AGENDA

FAO Group
2.15pm, Monday 16 October 2006
Rm 1.93 1st floor
Economics and Commerce Building
(Minute taker – ??)

1. APOLOGIES - Elizabeth

2. MINUTES

Confirmation of the minutes of 18 September, 2006

3. DECLARATIONS OF POTENTIAL OR PERCEIVED CONFLICTS OF INTEREST

4. ITEMS/BUSINESS IN PROGRESS FOR NOTING SINCE PREVIOUS MEETING

<table>
<thead>
<tr>
<th>Item/Business in progress</th>
<th>Action</th>
<th>Responsible</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letters for students with unsatisfactory progress</td>
<td>See item 6</td>
<td>Jacq / Tanya</td>
<td>Pending</td>
</tr>
<tr>
<td>On-line changes timing</td>
<td>To determine when on-line changes would be open</td>
<td>SSRG</td>
<td>Pending</td>
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<tr>
<td>DIY Reporting</td>
<td>Advise SIMS of required training</td>
<td>FAOs</td>
<td>Pending</td>
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<tr>
<td>Timeline of processes</td>
<td>Prepare timeline document of tasks linked to procedures/forms etc</td>
<td>Marjan</td>
<td>Pending</td>
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<tr>
<td>Centralising faculty processes</td>
<td>??</td>
<td>Strategic meeting</td>
<td>Pending</td>
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PART 1 – ITEMS FOR COMMUNICATION

There are no items for communication.

PART 2 – ITEMS TO BE DEALT WITH EN BLOC

There are no items to be dealt with en bloc.
PART 3 – ITEMS FOR DISCUSSION

5. LAPSED STUDENT ENROLMENTS

Harvey will attend the meeting to discuss lapsed student enrolment.

6. Restricting Credit Points in Callista

At Fridays FAO/Sub Dean meeting a member enquired as to whether the number of credit points in which a student can enroll could be restricted. Mary Carroll advises that this can be done by course and teaching period, the rule is:

Must not exceed xx credit points in teaching period {SEM1, SEM2}

Mary recommends that the limit be set at a number that would normally be approved for an overload and not at 24 points as it would require the waiving of a course rule to allow an overload. Also, the student would no longer be able to do any on-line enrolment via StudentConnect which would cause major problems.

FAOs are asked to consider how this restriction would work for their students. Before re-enrolments commence, Larissa needs to get any course rules established (such as restricting undergrad courses to level 1, 2 and 3 units).

7. Unsatisfactory Progression Letter

Members may recall the discussion regarding the progression letter at the recent FAO/Sub Dean meeting. Tanya met with Business Student Centre staff to express some concerns she had regarding the letter.

Attached are a sample mail merge of the proposed amended letter -- including a few combined course people -- which shows course progression status, rule breach and the progression outcome detail information. Some of the samples show how the same course progress status could, for different students, have different outcome detail. (I would suggest just scrolling through this on screen to see all the variations rather than printing it, because there are quite a few letters in the merge).

Some of the changes Tanya made which the FAO Group might like to review are:

- An adjustment the second paragraph to describe how to access course progress status and descriptions via StudentConnect. (FYI, I've attached a screenshot of what students see on Connect if they click the 'what does this mean' link next to their course progress status {Att 'A'}.) My slight amendment to the wording was to (hopefully) make it clear that that we were directing them to look up was their course progress status. This is because while course Progress Status displays on StudentConnect and has links to full descriptions, currently rule breach information and progression outcome detail information are not accessible via Connect.
• A 'translation' of the callista rule codes {attachment 'B', worksheet 'RULES') and outcome types {attachment 'B', worksheet 'OUTCOMES') which you are used to seeing on the Register into plain text for students. Tanya would be grateful if the FAO group could review the text descriptions of the rules and outcomes, and amend as necessary.

• No information is included in the letter about expiry dates for outcomes. This information doesn't appear on StudentConnect. Is it important students know about this etc etc.

• The words "Staff in the ..." have been added to the third paragraph. This may seem clumsy, but Tanya had a mail merge related reason which she can explain if anyone wants to know.

7. BEST PRACTICE

8. OTHER BUSINESS