Sylvia welcomed all to the meeting, extending a particular welcome to new members and visitors

1. **UPDATE FROM ACADEMIC COUNCIL**

Sylvia Lang provided an update on the Academic Council meeting held on Wednesday 5 May 2010:

- **Proposed University Policy on Duplication of Unit Content**
  Sylvia noted that this item was removed from the agenda following the Deans’ pre-Academic Council meeting where it had become evident that there were issues which might more fruitfully be resolved prior to consideration of the policy at Council. The item would be resubmitted at the June Academic Council meeting.

- **New Course – BUS – Graduate Certificate in Social Impact**
  Sylvia noted that the course is designed for management in the not-for-profit sector and noted the Business School’s affiliation with the Centre for Social Impact. Council approved the establishment of the new course.

- **New Course – LPS - Graduate Certificate in Criminal Investigation**
  Sylvia noted that following a ‘leaking’ of information to the media, it has been decided that future Academic Council agendas and minutes will be posted on the University intranet. An email advising will be circulated in the next week. Sylvia noted that provision of a National Criminal Record History Check is an admission requirement for the course and it was queried if it was the role of the University to enforce this requirement. This matter has been forwarded to Legal Services for consideration. The establishment of the course was approved by Council.

- **Future Framework update (NEW COURSES 2012)**
  Sylvia noted that submissions for Phase 2 development proposals closed 3 May and acknowledged the significant work done by the faculties and others involved in the process.

- **Vice-Chancellor’s report to Council**
  Sylvia noted:
  - the new University Librarian/Director (Information Management), Dr May Davies, will be commencing mid 2010. It was noted that as Director of Information Management, Dr Davies will be furthering the centralisation of IT processes for the University.
  - the Vice-Chancellor noted that 10 Super Science Fellowships had been allocated to the University, the largest funding allocation given to any Australian university under the scheme.
  - the Vice-Chancellor noted that the largest number of ARC and NH&MRC applications ever had been made by the University in the latest round.

2. **FUTURE FRAMEWORK – NEW COURSES 2012**

Sylvia gave an update for Governance Services on the Future Framework implementation, noting that Christopher Drew (Senior Legislative Officer) has been working on the undergraduate rules for the new courses; the rules are brief and will apply to all undergraduate courses. A draft copy of the Undergraduate Degree Rules was tabled at the meeting. Sylvia advised that a set of student rules was in the course of preparation. These were rules specifically addressing what students must do. The intention for the future was that academic policy be distilled from the rules and presented as policy (and procedures where appropriate).
Sylvia noted that Chris has regrettably resigned from the position of Senior Legislative Officer. Claire McIlroy, who had applied for one of the EOI positions recently advertised, has this week commenced in an acting capacity as Senior Legislative Officer. The EOI has been re-advertised with a closing date of 10 May 2010.

Reece Harley was successful in his application for the second EOI advertised by the University Secretariat. Reece, currently working at the Graduate Research and Scholarship Office will be commencing with the University Secretariat either 10 or 17 May and will be working with Christine Bapty on scholarships, prizes and a glossary project to define terminology for the New Courses. Sylvia noted that all scholarships and prizes will need to be reviewed in light of the New Courses 2012 with a view to updating as necessary.

Sylvia noted that Kabilan Krishnasamy has been processing the EOIs for the Phase 2 proposals, is Executive Officer to the Interim Boards of Studies (IBoS), and will be the Executive Officer to the Board of Coursework Studies (BCS) after June 2010.

Sylvia welcomed Christine Bapty to speak to the Scholarships and Prizes project item. Christine is currently working on reviewing University scholarships so they align with the New Courses 2012 structure. She noted that many of the scholarships are narrowly focussed and require detailed work so that they comply. Christine also noted that she has been working with the Scholarships Office on an audit of scholarships listed on SPE and Scholarships website to group them into ‘chunks’ and navigate through the New Courses process. Of particular importance are commencement scholarships starting 2012 as conditions for these will be required by end 2010. Preparatory work with faculties has commenced and communication with take place with donors to ensure they are happy with the changes required with the move to the New Courses structure.

