Chair welcomed members to the first meeting for 2007 and introduced Koon Quek from Planning Services who would be addressing any queries for Item 1.

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; the main changes being the collection of data from faculties with new deadlines in July and December.

The changes have been proposed in consultation with Student Administration and Planning Services.

It was requested that the terms “semester/trimester” be substituted with ‘teaching period’. There was general agreement with this substitution.

There was also a request to reword item 2.45, second bullet point referring to cross-institutional enrolments as the wording was ambiguous.

The new Postgraduate Fees Policy is now available on the Secretariat website at:
http://www.secretariat.uwa.edu.au/home/policies/fees

2. 2008 HANDBOOK ISSUES

A. Members noted the extended deadline for faculties submitting their rules late, as follows:
   - 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

B. Chair noted an inconsistency in the use of the term ‘student’ and ‘candidate’ in the Postgraduate Handbook and requested members if they agreed that the term ‘student’ replace ‘candidate’.

Heather Williams said she would raise the request with the Manager, Graduate Research and Scholarships Office.

Following the meeting it was confirmed that the Graduate Research and Scholarships Office have no objections to this change.

This change will be implemented for the 2008 Handbook. Faculties are asked to ensure that the term “student” is used in the sections of the Handbook which they submit to Publications. The Legislative Officers will undertake responsibility for the change in the Rules.
Unfortunately due to the differing contexts in which the term is used it will not be a simple “find and replace” task. However, once the task is complete, it will make future checking easier.

C. Chair noted an ambiguity in the use of S1, S2; S1 and S2; S1 or S2; etc. Members agreed with the following definitions:

- **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.

D. Regarding the inconsistent listing of titles in the 2008 Handbook, members agreed to list the component degrees in alpha order. Chair requested members to adhere to this in their submissions.

E. There was some discussion regarding the benefits of listing previous names and unit codes in brackets after their new unit names and codes in the 2008 handbook. There was general agreement that this should be dropped and that anyone needing to refer to previous data should refer to the conversion table.

F. **Members noted that 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.

Members agreed not to list the availability of units in the Postgraduate Handbook to provide a more consistent and less confusing approach.

G. Regarding the placement of templates of courses, which are only available to re-enrolling students, should remain in the Handbook. Members agreed that the templates should be removed, provided that copies remain available in the archived handbooks.

H. **Members noted that whenever units are mentioned in the unit rules (or indeed anywhere in the Handbook) both unit code and name are to be listed.**

I. Members noted and agreed that the length of unit descriptions in the Handbook should give just enough information to help students make a selection and that more information can be included in the unit outlines.
J. Members noted that faculties are urged to review the units "on the books" and to consider rescinding any units which are not currently on offer and are unlikely to be in the near future.
Members requested a full list of units in each faculty.
Mary Carroll agreed to provide a list of units which have not had any enrolments in the past two years.

K. Members noted that the working group has 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 review is currently being progressed by the Secretariat.

L. Members noted and agreed that Publications send out web printouts of the Faculty Rules to faculties for final checking and sign-off, to 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.

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.

Members agreed that the format should be as outlined in (1) - a Volume 1 for the PG Handbook, a Volume 1 for the UG Handbook and a combined Units Handbook for both UG and PG handbooks.

It was further agreed that there should be one list of units and that each unit should indicated whether it is an under- or post-graduate unit. A new field is to be inserted on the unit template.

3. FILING

Jane Larke spoke to this item. Members noted that filing of documents on student files would no longer be done by Student Administration and all documents would be scanned to TRIM as soon as it is processed with an anticipated turn around time of 96
hours. In order to achieve this, University Records has purchased some ‘forms recognition’ software to automate some of the processing.

To assist in this process, members were asked to adhere to the following requests:

- Refrain from using post it notes – if a note is required, either write directly onto the record or attach an A4 file note so that the scanning process is not held up.
- Marked up Academic Records need to be marked clearly with the staff member’s name and dated.
- Only use dark blue, black or red pens to mark up the document – light pens need to be scanned separately.
- Only use yellow or light green highlighters – blue and purple highlighters will scan black. Perhaps consider other ways to identify important information such as circling or underlining the information.

Jane noted that the review of student files has now been completed with the report at the approving stage. A number of recommendations have come out of this review including the resurrection of Prospective Student Files (PSFs) to enable the early capture onto a central file of application information and early correspondence, so that it is accessible to all relevant staff.

Jane also noted that University Records are reviewing the way that student documentation is structured in TRIM to make this information more useful. Using the forms recognition software will enable automatic capture of any information from the form into the title of the document and allow broader sorting and searching features.

A working party to assist with the development and comment on proposed changes is being organised, anyone interested should contact Jane Larke x1639 or jane.larke@uwa.edu.au

There was a query with regard to providing double sided documents; Jane replied that this was appropriate.

There were some queries with regard to maintaining archival copies of Faculty Board minutes etc. Jane responded that the provision of Faculty Board minutes and agenda is a legislative requirement and that all faculties should maintain archival records. More detailed information on the requirements is available on the Records and Archives website at: http://www.archives.uwa.edu.au/toolbox/archives_and_records_advice_sheets

Chair confirmed that it is a legislative requirement that Faculty Board documents are archived. There was some concern that some faculties had not kept archival copies of Faculty Board papers. Following some discussion it was agreed that all faculties would ensure that a set of their agenda and minutes were prepared on archival paper and stored in the archival boxes in line with the legislation from now on. Consideration would be give to how best to address the gap in archival records that existed. The faculties expressed the view that they were insufficiently staffed to undertake retrospective archiving of their records.

