Trudi welcomed Narelle Crichton to the meeting to discuss the Records Disposal Authority and Wayne Betts to discuss the Admission Process. Trudi also welcomed new members to the meeting, Gill Trahorsch (FAO, AHSS) and David Enright (Program Manager (Offshore Programs), LPS).

1. UPDATE FROM ACADEMIC COUNCIL

Trudi noted that due to insufficient business, Academic Council did not meet as scheduled on Wednesday 5 November and the following items had been circularised to members:

- Renewal of the Study Abroad Programme between The University of Western Australia and Kyoto Women’s University
- Admission and Quota Policy 2009
- Academic Council and Academic Board Meeting dates for 2009
- New Course – Faculty of Business – Master of Professional Accounting (Advanced).

Trudi noted that as no objections had been received to date, a recommendation would be made to Senate that this course would be approved at the next meeting of the Academic Council on 26 November.


2. INTERNATIONAL STUDENTS – Information for staff members who interact directly with International Students

Trudi reminded members that the International Centre has established a web page re the above at: http://www.international.uwa.edu.au/staffnet/esos.

Anyone wanting more information should contact David Norman, International Quality Assurance Officer, at email david.norman@uwa.edu.au or phone 6488 4694.

3. COMMITTEE PERFORMANCE REVIEWS

Trudi reminded members of the recommendation coming from the Working Smarter Through Committees Report.

Trudi reminded members to ensure that their Faculty Board and associated committees undergo a performance survey in accordance with this Recommendation.

Trudi noted that following a recommendation from the Academic Council in 2007, Senate and Senate Committees, and Academic Council and its subcommittees, now undergo an annual performance survey.

Trudi noted that the surveys, including those done by Senate, are self reviews, are anonymous and results are published in the form of de-identified and aggregated data with any comments de-identified and published as appropriate.

Trudi suggested that members wishing to provide further information in addition to comments made on the survey questionnaire with regard to committee performance are encouraged to make initial contact with the relevant chair/executive officer.
4. **PROCESSES FOR CHANGES TO ADMISSIONS SYSTEMS FOR OVERSEAS QUALIFICATIONS**

Trudi reminded members that the following processes have been amended and are now available on the web:

- Process for Approving Overseas Qualifications for Entry to UWA
- Recognition of Sufficient Prerequisite Competency to Meet Course Entry Requirements
- Process for Approving Significant Changes to Current Admissions Systems for Students with Overseas Qualifications
- Changes to English Language Score Required

For more information, contact Dave Norman at the International Centre (ext 4694).

5. **2009 ADMISSIONS – ENROLMENT PREPARATION**

Wayne Betts, Manager, Admissions Centre, spoke to a paper prepared highlighting changes in the 2009 Admissions – Enrolment process.

Wayne noted that there are some quite significant changes planned for the 2009 enrolment process, all of which will be outlined in the Admissions Manual which will be available in the next two weeks. In the meantime, Wayne alerted members to some of the major changes which were outlined in the paper presented to the meeting, including the following:

(i) **On-line acceptance**
   Wayne noted that the 2009 enrolment process will allow on-line acceptance by students. This will disengage acceptance from the enrolment day and should alleviate some issues, particularly for off-shore enrolments. Wayne stressed that both processes must be completed, i.e. students must accept acceptance online and attend to formally enrol.

(ii) **Suggested Pre-Enrolment Sessions**
    Wayne noted that the Faculty of Business has already locked in their date. Wayne suggested where possible, faculties should endeavour to manage International and Domestic students simultaneously as the first days were critical in creating bonds and links with other students.

(iii) **TISC Transfers**
    Wayne noted that the risk of not receiving an offer in the second round is much less that it was in the past and all necessary groundwork can be handled at Student Administration. Once enrolled, students should be discouraged from swapping back.

(iv) **Information on Selecting Units**
    Members agreed that course advice, particularly in relation to selection of units is best managed at the Faculty level.

(v) **Enrolment Worksheets**
    Wayne noted that the 2008 enrolment process included the provision of customised enrolment worksheets. It is not proposed to continue this service in 2009 due to resourcing constraints. The process also created confusion for some students. It was suggested that students be provided with two copies of blank enrolment worksheets. Wayne will be providing electronic copies of worksheets to faculties shortly.

Wayne requested feedback to the following questions by end of November:

1. Are faculties willing to provide pre-enrolment sessions for domestic and international students on Wednesday 11th February?
2. Would faculty staff kindly provide comments/suggestions on the attached ‘How to choose your units’ document by the end of November?
3. Are faculty staff willing to participate in the pre-recording of pre-enrolment information through Lectopia (subject to arrangements)?
A copy of the paper presented by Wayne is available on the FAO site: http://www.fao.uwa.edu.au/fao__sub_deans_meeting_dates_and_notes/2008

6. RECORDS DISPOSAL AUTHORITY FOR STUDENT ADMINISTRATION RECORDS

Narelle Crichton, Information Audit Project Officer, Archives and Records Management Services addressed the disposal authority for student administration records and the UWA Records Disposal Authority which has been submitted to the State Records Office.

The following email was recently circulated and is reproduced here for information:

“Archives and Records Management Services are pleased to announce that the draft University of Western Australia Records Disposal Authority (RDA) has been submitted to the State Records Office and is due for approval by the State Records Advisory Committee (SRAC) in early 2009.”

