NOTES OF A MEETING OF THE FACULTY ADMINISTRATIVE OFFICERS
GROUP HELD ON MONDAY 11 NOVEMBER 2005 AT 2:15PM IN THE
CHANCELLOR’S ROOM

Present: Jannette Barrett (Chair), Zan Blair, Vickie Falcetta, Jacqueline Flowers, Jenny Gamble, Felicity Gouldthorp, James Mitton, Marjan Heibloem

1. Prize Ceremonies
   It was reported that Harvey von Bergheim would work with the FAO group once he had familiarised himself with the new prizes module within Callista. It was agreed that an update of the prize letters needs to occur, however, this won’t be finalised until the prize module was complete. It was hoped that the new prize process would be progressed for implementation in 2006.

   ACTION: Jannette Barrett would liaise with Harvey von Bergheim regarding this, with assistance from Jacqueline Flowers.

2. Secretariat Update
   Jannette Barrett reported on the following items that had been discussed with Trudi McGlade:
   
   Supplementary Assessment
   It was noted that the issue of a consistent approach to the granting of supplementary examinations would be on the agenda in early 2006.

   Handbook
   The issue of whether a printed version would be available was under discussion. It was highly likely that there would not be a printed version for 2007. One member raised the issue that it would be important to ask academic staff members whether they found the printed version useful and that there should be adequate academic staff representation on the working party. It was also noted that the International Centre needs to be consulted.

   ACTION: Jannette Barrett would ask Trudi McGlade to raise this issue at the next FAO/Sub-Dean meeting.

   When is a Unit Complete?
   This issue would be discussed at the next FAO/Sub-Dean meeting. It was noted that FAO’s should discuss this with their Deans and think about potential concerns regarding Youth Allowance, pros and cons.

   FAO/Sub-Dean meetings
   Trudi had asked whether the FAO/Sub-Dean meetings were useful for those involved. It was agreed by the FAO group that these meetings were very important.

3. Central Processing Unit
   It was reported that the letter from the FAO group to the Registrar in support of additional staff in Student Administration had not been sent due to a request from Harvey von Bergheim. It was noted that the Vice Chancellor had requested all areas to review
their processes and identify inefficiencies. It did not look positive that Student Administration would receive an increase in funding.

**ACTION:** Jannette Barrett would double check with Harvey von Bergheim whether the letter could be sent.

4. **SIMS Operational Planning Group**
   Mary Carroll and Lisa Howard were working on a local development for enrolment checking. No checking could occur until after 22 December 2005.

   One of the next stages for SIMS was to start implementing the course completion rules, once the unit rules were embedded correctly.

   For combined course changes, a process needs to be decided upon. It was thought that staff from each Faculty could use different coloured paper, therefore it would be easy to identify where the change was coming from.

   **ACTION:** Jaqueline Flowers would liaise with SIMS to check whether the FAOs could meet SIMS staff as a group regarding any changes.

5. **Christmas Function**
   It was agreed that the FAO group would meet for lunch at 1pm on 19 December 2005 at Lambretta. The last strategic meeting for the year would be cancelled due to the lunch.