1. UPDATE FROM ACADEMIC COUNCIL

Sylvia Lang provided the following update on the Academic Council meeting held on Wednesday 7 July 2010:

- **Course Rescissions**
  Sylvia noted that there have been numerous rescissions from faculties and reminded members that rescissions of combined courses require consultation with the other faculties concerned and a resolution to be made by both faculties. Members were also reminded that faculties should discuss course rescissions with the International Centre (Anthony Turner) in case there are offers in the pipeline or students in articulating courses who may be affected by the course rescission.

- **Item from Board of Coursework Studies – Masters with Distinction**
  Sylvia noted that Council recommended the adoption of a University wide approach for the award of Masters with Distinction and that the criteria for the award be standard across all masters by coursework and masters by coursework and dissertation degrees, subject to the student achieving a course weighted average of at least 80%. Sylvia noted that Masters by Thesis/Thesis and Coursework will be considered by the Board of Coursework Studies and Masters which comprise 100% research will be considered by the BGRS with a recommendation to Academic Council. Sylvia will advise as soon as a date for implementation has been decided.

- **New Courses 2012 – Guaranteed Pathways to Professional Postgraduate Courses**
  This item was presented to Council from the Admissions Committee; however the only issue for consideration for Academic Council at this time was whether to adopt a quota system for guaranteed pathways into professional postgraduate courses in the New Courses 2012 structure. Sylvia noted Council recommended the adoption of a quota system but the number of places to be reserved has yet to be decided.

- **Lecture Recording (Lectopia) at UWA**
  Sylvia noted this item had been submitted to Council previously where the item was referred back to the Teaching and Learning Committee for further consultation with the faculties. Council noted that there had been further consultation with the Faculties, Guild, CATL and AASA and a revised set of principles had been submitted to Council. (for detail, please refer to Academic Council agenda 7 July 2010 available at http://committees.intranet.uwa.edu.au/acaboard/academic_council_(from_2010)/agenda/2010/7_july).

  Sylvia noted that Council approved the revised principles as noted on the agenda. Council also noted the impact on units not being recorded and the possibility that these units may be unpopular to students who relied on recorded lectures to manage their time. Council also noted the potential for units that were not recorded to draw numbers away from those that were.

- **New Course – LPS – Master of Science (Medical Physics)**
  Council approved the new Master of Science (Medical Physics), a 96 point course. Sylvia noted that discussions were underway regarding government support for coursework based masters programs in a number of areas.

- **New Course – LPS – Graduate Diploma in Sleep Science**
  Council approved the introduction of the Graduate Diploma in Sleep Science noting that this is a laboratory based training course for sleep specialists and is the only laboratory based course in Australia which has international recognition.
• **New Course – LPS – Graduate Diploma in Work Health and Safety**
  Council approved the introduction of the Graduate Diploma in Work Health and Safety noting that the course has potential for considerable cross faculty collaboration.

• **New Course – MDHS – Master of Laboratory Medicine**
  Sylvia noted that following discussion with the Dean’s office, this item was withdrawn to be resubmitted.

• **Major Change to Existing Course – LPS – Graduate Certificate in Adult Sleep Science**
  Further amendment of the wording of the proposed amendment to the admission criteria was agreed at Council.

• **Vice-Chancellor’s Report to Academic Council**
  Sylvia advised that the Vice-Chancellor had discussed changes in the political landscape and the likely effects on the higher education sector and mentioned changes to personnel in TEQSA and DEEWR. He had also mentioned areas in which UWA would benefit from Education Initiative Fund allocations and that the University had been very successful in bids for ARC Linkage funding. UWA was to host a visit from School Principals of the University’s main feed schools.

2. **REQUEST FOR ACCESS TO TRIM**

  Peter Miller from Records Management Services spoke to the group reminding members of the importance of advising new staff to complete a “Request for Access to TRIM” to avoid delays in access to viewing student files and file requests etc. This can be done electronically to speed up the process. Peter discouraged staff from sharing their network password with colleagues.

