NOTES FROM A MEETING OF THE FACULTY ADMINISTRATIVE OFFICERS/SUB-DEANS’ GROUP HELD FRIDAY 9SEPTEMBER 2011 IN THE SENATE ROOM

Sylvia welcomed Greta Etherington (Marketing Officer, Public Affairs), Debra Paisley (Manager, Records Management Service), Sally Song (Client Services, Records Management Services), Beverly Clunies-Ross (TRIM Systems Administrator), and Gina Barron (Manager, Complaints Resolution) to the meeting.

1. UPDATE FROM ACADEMIC COUNCIL

Sylvia Lang provided the following update on the Academic Council meeting held Wednesday 7 September 2011:

- **University Policy on Honours Award**

  Sylvia noted that Council approved an amendment to the current policy recommending that Level 5 units be permissible in an honours course provided that they are *option* units and that at least 50 per cent of the coursework units undertaken in the course are at Level 4.

- **Undergraduate Diplomas – Proposal for Change**

  Sylvia noted that a review of ‘Undergraduate Diplomas’ favoured them being extended beyond skills-based diplomas and being available to graduates (not concurrently with a bachelor’s degree) to provide a vehicle for students who wished to return to study in a different field after having completed an undergraduate degree. It was noted that undergraduate diplomas would be Commonwealth supported.

  Council also approved that the Diploma of Modern Languages continue to be offered concurrently pending a review in 2013 where it would be re-assessed to ascertain the desirability of retaining it. Sylvia noted that the University of Melbourne has two concurrent diplomas, in Mathematics and Modern Languages.

  Sylvia noted that the rules for the undergraduate diplomas have been written but that final nomenclature was pending the outcome of negotiations with the AQFC. It was noted that learning outcomes would need to be mapped against the Australian Qualifications Framework in future to register qualifications.

- **Community Service and Service Learning Activities NC2012**

  Sylvia noted that some concerns had been raised at Council regarding additional work involved in recording Community Service and Service Learning Activities in NC2012. However it was noted that the solutions proposed were designed to minimise this. In terms of recording units containing as assessed service learning component on the student transcript, Council noted that very few units on offer currently contained this component. It was noted that the system proposed for identifying and recording such units was intended to be simple and that a straightforward procedure would also be employed to record any changes. The units would be identified in the handbooks so that students would be able to make informed choices about including them in their enrolment. It was noted that these units would be recorded on the student transcript as units involving a service learning component.

  A diagram showing the approval process is available on the web as Academic Council Agenda Attachment L14 http://committees.intranet.uwa.edu.au/acaboard/academic_council_from_2010/agendas/2011/7_september

- **University Policy on Unit Codes**

  Council approved the University Policy on Unit Codes.

  Sylvia noted that there would be a period during which unit codes assigned under the previous policy would continue along side units coded under the new policy.
Vice-Chancellor’s Report to Academic Council

The Senior Deputy Vice Chancellor spoke to the VC’s report thanking all those who contributed to a very successful Open Day. Members were advised that overall numbers attending were estimated to be the highest ever and that those attending information sessions were up by 50%. Approximately 2200 people had attended sessions concerning New Courses.

Minutes of the meeting of Academic Council held 7 September 2011 are available at the following link: http://committees.intranet.uwa.edu.au/acaboard/academic_council_from_2010/minutes/2011/7_september

2. STATUS APPROVAL IN NC2012

Sylvia reminded members:

*University General Rule 1.2.1.10 currently reads as follows:*

**Recognition of prior learning or professional experience**

1.2.1.10(1) A faculty may recognise a qualification or a unit of study completed at another tertiary institution or other place of learning as being equivalent to one completed at this University.

(2) A person who wishes to have a qualification or a unit of study that they have completed at another tertiary institution or other place of learning recognised as equivalent to one completed at this University must provide satisfactory evidence of the work completed for the qualification or unit of study.

(3) A faculty may recognise relevant professional experience as being equivalent to a qualification or unit of study completed at this University.

(4) A person who wishes to have relevant professional experience recognised as equivalent to a qualification or unit of study completed at this University must submit satisfactory evidence of the professional experience.

(5) A faculty must maintain a register of its decisions on applications for recognition of qualifications, units of study or professional experience and must report to the Registrar for central recording of any such decisions that relate to applicants who subsequently enrol.

