MINUTES
FAO Group
2.15pm, Monday 16 October 2006
Rm 1.93 1st Floor, Economics and Commerce Building

(Minute taker – Law)

1. PRESENT
Jannette Barrett (Business) (Chair), Zan Blair (Education), Vickie Falcetta (NAS),
James Mitton (Law), Kathryn Teale (LPS), Harvey von Bergheim (Student
Administration)

2. APOLOGIES
Jan Dunphy (Med & Dent), Jacqueline Flowers (ALVA), Jenny Gamble (LPS), Marjan
Heibloem (FNAS), Maria Maseyk (Arts), Elizabeth Oliver (Arts), Pam Stubbs (Arts),
Felicia Symonds (Engineering), Cheryl Wenninger (Engineering),

3. MINUTES
The Minutes of the meeting of the 18 September were confirmed as a true and correct
record.

4. DECLARATIONS OF POTENTIAL OR PERCEIVED CONFLICTS OF INTEREST
No potential or perceived conflicts of interest were declared.

5. 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>
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</thead>
<tbody>
<tr>
<td>Letters for students with unsatisfactory progress</td>
<td>See item 7</td>
<td>Jannette/Tanya</td>
<td>Ongoing</td>
</tr>
<tr>
<td>On-line changes timing</td>
<td>To determine when on-line changes would be open</td>
<td>SSRG/FAO-Sub-Dean’s Group</td>
<td>Completed</td>
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<tr>
<td>DIY Reporting</td>
<td>Advise SIMS of required training</td>
<td>Faculty Offices</td>
<td>Completed</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>Ongoing</td>
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Centralising faculty processes

Timeline of Processes

Vickie gave an overview of discussions between Marjan, John Murray and Grant Ferstat on developing a timeline of processes. It appears that there was some misunderstanding on what the intended outcome of this process was. The FAO Group
would welcome a timeline of processes document and encourages Marjan to follow up on this. The possibility of putting in a bid for funding from the University to hire a project officer to advance this issue and the centralising of faculty processes was also raised.

6. **LAPSED STUDENT ENROLMENTS**

The Manager of Student Administration, Mr Harvey von Bergheim, reported that the course progression status of all undergraduate students who were able to enrol in 2006 but did not enrol, had been changed to LAPSED. The result of this was that they would have to reapply for admission if they wished to resume their studies.

Harvey will be identifying postgraduate students in this category shortly and will check with Faculties before lapsing these student’s enrolments.

Harvey also informed the Group that from 2007 no enrolments would be permitted after the Census date in any teaching period. This is in order to meet HESA requirements. If a student was attending a class but had not enrolled, they may continue to complete the unit but would have to wait until the unit is next offered before they can properly enrol in the unit and receive their mark.

7. **RESTRICTING CREDIT POINTS IN CALLISTA**

At a recent FAO/Sub Deans meeting Mary Carroll advised that the number of credit points in which a student could enrol could be restricted in a teaching period and FAOs were asked to consider how this restriction would work for their students.

FAOs agreed that a limit should be placed on the number of points a student could enrol in within a semester. It was agreed that the limit for Semester 1 and Semester 2 should be 30 points and that the limit for the summer session should remain at 12 points. If students received approval to do more than this, a signed Special Approval form would need to be sent to Student Administration. Jannette agreed to follow up on this with SIMS and also ensure that a message to students would come up in StudentConnect explaining why they could only enrol in 30 points and linking them to Faculty contact information if they required further advice or approval for an overload.

**AGREED** – that a limit of 30 points be placed on Semester 1 and Semester 2 enrolments and that a limit of 12 points be placed on enrolments in the summer session.

It was also noted that, in order to reduce the number of invalid units, it was possible to restrict the level of units in which a student could enrol in a particular course i.e. levels 1-3 in a bachelor degree course. SIMS would need to be made aware of any requests before the re-enrolment period.

**AGREED** – that FAOs liaise with Mary Carroll regarding the restriction of level of units for single degrees and that separate discussions take place between faculties in relation to combined degrees to determine the appropriate levels.
8. **UNSATISFATORY PROGRESSION LETTER**

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

A sample mail merge of the proposed amended letter was attached to the agenda including a few combined course students, which showed course progression status, rule breach and the progression outcome detail information.

A number of changes suggested by Tanya Aquino from the SIMS Team were noted. A number of other changes were also identified by members including the need to ensure the names of the various progress statuses were correct and consistent. Additionally, some questions were raised over the purpose of the statuses WARNING-2 and NO-RETURN and whether or not the link in the letter would lead students to the Faculty pages on progress statuses. A number of other minor details were noted - Jannette offered to follow up with Tanya.

On a related issue, Jannette will check with SIMS that the ‘sand pit’ training environments are still available and were updated appropriately.

9. **BEST PRACTICE**

Academic Council proposed that Faculties be asked/required to provide a one page outline of new courses in development 18 months prior to the course starting and in anticipation of the other required paperwork being providing in the existing timeframes. As this was a substantial lead-time and would impact upon Faculty planning significantly, Jannette had asked when this was to come in to effect. The response was that this was still under consideration so would not affect the introduction of new courses for 2008.

10. **NEXT MEETING**

The next meeting of the FAO Group will be held on 20 November 2006, 2:15pm in the Chancellor’s Room.