1. **ITEMS FROM ACADEMIC COUNCIL MEETING HELD 7 AUGUST 2013:**

   (i) **2014 meetings of Academic Council**

   Sylvia noted that 2014 meetings of Academic Council will be held every two months with items going by circular in alternate months. A Schedule of meetings together with deadline for submission of agenda items and attachments is attached.

   (ii) **Education Futures**

   The Acting Senior Deputy Vice-Chancellor (W/Professor Alec Cameron) updated Council on the University’s involvement in offering open, online courses. It was noted that the University had signed an agreement with Coursera, and Professor Cameron outlined some of the benefits associated with the venture including:

   - the opportunity to showcase the University
   - gaining experience and expertise in the area of online education
   - access to considerable data gathered by providers and the opportunity to benefit from this to enhance teaching and other aspects of the University’s operations
   - being involved in an innovative activity in which some of the world’s best universities were participating

   It was noted that credit was generally not offered at present for completion of open, online courses although some institutions were providing assessment opportunities for this purpose.

   It was noted that W/Professor Helen Wildy had reported on current activities associated with developing the University’s Vision Statement. She advised Academic Council of a project underway to film examples of innovative and excellent teaching practice which could be used to enhance teaching practice within the University and for a variety of other purposes, including promotion of University’s activities. The Vice-Chancellor supported the initiative.

   (iii) **Biomedical Science Double Major (Agenda Item 5.2.3) – Ref 30505**

   It was noted that this item had been withdrawn from the agenda as the Faculty of Medicine, Dentistry and Health Sciences had not supported the proposed changes. The item had been referred back to the Board of Studies (Science) for consideration in light of this information.

   (iv) **Amendment to Undergraduate Degree Course Rule 15**

   Members were advised that Council had approved changes to the Bachelor of Philosophy (Honours) satisfactory progress rules which now required students to ‘maintain a course weighted average mark of at least 75’. Analysis had shown that the average mark achieved by a student under the previous and the proposed new rule were the same. The new rule had the advantage of being simpler to understand and to manage.

   (v) **University Policy on Supplementary Assessment – proposed amendment**

   Members were advised that the proposed amendments to this policy had been approved by Council, Sylvia noted that the changes clarified the policy in relation to units in which a result of Failed Component was possible. The policy required a mark of at least 45 in the essential component as well as an overall mark of at least 45 in the unit before a student could be offered an opportunity for supplementary assessment.

Members are advised that Academic Council agenda and attachments (7 August 2013) are available at the following links:

http://committees.intranet.uwa.edu.au/acaboard/academic_council_from_2010/agendas/2013/7_august

http://committees.intranet.uwa.edu.au/acaboard/academic_council_from_2010/agendas/2013/7_august_supplementary_agenda
2. **MANAGING STUDENTS PERMITTED TO ENROL IN OVERLOADS**

Members noted that Student Systems had raised a query about the management of students permitted to overload (enrol in additional units for a teaching period). The current process involves contacting Student Systems to add the student to a ‘waiver’ Person ID Group.

As this process is time consuming for both faculties and Student Systems, members were asked to consider a streamlined system where each faculty would have a Person ID Group that they manage (add and remove students), removing the need to contact Student Systems for each student permitted to overload.

Sylvia noted that the member from the Faculty of Law had emailed prior to the meeting that she supported this proposal as acceptable. Sylvia further noted that ‘overload’ is not to be confused with ‘units additional to course requirements’. Faculties did not have discretion to approve the latter, which must be dealt with via rule waiver requests.

It was further noted that ‘overload’ is applicable only for a specific teaching period.

A member queried whether in the new system, if it was possible to allow more than 6 points per teaching period. Mary Carroll agreed to follow up and advise.

3. **UNIVERSITY POLICY ON WAIVER OF REGULATIONS, RULES AND POLICIES APPLYING TO COURSE REQUIREMENTS AND ADMISSION TO AND PROGRESSION THROUGH COURSES UP07/134**

Members noted that several queries had been raised with regard to this policy which is available at the following link:


Sylvia noted that all requests for waivers of prerequisites ie where a student sought an exemption from the need to complete a prerequisite should be submitted as formal rule waiver requests because of potential implications for the approved structure of the relevant major.

