Sylvia welcomed Sabbia Tilli (Student Adviser, AHSS) and Susanna Wills-Johnson (Marketing Manager, Public Affairs) to the meeting.

1. NC2012 Communications Strategy

Susanna Wills-Johnson, Marketing Manager, Public Affairs, tabled a document titled NC2012 Communications Strategy. The document relates to current undergraduate students and how they will transition to NC2012. Susanna noted that Public Affairs has held consultative meetings with all faculties and the Future Framework Implementation Committee in developing the strategy.

Susanna noted that the tabled document was part of a larger strategy, copies of which were also distributed. The strategy is currently being finalised and Susanna sought feedback before the document is circulated.

Members were asked to provide their plans to Susanna and invited to seek help with communications if necessary.

Susanna also noted that a website is currently being developed which should be available in the next couple of weeks. The site will link to faculties, the information contained on the website will also be available in hard copy for distribution by the faculties.

A member noted reference to ‘granting credit’ on the document, noting there was still uncertainty as to the granting of credit; under what circumstances it was granted; who would be granting credit; how credit relates to international students, and this needed to be clarified in the document.

Sylvia clarified that there is no allowance for granting credit for undergraduate units towards postgraduate course except in the case of Level 4 units. Paul Lloyd noted that the granting of credit with regard to articulation agreements was currently being considered by a working party established to look at these arrangements. The question of who would be granting credit in the new courses structure was a matter that had yet to be determined. The urgency of deciding this was noted.

It was pointed out that it might be appropriate to permit articulating students to enrol in existing courses. This would particularly be the case if new units were being introduced sequentially.

A member noted that the tabled document suggested that all current students could transition to NC2012 whereas this was not the situation. It was agreed that the wording be amended to reflect this. Lisa Beckley noted that she had already submitted a request to this effect to Rachel Schmitt.

In answer to a query relating to students graduating in 2012 under NC2012, Sylvia noted that this was a matter currently being dealt with by the Graduations office.

A member drew attention to possible confusion concerning the range of postgraduate offerings that would be available and the need to provide clear explanations of these. Sylvia noted that the Framework and Definitions Working Party had been working on this matter and had prepared definitions of the various types of postgraduate courses that would be on offer. She expressed the hope that this would assist in clarifying the situation.

The importance of providing positive messages about existing courses was emphasised.

Susanna thanked the group and asked that any feedback re the NC2012 Communications should be emailed to either Rachel Schmitt Rachel.schmitt@uwa.edu.au or Susanna Wills-Johnson susanna.willsjohnson@uwa.edu.au
2. UPDATE FROM ACADEMIC COUNCIL

Sylvia Lang provided the following update on the Academic Council meeting held on Wednesday 6 October 2010:

- **Item from BCS – Indigenous Student Support Working Party (ISSWP) Recommendations**

Sylvia noted that Council approved all the recommendations of the ISSWP as follows:

“(i) From 2012, all incoming new students be required to complete within the first academic year following entry an introductory online module, a modified version of the proposed Indigenous Studies Essentials (ISE), the module to be a not-for-credit course requirement of all undergraduate degree courses.

(ii) The School of Indigenous Studies work with all faculties, through the IBOS, to develop Indigenous specific and Indigenous embedded units for offering in all undergraduate courses.

(iii) UWA establish, in consultation with the School of Indigenous Studies, a system of induction and training to assist staff in teaching Indigenous students, developing Indigenous-focused curriculum materials or researching Indigenous communities.

(iv) As a general target, the University aim by 2016 to ensure that at least 50% of students have undertaken Indigenous specific or Indigenous embedded units in their undergraduate courses and that strategies for achieving this target be developed and progress towards it reported annually to Academic Council.

(v) An Indigenous specific unit or course be defined as one that has Indigenous content and perspectives as its primary focus; an Indigenous embedded unit or course be defined as one in which Indigenous content and perspectives are demonstrably embedded within the content of a unit or course that addresses a broader field of study, such content to account for a minimum of approximately 20% of the unit content, and to include an assessable component.

(vi) Notwithstanding the University’s ambitious targets, completion of Indigenous specific and/or Indigenous embedded units not be a compulsory requirement for degree completion at this time.”

It was noted that a module for staff similar to that to the ISE to be provided for students was currently being developed.

Minutes of the Academic Council meeting of 6 October are available at the Committees website: [http://committees.intranet.uwa.edu.au/acaboard/academic_council_(from_2010)/minutes/2010/6_october](http://committees.intranet.uwa.edu.au/acaboard/academic_council_(from_2010)/minutes/2010/6_october)

3. CALCULATOR POLICY

Members recalled that at its meeting held on 9 July 2010 (circular 3 September 2010) the FAO and sub-Deans Group was asked to consider a proposal from Rob Blandford, Student Affairs, Faculty of Engineering, Computing and Mathematics, for amendment of the University’s current policy on the use of calculators in exams. It was noted that, for a number of reasons amendment of the policy would not be pursued at this time: instead efforts would be made to raise awareness amongst students, and information about permissible calculators would be updated on the relevant websites.