Narelle reminded members that this meant that the following RDA has been superseded and therefore can no longer be used to destroy records:

Records Disposal Authority for Student Administration Records RD 2006015 (approved 2007)

Narelle noted in particular:

As of 22 October 2008 do not, under circumstances, use this RDA to sentence your records. Use of a superseded RDA is considered illegal and may result in the imposition of penalties under the State Records Act, 2000.

All areas of the University can continue to use existing General Disposal Authorities (GDAs) to sentence their administrative and housekeeping records. Currently, there are three GDAs available for use.

• GDA for Human Resource Management Records RD199902
• GDA for Financial and Accounting Records RD2005010
• GDA for Administrative Records RD2003016

Members were reminded: As always consult the University Archivist before embarking on a disposal exercise. For more information about which authorities to use, contact the University Archivist, Maria Carvalho on ext 7234.

Narelle stressed that it is illegal to destroy any student records at this point in time; all documents must be preserved, as the University does not currently have a legal disposal document. Copies of all student documents must be kept on TRIM; extra copies (provided there are no changes or comments on the documents) can be destroyed. Changed copies, including copies with any added comments, are classified as new records and must be kept on TRIM. Particular care should be taken when placing comments on student documents as these are subject to FOI. Trudi noted that reports were also classified as records and should also be maintained on TRIM.

Narelle noted that a disposal authority is currently being sought and should be available in 2009 but in the meantime, care should be taken with the preservation of all student documents.
For more information on the progress of the approval of the UWA RDA RD2008061, contact the Information Audit Project Officer, Narelle Crichton on ext 8663 or visit the Information Audit webpage at [http://www.archives.uwa.edu.au/page/112981](http://www.archives.uwa.edu.au/page/112981).

7. **SCHOLARSHIPS RANKING PROCESS**

Heather Williams, Senior Scholarships Officer, addressed the ranking timetable for the current APA/UPA scholarships round. Heather advised that there will not be any formal training sessions this year and briefly outlined the ranking process.

Heather advised members that the deadline for faculty rankings is Friday 28 November, and the Scholarships Committee will be meeting on 8 December.

Heather distributed copies of the Athena Ranking Instructions to the faculties and noted that the faculty quotas were located at the back of the booklet. A copy of the booklet is attached and is also available at the Scholarships site: [http://www.scholarships.uwa.edu.au/?f=229389](http://www.scholarships.uwa.edu.au/?f=229389)

8. **USE OF INDIVIDUAL INSTITUTION CODES FOR OVERSEAS INSTITUTIONS FOR ADVANCED STANDING**

Mary Carroll, Manager, SIMS Support, discussed the use of individual institution codes for overseas institutions for advanced standing; a list of institutions and codes already in SIMS was made available to members.

Carroll noted that some of these codes have already been used and there may be problems in changing these, but added that some codes may be incorrectly listed and may need to be amended.

Carroll requested members to provide feedback.

9. **APPEALS PROCESS**

Trudi noted that the Pro Vice-Chancellor (Teaching and Learning) Professor Jane Long has asked that this matter be brought to this group for feedback.

Opinion was divided on this matter. Some saw merit in limiting the appeals process to be applicable only at completion of the course, while others felt both opportunities should be allowed ie to lodge an appeal when an assignment had been marked as well as on completion of the unit.

Concerns were raised that limiting the appeal to when an assignment was marked, may cause frustration to some students who may be concerned about the possibility of negative repercussions from lecturers during the remainder of the unit period. In addition, there were concerns that by limiting the appeal to this period, situations where the student may be appeased by the overall completion mark would result in an extra number of appeals, thus adding to workload.

Subsequent to the meeting another suggestion was made that a student could lodge an intention to appeal an assignment mark within 20 days of receipt of the mark to the Faculty Office. This would serve to signal the likely appeal and also to protect the student from any fear of repercussions. There would be no obligation on the student to actually appeal in the event that they were satisfied with the final mark obtained.

Trudi to report back to the PVC(Teaching and Learning).
10. ANY OTHER BUSINESS

(i) SCHOLARSHIP PROCESSES AT THE UNIVERSITY OF WESTERN AUSTRALIA: PROCESS MANUAL

Trudi advised that the Legislative Committee in consultation with the Scholarships Office and the Office of Development has developed a Process Document for the establishment of Scholarships. The document is available at: http://www.secretariat.uwa.edu.au/home/policies/schol

Trudi noted that while the document may be further enhanced and refined in the future, it is now a working document and encouraged its use where applicable.

(ii) RUNNING OF EXAMINATIONS IN SCHOOLS

Trudi noted that examinations will be commencing next week and any examinations not centrally managed should be managed under examination conditions. Harvey reminded members that where more than one student is being examined, there must be at least two invigilators. Members were asked to remind students that they MUST bring their campus cards to examinations.

(iv) UNIT EXCLUSIONS

Jane Emberson requested that Unit Exclusions (situations where a student had failed a unit on two occasions) should be noted immediately on SIMS rather than being entered at end of year.

Others commented that this would not suit their faculty.

Mary noted that it is possible for immediate placement of a Unit Exclusion on receipt of a request to do so from the Faculty.