NOTES FROM A MEETING OF THE FACULTY ADMINISTRATIVE OFFICERS/SUBDEANS’ GROUP HELD ON FRIDAY 8 AUGUST 2008 AT 9:30AM IN THE SENATE ROOM

1. UPDATE FROM ACADEMIC COUNCIL

   • International Agreements
     Noted: renewal student exchanges agreement between UWA and Bocconi University and extension of agreement to include the Faculty of Law

   • Discipline Groups
     Noted: Changes in Discipline Group Chairs for 2008

   • LPS: Proposal for the Administration of BSc Honours Offshore
     Noted

   • NAS – Proposed change of name for the School of Earth and Geographical Sciences
     Item withdrawn by the Faculty for further consultation

   • Affiliation Agreement with the Perth Bone and Tissue Bank
     Item recommended to Senate for approval

   • Proposals for Minor Changes to Existing Courses for 2009

Faculty of Engineering, Computing and Mathematics
(i) Proposal for Changes to the Graduate Certificate in Engineering Asset Management (GradCertEAssetMgt), the Graduate Diploma in Engineering Asset Management (GradDipEAssetMgt) and the Master of Engineering Asset Management (MEAssetMgt) - Ref F12463, F12464, F12465
   Approved

(ii) Proposed changes to units in the Graduate Certificate Oil and Gas Engineering (GradCertOGE), Graduate Diploma Oil and Gas Engineering (GradDipOGE) and the Master Oil and Gas Engineering (MOGE)
   Approved: noted that this item involved minor changes to the value of units as the more significant changes were previously approved by the Academic Council

Faculty of Education
(i) Proposal to make the Master of Education in Assessment, Measurement and Evaluation (MEdAME) available to International Students – Ref F18227
   Approved: this course is now available to international students

   • Proposed New Units and Deletions
     Approved: New and Deleted Unit requests from the faculties of ECM, LPS, MDHS and NAS

   • University General Rules: Proposed Amendments
     (i) Rule 1.2.1.2: Change of Enrolment – Proposed Final Date for Withdrawal
        Item approved
        Noted: it was agreed that “.....the last day of the teaching period is –  
(a) the last day of the relevant semester in the case of a unit that is taught over the 
standard Semester 1 or Semester 2 period; of  
(b) the last day of teaching in the unit or ten University working days after 
commencement of teaching in the unit or the Higher Education Support (HESA) census 
date for the unit, whichever is the latest date, in the case of a unit that is taught over a 
period other than the standard Semester 1 or Semester 2 period.”

     (ii) Rule 1.2.1.21: Special Consideration – Proposed Deadline for Submission of Applications
        This matter approved, to take effect 2009: subject to the recommendations of the 
working party which are not yet available. It was also noted that for item 1.2.1.21(2) 
“extreme mitigating circumstances” be replaced with “exceptional circumstances”.
Proposal for New Courses, Transnational Courses and Major Changes to Existing Courses for 2009

NEW COURSES
Faculty of Life and Physical Sciences
(i) Proposal to introduce a Graduate Certificate in Adult Sleep Science (GradCertAdultSSc)
   Approved
(ii) Proposed Introduction of the Master of Anatomical Sciences (MAnatSc) and Master of Human Biology (MHumBiol) and changes to the Graduate Diploma in Anatomical Sciences (GradDipAnatSc), Graduate Diploma in Human Biology (GradDipHumBiol) and Master of Science (Anatomy and Human Biology) (MSc(Anat&HumBiol))
   Approved: noted that two new Masters courses have been created: Master of Anatomical Sciences and Master of Human Biology

TRANSNATIONAL COURSES
Faculty of Arts, Humanities and Social Sciences
Proposal to Offer the Bachelor of Arts (Asian Studies) Offshore In Hong Kong
   Approved subject to approval of the financial aspects by the Planning and Budget Committee.

MAJOR CHANGES
Faculty of Life and Physical Sciences
Proposal to Reinstate the Clinical Neuropsychology Programme in the combined course for the Doctor of Philosophy and Master of Psychology
   Approved: noted that the programme will only be available in the combined course

