1. **UPDATE FROM ACADEMIC COUNCIL**

Sylvia Lang provided the following update on the Academic Council meeting held on Wednesday 4 June 2008:

- **Summer Session 2009**
  - an additional summer session unit was noted from FNAS (ANIM3316 Entomology)

- **Review of Performance and Operation of Committees**
  - review reports from both the Academic Council (2007) and the Board of the Graduate Research School (2007) were noted

- **Constitution of the Teaching and Learning Committee**
  - changes to the Constitution were approved, Sylvia noted that the committee’s role now encompassed advising and making recommendations on *all aspects of the student learning experience*

- **Proposed New Units and Deletions**
  - new and deleted units from the Faculties of Arts, Humanities and Social Sciences; Education; and Medicine, Dentistry and Health Sciences were endorsed

- **Proposals for Minor Changes to Existing Courses for 2009**
  - (a) Women’s Studies Major
    - the proposed changes allow a wider choice of units within this major, item was approved
  - (b) Medieval and Early Modern Studies Major
    - proposal provides a wider choice of units with the major, item also approved
  - (c) Bachelor of Engineering (Chemical and Process Engineering Programme)
    - the proposed changes came from a review of the programme, this item was approved

- **Combined Courses leading to the award of a Bachelor’s Degree and a Master’s Degree**
  - Sylvia noted that the recommendations approved may need to be revisited following the outcomes of the current Review of the Courses, but that the recommendations provide an interim framework for Council to make decisions on such courses. Sylvia noted that some of the new courses under consideration by Council fell into this category i.e. BSc,MTeach and BA,MTeach.
  - There were some queries regarding rules and points for the bachelor’s degrees. Sylvia noted that students who wished to exit from the combined course would be able to take out the relevant bachelor’s degree if they completed the requirements in accordance with the rules of the single degree course.
  - Sylvia also noted that the principles aimed to ensure that students would not be disadvantaged in terms of exit points and other options currently available, such as honours.
  - Sylvia noted that this item was approved, with some editing modifications and that some administrative aspects (such as whether the courses would have one or more course codes) would need to be addressed.

- **Transnational Course – Proposal to offer Graduate Diploma in Professional Studies in Education and the Master of Education (by Coursework) through Ngee Ann Polytechnic, Singapore**
  - This item was approved. Sylvia noted that a parallel course already in place has been very successful.

- **New Course – Master of Social Work by Coursework**
  - Sylvia noted this course replaces the bachelor’s degrees in social work currently available and that transitional arrangements will be put in place for students currently
enrolled in those courses. This item was approved.

- **New Combined Course – Bachelor of Laws and Bachelor of Music**
  Approved

- **New Combined Course – Bachelor of Music and Bachelor of Science**
  Approved

- **New Combined Course – Bachelor of Arts and Master of Teaching (Primary)**
  Approved

- **New Combined Course – Bachelor of Science and Master of Teaching (Primary)**
  approved
  Sylvia noted the above combined courses were aimed at students with a high TER and focused excellence in teaching.

- **New Courses – Master of Teaching (Primary) and Master of Teaching (Secondary)**
  Courses approved with note that, if possible, there be only one title for the Master of Teaching degree, ie the descriptor in brackets would not appear on the degree title.

- **New Courses – Master of Correctional Management and Graduate Diploma in Correctional Management**
  Item was withdrawn from the agenda at the request of the Faculty.

- **New Course – Master of Science (Human Movement)**
  Sylvia noted that in response to a query, it was confirmed that a student who had a relevant honours degree or a graduate diploma passed at the appropriate level, would be able to apply for up to 48 points of credit towards the course or to undertake the Master of Science (Human Movement) by thesis and coursework. This item was approved.

- **New Course – Master of Neurological Rehabilitation**
  It was noted that applicants required a Graduate Diploma in Neurological Rehabilitation in order to enter this course. Approved.

- **New Courses – Master of Podiatric Medicine, Doctor of Podiatric Medicine and Doctor of Clinical Podiatry**
  Approved.

- **Major Changes – BUS - Bachelor of Commerce – New Major and Minor in Entrepreneurship and Innovation**
  Approved.

- **Major Change – AHSS – Proposal to Rescind Rule 3.2.1.2(1)**
  Item withdrawn at the request of the Faculty.

- **Recommendation in relation to MATH1050 Calculus C**
  - it was agreed that with regard to the high examination failure rate for this unit, students be offered additional assessment opportunities and that the relevant administrative process needs to be addressed by the Faculty and School, subject to approval by the appropriate bodies.
  A member noted that there was some confusion with the outcome from Council and Sylvia advised that this would be clarified with the Faculty.