It was noted that approval of requests for credit for a prerequisite unit based on completion of prior study rested with the relevant Faculty officer following consultation as appropriate with academic staff.

4. **UNIVERSITY POLICY ON UNITS ADDITIONAL TO COURSE REQUIREMENTS (UP11/24)**

Members noted that queries had been raised with regard to this policy which is available at the following link:


Members were reminded that requests for units additional to course requirements must be forwarded for consideration under the University Policy on Waiver of Regulations, Rules and Policy.

This allowed an assessment to be made of the kinds of circumstances that were giving rise to the requests (eg a change in academic direction by the student, a misunderstanding of broadening requirements etc).

It was noted that a number of students in graduate entry diplomas did not seem to have a good grasp on the structure of the diploma. It was suggested that students offered a place in the diploma should be advised to contact the relevant faculty for advice.

Sylvia agreed to follow up with the Admissions Centre.

5. **OTHER BUSINESS**

   (i) **ACE**

Sylvia reminded members that ACE 2012 rules for both pre-2012 courses and New Courses provided for an ‘on probation’ status to be applied to students who did not complete the ACE module successfully. Sylvia noted that unfortunately this had inadvertently been missed from the 2013 pre-2012 undergraduate course rules.
It was noted that this rule could not be applied retrospectively and Sylvia asked members if there were likely to be students enrolling for the first time in a pre-2012 undergraduate degree course. Members agreed that there were likely to be a number of such students and that the rule therefore needed to be re-installed for the 2014 rules.

Sylvia noted that the rule would not be applicable for 2013 enrolments. Sylvia asked for a list of affected students from Mary Carroll.

(ii) Transferring Students

A member noted that for students transferring from combined courses to a single degree course the calculation of a WAM could sometimes be problematic. It was noted that students were often advised to remain in the combined course and request an alternative exit to avoid the need to record credits on the academic transcript. Members were reminded that completion of a degree by way of a combined course involved cross-crediting of units so that the student’s degree course involved units from both of the degree components that contributed to the combined course.

(iii) Re-admission Process

It was noted that the online form for readmission did not provide for a student to be readmitted to a pre-2012 undergraduate degree course.

It was proposed that Faculty officers meet with the Acting Associate Director, Admissions Centre the Associate Director, Student Systems and the Assistant Manager, Student Systems to discuss how the online re-admissions site might be modified to allow this to happen.

(iv) TRIM student filing

Peter Miller from Records Management Services discussed processing student records to TRIM.

Following the meeting, Debra Paisley provided the following information:

Records Management Services has worked with Student Administration to develop a paperless process for capturing scans of certain types of student documents to the student file in TRIM. We are now at a stage where we are ready to expand the use of the process to other areas where students are required to produce original documents for verification by University staff.

Examples of situations where this process can be applied include:

- Proof of ID (e.g. passports, birth certificates, proof of citizenship, change of name etc)
- Verification of external academic records/qualifications (includes certified copies)
- Verification of other original documents (e.g. medical certificates) where student should retain original document

The process involves taking a scan of the original document along with the student ID card and then capturing the scan into TRIM rather than creating a paper copy which is then forwarded to RMS to be scanned and saved to TRIM. In situations where the student does not yet have an ID card a modified process will need to be developed in consultation with RMS. Where staff are responsible for verifying that original documents have been sighted then the document can be scanned with the staff ID card as proof the original has been sighted and verified by that staff member.

Depending on the volume of documentation that is scanned the documents can either be captured to TRIM by the staff member who sighted the original document and created the scan or saved to a secure folder on the network and saved to TRIM by RMS staff.

Areas who are interested in implementing this process should contact Debra Paisley (Manager, Records Management Services) on x3019 or debra.paisley@uwa.edu.au to discuss the details of how the process can be implemented for their area.

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