Faculty of Natural and Agricultural Sciences
(i) Proposed introduction of a new Major, Climate and Environment, in the Bachelor of Science (BSc) (50110) from 2009.
   Approved
(ii) Proposed Introduction of Restoration Ecology Honours Programme in the Bachelor of Science Honours (5011H) Course in 2009
   Approved (Offered in Albany only)
(iii) Proposed Discontinuation of Majors in Earth Science Chemistry, Geographical Information Systems and Environmental Management and Geoscience from the Bachelor of Science (50110 Earth Science Programme
   Approved: noted that there had not been any new enrolments in these majors for some years
(iv) Proposed Major Changes to the Undergraduate Programmes in the Bachelor of Science (70100) (Four-Year) Course
   Approved: noted that there is 25% choice in each semester of enrolment
(v) Proposed Changes to the Postgraduate Programmes
   Approved: noted that the changes are in line with the undergraduate programmes
(vi) Proposed changes to the Combined Courses leading to the Bachelor of Science (70100) and the Bachelor of Economics or the Bachelor of Commerce
   Approved: Noted that combined course component is based mainly on core units.

Vice-Chancellor’s Report to Council
The Vice-Chancellor took the report as read and spoke to the following, amongst other matters:
- the downturn in the share market has had a significant negative impact on the returns from the University’s investments. The need to behave responsibly in the current economic climate was stressed. Strategies would be put in place to deal with the
impact of this on the University’s operations. Staff will be informed of these in due course.
- the University has been invited to join the Worldwide Universities Network. Such networks provided excellent opportunities for exchange, collaboration and benchmarking.
- it is hoped that full funding of research may be an outcome of the current Review of Australian Higher Education.

- Reviews and Follow-Up Reports
  School of Biomedical, Biomolecular and Chemical Sciences
  The Follow-Up Report for the School of Biomedical, Biomolecular and Chemical Sciences was noted.

2. CONTINUING EDUCATION UNITS CAPTURED IN TRIM

It was noted that, following discussion with relevant parties, it had been agreed that the development of an electronic management process for capturing Continuing Education enrolments in TRIM be explored. Members will be advised of the outcome in due course. In response to a query, the group was advised that a timeline was not yet available.

Sylvia pointed out the need for Extension to know who is responsible in each faculty for approving applications to undertake units via Extension. Members are reminded to follow up where necessary and provide the required information to Ms Jae Baird, Client Liaison Manager jae.baird@uwa.edu.au (Ext 3470).

3. UNIVERSITY POLICIES WEBSITE - REMINDER

Sylvia emphasised the importance of advertising the University Policies website and urged members to ensure that the link to the website is clearly visible on Faculty home pages: http://www.universitypolicies.uwa.edu.au/

Executive Officer’s Note: Grant Malcolm (Manager, Website Office) has since asked that the above request be modified to include the link on the StaffNet and StudentNet sections of the faculty websites, pointing out that faculty home pages are predominantly for external audiences. Grant had explained that, in the new University-wide architecture currently being put in place, StaffNet and StudentNet (and the portal) are the appropriate places for information and links of particular interest to staff and students.

4. RESCISSION OF COURSES

Sylvia reminded the group that, where faculties intend to rescind a course that is offered to international students, they must consult with the International Centre to ascertain whether there are any international applications for the course outstanding. Also, where 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. Any concerns should be addressed to Dave Norman at the International Centre.

5. ESTABLISHMENT OF SCHOLARSHIPS: PROCESS

Sato Juniper, Manager, Graduate Research and Scholarships spoke to this item.

Sato noted that the establishment of scholarships has sometimes been an onerous task due to the number of people/bodies involved in the process. In view of the current emphasis on creating more scholarships, including as part of the centenary fundraising programme, it was important that the process be rationalised as soon as possible.
It was noted that a working group was established in early 2008 to bring together stakeholder groups, in a step by step process, to establish a streamlined scholarships establishment process for the University. Initially, the group has consisted of representatives from various divisions of central administration (Governance Services, Office of Development, Scholarships Office and Legal Services Office) and has met on a monthly basis since April this year. The working group has now developed a draft Process Document (including sets of proposed standard scholarship conditions) for the establishment of scholarships and the next step will be to involve the faculties in the process. Sato noted that the working group is proposing eight types of scholarships and it is envisaged that all University scholarships will be streamlined into one of these categories. It is intended that the Process Document and standard conditions will be a resource for all those involved in the scholarship establishment process.

It was noted that the next meeting of the working group will be Wednesday 27 August 2008 at 10 am in the Senate Room and Faculty Administrative Officers are invited. Feedback will be sought from the faculties regarding the draft Process Document and input will be sought from faculties with regard to their strategic directions for the establishment of scholarships.

Sato noted that advertising material has been prepared for the upcoming University Expo:
- a booklet of undergraduate scholarships currently available with website links to the faculty sites;
- one page flyers with information of postgraduate scholarships currently available;
- one page flyer of information relating to international scholarships currently available;
- one page flyer of prestigious local scholarships currently available.

