MEMBERS OF THE FACULTY ADMINISTRATIVE OFFICERS/SUBDEANS’ GROUP

A meeting of the FAO/Subdeans’ Group will be held on Friday 8 August 2008 in the Senate Room from 9.30am to 11.00am.

AGENDA

1. UPDATE FROM ACADEMIC COUNCIL

Sylvia Lang will provide an update on the Academic Council meeting held on Wednesday 6 August 2008.

2. CONTINUING EDUCATION UNITS CAPTURED IN TRIM

Members will recall that the Group previously agreed that it would be desirable to have Continuing Education enrolments captured in TRIM.

A meeting has been held between the Manager, Archives and Records, the Director, UWA Extension, the Manager, Student Administration, the Acting Academic Secretary and the Client Liaison Manager, UWA Extension to discuss this matter.

It has been agreed that the development of an electronic management process for Continuing Education enrolments which will result in them being recorded in TRIM will be investigated.

In the course of discussions it was pointed out that it is not clear in the case of some faculties who is responsible for approving applications to undertake units via Extension and faculties are asked to contact Ms Jae Baird, Client Liaison Manager jae.baird@uwa.edu.au (Ext 3470) to advise which position is responsible in their faculty.

For information.

3. UNIVERSITY POLICIES WEBSITE - REMINDER

As you know the University Policies website contains links to University Policies. This is a very useful resource. The Acting University Secretary has asked that you ensure that within your faculty’s website there is a link to this site. Given recent criticism (by the court) of our dissemination of information on policies as well as the fact that AUQA will be visiting us next year, we need to ensure that we do our utmost to let people know about relevant policies.

Please ask your web people to insert a link on your faculty’s home page to the University Policies site:  http://www.universitypolicies.uwa.edu.au/

4. RESCISSION OF COURSES

Faculties are asked to note that, if they intend to rescind a course that is offered to international students, they must consult with the International Centre course to ascertain whether there are any international applications for the course outstanding. If a faculty intends to introduce a new course and an existing course will be rescinded as a result, the International Centre needs to be advised.

For information.

5. ESTABLISHMENT OF SCHOLARSHIPS: PROCESS

The Manager, Graduate Research and Scholarships will talk to this item.

6. USE OF PAID EDITORS FOR THESES

The Manager, Graduate Research and Scholarships will talk to this item.

7. ANY OTHER BUSINESS

Members will be invited to raise any other issues for discussion by the Group.