NOTES

1. MID-YEAR PROGRESS - Report of Working Group

Sylvia Lang gave a brief update re progress and mentioned that the rules did not need to be changed at this stage but there was a need to look at changes to processes with regard to Callista requirements.

Tanya Aquino spoke to the meeting and briefly went over the three options available through Callista to pick up required variations as per changes to the National Code. A paper outlining the changes was tabled and is attached for information.

There was some discussion regarding the available options with the preferred option being a rule change to pick up >49% with “warning” letters issued to the whole group, and a paragraph targeting international students inserted in the “warning” letter.

Trudi suggested that a standard letter will be prepared to be applicable across all the faculties with a paragraph inserted specifically for international students that they contact their Faculty Officer.

It was agreed to create the new rule and change the mid year rule to suit. It was also agreed that the standard letter be drafted which needs to be ready for July 2007 when the new code becomes active.

Two matters were raised which will require further investigation:
1) completions and durations of study;
2) deferring, suspending and cancelling enrolments, (there is also a need for the process to be consistent across all faculties).

Trudi thanked Tanya for her support to the group during the year.

2. UPDATE ON ACADEMIC COUNCIL

Trudi noted that the last Academic Council agenda (29 November) was a large one and that all items went through.

Of particular interest to this group are:

1) Embedding the UWA Excellence in Teaching Awards in the Faculties
Trudi noted that this had been devolved to the faculties in order that decisions could be made at the local level.

2) Review of Performance and Operation of committees
Trudi noted that reports from Academic Council committees following their reviews were submitted as per requirements at the last Council meeting with a review of Academic Council scheduled for 2007. Trudi reminded members that under the Working Smarter through Committees recommendations they were required to review their own committees’ constitutions. Any changes to committee constitutions (which would most likely be encompassed in the Faculty Governance Document) should be directed to the Legislative Committee.
(3) **Academic Conduct Online Module**

The Academic Conduct Essentials (ACE) module will be compulsory for commencing undergraduate students on the Crawley campus from 2007; it carries zero points and is delivered via WebCT. Students will be required to complete the online ‘quiz’ within a period of the first 10 weeks of commencement of their first period of study, and may attempt the module as often as they like with success and completion within the timeframe resulting in a “Pass” recorded on their academic record. Non-completion within the required timeframe will result in a “Not Completed” being noted on the academic record. The timeframe may be extended to the end of semester examination period after which the “Not Completed” will be irreversible. Please note “Not Completed” does not preclude graduation in this instance.

Lee Partridge will be leading an education drive for the module with a launch for unit coordinators of Level 1 units anticipated in the next couple of months. The module will be administered centrally with involvement from CATL and Student Administration.

(4) **Student Grievance Policy**

Trudi noted that a review of the Student Complaint Resolution Policy has been in progress through 2005-2006. The working party, including Gina Barron from the Student Guild, has made no significant change to the content of the policy but has redrafted the policy to provide a more streamlined and easy to follow process. The policy is now available at [http://www.secretariat.uwa.edu.au/home/policies/griev](http://www.secretariat.uwa.edu.au/home/policies/griev)

(5) **New Chair and Deputy Chair to Academic Board**

Trudi noted that Professor Graeme Martin will be finishing his term as Chair to the Academic Board on 31 December 2006. Professor David Plowman will be commencing his term as Chair of Academic Board with Professor Karen Simmer commencing as Deputy Chair of Academic Board as from 1 January 2007.

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

Trudi emphasised the need to discourage advertising student names together with their student numbers, eg tutorial lists, as this can provide students with access to view other students’ personal information subsequently where information is provided only with the student number.

Trudi agreed to email faculties, heads of schools and school managers about this.

### 4. SUPPLEMENTARY ASSESSMENT - 2007

The requirement to advise students about the availability of supplementary assessment in particular units as set out in the agenda for this meeting was discussed. After some discussion, it was agreed that Trudi include notice of this requirement with her email re (3) above.

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

An amendment to the notes of the meeting of the FAO/Subdeans’ Group held on 3 November 2006 as set out in the agenda for this meeting was noted. Faculties were asked to direct any outstanding feedback to Eileen Thompson who is convening the working group of the Assessment Standing Committee.

### 6. SIGHTING OF DOCUMENTS TENDERED IN EVIDENCE

A draft document was provided with Trudi emphasising that consideration was given to maintaining current practice where possible and to not making the requirements so
rigid that it would discourage students while maintaining the integrity of the University.

Considerable discussion ensued with a majority opinion that the University’s minimum standard requirement should be a signed academic record. Trudi noted Garry Hendy’s absence from the meeting and said that this matter would be referred back to Garry for further consultation.

7. APPROVED LEAVE

Peter Cottam spoke to this item saying that the suggested process would have approved leave processed and managed within Student Administration, with re-enrolment remaining the responsibility of the student. It is envisaged that online access to leave for students will not be available until mid 2008.

There was some discussion with regard to students requesting approved leave before examination results are available etc. It was agreed that the working party which had been set up to consider this issue should have the opportunity to comment further. Peter agreed to bring the concerns raised to the working party for further consideration. Any comments should be directed to Peter Cottam.

This matter to be revisited in 2007.

8. ANY OTHER BUSINESS

There being no other business, Trudi closed the meeting and thanked members for their contributions during the year and wished them well for the holiday break.