NOTES OF A MEETING OF THE FAO/SUB-DEANS GROUP
HELD ON 28 NOVEMBER 2008

1. UPDATE FROM ACADEMIC BOARD MEETING OF 19 NOVEMBER 2008

Trudi McGlade advised that the Academic Board had endorsed the principles of the Report on the Review of Course Structures, which would now be submitted to the Senate. Trudi explained that the recommendations comprised an integrated package. Implementation would be subject to the availability of resources. Detailed recommendations would be subject to the University’s normal approval processes. Trudi thanked all who had provided input into the development of the recommendations.

2. UPDATE FROM ACADEMIC COUNCIL MEETING OF 26 NOVEMBER 2008

Trudi McGlade reported on the outcomes of following items which had been considered by Academic Council:

(i) International Agreements

Renewal of the student exchange agreement between The University of Western Australia and the Vienna University of Economics and Business Administration – Ref F3337

Noted

(ii) Report from the Student Learning Outcomes Coordinating Group (Formerly OBE Coordinating Group) – Ref F2633, F8596

The IRU Report on Implementation of Student Learning Outcomes at UWA was before the Teaching and Learning Committee at its meeting of 6 November 2008, where, by R34/08, it was noted and referred to Academic Council for information.

Noted

(iii) Proposed Joint Or Double-Badged PhD Programme Between The University Of Western Australia And The University Of Science And Technology Of China – Ref F727, F24958

Approved

(iv) UWA Centres

(a) Proposal to Establish the Centre for Petroleum Geoscience (CPG) – Ref F25553

Approved

(b) Proposal to Establish the Centre for Medieval and Early Modern Studies – Ref F25552

Approved

(v) Admission to UWA Undergraduate Degrees on the Basis of The Chinese National College Entrance Examination (Gaokao) – Ref F14422

Approved

(vi) National University of Singapore High School Diploma – Ref F6552

Diploma accepted for direct admission to UWA courses. Other recommendations re satisfaction of UWA’s English Language Competence requirement and review of the recommended grading schedule approved
(vii) Proposed New Units and Deletions from Faculty of Medicine, Dentistry and Health Sciences

Approved

(viii) International Student Exchange – Ref F18293

Dr Bruce Mackintosh, Director, International Centre, attended to speak to a report on student mobility in relation to International Student Exchange agreements. Trudi McGlade advised that Dr Mackintosh’s PowerPoint presentation would be provided on the web. Trudi advised that there was now encouragement via the Faculty funding model to reward faculties whose students engaged in study abroad. Faculties were urged to think outside the square in terms of the perceived relevance of content of study proposed to be undertaken through exchange agreements.

(The presentation is available at: http://committees.uwa.edu.au/page/152482 )

(ix) Proposal for New Courses, Transnational Courses and Major Changes to Existing Courses for 2009

(a) Faculty of Life and Physical Sciences: Proposal to introduce a Master of Forensic Science (MForSc) by Research – Ref F5199

By R05/08 the Faculty of Life and Physical Sciences has recommended the introduction of a Master of Forensic Science by research course in 2009.

(x) Reviews and Follow-Up Reports

The SDVC had spoken to the Executive Summary and Recommendations of the reviews and to the follow-up reports listed below:

(a) Review of Legal Services Division – Ref F18482

(b) Review of the School of Psychiatry and Clinical Neurosciences – Ref F4913

(c) International Centre Follow-up Report – Ref F15084

(d) School of Mathematics and Statistics Follow-up Report – Ref F18484

3. RESOLUTION NUMBERS

Trudi McGlade reminded members that resolution numbers should be consecutive irrespective of whether the meeting is of faculty or faculty board and also that the page numbers on minutes start at 1 each year and run through to the end of the year. For agendas, the page numbers start at 1 each time.

4. FACULTY GOVERNANCE AND STRUCTURE DOCUMENT

Trudi McGlade reminded members that the Faculty Governance and Structure Document template had been updated in accordance with the recommendations of the Working Smarter through Committees Report and could be found at: http://www.secretariat.uwa.edu.au/home/university_governance_and_structure/governance/faculty_governance

5. UNIT OUTLINES ON-LINE

Members were reminded that a reference group had been set up to consider issues around the use of Calliope. A report on this matter was attached and the following text of a recent email from Sue Smurthwaite, Manger, Education Policy Services to Faculty Managers was provided:
"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."

It was noted that SIMS had been charged with implementing the database of addresses of outlines and Mary Carroll advised that she was looking for volunteers, including Faculty Managers, to consider the SIMS proposals in this regard. The following members volunteered:

- Rob Blandford, (Faculty of Engineering, Computing and Mathematics),
- Paul Lloyd (Faculty of Business and
- David Enright (Faculty of Life and Physical Sciences).

6. SPECIAL CONSIDERATION

Sylvia Lang provided a progress report in relation to the Special Consideration policy and procedures which were being developed by a working party which she convenes.

Sylvia explained that the matter had originated in a paper prepared by the Guild in 2006. A Working Party had subsequently been set up under the auspices of the Assessment Standing Committee (a committee of the Teaching and Learning Committee). Amongst the recommendations of the Working Party was that a second-stage working party be established. The role of the second-stage working party, which Sylvia convened, was to further develop the recommendations of the first Working Party."
Sylvia advised that the second-stage working party had met on four occasions to date. Anne Gilkes had been involved as a project officer and had carried out some research including in relation to policy and procedures in other universities.

Sylvia tabled a draft policy which she said would be presented to the Assessment Standing Committee along with other recommendations. It was being suggested that the draft policy be widely distributed to stakeholders. The recommendations included –

- that there be only one University-wide Special Consideration policy;
- that a comprehensive standard set of procedures be developed;
- that marks would be adjusted only in accordance with a matrix;
- that a training package be developed for those with responsibility for implementing the policy.

Sylvia advised that the second-stage working party was proposing that the matter of extensions to deadlines that were not related to special consideration applications be addressed through a separate project which would also consider an appropriate appeals mechanism for unsuccessful requests.

Sylvia assured members that this would not be the final opportunity for feedback on the draft policy, but that any feedback received in the next few days would allow for its inclusion in the report she was writing for the Assessment Standing Committee.

7. COPIES OF MINUTES AND AGENDAS

Trudi advised that hard copies of agendas and minutes for the Legislative Committee and Academic Council would be provided only to members of the respective bodies. Electronic versions would be available on the web.

8. UNITS FOR WHICH AN FC GRADE IS AVAILABLE

Members were reminded that where an FC grade was to be available for a unit, SIMS must be notified; and the assessment mechanism statement for the unit must make clear that students must pass separate components in order to pass the unit.