In addition the University has a policy on status approval (UP07/91) which is very outdated. The policy, which is available at the following address has a form attached: http://www.aps.uwa.edu.au/home/policies/admissions/statappr attached to which is a form

Sylvia noted that a new policy for ‘status approval’ is currently under consideration and requested feedback from the group. In answer to a query, Sylvia noted that “Status Approval” referred in the main to granting ‘status’ for enrolment ie granting status for admission rather than credit. (For example a person who had completed a bachelor’s degree at another University (either in Australia or overseas) and wished to undertake a graduate certificate could be recognised as having status equivalent to holding a bachelor’s degree of this University for the purpose of admission but would not be given credit for their bachelor’s degree).

Members were reminded that in terms of the University General Rules and the existing policy, faculties are required to record and retain information about status approvals. Members were asked about their current procedures in relation to approving status applications and how relevant decisions were being recorded.
It was noted that status approvals are currently recorded on individual student records, however faculties do not normally maintain a formal register of status approvals. As the transcript recording of status approvals has a standard form, it may be possible to run a report from Callista. Sylvia to follow up with Mary Carroll.

3. RECORDING RESULTS AGAINST PART UNITS

Sylvia spoke to this item noting that units with a value greater than six points (such as dissertation units) are normally split into parts for a number of reasons, for example to permit even distribution of student load across semesters.

The question of what needs to be recorded by way of a “result” for such part-units has recently been raised. For example, if a student was not making satisfactory progress towards completion of their dissertation would a failing grade be recorded prior to a grade being recorded for the dissertation unit as a whole? If so, what would it be?

It was noted that the graduate Research and Scholarships Office is currently looking into developing an “interim grade” which can be recorded in these circumstances. Members noted that AC (Assessment Continuing) did not appear to be an accurate recording, others noted that in some circumstances a recording of SP (Satisfactory Progress) was applicable, others felt that IP (Insufficient Progress) was applicable in other circumstances. The question of what should happen in cases of insufficient progress was raised.

It was suggested that a ‘trigger’ to follow up with an intervention strategy would be beneficial, Sylvia to follow up with Mary Carroll to see if Callista can accommodate.

4. MANAGEMENT OF ORIGINAL LATE OR AMENDED RESULTS FORMS

Debra Paisley, Manager Records Management Services discussed some issues associated with the way Late or Amended Results Forms are currently managed, noting that the preferred procedure is for the original document to be forwarded to Student Administration for processing, who then forward the annotated original document to Records for TRIM capture. Faculties should retain a copy for their records.

In circumstances where processing is urgent, a copy can be faxed/emailed to Student Administration for processing and forwarding to TRIM with the original forwarded in the mail to Records.

Members were reminded where original documents are kept at the faculty office, the legal requirement is that the document must be kept for 5 years.

Members were also requested that in circumstances where copies of documents are forwarded to Records for TRIM capture, the copies must be made of the original documents to ensure legibility.

5. OTHER BUSINESS

(i) Appeals/Complaints Process for 2012

Gina Barron spoke to this item noting that the processes are currently under review.

A consideration from the review process has been that the separate Appeal and Complaint processes will be managed through the one ‘complaints’ system. It was highlighted, and members agreed, that there have been situations where ‘appeals’ have subsequently developed into ‘complaints’ creating very lengthy and drawn out processes.

A member queried whether current students will be required to appeal under the new process; Gina replied that the new process will apply to all students, existing and new, with the exception of where it could be shown that there was a disadvantage by doing so.
Gina noted that the appeals decision-making process needs to be mapped from inception and there was some uncertainty as to how the Interim Boards of Study (IBoS) would fit in the process in terms of the location of a position with whom items destined for consideration by the IBoS could be lodged. It was noted that under NC2012, students would be assigned to a faculty dependent on their major.

Gina is also currently working with Professor Stuart Kaye, Dean Faculty of Law, to streamline the ‘appeal’ process. Currently there are 6 levels of appeal. It has been proposed that these be reduced to 3 levels:

1. Dean of faculty where student enrolled in major/IBoS
2. Central Administration
3. Vice-Chancellor

There is also a suggestion to change terminology so that ‘appeal’ as it applies to an appeal against academic assessment becomes ‘review of grade’.

(ii) Scholarships Conditions

Sylvia reminded members scholarship conditions are currently being revised in line with the introduction of NC2012. In relation to aspects of this work Sylvia asked if lists of majors offered by individual faculties would be available on their faculty websites. Lisa Beckley noted that ECM does have a list of NC2012 majors available from that faculty on its website. It was noted that faculties would most likely wish to promote the majors and units they would be offering.

Sylvia noted that there were numerous references to rule numbers on Faculty websites and reminded members that these would need to be reviewed as they would be out of date in 2012.

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