AGENDA – FAO GROUP MEETING
2.15pm, Monday 21 March 2005
Chancellor’s Room
(Notes by Faculty of Life and Physical Sciences)

1. Rules 2006 (Trudi McGlade and Sylvia Lang)
What Legislative Committee hope to achieve in this year's rules exercise. An opportunity for people to ask questions about the process this year.

2. Secretariat Forward Planning (Jackie Massey and Trudi McGlade)
The Secretariat's plans with a view to keeping FAO’s informed about the Secretariat's long-term planning.

3. Strategic Forum
Venue for Strategic meetings – perhaps rotate venue each month with Chair.

4. Full time load for International Students (Jacqueline Flowers)
FALVA have a number of students who have failed core units, and therefore can’t go on to a number of higher level units or maintain full-time enrolment for a couple of semesters until they catch up. The international centre / DIMIA insist that they must be enrolled full-time but waiving prerequisites has duty of care ramifications. For discussion/suggestions.

5. Enrolment in units in addition to degree requirements (Marjan Heibloem)
To what level this is implemented by the various faculties and should we ask for a relaxation of the rule. Particularly for combined courses.

6. The effect on FAO's of new or amended processes (Marion Bateman)

7. For Information
Status Report - Administrative Workloads Submission
Source: Agenda for the University Managers Group meeting February 15th 2005.

Integrated central databases
Gaye McMath has convened a working party comprising Bob Farrelly, Scott Logan, Jon Stubbs, Rob McCormack, Alex Reid, Campbell Thomson, Christine Richardson, Bruce Kirkby and Annette Black. This group has met once and a project initiation document has been developed.

Activity calendar
Peter Curtis/Gaye McMath to co-ordinate. Anne Kealley has provided the information collated by the working party to DVC and Registrar.

Training, IT
The IT Skills Working Group presented a number of recommendations regarding IT skills to the November meeting of the UMG. The Working Party is now being lead by Margaret Pryor and they are planning a further meeting and will report back to the UMG at a future meeting.

8. Next Meeting
Justine McDermott and Jane Larke by invitation seeking feedback on TRIM