MEMBERS OF THE FACULTY ADMINISTRATIVE OFFICERS/SUB-DEANS’ GROUP

A meeting of the FAO/Sub-Deans’ Group will be held on Friday 7 August 2009 in the Senate Room from 9.30 to 11.00am.

1. UPDATE FROM ACADEMIC COUNCIL

Sylvia Lang will provide an update on the Academic Council meeting held on Wednesday 5 August 2009.

2. WEB SECURITY – PLACEMENT OF DOCUMENTS ON THE INTERNET/INTRANET

There has been some discussion regarding the placement of documents on the internet, particularly committee agendas and minutes on the Committees website located at: http://committees.uwa.edu.au/home

Governance Services has been asked to state current policy with regard to placing agendas and minutes on the intranet/internet. The current policy is that Senate and Academic Board/Council agendas and minutes are placed on the internet with sensitive material placed at the discretion of the Executive Officer in consultation with the committee Chair as appropriate. Agendas and minutes of committees below the level of Academic Board should be placed on the intranet, again with sensitive material placed at the discretion of the Executive Officer in consultation with the committee Chair as appropriate.

For assistance in placing documents on the internet/intranet, contact the Web Office by email weboffice@uwa.edu.au

3. APPLICATIONS FOR TRANSFER

(a) Spreadsheet

A sub-dean has commented that the spreadsheets provided by Student Administration listing applicants for transfer are difficult to work with as the columns are in an inconvenient order for Faculty advisers and include columns not required interspersed with required columns. It has been suggested that the columns required by Faculty advisers be ordered at the left. This would allow printing of those columns only if appropriate.

A request has been received that the spreadsheets be provided in a more Faculty user-friendly format.

For discussion

(b) Students transferring back to a previous course

A sub-dean has requested that applicants wishing to transfer back to a previous course be integrated with the other students’ data as it is cumbersome to have a separate page of the spreadsheet to check, and as the columns are different from the main spreadsheet it is difficult to copy these ‘re-transfers’ on to the main list.

For discussion

(c) Discipline area (major/program) of interest

It is helpful to faculties, and can influence decisions (e.g. because of student’s appropriate or inappropriate background, or timing of transfer), that applicants for transfer indicate the discipline area (program/major) in which they want to study in a new course. It would be appreciated if the application website indicates that this information is preferred, though not obligatory.
Encouraging applicants to provide a supporting statement

Members are reminded that the former paper application form for transfer included the words:

"You may want to submit additional information to the Faculty concerned in support of your application (e.g. detailed reasons for your request to transfer, reasons for poor results in your present/past course)."

One faculty has noted that as mid-year applicants for transfer did not provide such a statement, and has queried whether this statement appears on the web application form. As there are quite a few applicants who are not attractive on the basis of their academic record and who could improve their chances by providing a statement, it would be beneficial for students to encourage them to provide a supporting statement if their academic record is less than good.

From a faculty perspective, extra time is spent contacting applicants and suggesting that they should send a statement which causes extra work for Student Administration, because decisions are delayed.

It is suggested that wording (or similar) should be prominently displayed at the web application site:

"You may want to submit additional information to the Faculty concerned in support of your application (e.g. detailed reasons for your request to transfer, reasons for poor results in your present/past course). This may significantly affect the outcome."

Applications for re-admission: Personal statement

A member has suggested that the wording inviting extra information from applicants requesting re-admission should not be limited to students who have been excluded, and all students should be encouraged to put up a supporting case.

Possible wording could be:

"You may wish to include a personal statement, addressing the following points. This is mandatory if you are an Excluded Domestic Student and is recommended for any applicant with previous poor results."

It has been pointed out that some applicants for re-admission wish in fact to transfer to a different course. If they go in future through a different route, e.g. as new admissions rather than re-admissions, they will be very much disadvantaged if that prevents them from providing a supporting statement.

‘WA’ withdrawals and ending programs & majors

A member has asked if when a Faculty withdraws a student from a unit, using WA, the student can add the unit in again through Student Connect?

Similarly where a Faculty ends a program and/or major on a student's record because of breach of a rule, can the student add it again through Student Connect?

The member has asked how this can be prevented. For discussion
6. **FORM FOR LATE/AMENDED RESULTS**

(a) **Instructions at top**

A member has pointed out that the current heading reads:

> ‘Submission of late or amended results (ONLY to be used after a Board of Examiners and release of results)’.

This is misleading, as in fact results are late as soon as the exam register has been printed; it leads schools/disciplines to send late results direct to Exams (too late to go in the register).

Suggested replacing wording with:

> ‘Submission of late or amended results to Faculty (To be used after due date for submission of results)’.

(b) **Course code**

It has been suggested that as there seems to be a lack of clarity on what a course code is it would be useful to provide an example, eg: ‘Course code (e.g. 40110)’

(c) **Approval**

It has been noted that these forms are regularly approved by subdeans and their counterparts, which was indicated on the previous version (which included ‘Dean/Sub Dean or equivalent’).

However, the current version indicated ‘Dean / Faculty Administrative Officer’. It is suggested that Subdeans should be included.

7. **TRAINING COURSES – PREPARATION OF AGENDAS AND MINUTES**

In response to demand, Governance Services is planning to offer workshops in the second half of September and first half of October on the preparation of Agendas and Minutes. The workshops will be offered through OSDS.

8. **OTHER BUSINESS**