1. **INDIVIDUAL STUDY PLANS FOR TRANSITION STUDENTS**

Mary Carroll will be speaking to this item, discussing the functionality being developed in Callista for managing transition students as outlined in the attached ‘UWA Study Plans – Individual Study Plans’ document. (Attachment A)

2. **RULES FOR HANDBOOKS IN 2012**

Members will recall that, at the November meeting, some information was provided about proposals for presentation of course rules from 2012.

Members were reminded at that meeting that postgraduate rules were broadly governed by the University General Rules along with University-wide policies and procedures and Faculty-specific rules, policies and procedures.

It is proposed that from 2012, postgraduate courses forming part of the new courses structure will be governed by a stand-alone set of rules for each individual course along with any University-wide policies and procedures that may apply. A draft example of a stand-alone set of rules for a master’s course was provided at the November meeting.

Existing University General rules will be either incorporated within the new Student Rules, or in stand-alone postgraduate course rules or will become a part of existing or new University-wide policies and procedures. Existing faculty-specific rules will also follow this route. A spreadsheet of faculty-specific rules across the faculties was provided at the November meeting.

To assist faculties in aligning their rules for courses that will form part of the new courses framework with the proposed new format, it is intended that new templates for rules for certificate, diploma, master’s etc courses be provided to faculties. Faculties will be asked to review the revised course rules in the templates and make any necessary changes to them for publication in 2012. Any changes will be subject to the normal approval process.

As a first step faculties have been asked to consider their faculty-specific general rules and provisions to determine whether there are any that need to be incorporated into the proposed new sets of stand-alone course rules.

It was hoped that rules for existing courses that would not form part of the new courses structure could be frozen and that they and any transitional provisions agreed would apply to students who in 2012 would be classified as “continuing”. A “continuing” student would be one who had commenced a course prior to 2012 and would not be transferring from that course in 2012 to a course that would form part of the new courses framework.

Faculties are asked to give some consideration to whether “freezing” the rules at a certain point in time and allowing those and transitional provisions to apply would be workable or whether it may be necessary to continue to update existing rules for a period of time. For example, will faculties know by the usual due date for submitting their updates to rules in 2011 when existing units will cease to be offered and what will replace them?

Most important is that the requirements for an individual student to complete their course be recorded somewhere accessible in an authoritative form. (Individual course plans would be an acceptable way of achieving this.)

3. **SHOW CAUSE PROCESS UPDATE**

It is proposed that the process for dealing with show cause applications in 2010 be similar to that used in 2009 as feedback on the 2009 process was mainly positive. Members will be provided at the meeting with documentation explaining the process.
4. REVIEW OF POSTGRADUATE COURSEWORK ADMISSIONS PROCEDURES AT UWA - Update

The following update has been provided by Marion Bateman (Executive Officer to the Review):

Wayne Betts has submitted a final version of the Issues and Options Paper to Jon Stubbs and Peter Curtis on 12 November 2010. The Registrar has provided a copy of the paper to the University Executive for their consideration and is considering further distribution of the paper. Accordingly, the completion date for this project is currently under review.

The online survey of currently-enrolled postgraduate coursework students has been published, with a request for responses by 6 December 2010. A cohort of over 1500 students has been identified with the assistance of Esther Markle at Student Systems. Feedback obtained from responses to the survey will be incorporated in the Final Report.

For noting.

5. PUBLIC AFFAIRS NC2012 REPORT – UPDATE ON COMMUNICATIONS TO CURRENT STUDENTS

The following report has been provided by Rachel Schmitt (email Rachel.schmitt@uwa.edu.au phone 6488 7241):

- Current student information is now available centrally at www.newcourses2012.uwa.edu.au/students and also via www.uwa.edu.au/current. In addition some examples of new pathways to the professions have been added to the site and can be found at http://www.newcourses2012.uwa.edu.au/_nocache
- This current student information is also now on every ‘current student’ page in the University – including your faculty’s current students page eg www.alva.uwa.edu.au/students
- An All-Student email from the SDVC will go out to current students in the next week advising them of the NC2012, a summary of the changes and advising that more information will be provided on transition issues in 2011.
- A NC2012 message directing students to www.newcourses2012.uwa.edu.au/students will appear on studentConnect the first time students log in to check their results after they are released on 13 December.
- A NC2012 message directing students to the NC2012 page, as above, has also been placed on the MyUWA portal and will remain for December and part of January at least.
- The Guild home page now also has a link to www.newcourses2012.uwa.edu.au/students
- A hard copy A4 leaflet titled ‘Information for current students’ is being produced at the moment and will be printed by end of year so that it is on hand for enrolments from January. Faculties will be notified when they become available.