The Scholarships Office will have two presentations at Expo, morning and afternoon, and the Office will be open for interested students.

6. USE OF PAID EDITORS

Sato Juniper, Manager, Graduate Research and Scholarships, tabled a discussion paper on the use of editorial assistance by students engaged in coursework units. Sato spoke to the paper advising that feedback was sought re the various issues raised.

It was noted that currently guidelines existed for Higher Degrees by Research students with regard to paid editorial assistance in the preparation of their theses. However, no such guidelines existed in relation to paid editorial assistance for students engaged in coursework units and it was generally understood that such assistance was not currently permitted.

The paper explored the different nature of the activities associated with research and with assignments related to coursework and the type and purpose of assessment in each case. It pointed out that work for coursework units was generally expected to be entirely the student’s own.

Sato pointed out that a distinction was being made between developmental feedback, and editorial assistance, stating that the proper role of those who assisted students with their English language skills, either on a formal or an informal basis, was to provide the former but not the latter.

It was suggested that there was some confusion amongst students undertaking coursework units about whether the use of paid editors was permitted and that the University needed to state clearly in writing what was and was not acceptable in this regard.

The paper recommended that the Guidelines on Ethical Scholarship, Academic Literacy and Academic Misconduct be amended to include a guideline specifically addressing the use of editorial assistance by coursework students. It was also proposed that all students acknowledge any assistance received in relation to preparation of work submitted for assessment and that this be done by way of the coversheet accompanying their work. It was also suggested that a question or questions on editorial assistance be developed for ACE.
Support was expressed for setting parameters in relation to editorial assistance and for a requirement that students acknowledge any assistance received, which was regarded as good professional practice.

A copy of the discussion paper is attached. Any feedback should be forwarded to Sato.

7. ANY OTHER BUSINESS

(i) Waiver of Suspension

Harvey noted that it had come to his attention that faculties had, on occasion, lifted a student’s suspension, permitting them to return to study in second semester, whereas he was of the understanding that once a student was suspended, the suspension held for 12 months without exception.

Jane Emberson advised that prior to the introduction of current “suspended” status, which resulted in a student being suspended for a twelve month period, there had been a U1 which indicated ‘Unsatisfactory please explain’. This opportunity for a student to provide a letter of explanation had been lost in the new system. It was generally agreed that the previous system had provided more flexibility in the process.

It was noted that the formal appeals process provided for appeal against a progress status only where that status had been incorrectly applied in terms of the relevant policy.

There was some discussion about whether students who had been suspended should be permitted to enrol through Extension during the period of the suspension. It was noted that a suspension barred the student from continuing in a particular course, but did not prohibit the student from transferring to another course. It was noted that some faculties would not credit units that had been completed by students during a period of suspension.

It was suggested that placing students ‘on probation’ rather than applying a suspension would provide more flexibility as faculties could determine the conditions that would apply in such cases (eg permitted to enrol on a part-time basis only).

This matter was left for further discussion.

(ii) Special Consideration

Harvey noted that he has received requests to amend results as a consequence of applications for “special consideration” that had been approved several years after the results had been recorded and asked if there was a policy applying to retrospective applications for special consideration. Sylvia advised that, although three University working days after the due date of assessment had been approved by Council as the time-limit for applications for special consideration, provision had been included for acceptance of late applications in exceptional circumstances. She said that such situations needed to be assessed on a case by case basis having regard to the evidence provided. It was noted that at least one faculty did not allow applications for retrospective special consideration.
(iii) Missing Examination Results

Harvey drew attention to the fact that there were missing examination results going back over a number of years and stressed the importance of addressing this. It was acknowledged that some of these instances resulted from unusual circumstances and that strenuous efforts had been made to obtain the results in question.


There was some discussion, following which it was agreed that a letter to Deans and Heads of School be forwarded from the Secretariat, requesting follow-up regarding outstanding exam results. Sylvia requested Harvey to provide a list of outstanding exam results.

(iv) Ancillary Fees

Jan Dunphy asked the group who was responsible in their respective faculties for ancillary fees. It was noted that FAOs normally dealt with these. Trudi McGlade explained that, as there had been some uncertainty in the past about which position in the faculties had responsibility for this matter, it had been agreed that any correspondence regarding it be sent to Faculty Managers who would in turn refer it to the relevant person.

(v) Callista Upgrade

Mary noted that the next upgrade is tentatively scheduled for 18/19 October, with confirmation closer to the date.