NOTES FROM A MEETING OF THE FACULTY ADMINISTRATIVE OFFICERS/SUB-DEANS’ GROUP HELD FRIDAY 11 FEBRUARY 2011

1. UPDATE FROM ACADEMIC COUNCIL

Sylvia Lang provided a brief update on the Academic Council items recently circulated for approval, noting in particular:

- Faculty of Engineering, Computing and Mathematics – Renaming accredited Master of Engineering to the Master of Professional Engineering – Ref F5406
  Council noted the change in name was designed to differentiate the course from the Faculty’s current non-accredited Master of Engineering courses and also to move the course in line with the Faculty’s peers who have adopted accredited master’s programmes. Council noted that the title complied with NC2012 naming conventions.

2. SHOW CAUSE PROCESS UPDATE

Members noted that ‘Show Cause’ applications will be considered on the afternoon of Friday 11 February and that decisions would be communicated as soon as possible after the meeting.

3. AMENDMENTS TO RULES

Members noted that the updating process for the amendment to rules for 2012 would be different this year to accommodate changes required to rules for NC2012.

Claire McIlroy advised members that she would send out versions of rules for updating labelled Version 0a which already included a number of consequential changes and other changes approved by Academic Council related to NC2012.

Faculties are to make amendments to rules as required using this track-changed document. A copy of the ALVA rules, prepared by Claire McIlroy, was circulated as an example.

4. REPORT OF THE STUDENT TRANSITION WORKING PARTY (STWP)

Members noted that the report of the Student Transition Working Party was considered by Council at its meeting of 3 November 2010 when Council approved (R128/10) the recommendations.

Sylvia addressed the individual recommendations of the Student Transition Working Party Report. With regard to Recommendation 14, a member raised the query as to what comprised a ‘full-time basis’ for students enrolling in combined courses in 2011, was it four units or three units per semester? Sylvia agreed to advise at the next meeting.

There was some discussion regarding Recommendation 27 (27. Periodically assess the ongoing suitability of their transition plans and identify particular students who should be provided with individual advice, guidance and a study plan tailored to their needs.) A member from LPS noted that their Faculty for the enrolment process for 2011 has introduced the additional student requirement that the student nominate at least one major at enrolment. This will assist with the transition to NC2012. The Faculty has also adopted their own method of developing study plans for enrolling students: enrolling students to LPS enter their study plans online via a web link. This information is then entered onto an Excel spreadsheet by LPS administrative staff, with the data eventually uploaded to Callista. The Faculty is currently considering whether the study plans will be captured on TRIM. Peter Miller from Records encouraged all faculties to save the study plans on Student Records noting that ARMS staff would be available to provide advice on the process.
5. EXTERNAL HONOURS APPLICATION PROCEDURE

Members were reminded that external honours applicants are required to submit originals or certified copies of their official academic transcripts to the Admissions Centre, before unconditional offer letters can be generated by that office. Members were also reminded that academic eRecords, for example, are not considered to be official transcripts.

Marion Bateman noted the issue of academic transcripts in the context of Honours applications, with regard to their authenticity and completeness. Marion also queried the following wording on the University website in relation to Honours courses:

"You do not have to provide us with hard copies for us to process your application, but if you are successful in your application you will need to bring your original copies to us for certification before you can accept your offer online."

Marion suggested the word "copies" should be removed.

Members were reminded that certified copies of transcripts should be complete, that is, comprise every page including the grading scale, and should be certified on each individual page.

6. REVIEW OF POSTGRADUATE COURSEWORK ADMISSIONS AT UWA

Members noted the following update provided by Marion Bateman:

The Issues and Options Paper was circulated to Deans by the Registrar in late December 2010, with a request for feedback by the end of February 2011 if at all possible. An online survey of currently-enrolled postgraduate coursework students was conducted in 2010, which elicited a response rate of 26 per cent. Given the timing of the survey - November and December - the response rate was quite pleasing. The IRU has reported the survey findings. It is anticipated that feedback obtained from the survey will be included in a Final Report, although the timeframe for compilation of the Final Report is unclear at this stage.

Marion noted further that a report is anticipated at end of March when Deans are expected to report back to the Registrar.

7. OTHER BUSINESS

Records copies

Peter Miller reminded members that all paperwork being scanned for TRIM capture should be on white paper as coloured paper often does not scan clearly resulting in a scanned copy that is illegible.

TRIM staff also noted that often seals or stamps on documents being scanned are not scanning clearly as the seal/stamp print is too faint. Members were reminded to ensure that seals and stamps are well inked to avoid a request from TRIM staff for a re-scanning of original documents.

Members were reminded that wherever possible emails should be forwarded electronically rather than a hard copy scanned and sent to Records.

With regard to forms being captured on TRIM, faculties are requested to consult with TRIM staff when making any changes. Some recent form changes have been problematic for TRIM capture and members are encouraged to speak to TRIM staff when considering any changes.

* * *