1. **UPDATE FROM ACADEMIC COUNCIL**

Sylvia Lang provided an update on the Academic Council meeting held on Wednesday 7 May 2008.

(i) **Summer Session**
Proposed units for the 2009 Summer Session were approved. FNAS have forwarded their proposed units for consideration at the next meeting.

(ii) **Review of performance and operation of the Legislative Committee**
The report was noted.

(iii) **Australian Tertiary Admission Rank**
Members were advised that Academic Council endorsed a change of terminology from Tertiary Entrance Rank (TER) to the Australian Tertiary Admission Rank (ATAR) with effect for the 2010 cohort for 2011 admissions.

(iv) **Rescission of Courses**
   a) **Faculty of Engineering, Computing and Mathematics**
      - Combined course for the Bachelor of Computer Science (UWA) and Bachelor of Science (Geophysics (Curtin University of Technology) from 2010
      - Rescission of Master of Engineering (Energy Systems Management) effective immediately.
   b) **Faculty of Life and Physical Sciences**
      - Bachelor of Science (Science Education) from 2008.

(v) **Business School – Introduction of IRIS Unit**
The introduction of an IRIS Unit in the Business School was approved.

(vi) **Proposal for New Units and Deletions**
   **Faculty of Architecture, Landscape and Visual Arts** – one new unit approved (AC Attachment C1)
   **Faculty of Business** – seven new units approved (AC Attachment D1). Thirteen units deleted (AC Attachment D3).
   **Faculty of Engineering, Computing and Mathematics** - thirteen new units approved (AC Attachment E1-E7) – nine units deleted (AC Attachment E8-E11).
   **Faculty of Law** - five new units approved (AC Attachment F1-F2).
   **Faculty of Life and Physical Sciences** - one unit deleted (AC Attachment G1).

(vii) **Minor Changes to Existing Courses for 2009 - Faculty of Business**
   a) deletion of Electronic Business major, minor and Honours Specialisation,
   b) name change for Information Management Honours Specialisation to Business Information Management Honours Specialisation,
   c) name change of Information Management major and minor to Business Information Management major and minor.
   d) changes to Economic History major and minor and deletion of Economic History Honours Specialisation.

(viii) **Major Changes to Existing Courses for 2009 –**

   **Faculty of Education**
   Academic Council gave approval for:
   a) Increase overall points value in master's courses from 48 to 72 points
b) Increase points value for thesis unit from 30 to 54 points  
c) Increase time frame from 1 to 1.5 years  
d) Amendments to some units and  
e) Modification to award master's degrees with honours  

**Faculty of Engineering, Computing and Mathematics**  
Academic Council gave approval for a new Software Management major in the Bachelor of Computer Science and Bachelor of Computer and Mathematical Sciences and related combined courses.  

(ix) **English Language Competence of Danish High School Students**  
The Danish Studentereksamen English paper with a minimum grade of 10 or better in Level B, or any pass grade in level A was approved as satisfying UWA's English Language Competence requirement.  

(x) **Admission of International Students: Proposed Process for Fast-Track Approval for High-Achieving Individual Students, Cohort and Whole of Institution Approvals**  
Council approved two fast track processes to apply in the case of high calibre students or cohorts with qualifications or from institutions that had not previously been recognised by databases and sources on which the University normally relied as meeting the University’s entry requirements:  

a) Fast-Track Application for a Variation of Normal Admission requirements and Establish Qualification Equivalents for an Individual Student; and  
b) Fast-Track Application for a Variation of Normal Admission requirements and Establish Qualification Equivalents for Cohort and Institution.  

(xi) **Vice-Chancellor’s Report to Council**  
The Vice-Chancellor reported that  
a) UWA would host a Chair in Australian Literature  
b) UWA had signed a partnership agreement with Chevron which was one of only 18 such agreements world-wide and the only one of its kind in Australia and  
c) Several Reviews were underway to which the University would make submissions and in relation to which the Vice-Chancellor was inviting input, namely  
  • Bradley Review of Higher Education  
  • Cutler Review of the National Innovation System  
  • Inquiry into research training and research workforce issues in Australian universities  

2. **ITEMS ARISING FROM APRIL MEETING**  

(a) **Student Learning Entitlement (SLE)**  
At the April meeting, Jan Dunphy had asked what would happen if a student had used up their SLE (eg a student in the Graduate-entry MBBS) and had not yet completed all requirements of the course. It was agreed that Anthony Turner would pursue this matter with the Director of Planning Services, Mr Rob McCormack, and report back in due course.  

