FACULTY ADMINISTRATIVE OFFICERS/SUBDEANS' GROUP MEETING

A meeting of the FAO/Sub Deans' Group will take place from 9.30 to 11.00am on Friday 6 October 2006 in the Senate Room.

AGENDA

1. Update on Academic Council.

2. FEEDBACK ON THE GUILD'S PAPER ON SPECIAL CONSIDERATION

The issue of providing further feedback arose at the last meeting of the FAO/Subdeans' Group.

The Assessment Standing Committee will be considering this matter and recommending to the Teaching and Learning Committee. As you know each faculty has a representative on T&L and comments can be channelled through the representative.

When your faculty's T&L consider this matter, please send an extract of the minutes to the University Secretariat - Trudi McGlade.

For information the paper setting out feedback received and submitted to the Assessment Standing Committee is attached. (Feedback on Guild paper to SAC.doc)

For noting.

3. DELEGATIONS

As you will be aware Anne Gilkes who was Project Officer on the Delegations Project put together some Faculty Reports to list variations to the standard University Delegations.

Delegations to the positions in Band 4b are stated to be approved in each Faculty's Governance document.

Please ensure that these positions are in fact reflected in your Faculty's Governance Document. We must ensure that any delegated authority is appropriately given and documented.

Please review your Faculty's Governance Document. Where changes are required to this document these must be done in the usual way - endorsed by your Faculty and forwarded for approval by Academic Board subject to final drafting by Legislative Committee. Where the delegations have been incorrectly stated, the Delegations web site will need to be changed, please forward a list of amendments to the www site by email to Trudi McGlade.

In general, please note that where changes are made to positions or position titles within your faculty, it will be necessary to review the Faculty's Governance Document.

For noting.

4. SUBMITTING MATERIALS TO THE LEGISLATIVE COMMITTEE

When submitting items to the Legislative Committee please ensure that a hard copy of the minute
extract and relevant attachments are sent to the University Secretariat as well as an electronic copy of the attachment to Christine Bapty (christine.bapty@uwa.edu.au).

For noting.

5. POSTGRADUATE FEES ADVICE TO ACCOMPANY AUTHORITY TO ENROL

Please note that this fees advice will be amended as set out in the attachment (PG Fee Advice GradDipOGE 2007). It will be available on the Secretariat www site at: http://www.secretariat.uwa.edu.au/home/policies/fees

For noting.

6. DRAFT LETTER TO STUDENTS WITH AN UNSATISFACTORY PROGRESS STATUS 2006

It has been agreed that in a similar fashion to mid-year we should send out letters to students who fail to make satisfactory progress. We now need to agree on the wording of the letter, and the details of the cohorts of students that will receive it. Attached is a draft letter which is based on the one used mid-year (draftprogressletterJF21.9).

For discussion.

7. ANY OTHER BUSINESS