- **Vice-Chancellor’s Report to Council**
  Professor Doug McEachern, Acting Vice-Chancellor, addressed this item noting in particular that the results of the Linkage Grants were disappointing and stressing the
importance of meeting deadlines when applying for grants.

- Reviews and Follow Up Reports
  - Review of Student Services
    Sylvia noted that in response to a query from a Council member, Jon Stubbs had advised that the detailed role of the One Stop Shop would be determined by negotiated agreement with the relevant parties.
  - Review of the School of Anatomy and Human Biology
    Noted.
  - Follow Up Report for the School of Civil & Resource Engineering
    Council noted that the majority of issues raised in the review had been addressed and some positive outcomes had been achieved.

- Supplementary Agenda – School of Mechanical Engineering - Proposal to Restructure the Graduate Certificate in Oil and Gas Engineering, the Graduate Diploma in Oil And Gas Engineering and the Master of Oil And Gas Engineering
  Sylvia noted that the changes in structure proposed were to better suit the student cohort, which had changed in nature over the years that the courses had been in existence. The changes were an interim measure and were intended to be in place until 2011. This item was approved.


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.

Sylvia advised that there had been problems with the proposed use of the ‘end date’ for non-standard semesters as there was not consistency of approach with respect to whether this date included final assessment.

It was agreed that that the final date for withdrawal with penalty for standard semesters should be the end of the relevant semester.

With respect to non-standard semesters, it was agreed that there should be a different approach to short courses (ie those of two weeks’ duration or less) than to other non-standard semester units (ie those of more than two weeks’ duration).

For short courses it was proposed that the final date for withdrawal should be the end date as determined by the respective faculties and published. For non-standard semester units of more than two weeks’ duration the final date for withdrawal was proposed as the last day of teaching that relevant semester.

Harvey advised that he would look at the website for best placement of the ‘end dates’ for non-standard semester units less than or equal to 2 weeks and report back to the group.

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
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](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).”

In response to this query, Harvey tabled a draft “Student Declaration for Online Enrolment” for consideration by the group.

There was some discussion re the content of the draft declaration. Sylvia asked if the “Statutes, regulations and rules” in the second paragraph could be linked to the University Polices Website. Mary Carroll confirmed that should not be a problem if that was the appropriate link.

There was also a request to include wording to the effect that the students must attend all compulsory classes and be available during relevant examination periods. In relation to the latter, Harvey suggested wording similar to that in the declaration for Study Abroad students. Harvey said he would follow up and provide a redrafted declaration to the group before the next meeting. Once approved, the declaration could go live on Student Connect.

### 4. ANY OTHER BUSINESS

#### (i) Prospective Students Page

Information about this page and about responsibility for updating it was provided to members. As Wayne Betts was unable to attend the meeting, it was suggested that the information be noted for the time being and that any discussion by the Group be deferred until Wayne was available.

#### (ii) Continuing Education Units captured in TRIM

Jane Emberson brought up a concern that Continuing Education enrolments were not captured in TRIM records and suggested that, especially given the recent change whereby these units are now to be shown on students’ academic records, enrolment details for Continuing Education or Access units should be recorded in TRIM. Members agreed to this...
suggestion. Sylvia agreed to pursue the matter of where the records were currently stored and report back.

(iii) Alternative Exits
Harvey raised the issue of whether a student could take out a lesser award whilst enrolled for a higher award in a continuum of related awards. Sylvia advised that the rule that addressed this indicated that students who were withdrawing from a course but had completed the requirements for a related lesser award in a continuum could apply to take out the lesser award. Sylvia undertook to provide the number of the rule.

Executive Officer’s Note: Members are advised that the rule in question is 1.2.3.6, which reads as follows: “A student who withdraws from a course which is part of a continuum of related graduate awards before completing the course concerned but after completing the requirement for a lesser award in the continuum may apply to the faculty to take out the lesser award.”

(iv) Request for Special Time Allowance for Examinations
In response to a query it was confirmed that University rules governing courses required students to demonstrate English language proficiency prior to enrolment. It was not practice to provide extra time for examinations in the case of students whose English language skills were lacking. Sylvia stressed the importance of advising students of help available to them in relation to English language skills. The general feeling of the group was that this was very well publicised.

(v) FC Code
There was a query regarding whether the FC code is functioning. Mary Carroll replied that this will be available very soon.

(vi) SIMS Relocation
Mary Carroll advised the meeting that SIMS will be relocating to the Nedlands campus (Conference Building, the old Publications offices) on Monday 9 June and the offices will be offline from midday Friday 6 June until afternoon of Monday 9 June.