Present: Maz Schneider (Chair), Marion Bateman, Judy Fetherston, Jacq Flowers, Felicity Gouldthorp, Marisa Gulluni, Claire McIlroy, Robyn King, Imelda Ooi, Deborah Rhys-Jones, Marianne Rogers, Felicia Symonds

Apologies: Jannette Barrett, Zan Blair, Marjan Heibloem, Elizabeth Oliver, Larissa Stone

By Invitation: Jenny Gamble

1. HIGHER DEGREES BY RESEARCH PRELIMINARY

Members made the following comments in relation to Higher Degrees by Research Preliminary:

The Faculty of Arts, Humanities and Social Sciences uses Special Approval forms to list the student’s study plan for the Preliminary.

Jenny Gamble indicated that the Higher Degrees by Research Preliminary programme cannot be unitised unless a faculty’s honours programme has been unitised.

Each student must have an enrolment that is made up of unit components. Where current units can be assigned, these should be used and at times, a special unit or units may need to be created to facilitate this.

Umbrella units can no longer be used because of HESA implications and because students would be undertaking different components and units, dependent on what their respective Faculty requires them to do. The numbers of students involved in Preliminary are very small. We receive no funding from Canberra for these students and no completion is recorded against their enrolment. The Faculties take the chance to invest in the student now in the hope that the student will later enrol in PhD and then receive funding for this initial investment.

It was agreed by consensus that the FAO Group would prefer the situation to remain as is for the remainder of 2004 and implement these changes by unitising Higher Degrees by Research Preliminary and creating units as needed for 2005.

Action: Chair to report to the University Secretariat.

2. SIMS REPORT

Business Impact Statements

Jenny Gamble will make arrangements to visit each faculty and discuss the following issues in relation to the Enrolments Business Impact Statement:

- Enrolment of students – paper form at go-live. In November, re-enrolling students to use Web, new students to submit paper copy.
- Approval process – no such process in Callista SMS. A way of tagging ‘approved’ enrolments will be developed to enable current process to continue in some form. This will be dropped once course plans have been implemented (a few years down the track).
- Prerequisites/Corequisites/Incompatible Units – This can be checked on enrolment if student enrols after results have been finalised. Some older prerequisites may not be on Callista SMS at time of Go-live and will need to be added as they are identified.
- Quota units – Manual process will need to continue.
• Full-year Units – it is possible to enter different values for enrolled points and achievable points. Dissertation units will have to be changed manually to enter achievable points after go-live.
• Special Units – in what circumstances will these be required? The move to 6-point units should have reduced the need for these units.
• Advanced Standing – it is possible to enter details directly on to Callista SMS and it is being proposed that faculties take on this responsibility. Harvey has asked whether faculties would prefer this data entry to be done by Student Admin.
• Enrolment of Honours, Specialist degrees and Transfers – new application forms are being developed.
• Change of Enrolments – hard copy forms to be used initially. It might be possible to trial one or two more straight-forward courses for electronic forms.
• Unit Codes – an Issue paper is being prepared to stimulate discussion on the codes. Must be 8 characters; 4 alpha and 4 numeric. Alpha codes will indicate subject area. Fifth character will indicate level of unit.
• Comments – only course comments to be used in the future. Personal comments about illness and personal circumstances need to be recorded elsewhere.
• Cross-Institutional/Exchange Enrolments – recording details in comment will no longer be required. Unit name will be changed to reflect the ‘proper’ unit title. Faculties need to consider how this will be counted in the WAM.

Action: Each Faculty to contact Jenny Gamble to arrange a convenient time to discuss the Enrolments Business Impact Statement.

3. RESPONSES TO THE DISABILITY OFFICER

The Group was asked if anyone had provided feedback to the Disability Officer in response to the proposed changes to the Disability Office Procedures.

*It was agreed that Faculties who have not already done so, should report to the Disability Officer.*

Action: Marion Bateman and Felicity Gouldthorp to forward their responses to the Disabilities Officer to the rest of the Group. Other Faculties also asked when replying to the Disabilities Officer, to include the Faculty Administrative Officer group in the correspondence.

4. CALL FOR NOMINATIONS TO THE FAO GROUP CHAIR 2005

The current Chair called for nominations to the FAO Group Chair for 2005.

*Action: Members can nominate themselves or others by contacting Maz Schneider by COB Friday, 29th of October.*

5. POSTGRADUATE APPLICATION FORMS

The proposed new Postgraduate Application form was discussed along with members’ feedback on the new format. The main concern was the size of the file when sent electronically and whether or not a small capacity file (zipped) could be developed or kept in mind.

*Action: The Chair would clarify the postgraduate application process with Jenny Gamble re bypassing the CPU for 2004 or not?*