MEMBERS OF THE FACULTY ADMINISTRATIVE OFFICERS/SUBDEANS’ GROUP

A meeting of the FAO/Subdeans’ Group will be held on Friday 28 November 2008 in the Senate Room from 9.30 to 11.00. This is the last meeting for 2008; you are invited to partake of tea/coffee and cake.

1. (a) UPDATE FROM ACADEMIC BOARD – 19 November 2008  
(b) UPDATE FROM ACADEMIC COUNCIL – 26 November 2008

Trudi McGlade will provide an update on items considered at each of these meetings.

2. RESOLUTION NUMBERS

Please note that resolution numbers should be consecutive irrespective of whether the meeting is of faculty or faculty board. Please note also that the page numbers on minutes starts at 1 each year and runs through to the end of the year. For agendas, the page numbers start at 1 each time.

For noting.

3. FACULTY GOVERNANCE AND STRUCTURE DOCUMENT

Please note that the Faculty Governance and Structure Document template has been updated and can be found at: 

For noting.

4. UNIT OUTLINES ON-LINE

A reference group was set up to consider issues around the use of Calliope. A report on this matter is attached and below is the text of a recent email from Sue Smurthwaite, Manager, Education Policy Services to Faculty Managers:

“The University's Teaching and Learning Committee recently endorsed a report from the Calliope Reference Group regarding the provision of unit outlines online. The Calliope Reference Group had been established in early 2008, with reporting lines to the Registrar, Pro Vice-Chancellor (Teaching and Learning) and the University's Teaching and Learning Committee. In essence, the brief of this Group was to consider the provision of unit outlines online, especially in light of the Calliope facility that had been established by the Teaching and Learning Committee in 2006. Another important factor is the impending AUQA audit in early 2009, which will revisit the provision of unit outlines by UWA.

The Calliope Reference Group included representation from the faculties (three associate deans), the International Centre, the Web Office, Students Services, the Academic Secretariat, the Centre for Software Practice and was convened by myself, as Manager of Education Policy Services.
The Group deliberated for six months (in consultation with a range of stakeholders), the outcome is a report that was submitted to the University's Teaching and Learning Committee and the Registrar in early November. This report and its recommendations are attached for your information.

Given the University’s endorsement of this report, these recommendations are now being progressed. The Registrar and Director of Student Services will further consider the long-term approach of a single repository for unit outlines via the Callista system. The interim approach, to ensure that unit outlines are readily available and of high quality, remain the responsibility of the faculties and the Associate Dean (Teaching and Learning) within each faculty is responsible for progressing recommendations internal to the faculties. At a meeting of Associate Deans (Teaching and Learning) held yesterday (19th November) it was noted that all but two faculties (Natural and Agricultural Sciences and Life and Physical Sciences) have chosen to put their unit outlines on the web and provision for this is currently in progress. FNAS and FLPS will be liaising with the Centre for Software Practice to load their unit outlines into Calliope, which will be adjusted to reflect just these two faculties.

Unfortunately there appears to be some confusion with another processes currently being suggested by the Faculty of Life and Physical Sciences - the UIMS proposal referred to below. I have been in contact with Matthew Kohler since his email was circulated to Faculty Managers and explained the above outcome and that this matter has already been resolved with endorsement by the University's executive and the faculties.

It would be appreciated, therefore, if you could liaise with your Associate Deans (Teaching and Learning) with regard to the provision of unit outlines online for 2009 in line with the attached report, or please do not hesitate to contact me if you would like to discuss this matter further.”

For information.

5. SPECIAL CONSIDERATION

Sylvia Lang will report progress in relation to the Special Consideration policy and procedures which is currently being developed by a Working Party which she convenes.

For information and discussion.

6. ANY OTHER BUSINESS