MEMBERS OF THE FACULTY ADMINISTRATIVE OFFICERS/SUBDEANS’ GROUP

A meeting of the FAO/Subdeans’ Group will be held on Friday 6 June 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 4 June 2008.

2. WITHDRAWAL WITH ACADEMIC PENALTY

When this matter was last discussed by the group problems were identified with the proposal that the ‘end date’ for the unit be used as the final date for withdrawal. It was agreed that the matter be given further thought and brought back for discussion.

It is now proposed that for standard semester units the final date for withdrawal with penalty be the last day of the relevant semester and for non-standard units it be the end date for the unit as recorded in SIMS.

For discussion.

3. ELECTRONIC COMMUNICATION WITH STUDENTS

A former member of the Group has proposed the following for discussion.

“Faculties and other parts of the University expect students to check their student e-mail accounts and send many notices off to those addresses with the expectation that they will be read. Hard copy enrolment forms include a section on Electronic Communication that makes it clear that official correspondence will be sent to student e-mail addresses. I am concerned that now that new students no longer enrol with a hard copy form, this information may be being lost. Faculties rely on students being informed of the importance of checking their student e-mail addresses as a fallback against any claims that they were not told certain things.”

In the Pheme account activation process the last page is the UserDetails. In this page as a footnote for students the following message is displayed: “Don’t forget to check your student email account regularly, otherwise you may miss important messages from the University. You can get more information about student email at http://www.ucs.uwa.edu.au/web/students/email”. On the same page there is an Email Address field which displays the student email address if uwaEmailActive attribute is True, if not displays [Email account not active] text.

In relation to this the writer states “I don’t think [this] is sufficient and I believe that something more along the lines of the statement included on hard copy enrolment forms should be displayed either in Pheme or, preferably, in StudentConnect. . . .”

The text on the hard copy enrolment form is:

ELECTRONIC COMMUNICATION

When students enrol at The University of Western Australia, they are automatically assigned an email address through the University Communication Services. This address is then used by The University of Western Australia for all official electronic correspondence unless you advise in writing that this is not acceptable. (Then there is a blurb about requesting hard copy documentation).”

For discussion.

4. ANY OTHER BUSINESS