6. UPDATE FROM ACADEMIC COUNCIL

Sylvia Lang will provide an update on the Academic Council meeting held on Wednesday 24 November 2010.

7. OTHER BUSINESS
Local Development Executive Summary

UWA Study Plans

DOCUMENT CONTROL

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RELATED MATERIAL

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<td>LD Spec – Student Advisers v0.1</td>
<td>Specification document for course adviser allocation development.</td>
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1 OVERVIEW

1.1 Background

Undergraduate courses currently offered at UWA will no longer be offered from 2012 and new future framework undergraduate courses will be offered in their place. Students who commence an undergraduate course before 2012 will be permitted to continue enrolment in that course in 2012 and in subsequent years until the course requirements are complete although these courses will not be available to new students. This transition period will continue for a number of years and in that time units required only for students in pre-2012 undergraduate courses will gradually become obsolete.

To help Faculties and Schools to plan their offerings for transition units each year an estimate of how many students plan to undertake each unit is required. It is proposed that a unit study plan is recorded for each transition student. The study plan would be a listing of proposed units for each academic year and teaching period to be undertaken by the student in order to complete the course. The number of transition students planning to undertake a particular unit in an academic year could then be reported.

Faculties may also consider using study plans for students in postgraduate or future framework courses. The proposed process for recording individual study plans incorporates a course adviser approval step. This study plan approval could take the place of enrolment checking and would have the advantage of being done only once for the entire course for some students and additionally for other students only when there is change to the study plan. The recording of planned units for students for future years would provide valuable strategic planning information for Schools and Faculties.

1.2 Description of the Process

Data tables will be created to hold study plan unit records, comments and an appropriate approval status for each student's study plan. Course advisers will record and edit this information via a new staffConnect application. Students will be able to view the information in student connect and refer to this study plan at the time of online enrolment. In the longer term students will also be able to update their study plan in studentConnect and submit it to their course adviser for approval. This studentConnect study plan update option and Faculty study plan approval process is expected to be delivered as part of a second phase in the implementation of study plans.

A process to check each student’s approved study plan against their enrolled and completed units will run regularly and will flag study plans with a “revise” approval status for students whose enrolment does not match their study plan or if a unit on the study plan has been failed. The revise approval status will indicate that revision of either the study plan or the student enrolment is required. Students with a “revise” approval status will have a message displayed in studentConnect to advise that revision of their study plan with a course adviser is required.

A report will be developed and sent to the advising Faculty or Faculties of students with study plans with an approval status such as “revise”, “pending approval” or “not approved / rejected” that indicates some action is required.

Course advisers will need to email groups of students about the approval status of study plans using the student email functionality existing in staff connect. It is expected that new dynamic person ID group functionality recently delivered as part of core Callista will make it possible to automatically update a person ID group with the person IDs of students who have a specific approval status on their study plan record so that emails to groups of students could be sent more...
easily. Alternatively the current person ID group creation process in staffConnect can be used to update these Person ID groups each time an email is to be sent to students in that group.

A report will also be developed to provide details of future units on study plans for an academic year with the number of students per semester and non-standard teaching period listed along with the total number of students. This report will group the information by organisation unit and include information about current Callista offerings for each listed unit. This report is intended to assist Schools and Faculties with the planning of future unit offerings.

A new staffConnect application will be created in phase 2 of the study plan implementation which will provide Faculties with the ability to remove or replace a particular study plan unit in a teaching period for all students as unit offerings become obsolete. There will also be the ability to download a list of students with a particular current or deleted study plan unit and create a person ID group of the listed students for use in additional reporting or emailing messages to students.

A report to identify students without study plans in courses for which study plans are required will be created and automatically sent to the owning Faculty or Faculties of the course. A data table to list course codes to be included in this report will be created providing the flexibility for Faculties to choose whether or not to create study plans for students within a particular course.