There was also a request as to which Faculty committees were required to provide archive copies of their minutes and agenda.
Please refer to the following University Records Advice sheets for further information:

Retention and Storage of University Committee Minutes and Agendas:

The University Committees Extract Procedure:

Jane to advise whether University Records can assist in retrospective archiving but in the meantime, Jane requested that all faculties refer to the Archives Advice Sheets and establish a document archiving process.

4. SCHOLARSHIPS - GENERAL CONDITIONS

Chair noted that there has been a considerable increase in the number of scholarships available in the University and that the ‘General Conditions’ provided a base for the provision of scholarships for coursework students. A similar set of conditions will be drafted for research students.

It was noted that the set of General Conditions would be provided to potential donors and provide a framework for both the donor and the University.

Members were asked to consider the content of the draft document before submission to Council and the Scholarships Committee.

It was noted that the document was a ‘broad’ document and that any faculty exceptions or ‘special clauses’ would be additional to the set of General Conditions.

Members queried whether the document was to be used retrospectively with existing scholarships; Chair noted that the document was a progressive one. As a scholarship comes up for review the conditions can be amended to include these general conditions (much in the same way as the current practice of putting scholarships conditions into the template format when they are being reviewed). Once finalised, the general conditions, would be available on the Secretariat website.

There was general endorsement of the set of General Conditions.

Marjan Heibloem queried whether “Prizes” had been looked into. Chair noted that ‘prizes’ would be assessed once the scholarships documentation and process had been resolved.

5. UPDATE ON ACADEMIC COUNCIL

Chair noted that the February meeting of Academic Council had been cancelled with some items going by circular. As no objections to any items had been received, all matters were deemed accepted. Minutes will be available in the March minutes of Council.
6. ON-LINE CHANGES OF ENROLMENT/RE-ENROLMENT

(1) 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.

Members voiced concerns with online enrolments including the frequency and volume of unit changes, and that they did not have the time to monitor the changes. In addition, numerous errors were not being picked up until too late to manage appropriately.

It was noted that some faculties (Engineering, Arts) were experiencing more problems than others in this respect. Marjan Heibloem noted that approximately 80% of online enrolments had an error and asked if Callista provided an option to deter students from enrolling incorrectly. Mary Carroll noted that the Course Plans process was being implemented but that it would not be available for approximately 4 years. This process, however, will be suitable for some courses only.

A member noted that students do not have the tools to check their online enrolment and that it would be inappropriate to put the responsibility on the student. There was some discussion that the problems with online enrolment/re-enrolment should be addressed before the problems escalated.

No resolution was found.

(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.

There was some discussion about an earlier closing off to online enrolment. This would provide more flexibility to the faculties. Harvey von Bergheim noted that many students would not re-enrol until they had their examination results and that closing the portal a week earlier could delay enrolments.

After some discussion it was agreed that a working party consider the option of early close-off. Members of the working party: Harvey von Bergheim, Mary Carroll, Marjan Heibloem, Clive Whitehead, Jenny Gamble, Anthony Turner, Trudi McGlade (convenor).
Sylvia Lang asked about re-entering a validity field for units, as had been used previously. Mary Carroll said she would look into the viability of a validity field and report back.

This matter to be revisited at next meeting.

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

Mary Carroll noted that Callista functionality doesn’t currently allow this option and that the building in of this functionality would require consensus from the other “Callista” universities. This was being sought.

Mary advised that the next Callista upgrade is planned for the first week in May (5-6 May 2007) and that anyone who has a concern with a shutdown on that weekend should contact her. Otherwise the upgrade will go ahead as planned.

7. TIMING OF PROSH

Members agreed that the Guild should be asked when setting a date for PROSH that consideration be given to avoiding weeks in which a public holiday observed by the University falls as otherwise there is a serious loss of contact hours in that week. Trudi McGlade to write to the Guild President.

8. CROSS INSTITUTIONAL ENROLMENTS

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

Chair requested that in the first instance, each faculty forward a short outline of their current thinking in relation to this matter - there may be a written policy which can easily be sent to her (trudi.mcglade@uwa.edu.au), or in the absence of a written policy, perhaps a brief outline can be written up.

The responses will then be compiled and discussed at a future meeting.

Replies are requested by 2 March.

9. ANY OTHER BUSINESS

(a) Review of Course Structures

Chair advised members that Ambelin Kwaymullina has been recruited as Executive Officer to the Review and has already commenced work. The review is being implemented under the auspices of the Deputy Vice Chancellor (Education), Professor Don Markwell who commenced with the University end January this year.
Chair also noted that the Vice-Chancellor’s Forum previously scheduled for 23 February has been moved to Monday 12 March (1-2pm) and will be held in the Wilsmore Lecture Theatre (Chemistry).

A member asked if the review had developed a ‘structure’, Chair noted that at this point the review was finalising the ‘process’ and that feedback to the Discussion Paper circulated in December 2006 was being sought from the University, faculties in particular. It was noted that the DVC(E) would be speaking at the forum.

Chair encouraged members to provide feedback to the discussion paper and attend the forum where possible.

Jenny Gamble requested early notice for any deadlines to ensure they can be met.

Following the meeting it was announced that the deadline for comment on the Discussion Paper would not be prior to the end of March.

There being no further business, the meeting closed at 11am.