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

Notes from a meeting of the FAO/Sub-Deans’ Group held on Friday 3 December 2010 in the Senate Room commencing

Sylvia welcomed new members Michael Sutherland (Undergraduate Student Experience Coordinator, Faculty of Business) and Wanda Warlik (Administrative Officer (Governance), Faculty of Arts, Humanities and Social Sciences).

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

Mary Carroll spoke to the group about “UWA Study Plans – Individual Study Plans” currently being developed through Callista as a means of managing transition students into NC2012. A sample copy of an individual study plan had been attached to the agenda.

The individual study plans have been designed to assist transition students; the plans can be adjusted to suit changing needs and availability of units etc, and are particularly useful where units are being phased out.

Jenny Gamble advised that LPS has already developed its own local web-based ‘course plan’ system noting that all students will be preparing their own individual course plan which will eventually connect to StudentConnect. To date student feedback has been very positive; developing the course plans encourages students to think and plan their course constructively; the plans can be changed and allow students to self manage their enrolment. Students have commented favourably saying that the course plans help to give them control of their study path. Jenny noted the benefits for the Faculty in terms of planning.

A member queried if each course plan needed to be checked by a faculty staff member. Jenny confirmed that this was the case and noted that while there is substantial work initially in setting up the course plans, the amount of work in checking enrolments at re-enrolment and at other later stages is significantly reduced. It is anticipated that the course plans will significantly reduce student/faculty staff contact in 2011 as all students will have developed their course plans by then. LPS anticipate uploading the course plans in April 2011.

It was noted that students would receive an email advising if their enrolments did not match their plan.

Peter Miller from ARMS asked where the ‘Course Plans’ would be housed. Jenny noted that the course plans will be housed in Callista and will not be placed on student records in TRIM.

Lisa Beckley noted that ECM has opted for only developing study plans for students currently enrolled in combined courses and would rely on study guides to assist other students to plan their courses in the transition period. James Mitton noted that ALVA is following a similar path.

A member asked if the study plans/course plans are being developed by faculty staff. Mary noted that the individual study plans currently being developed by Student Systems is at Phase 1 where faculty staff are developing the plans. However, once the program is at Phase 2, control will be given to students to process their own plans.

Jenny Gamble noted that the LPS model was different to the one developed by Systems Support in that students were entering their own course plans.

Paul Lloyd noted that 60-70% of new students in Business would not be able to complete a study plan until the end of their first year. A member from AHSS agreed that was similar in their faculty.

Sylvia asked if a process had been established in AHSS, Sabbia Tilli noted that AHSS is addressing students enrolled in core units that would not be available in 2012 and encouraging them to develop study plans. Sabbia agreed that the study plans were a great tool and also provided students with an opportunity to think about where they were heading with their studies.
2. RULES FOR HANDBOOKS IN 2012

Sylvia noted that 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.

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.

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.

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.)

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Sylvia asked members how they felt about “freezing” the rules at a certain point in time and whether 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.

A member from ALVA noted that for continuing students, changes (expected to be minor) would be processed through the Faculty and not through Academic Council with an online site established for continuing students to place their course plans.

Lisa Beckley from ECM, noting that changes from that Faculty were expected to be major, queried whether Deans have the delegated authority to authorise major changes to the rules without Council endorsement. Sylvia advised that Deans have delegated authority to approve alternative units under the Waiver of Rules policy approved by Council but this was confined to the circumstances set out in the policy. It was noted that a definition of the parameters of Deans’ delegated authority with regard to transition changes should be advised to faculties so they know what they can and cannot do ie. faculty staff should be advised of the extent of delegated power vested in the Deans.

Members are referred to item 11 (Student Transition Arrangements – Waiver of Rules Policy) of minutes of Academic Council meeting held 24 November 2010
http://committees.intranet.uwa.edu.au/acaboard/academic_council_(from_2010)/minutes/2010/24_november

There was concern about a proposal that the handbooks no longer be available in hard copy. It was noted that hard copies of the handbooks were a necessity for faculty staff when web access was not available. This was particularly the case at enrolment times but could also occur in faculty meetings and appeal hearings. If handbooks were not to be available in hard copy, then a ‘tablet’ (iPad) could be made available to staff as a substitute so that they can effectively communicate course/unit issues with students. Sylvia asked members what parts of the handbook were specifically required in hard copy. Members agreed that the rules and unit descriptions were essential in hard copy.
A member raised ‘nomenclature’ concerns with regard to postgraduate courses in the Faculty of Law in particular. Sylvia acknowledged the concern and advised this was currently being addressed. A number of definitions would be submitted to the Future Framework Implementation Committee for consideration and from there through the normal committee approval process.

James Mitton also noted that there is a need to distinguish ‘professionally accredited’ postgraduate courses from those PG courses which improve existing skills and knowledge.

3. SHOW CAUSE PROCESS UPDATE

Sylvia reminded members that a ‘Show Cause’ process was introduced in 2009 and feedback on that process had been very positive with the number of appeals considerably reduced. It has therefore been proposed to continue with that process in 2010, with some minor changes.

Sylvia noted that the draft Show Cause process tabled at the meeting would be replaced with a final version which would be circulated to members shortly. Executive Officer’s Note: A copy of that final version was emailed to members on 9 December 2010.