A new parameter “study plan exists” will be added to the DIY reporting in staff connect so that groups of students can be reported on and targeted for study plan creation. The study plan exists information and study plan approval status will also be displayed on the internal transcript.

2 BUSINESS REQUIREMENTS

2.1 Business Objectives

The objectives of Phase 1 of this local development planned for early 2011 are:

- To enable Faculties to record past, current and planned unit enrolments for students as approved study plans.
- To provide a history of unit additions and deletions to study plans.
- To enable Faculties to report on unit information recorded in study plans.
- To enable Faculties to identify students who do not have study plans recorded.
- To enable Faculties to identify students who are deviating from their study plan or have failed a unit and amend the student’s enrolment and/or study plan.
- To enable Faculties to identify students with study plans which have an approval status of pending approval or rejected/not approved.
- To enable students to view their individual study plan and use this as a guide when enrolling online.
- To alert students when their study plan requires revision.

The objectives of Phase 2 of this local development planned for the second half of 2011 are:
• To enable students to add and delete units from their own study plan and submit the new study plan for course adviser approval.

• To enable course advisers to replace a particular unit in study plans for an alternative unit for all students.

• To enable course advisers to remove obsolete units from all study plans and adjust the status of those study plans to “not approved/rejected”.

• To enable course advisers to obtain a list of students with a particular study plan unit and create a person ID group of the listed students.

2.2 Business Scenarios

2.2.1 Scenario 1

Fiona is a course adviser in the Faculty of Arts and as it is May 2011 she decides to email all students in undergraduate Arts courses who will be continuing their course in 2012 and who do not already have study plans recorded. Fiona logs in to staffConnect and goes to DIY reports, she then selects N for the study plan exists parameter and restricts her report selection to students in the relevant courses. For the output selection Fiona selects student name, email address, course, expected completion period and unit set. Fiona filters the spreadsheet to split the list into groups depending on unit set and expected completion period. Fiona sends a separate email to each group inviting them to make an appointment with the relevant course adviser to record their study plan.

2.2.2 Scenario 2

Anna commenced her Bachelor of Arts in mid-2010 and has received an email from Fiona inviting her to discuss her future unit enrolment with a course adviser. Anna meets with Fiona and agrees on a list of units to undertake in 2012 and 2013. Fiona logs in to staffConnect and records the agreed study plan for Anna.

2.2.3 Scenario 3

Shaun is an undergraduate study coordinator in the Business School and he needs to plan which transition units the school must offer for 2013. He logs in to staffConnect and runs the units on study plans report for 2013 for those units owned by the Business School. Shaun uses the total number of students listed per unit to decide which units are required for 2013. He finds a number of students are enrolled in unit A in semester 2 which will no longer be offered. Shaun uses staffConnect to remove unit A for semester 2 from all study plans and updates the study plan approval status for each student to “not approved / rejected” and a rejection reason. He then emails each affected student in order to notify them of the change and the need to revise their study plans.

2.2.4 Scenario 4

Sally is about to re-enrol online for 2012 in her Bachelor of Science. Sally logs in to studentConnect and views her study plan units for 2012. She enrolls in 6 of the units on her study plan but decides to pick 2 others which are not on her study plan. A week or so later Sally logs in to studentConnect again to check her results for semester 2 2011 and receives a message on the log-in page advising her to review her study plan with a course adviser as it does not match her enrolment. Sally has a look at her study plan in studentConnect and sees that there is a status of “requires review with course adviser” showing and 6 of the units for 2012 have “enrolled” as their status while the remaining 2 have “no matching enrolment” as their status. Sally changes her study plan units in
studentConnect so that they now match her enrolment for 2012 and takes no further action to contact her course adviser.

2.2.5 Scenario 5

Fifi is a course adviser in the Faculty of Life and Physical Sciences and she receives a report via email listing students including Sally whose new or altered study plans require approval. Fifi checks Sally's study plan and finds that a unit listed for 2013 does not have the required pre-requisite listed in the study plan. Fifi records a comment in the study plan, updates the status to “not approved” and contacts Sally to invite her to discuss her study plan. Sally arrives to meet with Fifi who logs in to staffConnect to view Sally’s study plan. She sees that there is an approval status of "not approved / rejected" showing and a study plan comment listing the reason it was not approved. Sally and Fifi agree on a new set of units for 2013 which Fifi updates and approves in Sally’s study plan via staffConnect.