Anthony reported that the University could provide a fee paying place for a student who ran out of SLE prior to the completion of their course. The faculty in question would be required to set an appropriate fee. He suggested that UWA might need to review the admission of students who meet the academic criteria for a place but are not entitled to a Commonwealth Supported Place. The UWA policy that the aggregate cost of the course could not exceed the fee-help limit set by the Commonwealth Government would also need consideration. He expected that the Government would be providing a policy on SLE in due course.
3. **INTAKE PERIODS**

Publications was recently asked to reconsider the options available for Intake Periods in the Handbook as feedback had been received that the existing ones were problematic in that they were not defined. In particular it had been suggested that “all” should be replaced with “throughout the year”.

Publications was seeking feedback on the following proposed amended list which, if accepted, would be adopted for the 2009 Handbook.

**INTAKE PERIODS**
- Beginning of year only
- Mid-year only
- Beginning of year and mid-year
- Throughout the year
- Not open for enrolment
- Other (type free text in adjoining field)

In relation to the 2008 Handbook, Publications advised that it may not be possible to do a blanket change from “all” to “throughout the year” as “all” may have been selected when “Beginning of year and mid-year” was the intention.

Members supported the amendment of the 2009 options according to the above list with no amendment to the 2008 information.

4. **SUMMER SESSION UNITS – CANCELLATION DATE**

Sylvia advised members that currently there was no final date set for cancellation of summer session units. Members were asked to consider what a reasonable date might be given the nature of the units. Harvey advised that it was unlikely that summer session units would be cancelled due to the fact that students sometimes relied on these units to progress in their course. The meeting suggested that the final date for cancellation of summer session units could be mid-November, in line with re-enrolment.

5. **ALTERNATIVE EXIT FROM COURSE**

Members noted that, if it is possible to exit from a course with another award this should be stated in the rules for the course.

6. **DEFINITION OF RESEARCH FOR THE PURPOSES OF ESTABLISHING ELIGIBILITY FOR RTS FUNDING**

Towards the end of last year Sato Juniper sought advice from DEST regarding the definition of a research unit. She did so because she had noticed that the RTS guidelines had changed somewhat over the years with regards to student eligibility and wanted to ensure that the University’s postgraduate research courses continued to meet the criteria for RTS funding.

Sato stated that, in order to comply with RTS guidelines, at least two-thirds of the student load for the course was required as research work with not more than one-third as coursework. She distributed criteria for determining whether or not a course has two thirds or more research content as provided on the DEEWR website.

To ensure that UWA research courses met the eligibility criteria for RTS funding, Sato advised that an audit is underway. Faculties would be contacted in the event that a course does not appear to meet the relevant criteria, however, faculties were also asked to ensure that all RTS funded courses within their faculty complied with the DEEWR guidelines.
7. COMPLAINTS MANAGEMENT SYSTEM (CMS)

Trudi McGlade attended the meeting to provide an update on the CMS, recently purchased from the University of Western Sydney.

In speaking to this item, the following points were made:

- It was intended that, in due course, the CMS would manage student, staff and public complaints.
- A new staff position was soon being advertised to manage the system. The position would initially sit within Governance Services.
- Currently a project officer and consultant were working on the implementation of the CMS.
- It was anticipated that the CMS would be managing staff and public complaints by September.

Trudi advised that the CMS consultant Gillian Mercer had identified problems with the implementation of the student section of the CMS including:

1) because of the devolved system at UWA, many faculty specific policies were published on the web leading to the complexity of pulling all of this, sometimes conflicting, information into the CMS system; and
2) web searching revealed many outdated policies.

Trudi suggested that:

a) faculties review their website with a view to consolidation of policies and practices;
b) faculties include version boxes on their local policies, thus allowing for easy access to the latest version; and
c) faculties consider that, rather than having local policies, they link to the University policy where the updating responsibility would sit with the owner of the policy and not the faculty.

It was also suggested that students be required to check a box at enrolment to say that they have read the relevant policies to their University studies for purposes of proliferation and good practice.

8. ANY OTHER BUSINESS

a) Amendment to Exam Register
An updated example of the exam register was distributed with the agenda. The order of the exam register was amended together with other minor changes. The meeting approved the changes to the exam register.

b) 10.1 Callista Upgrade
Mary advised that the 10.1 Callista upgrade was unavoidably delayed.

c) Prizes
Harvey advised members that offshore students should be considered when allocating prizes.

9. NEXT MEETING
The next FAO/Sub Dean’s meeting will be held on Friday 6 June, 2008.