Sylvia also reminded faculties that, similar to last year, faculties will be asked to forward to the Academic Secretary any applications that were not approved. Two samples of ‘decision letters’ for the faculties to send to students considering appealing were emailed to members on 9 December 2010. Sylvia noted that applications would be acted on only where students wished to progress the matter.

4. REVIEW OF POSTGRADUATE COURSEWORK ADMISSIONS PROCEDURES AT UWA - Update

Marion Bateman (Project Manager, Review of PG Coursework Admission Procedures) provided the following update:

Wayne Betts submitted a final version of the Issues and Options Paper to the Director of Student Services and to the Registrar 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 (a cohort of over 1500 students was identified with the assistance of Esther Markle in Student Systems) has been published, with a request for responses by 6 December 2010. The IRU sent an email reminder regarding completion of the survey in the week commencing 29 November 2010. Feedback obtained from responses to the survey will be incorporated in the Final Report.

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

Members noted the following report provided by Rachel Schmitt:

- 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.

Sylvia asked members to forward any feedback or comments direct to Rachel Schmitt (email Rachel.schmitt@uwa.edu.au phone 6488 7241).

6. UPDATE FROM ACADEMIC COUNCIL

Sylvia Lang provided the following update from the Academic Council meeting held on Wednesday 24 November 2010:

(i) ITEM FROM ADMISSIONS COMMITTEE – PROPOSAL FROM MDHS RE DMD AND DPM
Council approved that graduates from UWA and other universities from 2011 or previous years be permitted to apply in 2011 for a place in the Doctor of Dental Medicine or Doctor of Podiatric Medicine in 2013 and that up to 50% of places be reserved for this cohort.

(ii) ITEM FROM ADMISSIONS COMMITTEE – PROPOSAL FROM MDHS – DEFERRAL POLICY IN RELATION TO NON-STANDARD APPLICANTS FOR MEDICINE AND DENTISTRY
Council approved that, subject to the endorsement of the Faculty of Medicine, Dentistry and Health Sciences, non-standard applicants for Medicine and Dentistry not be permitted to defer a 2011 offer of a place but those who are able to demonstrate ‘truly exceptional circumstances’ have an application to defer considered on its merits by the Pro Vice-Chancellor (Education).

(iii) NEW COURSE – MDHS – MASTER OF LABORATORY MEDICINE (CLINICAL BIOCHEMISTRY)
Sylvia noted that the existing MLabMed differed from the proposed new MLM. The existing course did not align with the requirements of the new courses framework and the Faculty had recommended that it be rescinded once existing students had completed the course.

Sylvia noted that the rescission of the existing Master of Laboratory Medicine had been approved by Council.

Council approved the introduction of the MLM from 2011.

(iv) NEW COURSE – LPS – GRADUATE CERTIFICATE IN PHARMACY PRACTICE
Sylvia noted that there has been a recent change in legislation introducing a stricter regulatory environment for professionals working in the health sector and that completion of the proposed course would allow students first to meet the requirements for registration to practise pharmacy and, once registered, to undertake medication reviews.
Sylvia also noted that detailed information about units to be offered in the course had not been provided with the agenda. Subject to some revisions to unit descriptions, Council gave in principle endorsement of the proposed course.

(v) **MAJOR CHANGE – NAS – MASTER OF SCIENCE FOR 2011**

Council approved the proposed changes to the Master of Science (70540) for 2011 only, to transition from the current Master of Science courses to the New Courses 2012 Master of Science degree structure.

(vi) **STUDENT TRANSITION ARRANGEMENTS – WAIVER OF RULES POLICY**

Sylvia noted that Council approved the proposed new University Policy on Waiver of Rules, subject to final drafting to clarify that the deans’ delegated powers in Clause 1.7 related to courses that will not form part of the new courses structure.

Sylvia also noted that a process to ensure the waivers were recorded to ensure accountability and consistency by Faculty would have to be established. It was suggest that perhaps the waivers could be captured on TRIM?

(vii) **REVIEW OF GRADUATE RESEARCH TRAINING**

Sylvia noted that the Dean (Graduate Research School) was pleased with the outcomes of the review. It was noted that one recommendation would be to look at the structure of PhD with possibly more coursework involved.

(viii) **REVIEW OF THE GRADUATE SCHOOL OF EDUCATION**

The SDVC noted that the review had been positive.

(ix) **REVIEW OF THE BACHELOR OF SCIENCE TAUGHT AT PSB ACADEMY SINGAPORE**

Some issues had been identified. It was noted that implementation of the future framework in relation to transnational courses had been delayed until 2014.

7. **OTHER BUSINESS**

(a) **RECOGNITION OF AWARD OF SCHOLARSHIPS**

Harvey von Bergheim raised this issue, noting that enquiries had been received as to why awards of scholarships were not recorded on student transcripts.

Sylvia pointed out that many scholarships were not awarded on academic merit and some only partly so. In such cases the view had traditionally been that inclusion on a student’s transcript was not necessarily appropriate.

It was acknowledged that some documented recognition of the award of a scholarship should be provided to students where it was awarded for academic merit.

Harvey noted that a formal decision needs to be made in this regard, particularly with the introduction of Graduation Statements in 2011.

The majority feeling of the group was that while the award of prizes should be entered on student transcripts, the award of scholarships should not for reasons mentioned above.

(b) **ADVICE OF COMPLETION OF COURSE REQUIREMENTS**

Harvey reminded members of the need to give the actual date of completion when advising of student course completions.