NOTES FROM A MEETING OF THE FACULTY ADMINISTRATIVE
OFFICERS/SUBDEANS’ GROUP HELD FRIDAY 6 JULY 2007 IN THE SENATE ROOM

1. UPDATE FROM ACADEMIC COUNCIL

Trudi reported on the recent meeting of Academic Council. She highlighted the following items which did not progress through the July Academic Council meeting:

- **Appeals Process (Item 5)**
  This item was rejected, and will be resubmitted at August Council following further consultation with the faculties.

- **Supplementary Assessment (Item 10)**
  While the submission from LPS was approved, the submission from MDHS has been referred back to the Faculty for further consultation.

- **New Course – Combined course – Master of Science Communication and the Graduate Diploma in Education (Item 11.A.(iii))**
  This matter has been referred back to the Faculty to re-address points and fees.

- **Major Change – MDHS – Bachelor of Podiatric Medicine to be admitted to the Bachelor of Medical Science course (Item 11.B.(c))**
  This item was rejected with the suggestion that an Honours programme be offered.

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 (ie 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, ie 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.

Trudi reminded members that there is a need to comply with new legislation. As mentioned above, the item was rejected at the last Academic Council meeting. Council had been informed that the extension applied only to the first level of the appeals process. There was concern expressed from the Deans at the Council meeting, that the extension would involve the implementation of a major change for all students when it was only required in respect of a minority group (international students).
However, members of the FAO/Subdeans’ Group expressed the concern that should the 20 day extension apply only to international students, domestic students have cause to complain for being treated differently. There was also concern raised by members about the administrative difficulties of discriminating between international and domestic students.

In addition, members confirmed that the trend is to allow an extension (for an appeal) when requested and these extensions have not impacted negatively on finalising the process by beginning of the next semester.

There was also the concern as to what category offshore students fitted into should the 20 day extension only be granted to international students.

There was members’ support for the appeal extension to be granted to both domestic and international students, and members agreed to discuss this matter with their faculty deans and provide further advice to Trudi before this matter returns to the next Academic Council meeting on 1 August.

2(a) The new National Code and the proposed Intervention Strategy (David Norman)

David Norman spoke to this item and tabled a copy of the proposed Intervention Strategy addressing each of the changes to the document. Members were in agreement with the changes.

Consideration was then given to the “letter to the student”, copies of which were also tabled. There was some discussion with the wording and some changes recommended, in particular that the student be requested to consult his/her student adviser. David reminded members that the letters would be automatically generated once an ‘intervene’ had been placed on the exam register. David noted that the letter is currently with Jon Stubbs and that he would relay the recommendations from this group.

A member asked if the same process applied to research students. David replied that the next step would be to provide a modified process to suit research students but that it would be a similar system.

David then addressed the Policy, copies of which had been tabled. It was noted that the “Warning Email” for students is currently being re-written. There was general agreement with the amended policy. Sylvia Lang requested that, once finalised, the Intervention Strategy should be submitted in the new University Policy template.

David said that he is currently developing information pages for Students and Staff. David also asked members to contact him direct if they require clarification or more information about the policy.

There was a query as to whether the ‘Confirmation of Enrolment’ could be visible on Staff Connect, Mary advised that the quicker and easier option would be to view on the internal transcript, provided the data is available.

One member suggested that particularly in view of staff changes, that supporting any documentation and/or notes should be placed on the TRIM student file.

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.

Trudi noted that Marion Bateman (Project Officer, Courses Approval Project) is currently on leave. The project is looking at the courses and unit approval process, current documentation and management, and whether it is functioning optimally or if there is room for improvement. Any suggestions should be directed to Marion on her return at marion.bateman@admin.uwa.edu.au.

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

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.

Trudi reminded members that these are “interim” documents and a Prizes process will be developed and formalised once the Scholarships process has been finalised. This was not expected to be 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.

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**6. Any other business**

- Trudi brought up the matter of **Special Consideration** and asked if members were aware if there had been any progress with the working party (chaired by Eileen Thomson). A member said they believed that a report has been submitted to the Teaching and Learning Committee.

  There was some discussion about **Special Consideration**, it was generally agreed that this varied somewhat between the faculties and that each case was made on a ‘student by student’ basis.

  A member commented that there was no deadline for the submission of ‘Special Consideration’. Trudi said that this was one of the matters being looked into by the working party.

- Felicia Symonds enquired about the other faculties’ policy regarding “**Congratulatory**” letters from the Deans to outstanding students where the student was enrolled in more than one faculty.

- Jane Larke advised members that the new classification system for student documents will be in place this Monday 9 July. An email will be forwarded to members shortly outlining the changes.

  A member queried ‘**Student in Confidence**’ filing, Jane referred members to Advice Sheet 47:
  ([http://intranet.uwa.edu.au/archives/_data/page/37761/TRIM_Advice_Sheet_47.pdf](http://intranet.uwa.edu.au/archives/_data/page/37761/TRIM_Advice_Sheet_47.pdf))