO and sub-Deans group had been able to access the paper but that it had not been specifically sent to members for comment despite their central
involvement with students. A lack of clear information about what was intended in relation to the proposed student centre and what the implications for faculty advisory positions would be had led to rumour and speculation. There were queries also about how the proposal intersected with the current review of Student Services.

It was pointed out that other universities had student hubs of the kind apparently envisaged and that at least one of these was currently conducting a review of its facility. It was felt that information about the success or otherwise of other universities' student centers should be taken into account in UWA's final decision.

It was agreed -
(a) that Sylvia convey to the Registrar the concerns of the FAO and sub-Deans group
   (i) that they have not been provided with clear information about what is intended in relation to a
       an integrated student centre and what the implications might be for their roles; and
   (ii) that the views of the group have not been sought on a proposal which apparently has
        potential to impact significantly upon them.
(b) that Sylvia invite the Registrar, or a representative who is closely involved with the integrated
    student centre proposal, to meet with the FAO and sub-Deans group as soon as possible to
    provide an opportunity for the group to seek information and give feedback on the one-stop shop
    student service centre proposal.

Sylvia to advise in due course.

(iii) TRIM – Student Records – Jane Emberson drew the attention of the group to the fact that each
     time a Word document is retrieved through TRIM, the automatic date function replaces the original
     date of the document with the current date.

Sylvia to contact Archives and Records Management to see how this could best be addressed.