FACULTY ADMINISTRATIVE OFFICERS/SUB-DEANS' GROUP MEETING - 1 DECEMBER 2006

A meeting of the FAO/Sub-deans' Group will be held on Friday 1 December 2006 from 9.30 to 11am in the Senate Room.

As this is the last meeting of the year tea/coffee and cake will be available to mark the end of the year.

AGENDA

1. MID-YEAR PROGRESS - Report of Working Group (on first as SL to go)

As agreed at our November meeting a working group was set up to look at checking progress mid-year, or after each semester. This required consideration because of the National Code in relation to international students which has been introduced.

The working group has met and the notes of the meeting are attached.

For discussion.

2. UPDATE ON ACADEMIC COUNCIL

3. PUBLICISING STUDENTS' NAMES AND STUDENT NUMBERS TOGETHER IN PUBLIC PLACES

It has been the practice in some areas to display lists of students with both student names and numbers shown. Some concerns have arisen that this practice gives rise to some students noting other students' numbers and later working out results (or other information) where only student numbers are given.

In order to minimise the opportunity for one student to know another's number and so access information inappropriately, you are asked to ensure that lists (for example tutorial lists) do not show both name and number.

Please promulgate this amongst the schools in your faculty.

For noting.

4. SUPPLEMENTARY ASSESSMENT - 2007

REMINDER

Changes to supplementary assessment were approved by Academic Council at its meeting held on 7 June 2006.
You are reminded that availability of supplementary assessment in a unit needs to be indicated on the Assessment Mechanism Statements for 2007 and also in the unit description from 2008.

Unless exemption has been granted in the case of a particular unit, supplementary assessment is available in a unit if it is the only remaining unit a bachelor's pass degree student needs to pass and they are currently enrolled in the unit. This information also needs to be included in the Assessment Mechanism Statement.

From 2008 should a faculty wish to offer supplementary assessment in units at levels above level 1 that are not the only remaining unit a bachelor's pass degree students needs to pass, then a case must be made to Academic Council.

For Noting.

5. AMENDMENT TO THE NOTES OF THE MEETING OF THE FAO/SUBDEANS' GROUP HELD ON 3 NOVEMBER 2006

Under item 3 on the feedback on the Guild's paper on Special Consideration it was noted that the feedback to the faculties would be channelled to the Assessment Standing Committee in time for their next meeting on 7 November. However it was a working group of the Assessment Standing Committee, set up to consider this paper, rather than the Assessment Standing Committee itself that was to meet on that day.

Any outstanding feedback should be sent to Eileen.Thompson@uwa.edu.au

For noting.

6. SIGHTING OF DOCUMENTS TENDERED IN EVIDENCE

Earlier this year there was some discussion between those involved in the consideration and acceptance of documents tendered in evidence to gain an advantage as to what documents could be accepted and what are staff responsibilities.

Attached is a document setting out the various aspects of this matter. It is proposed that this document would be placed on the www in order to guide people. The document changes reflect current practice rather than propose change. It aims to accommodate the need for vigilance and maintenance of integrity of our processes and policies while at the same time be cognisant not to impinge unnecessarily on the international market.

For discussion.

7. APPROVED LEAVE
A document on Approved Leave is in preparation and it is expected that this will be available on Thursday 30 November. It will be circulated to members.

For discussion.

8. ANY OTHER BUSINESS