 NOTES OF A MEETING OF THE FACULTY ADMINISTRATIVE OFFICERS GROUP
HELD ON MONDAY 18 APRIL 2005 AT 2:15PM
IN THE CHANCELLOR’S ROOM

Present: Robyn King (Chair), Vickie Falcetta, Jenny Foo, Felicity Gouldthorp, Marjan Heibloem, Elizabeth Oliver, Cath O’Neil, Imelda Ooi, Deborah Rhys-Jones, Maz Schneider

Apologies: Rita Armstrong, Marion Bateman, Zan Blair, Judy Fetherston, Jacqueline Flowers

By Invitation: Justine McDermott, Jane Larke

1. WELCOME
   Cath O’Neil and Jenny Foo were welcomed to the group.

2. TRIM
   Justine McDermott and Jane Larke gave an overview of Central Records and their objectives for 2005. Archives and Central Records were trying to assist with compliance and facilitate business processes for the University.

   In relation to TRIM issues raised were:
   - Faculty staff were encouraged to phone Central Records staff if they were encountering any problems with TRIM.
   - TRIM functionality now allows mail merge documents to be transferred electronically onto TRIM student files. Templates would need to be set up by Central Records staff for this to function smoothly.

   Other Central Records issues raised were:
   - Staff had been working with the SIMS team to determine how Audit students would be treated within Callista.
   - The CR website was a useful tool for staff.
   - That a fact sheet on what the symbols on TRIM mean would be useful.
   - Position Documentation had been streamlined and can also be searched for on TRIM (currently on WEBDRAWER).
   - Discussion had been occurring with Legal Services that electronic mail merge documents without a signature were still considered as evidence.

The group thanked Justine and Jane and it was agreed that it was great that the Central Records staff were being very proactive.

ACTION: Jane Larke to arrange FAO group training sessions on mail merging straight to TRIM and to email information regarding Position Documentation.
ACTION: Justine McDermott to send a reminder about the CR website and the services available.
3. INTERNATIONAL POSTGRADUATE APPLICATION PROCESSING
Daniel Renton was unable to attend the meeting. It was agreed that the group would like to understand the processing of applications in more detail and that we were keen to support the International Centre.

**ACTION:** Robyn King to phone Daniel Renton and invite him to the next meeting.

4. SUPPLEMENTARY ASSESSMENT
The Group were concerned that if a change to the Supplementary Assessment University General Rules was to occur at the May Academic Council meeting, there would not be a positive outcome.

It was agreed that it may be timely for the issue to be raised with the Deans as a group.

**ACTION:** Robyn King to discuss this issue with Trudi McGlade. (Secretary’s Note – the Chair advised the FAO group after the meeting that the issue would not go to the May AC).

5. BUSINESS ARISING FROM NOTES OF PREVIOUS MEETING
It was agreed, due to the Secretariat Annual Planning Review scheduled for June, that this would be a standing item on the FAO Group agenda until the review was complete. FAO group members were encouraged to provide feedback through the group or direct to the Secretariat.

**ACTION:** Robyn King to find out actual date of the Secretariat Review.

6. STRATEGIC MEETING UPDATE
The FAO Group were encouraged to provide feedback to Felicity Gouldthorp on the FAO Leave Register. This would then be circulated to staff to complete if they wished. It was agreed that Felicity would maintain the register for 2005.