Present:  
Ms M Schneider (Chair)  
Mrs Z Blair  
Mrs J Fetherston  
Ms R King  
Dr C McIlroy  
Ms E Oliver  
Ms D Rhys- Jones  
Ms M Rogers  
Ms F Symonds  
Ms L Stone  

Apologies:  
Ms J Barrett  
Ms F Gouldthorp  
Ms M Heibloom  

By invitation:  
Mrs J Massey  
Ms T McGlade  
Ms S Lang  
Ms J Gamble  

1. MINUTES OF THE PREVIOUS MEETING  
The minutes of the previous meeting were confirmed as correct.  

2. HANDBOOK REQUIREMENTS FOR 2005  
Ms Trudi McGlade, the Deputy University Secretary, had been invited to the meeting to discuss the requirements for the 2005 Handbook exercise. In speaking to the item she emphasised the following points:  

- Faculties should stick to the rules as they are currently laid out.  
- Separate deadlines have been set for combined courses this year.  
- Both faculties are to sign the checklist for combined rules changes. This is to ensure that both faculties are satisfied with the changes and that they have consulted each other.  
- If any faculty believes they need additional assistance to enable them to meet the handbook deadlines, they should contact the Secretariat without delay so that assistance can be provided as quickly as possible. Do not wait until it is too late.
• All handbook deadlines must be met this year. This should be easier to achieve than last year bearing in mind the amount of work required for updating is much less.

Mrs Jackie Massey, the University Secretary, had been invited to the meeting to discuss communication lines between FAOs and the Secretariat. Mrs Massey explained that she had met with the Faculty Managers Group to discuss the same topic. A problem had arisen because some staff in the Secretariat were unsure as to whom they should forward specific requests for information. Following discussion, it was agreed that in future the following steps would be taken in relation to distribution of information:

1. If it is quite clear who would address the requested task, the documentation would go to that person.
2. If members of the Central Administration staff are unsure who should deal with the issue, the first request for assistance would be sent to the Faculty Manager who would pass it on to the appropriate person. Subsequent requests would be forwarded to the person who has answered the initial inquiry.

The above arrangement should assist in resolving some of the current confusion.

1. SIMS UPDATE

Ms Jenny Gamble, Change Issues Manager for the SIMS Project, informed members that the SIMS Team were now considering how cross institutional and exchange units would be reported. She requested that members read the associated document and provide her with appropriate feedback. Ms Gamble also provided members with the following information:

• The next SSRG meeting would have a very full agenda and it was important that members of the FAO Group should attend to ensure that the issues on the agenda were appropriately debated. The agenda would include an item on the weighted average mark and how it should be determined and the tabling of prototypes of the UWA formal transcript available through the Callista.
• A good consistent attendance at SSRG meetings by interested parties was important as it provided an opportunity not only for the various groups to provide significant input, but it was also an opportunity to achieve some consistency across faculties and central administration in relation to business processes.
• Now that prototypes had been developed for the formal transcript, the informal transcript would be developed. Members would be requested for their input on the issue in due course.
• The Nelson Report and HESA requires Callista to make a huge number of changes to its functionality, some of them
quite extensive. The requirement to have these changes incorporated for 2005 will have some impact on the facilities which Callista will be able to provide in the first instance and in a worst case scenario could even affect the Go Live date. A working party was currently examining the new Act closely to assess all the changes required and their probable impact on the Callista system.

- The Business Impact Strategy Group (BISG) had examined the Admissions Impact statement recently and had rejected all but two of the options. This item will ultimately end up on the SSRG agenda and will then be referred to the Project Steering Committee (PSC) for its consideration. Maz Schneider and Judy Fetherston were user representatives on the BISG.

- A new Chair was needed for the SSRG as Professor Kevin Durkin who had chaired it in most recent times would be leaving the University for a new post overseas.

- Access to the Callista system for the purposes of trialling various aspects may be available from June. Not all functionality would be available at that time, but it would be an opportunity for members of the FAO Group to get a feel for the new system.

- Mr Wayne Betts, currently the School Manager at the GSM, had been seconded to the SIMS Team as its main Callista trainer. Mr Betts was due to commence on the project in the near future and would be contacting all members of the FAO Group and other interested staff in due course to ascertain their training needs.

2. SPECIAL APPROVAL FORMS

A member of the Group raised the issue of the structure of the current Special Approval form. It was agreed that the form could benefit from some modification. Proposed changes included adding spaces for the student’s course and signature on the form; refining the space for the student number; and modifying the special units section on the back of the form. Robyn King offered to make the suggested modifications and circulate a modified form to members for their consideration. Once a format had been agreed, it would be necessary to negotiate with the Manager of Student Administration to see if the changes could be incorporated as proposed.

3. STATUS FORMS

Felicia Symonds raised the issue of status forms and who signed them. In discussion it became obvious that procedures differed between faculties with a mixture of FAOs, Sub-Deans, Associate Deans and Deans signing the status forms. As the signing of the status forms indicated that a process had been vetted (i.e. the appropriate original or certified copies of academic records and other admission requirements had been sighted) and
did not require an academic decision, it seemed appropriate that FAOs should be able to sign the forms if deemed acceptable by their Faculty. This was similar to international applications where FAOs sign the section agreeing that status can be granted. Maz Schneider agreed to contact Trudi McGlade to ascertain the University’s policy on the matter and report back to the next meeting.

4. HANDBOOK WORKING PARTY

The Chair of the Handbook Working Party had been seeking representatives from the FAO Group to represent handbook users and participate on the Working Party. Elizabeth Oliver and Jannette Barrett had agreed to be members of the Working Party.

5. EXECUTIVE COMMITTEE

The Chair asked members to consider whether the formation of an Executive Committee from the FAO Group to form more of a lobby group would be a useful initiative now that the Group had grown in size. She requested that members consider the suggestion and be prepared to discuss it at the next meeting.

6. NEXT MEETING

Mr Daniel Renton, Manager of Postgraduate Admissions at the International Office had expressed an interest in attending the next meeting of the Group to discuss combining local and international orientation sessions. Maz Schneider would advise him of the date and time of the next meeting.