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

A meeting of the FAO/Sub-Deans’ Group will be held on Friday 9 July 2010 in the Senate Room commencing at 9.30am

1. UPDATE FROM ACADEMIC COUNCIL

Sylvia Lang will provide an update on the Academic Council meeting held on Wednesday 7 July 2010.

2. REQUEST FOR ACCESS TO TRIM

Peter Miller from Records Management Services will be addressing TRIM services and the importance of new staff completing a “Request for Access to TRIM” to avoid delays in file requests etc.

The form is available at the ARMS site: http://www.archives.uwa.edu.au/__data/page/84845/Request_for_Access_to_TRIM_form.pdf

3. UPDATE ON THE REVIEW OF POSTGRADUATE COURSEWORK ADMISSION PROCEDURES AT UWA – Ref: F30947

Marion Bateman will be speaking to this item and has provided the following update:

A Discussion Paper prepared by Marion Bateman, Project Manager and Wayne Betts, Project Sponsor, was circulated to Faculty Managers on 15 June for wider distribution. Wayne and Marion will meet jointly with Faculty and School staff throughout July. This process of consultation will inform an ‘Issues and Options Paper’ to be released in August 2010. Faculty/School staff will be invited to submit a formal response to the Paper. Marion and Wayne are delighted to inform members that Lisa Beckley from the FECM and Jenny Gamble from the FLPS have joined the Steering Committee. Membership of the Reference Group is yet to be finalised, although all faculties will be represented and it will include stakeholders from other areas/organisational units.

4. AUSTRALIAN HIGHER EDUCATION GRADUATION STATEMENT

Mary Carroll has put forward this item to alert members of the Australian Higher Education Graduation Statement that is being introduced from next year. Attached are three documents: Attachment A outlines what is happening at UWA and Attachments B and C are guidelines and examples from DEEWR.

Harvey von Bergheim, Associate Director (Student Services), will be speaking to this item.

5. CALCULATOR POLICY

Members will recall that the ‘Calculator Policy’ was discussed at the October 2009 meeting of this group where:

There was general agreement to limit the number of calculators to five; that these would be readily available through the University; and to negotiate with a supplier who could guarantee that the same calculators could be available for at least three years. Members agreed to retain the valid sticker system which allows for easy and quick identification.

Rob Blandford will be speaking to this item and provide an update.
6. MINUTE EXTRACTS AND RECOMMENDATIONS TO ACADEMIC COUNCIL OR OTHER BODIES

Please note that it is important for record-keeping purposes and to enable informed decisions to be made at a later stage, where applicable, for minute extracts to be self-contained and informative. Whilst they need not be long, they should contain relevant background information, some detail of discussion and the outcome. Where a committee or Faculty Board is making a recommendation to another higher body, the following wording is appropriate for the resolution:

RESOLVED – “Number”

to recommend to (the Faculty, Academic Council etc as appropriate) that etc etc

Members are reminded that wording such as “to endorse to the Faculty or Academic Council” is not appropriate.

7. NEW COURSES 2012

Members are reminded that all proposed new postgraduate courses must conform to the structural principles approved by Council or be accompanied by a rationale, based on best practice, for deviating from those principles.

8. OTHER BUSINESS