  Sylvia reminded members of the University’s ITS policy towards password security: [http://www.its.uwa.edu.au/policies/its_local_policies/password_security3](http://www.its.uwa.edu.au/policies/its_local_policies/password_security3)

  Peter also reminded members to notify Records of any staff terminations.

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

  Marion spoke to this item noting that the review is progressing well.

  Marion thanked Peter Miller for his assistance in file referencing. Peter noted that staff should contact Records for any file reference queries.

  Marion noted that a schedule of faculty visits will be prepared next week. Marion and Wayne Betts will be visiting faculties during July. Marion also noted that Lisa Beckley and Jenny Gamble have joined the Steering Committee and that membership of the Review Reference Group is yet to be finalised.

4. **AUSTRALIAN HIGHER EDUCATION GRADUATION STATEMENT**

  Harvey von Bergheim spoke to this item. Harvey noted that the AHEG Statements will be rolled out in 2011, as Callista was implemented in 2005 statements cannot be provided for pre 2005 enrolments. The statements (comprising 3-7 pages) will be inserted into the graduation folders with a statement provided for each individual degree. The statements will be similar to academic records and show all information (including failures, passes etc) and will be signed by the Registrar. Letters will be forwarded to those students who will not be receiving a statement explaining why.
Harvey noted that additional copies of the AHEG statements will be available for purchase from UniPrint at a cost yet to be advised. Harvey noted that due to the cost of printing in colour, the statements will only be available in black and white.

5. CALCULATOR POLICY

Members recalled 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 spoke to this item noting that he had recent discussions with the Manager, Co-Op Bookshop (Alison D’Souza) who is preparing a list of the Co-Op’s five best selling calculators that meet the University’s requirements for examinations. Rob has suggested that once available, the list can be checked by the School of Mathematics and interested faculties, to ensure that all the calculators listed comply with the required “examination” standards. Rob noted that the Co-Op has agreed to price match and provide the best price for students. Rob also noted that the Co-Op is now open on Saturdays from 8am.

In addition, the Co-Op has agreed to “sticker” calculators, including calculators purchased elsewhere, that are compliant with the University register of calculators for use in examinations. This service will alleviate faculties from the responsibility of stickering calculators which is the current practice. Sylvia queried whether there would be monitoring of calculators available at the Co-Op to ensure they continue to comply with requirements if the models change. Rob agreed that the list would be monitored regularly by the School of Mathematics to ensure newer models were compliant.

It was agreed to implement the new calculator policy for 2011, Sylvia suggested a phased implementation as the ‘policy’ needs to go be submitted to the Teaching and Learning Committee which next meets in August.

6. MINUTE EXTRACTS AND RECOMMENDATIONS TO ACADEMIC COUNCIL OR OTHER BODIES

Sylvia reminded members of the importance, 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 were reminded that wording such as “to *endorse* to the Faculty or Academic Council” is not appropriate.

7. NEW COURSES 2012

Members were 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.
Sylvia also reminded members that 3 point value units are not compliant with the New Courses structure and that faculties should check their rules before submitting to the Legislative Committee for the annual rules update.

8. OTHER BUSINESS

(a) Overloading

Harvey noted that at a recent Board of Examiners meeting, it had been noticed that some students were repeatedly overloading which resulted in repeated fails. Harvey has requested SIMS to provide a report of these incidences which will be referred to their Faculties for consideration.

Harvey has suggested that SIMS be programmed to allow a maximum of 24 points per semester and any requests for an increase must be made to the Faculty, and if the Faculty agrees, the Faculty should then contact SIMS requesting a deviation for that student.

Sylvia noted that the rules pertaining to the New Courses require that any request to 'overload' must be made by application to the faculty concerned.

Harvey reminded members that there is a duty of care when considering applications to overload.

(b) Examination Results

Harvey noted that results will be released this evening (Friday 9 July).