MINUTES

FAO Group
2.15pm, Monday 18 September 2006
Chancellor’s Room

1. **APOLOGIES** – Jan Dunphy, Jenny Gamble, Maria Maseyk, James Mitton, Denise Hockley and Jannette Barrett

2. **MINUTES**

Minutes of 17 July, 2006 meeting were accepted

3. **NO DECLARATIONS OF POTENTIAL OR PERCEIVED CONFLICTS OF INTEREST**

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

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<td>Special Consideration Form</td>
<td>Harvey to attend meeting</td>
<td>Faculty Offices</td>
<td>Pending outcome of assessment committee review</td>
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<td>Supplementary Assessment</td>
<td>Details on supp assessment due from Arts, Business, Education, Med &amp; Dent and Engineering</td>
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<td>DIY reporting</td>
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5. **CREDIT FOR ARTICULATING COURSES**

Harvey attended the meeting and provided feedback on the introduction of a simpler method of crediting units for a Postgraduate articulating course.

The suggested process allows faculty staff to complete on behalf of the student sections 1 to 4 & 8 only on the Application for Credit Transfer Form and attach an ARec indicating units to be credited. The provision of the ARec replaces the need to write unit names & codes in section 5 – but still provides Student Administration clear details of units to be credited.
It was agreed for Postgraduate course articulation, that the faculty office may complete the Application for Advanced Standing form – Sections 1 to 4 & 8 and attach the students academic record indicating units to be credited for articulation.

Harvey asked if FAO’s would agree that Student Administration generates letters to students who fail to make satisfactory progress, this would be on the same basis as warning letters sent mid year.

Jacqueline will contact Tanya and prepare a draft letter for comment.

6. **PROPOSAL FOR CHANGE OF PROCESS FOR NEW COURSES – PRELIMINARY PROPOSALS**

The Academic Council has proposed that Faculties be asked to submit a ‘preliminary proposal’ for new courses up to 18 months prior to their introduction in order that Academic Council can consider the business case for a new course before the checklists are completed.

FAOs present agreed that the request raised various issues and while the request for pre-planning seemed practical, there may be other implications. A member asked if a proposal not received within this timeframe would be disregarded on that basis?

It was agreed that there were concerns regarding the impact of this request.

7. **SPECIAL REQUIREMENTS IN CALLISTA**

SIMS Support had informed FAOs that Callista had the functionality to record ‘special requirements’ for courses (i.e. work experience, police clearances, first aid certificates). Currently, this information is recorded either in an ad hoc manner by schools / faculties, or in the case of some work experience requirements with a 0 point unit added in the students’ final semester. FAOs were asked whether they would use this functionality, and if yes, would they support the addition of a DIY reporting facility in order to allow appropriate access to the information for school and faculty staff.

It was agreed that this functionality would be utilized and FAOs supported the recommendation.

8. **TIMING FOR OPENING ON-LINE CHANGES OF ENROLMENT IN THE NEW YEAR**

FAOs were recently asked to consider their preferences for the timing of the re-opening of Student Connect to students to change their enrolment on-line after the close of the re-enrolment period.

Jacqueline offered to discuss the COE reporting and process with Lisa and Larissa and would provide example reports by the beginning of December to give an indication of the reports and processes involved with COE online, invalid units and enrolment approvals.
It was agreed to open on-line changes in mid-January 2007. This is on the basis that appropriate reporting is available and that staff be provided with information on how to utilize the reports for a clear understanding of the processes.

Chair’s Note: At a recent SSRG meeting and subsequently the FAO/Sub Dean meeting, this date has been extended to the end of January with a week freeze on change of enrolments between February and the census date.

9. DIY REPORTING TRAINING REQUIREMENTS

FAOs indicated that they were having difficulty using the DIY reporting function on Staff Connect and were not confident in their ability to extract the information they require.

The SIMS team organized a workshop/training session for school staff members, it was hoped at the workshop that staff would share their knowledge on how to search for particular reports.

FAO’s were asked again to indicate what they were trying to do on DIY reports and the SIMS team would provide training.

10. EMBEDDING PROCESSES – PROGRESS REPORT

Marjan Heibloem and Vickie Falcetta met with John Murray and Grant Ferstat and discussed a suitable process to embed and document the processes relating to student matters, as agreed at the post-implementation review focus group for Faculties.

From a FAO’s perspective it was requested to keep documentation simple and appropriate for the use by existing staff and to provide a user friendly document outlining a timeline that provides triggers indicating tasks at particular times and over what periods. From the timeline, links could be created to link to specific tasks and forms.

Marjan will contact John and arrange a meeting to discuss the examples he has provided and further develop a process that will be appropriate for the FAOs.

11. OTHER BUSINESS

What processes are currently being dealt with at faculty level that could be centralized. Who is or would be responsible ie prizes, scholarships.

This topic requires further discussion and would be appropriate to include on the agenda for the Strategic Meeting of the FAOs.