FACULTY ADMINISTRATIVE OFFICERS/SUBDEANS’ GROUP MEETING
Notes from meeting held at
9:30am in the Senate Room, Friday 9 March 2007

1. UPDATE FROM ACADEMIC COUNCIL

Trudi reported on the following Council items:

(a) Amendment to Legislative Committee Constitution –
Trudi noted that the changes made reflected current Committee practice. The changes provided for the University Lawyer to nominate a person to attend on their behalf, and for faculty or other University staff to attend meetings “at which matters relevant to their role are being discussed”.

(b) Changes to Honours Programs – Life and Physical Sciences
Noted.

(c) Conversion of the Bachelor of Architecture to a Master of Architecture (Coursework)
This conversion keeps the School in line with other similar schools both within Australia and internationally. It was noted that the change to the Master of Architecture (MArch(Coursework)) has incorporated both elements of the Bachelor of Architecture (Pass and Honours) and has led to the establishment of a Master of Architecture (Honours).

Note: Subsequently some questions have arisen about the introduction of a “masters honours” course and this is being investigated further with a view to bringing the matter back before Council for further consideration prior to implementation.

(d) VC Report and School Reviews
Trudi noted that several reviews were reported to Council with the review of the School of Oil and Gas Engineering indicating that the School will be disestablished and a Centre created in its place. Also noted was the Review for the School of Computer Science and Software Engineering which is undergoing some major changes.

2. FILE REFERENCES ON AGENDAS AND MINUTES

Trudi reminded members of the importance of placing reference numbers on agenda items so that all developments and changes can be tracked, as well as to assist with Academic Council and Board agenda preparation.

3. ARCHIVAL COPIES OF AGENDAS AND MINUTES

Trudi noted that Archives and Records has agreed follow up on missing archive copies of faculty committee agenda/minutes and that consultation with faculties will take place as needed over the next few months.

Members were reminded that appropriate archiving of faculty committee agenda and minutes should be maintained and/or established. Please refer to the Records & Archives advice sheets:

Retention and Storage of University Committee Minutes and Agendas:

The University Committees Extract Procedure:

4. CHANGE TO UNIVERSITY GENERAL RULE 1.5.2.1

The amended rule is available at:
5. **G08 CREDIT TRANSFER AGREEMENT**

Trudi noted that she represented UWA in the development of this agreement and noted that while there was likely to be a bigger take up amongst eastern states universities where there is more student mobility between universities, the agreement was an important step for all G08 universities. She also noted that the policy was not to be regarded as an ‘admission’ policy.

There were some concerns raised that transfers should meet all degree requirements. Trudi noted that the agreement is based on “an acceptance that the assessment regimes at all Group of Eight universities are comparable and transferable” and that the Principles provided for an equitable process. The Agreement will be re-assessed at the end of the two year trial period.

It is envisaged that the agreement will possibly pave the way for similar arrangements with the Russell Group in the UK and the Association of American Universities.

6. **WAIVER OF RULES POLICY**

Trudi went through the draft policy. There was some general discussion regarding waivers concerning ‘concurrent enrolment’ and ‘special consideration’. Trudi asked members that they should review their faculty rules, and consider amending those that were the subject of a waiver request.

With regard to the rules concerning special consideration and deferred examinations; Trudi noted that the Policy had been recently reviewed by the Assessments Standing Working Party of the Teaching and Learning Committee and that this matter will be further addressed once their deliberations have been considered, after which a submission will be forwarded to the Teaching and Learning Committee.

7. **STATUTE NO. 7 ADMISSION TO COURSES OF THE UNIVERSITY**

There was considerable discussion with either changing the wording of, or deleting, clause 3, Statute No 7. Some argued that the clause provided an ‘overarching’ requirement, while others commented that the requirements varied between faculties and each faculty addressed the notion of ‘good character’ to suit its requirements and there was no need for an ‘overarching’ requirement. There was a lot of discussion as to what “good character” meant and what could be provided in evidence.

An agreement was not reached but Sylvia was asked to look at providing alternative wording of the clause.

8. **ANY OTHER BUSINESS**

(a) **On-Line Changes of Enrolment/Re-Enrolment**

Trudi noted that due to her current workload, she is no longer able to convene the working party coming out the last FAO/SubDean mtg to address this issue, and that Mary Carroll has offered to convene in Trudi’s place.

There being no further business the meeting closed at 10:30am.

Please note a copy of these notes will shortly be available on the FAO site: http://www.fao.uwa.edu.au/fao__sub_deans_meeting_dates_and_notes