Sylvia welcomed Anna Johansson, Faculty Administrative Officer (Education) and Ginny Allan (Manager (Admissions) MDHS) to the meeting.

1. **UPDATE FROM ACADEMIC COUNCIL**

Sylvia Lang provided the following update on the Academic Council meeting held on Wednesday 4 August 2010:

- **Item from the Admissions Committee: Proposal to Accept the Pearson Test of English (PTE) Academic as evidence of English Language Proficiency**
  Sylvia noted there some concerns as this is a relatively new test and was full marked by computer however, it was noted that there are various strategies already in place to assist students with difficulties if need be. The proposal was approved subject to monitoring and the results of a review.

- **Item from the Board of Coursework Studies: Broadening ‘Category A Units’**
  All units were approved, copy list is attached. (Attachment A)
  Also approved, that the following be permissible substitutes for the ‘Category A’ broadening unit requirement:
  - an approved Study Abroad/Student Exchange program for credit;
  - successful completion of a LOTE unit except when it forms part of the disciplinary field of the student’s major.

- **Item from the Board of Coursework Studies: Admissions, Quota and Resourcing issues for the Bachelor of Philosophy Degree Course**
  Sylvia noted that this item had been presented to Council earlier in the year where some recommendations had been approved and others referred back to the BCS. Attached is the Council item showing the list of previously approved recommendations and those approved at the Council meeting. (Attachment B)

2. **NEW UNITS – CAPS**

As Kabilan was a late apology for the meeting, Sylvia spoke briefly to this item noting that CAPS has re-opened for new proposals. Priority would be given at this stage to resubmitted items arising from Phase TWO of the undergraduate course approval process.

3. **TRANSITION ARRANGEMENTS SUPPLEMENTARY ASSESSMENT**

Sylvia noted that Jon Stubbs has been chairing recent meetings of working groups in the faculties discussing transitional arrangements for current students in the context of the introduction of the new courses framework where the issue of extending the availability of supplementary assessment had been raised.

Members had been asked to consider:
- Whether, in their view, extending the availability of supplementary assessment would be a useful way of addressing some transition problems; and
- If so, what a reasonable extension of the provisions would be.

Members noted that some suggestions raised by the working groups included:
- Lowering the mark at which students become eligible for supplementary assessment to 40 per cent
- Extending the availability of supplementary assessment (currently available in certain Level 1 units and in a student’s final unit)

Members did not generally support lowering the threshold to 40 per cent for eligibility for supplementary assessment for the transition period.
There was agreement to extend the use of supplementary assessment to assist students to progress through the transitionary period, particularly that the supplementary assessment transition arrangements be attached to units that would be “taught out”, irrespective of level. Extension of supplementary assessment opportunity would not apply if an alternative unit would be available.

There was uncertainty as to how long the transition arrangements would continue. There were concerns with equity issues that may arise with transition arrangements for supplementary assessment and it was agreed that the transition arrangements were not intended to be ongoing.

4. STUDENTS WHO ARE GRANTED DEFERRED/SUPPLEMENTARY EXAMINATIONS AND ARE UNABLE TO TAKE THOSE EXAMS DURING THE SCHEDULED EXAM PERIOD

There was agreement that the idea of deferring a deferred examination was not acceptable for a variety of reasons. Sylvia noted that the “Special Consideration” policy, when functional, would alleviate situations where students had genuine cause for deferring a deferral. It was proposed that for practical reasons students should not be allowed to defer beyond the next teaching period.

5. SPECIAL CONSIDERATION

Sylvia noted that funding has been successful and a project officer appointed to progress this initiative. However, the funding has been limited and not sufficient to provide comprehensive web information at this stage as initially hoped.

Sylvia to provide an update with progress at the next meeting.

6. MASTERS WITH DISTINCTION

Sylvia noted that this item is still under consideration in relation to master’s by research and should be resolved in the next few weeks.

7. RE-ADMISSION QUERY

Harvey posed the question:

“Whether or not students (domestic undergraduate students) seeking re-admission to the University into a course other than the one they were originally offered should be required to re-apply through TISC.”

The following response has been provided by Wayne Betts, Associate Director, Student Services (Admissions):

“Whether they’re coming through TISC or through Student Admin, they’re still making a formal reapplication, which is what the regulations state. The likelihood of their application being successful, is not affected by either application route.

The re-admission process was put in place after changes to government legislation meant that anyone whose enrolment had been discontinued had to be formally readmitted to the University. Whether they’re going into a different course is of minor relevance. Either way, they have lost their place and need to be given specific approval to take up a place again. So, either we make all re-admits go through TISC (whether they’re going into a new course or not), with the attached cost, or we handle them through Student Admin, as we do currently.”
As a number of the students seeking re-admission are only doing so because their enrolment has lapsed (rather than being excluded on academic grounds), acceptance into a new course should generally be straightforward (prerequisites notwithstanding).

Apart from Medicine, Dentistry and Law, we don't require transferring students to apply through TISC.

Wayne's view is that there is no need to proceed down this path for “transferring readmits”.

8. REMINDER RE OFFICIAL RECORDS - STUDENT DOCUMENTATION

Peter Miller from Records Management Services reminded members that documents sent to Records for filing, particularly student files, should not be sent on green, dark blue or orange paper as these coloured papers scan very poorly and the documents become illegible.

Peter also reminded members that wherever possible, originals of documents must be forwarded for Records filing.