NOTES OF A MEETING OF THE FACULTY ADMINISTRATIVE OFFICERS GROUP
HELD ON 15 NOVEMBER 2004 IN THE CHANCELLOR’S ROOM

Present: Ms M Schneider (Chair), Mrs Z Blair, Ms E Oliver, Dr C McIlroy, Ms R King, Ms F Gouldthorp, Mrs J Fetherston, Ms F Symonds, Ms M Bateman, Ms D Rhys-Jones, Ms J Flowers, Ms Imelda Ooi.

Apologies: Ms M Heibloem, Ms M Gulluni.

1. STUDENT ADMINISTRATION OFFICE

a) Unitisation of HD Prelim
Reference: Email from Donna Wallace “Full Year Units 2005” Dated 5 November 2004.

Jan Dunphy advised that Due to HESA legislative requirements and data migration issues in Callista from 2005 all full year units will need to semesterised otherwise students in full year units from 2005 will incur all their load and fee liability in the first semester.

Translation of each full year unit into a single semester unit (available in both semester 1 and semester 2) will be an administrative procedure conducted after the re-enrolment period.

Members noted:
• Faculties that have arrangements where by students enrol in different semester units (xxx.101 and xxx.102) in consecutive semesters need not make any changes if students already understand the need for continued assessment and re-enrolment.
• A grade of XX is considered incomplete by DEST and would require manual update for each reporting period. Commencing 2005 the code AC (Assessment continuing) will replace XX and be used when students must complete more than one unit in a series.

b) Progress Status – Faculty specific information needs to be updated ASAP so that the Student Administration website can be updated. Follow the link to your faculty from: http://www.studentadmin.uwa.edu.au/welcome/assessment/sanctions

c) Approved Leave – Student Administration will send applications to faculties on a daily basis and would appreciate them being returned as a matter of priority.

d) Unpaid fees / Results – Members recalled a previous discussion about students with unpaid fees not having access to results and then seeking a waiver of deadlines within the appeals against academic assessment process. It was agreed that Student Administration be asked to make it very clear to students (when students log on to view their results and at: http://www.studentadmin.uwa.edu.au/welcome/results) so that students should not manipulate the system and benefit when they have not paid fees.
2. **HONOURS 2005**  
**a) Core units** – ‘umbrella’ units will once again be used when Callista goes live. This is because, without it, the only place that the honours level (H1, H2A etc) is recorded is in the graduations areas and if a student doesn’t take out their degree immediately the honours level will not be recorded anywhere in the event that a student wants an academic transcript.

**b) Communicating the process to students**
- Student admin is considering a stand alone honours page for student to access [done].
- AHSS had emailed honours coordinators with application attached to ensure they are giving the correct information to students.
- A ‘letter of invitation’ is still preferred by some faculties so this practice will continue with the application form enclosed.
- It was suggested that each year a general e-mail/e-newsletter be sent to students from their faculty advising of Faculty procedures eg. that if they are expecting to qualify for honours they should apply or approach staff if unsure.
- Members were reminded that results cannot be pre-empted in any communication with students.

2. **A USER FRIENDLY UWA TISC GUIDE**

Subsequent to discussions in the FAO’s Strategic Forum Wayne Betts had been invited to discuss improving the UWA pages in the TISC guide.

FAO’s were concerned that previous suggestions for improvement had been ignored by TISC.

The following was agreed:
- Disciplines/specialisations/majors should be listed in alpha order and cross referenced to degree courses. Eg. Marine Science under M with reference to Science / BSc
- Combined courses should be reinstated in the main section
- Course descriptions needed to be shorter and more appealing, ie not just a chronology of content.
- Use of the Second person eg. “you will learn to” is preferable to “students will obtain competency in”
- Wayne should be given maximum fore warning of new courses so that additional space can be allocated.
- Text from the 2005 TISC Guide in Word format would be made available, if possible, for FAO’s to begin looking at course entries. [This was available the same day].

3. **NEXT MEETING** will be in 2005. A Christmas get together will be arranged.