Christine noted that Jon Stubbs had recently distributed a paper to Faculty Managers to begin a process to review prizes. Christine noted that Reece Harley will be engaging in this process to facilitate the workload for faculties. In response to a query as to whether any faculties had progressed in this process a number of members indicated that they had identified those prizes that required modification. Christine assured faculties that Governance Services would reword the prize conditions if necessary.

Christine noted that Reece Harley will be contacting faculties in the next couple of weeks.

Sylvia thanked Christine, and welcomed Kabilan Krishnasamy to speak to this item. Kabilan noted that submission of Phase 2 proposals closed on 3 May. Kabilan advised that all applications and associated communication ie emails, will be processed through CAPS and that the system will not accept new proposals. Members were reminded of the need to respond quickly to any requests for reworking. Kabilan noted that approximately 1,000 proposals have been received and submissions will be processed in batches to Interim Boards, where groups would be assigned to read them, Board of Coursework Studies (in the form of a report), and Academic Council.

Sylvia thanked Kabilan, and welcomed Mary Carroll to speak to this item. Mary noted that a “performance patch” had been received. Mary asked members for feedback from a CAPS user perspective; kindly forward comments to Mary.

Elizabeth Oliver noted that there were difficulties copying to CAPS, noting that the system would not allow copying text into the template. She noted that sometimes copying from email to CAPS was successful. The excellence of the assistance provided by the HELP desk was stressed.

Elizabeth pointed out the need to have readily available now the kind of detailed information about the Future Framework that was being sought via enquiries to faculties by parents and others, for example about what would happen if a current Year 12 student deferred for two years.

Marion Bateman noted that she had recently attended a careers expo at Wesley College/Penrhos and that the subject of deferrals had been raised. Marion noted that this
may be a popular topic at the upcoming ‘open day’ in August but noted that Wayne Betts has listed ‘deferrals and the New Course 2012’ on the agenda for the next Admissions Committee meeting on 18 May and had prepared a paper.

Some specific issues concerning queries about the options available to students in the postgraduate Bachelor of Laws, given the pending introduction of the Juris Doctor were noted.

In response to a query it was confirmed that a “fast-track” process for unit proposals for postgraduate courses was under development. The postgraduate course development working party, chaired by Kabilan, would meet in the next week.

3. REVIEW OF POSTGRADUATE COURSEWORK ADMISSION PROCEDURES AT UWA

Marion Bateman provided an update of the review, noting that she had met with colleagues involved with processing postgraduate course applications and may have a second round of meetings.

Marion also noted that membership of the Steering Group has been finalised and includes Wayne Betts (Chair), Harvey von Bergheim, Mary Carroll, Keith Rappa and Kelly Smith.

Marion is currently preparing the first draft discussion paper for the Steering Group and will be preparing an issues and options paper in July/August which will map current procedures. A final report is expected to be submitted through the committee system to the November meeting of Academic Council.

4. OTHER BUSINESS

(i) Original Documents

Elizabeth Oliver brought up the issue of sighting original documents in relation to on-line applications for entry. It was agreed that it is essential to view original documents wherever possible; however students should be discouraged from forwarding original documents in the mail. It was also noted that it was necessary to provide some flexibility to deal with exceptional circumstances, such as when postgraduate students may no longer have access to original documents for a variety of reasons. The existing difficulty of ensuring that original documents, such as proof of citizenship, were provided was noted. It was agreed that, in an online application environment, the ideal would be if the same documents were required in relation to all applications. However, at present this was not the case.

(ii) OLCR

Harvey noted that this item had been raised at the last meeting of this group in March, when numerous complaints about the system had been received. Harvey suggested that a working party be established to move this forward. It was proposed that a paper be developed. One suggestion was that there be no initial choice but some opportunity to change times if another suitable time-slot was available.

Sylvia asked for interested members to make up the working party. The working party will include Paul Lloyd, Harvey von Bergheim, Mary Carroll and Rob Blandford, subject to his agreement.