Members agreed with the following proposed strategies as means of raising awareness:

- Examination Cover sheet to be amended to remove “Calculator required? Yes/No” box. Instead faculties will be asked to include the requirement for a calculator, if needed, in the “Additional Requirements” section.
- Students to be informed at orientation, that if they need a calculator for exams, then it must comply with the relevant policy. [Link to policy to be provided.]
- When the exam timetable is published students to be told of things that they need for exams (including calculator where appropriate. [Link to policy to be provided.])
- Click on Personal timetable – Insert “Please check whether you need a calculator” [Link to policy to be provided.]
• Proposal to offer a unit to include: Will a calculator be required for exams? *Link to policy to be provided.*
• Unit Outline to include where appropriate: This unit requires you to have an approved calculator for exams. *Link to policy to be provided.*
• Other communication strategies suggested: Email to students? Notices?

Harvey provided a copy of a notice that would be posted up to remind students of the policy applying to calculators in exams.

Members were asked to suggest any other appropriate communication strategies and agreed on the following actions:

(i) Update existing list of calculators on web (Rob Blandford will be providing an updated list)
(ii) Provide updated list to faculties
(iii) Ask faculties whether they require calculators for any of their units. Regarding the query if the Faculty of Law needed to comply with the policy, it was agreed that all calculators should comply with the Calculator Policy
(iv) Include list of recommended calculators in information provided to students. Include note that the Co-op Bookshop on campus has a range of complying machines and can provide stickers

4. CHANGES TO RULES AND POLICIES

Members were reminded that this item had been circulated to members via email dated 9 September. Copy amended documents were attached to the agenda including:

(1) Student Rules (Preliminary, Admission and enrolment, Fees, Assessment, Academic performance, Appeals, Miscellaneous), Undergraduate Degree Rules (Preliminary,
(2) Undergraduate pass degrees, Bachelor of Philosophy (Honours) degree, Transitional),
(3) Master of Educational Leadership (by thesis and coursework)

In response to a query about provision for exceptions to the rules Sylvia noted the provision for waiver or modification of rules in exceptional circumstances at Item 4, Student Rules, Preliminary.

Members were invited to provide any further comments direct to Sylvia and reminded that all feedback was considered to be positive.

5. CREDIT POLICY

Further to information provided via Circular of 3 September, members were invited to provide feedback at this meeting. Members provided the following feedback regarding the *University Policy on Credit Transfer, Advanced Standing and Recognition of Prior Learning*:

(1) Clauses 2.2 and 6: It was noted that the proposed timeframe for provision of a response to a request was credit was problematic (eg students could apply through TISC for credit but the response to their application would not be provided until after they had enrolled in their course)
(2) Clause 5.2: A member queried who would be maintaining the (credit) precedent list; how the information would be captured; where the information would be housed; what kind of system would be used to collect the information. Peter Miller suggested the information be kept on TRIM however it was noted that the information was to be available to students. Mary Carroll advised that this was a functionality being developed in Callista and offered to seek information about the likely timing of availability.
(3) a member referred to the ‘purpose’ on page 1, second bullet point and asked if the reference to “academic staff” to evaluate the extent of credit or advanced standing could be broadened to include ‘professional staff’.
(4) members queried the reference to ‘work experience’ in the ‘Definitions’ for ‘prior learning’ or ‘recognised prior learning (RPL)’ on the first page of the policy noting that while ‘work experience’ is relevant at the admissions phase, it should not be a consideration with ‘granting of credit’. It was agreed to remove reference to ‘work experience’ from the policy and where necessary replace it with ‘relevant professional or industry experience’.

6. UNIVERSITY RECORDS FILING – STUDENT DOCUMENTS BEING SCANNED

Peter Miller from Record Management Services spoke to this item. Peter stressed the need for original documents to be forwarded for filing on TRIM student records.

A member asked, with regard to Special Consideration documents, if the entire document could be kept on one file. Currently Special Consideration applications are being split into Part 1 (student normal file) and Part 2 (confidential student file). Members agreed that Special Consideration applications should no longer be split and one confidential student file should be used (TRIM). In circumstances where the confidential student file needs to be accessed by others who do not currently have access, a request should be made to the appropriate person to approve access.

Peter also noted that some faculties were not forwarding confidential student records and were retaining them in the faculty office. It was pointed out that all original student documents should be forwarded to ARMS for student filing in TRIM. It was agreed that TRIM provided a secure environment for confidential student filing; provided access for applications for HECS remission; conformed to legal requirements; and took account of the University’s obligations under Freedom of Information Act. Members were reminded of the importance of forwarding all student documentation to ARMS for student record filing. It was noted that, if an email was important to consideration of a case, it could be printed and provided with other relevant documentation: otherwise email correspondence with students should be saved electronically to TRIM.

7. DEADLINE FOR SUBMISSION OF ITEMS FOR ACADEMIC COUNCIL CONSIDERATION

Members noted that due to the increased volume of work that will come before Academic Council for approval in 2011 and to provide members with adequate time to prepare for meetings, it will be necessary to set the cut-off date for items as the Friday 12 days prior to the meeting. An email with amended dates will be circulated to FAOs and other relevant persons.

8. OTHER BUSINESS

Mary Carroll noted that the next Callista upgrade is scheduled for the weekend of 16 October 2010.