MINUTES OF THE MEETING OF THE FACULTY ADMINISTRATOR’S OFFICERS GROUP HELD IN CHANCELLORS ROOM ON MONDAY 26 JULY 2004

PRESENT: Ms Maz Schneider (Chair), Mrs Zan Blair, Mrs Judy Fetherston, Ms Robyn King, Dr Claire McIlroy, Ms Elizabeth Oliver, Ms Marianne Rogers, Ms Felicia Symonds, Ms Jannette Barrett, Ms Felicity Gouldthorp, Ms Marjan Heibloem, Mrs Marion Bateman, Ms Jacqueline Flowers

GUESTS: Ms Jenny Gamble, Mrs Marjory Harvey [Item 1], Mr Harvey von Bergheim [Item 2] and Mrs Christine Richardson [Item 3]

Ms Elizabeth Oliver as Secretary

PERSONAL
The Chair welcomed Jacqueline Flowers, FAO in the Faculty of Architecture, Landscape and Visual Arts to the Group.

MINUTES
The minutes of the last FAO Group meeting were not available at the time of the meeting.

1. DIRECT ENTRY APPLICATION FORM [POSTGRADUATE]
Jenny Gamble reported that the SIMS team had received some feedback regarding the development of a direct entry application form that can be used by all Faculties.

Members had several suggestions for alteration to the form including:
- Proof of citizenship attached
- Room for two signatures for coordinator and HOS/Dean
- Room for notes for credit details
- FAO checklist to ensure all information is present
- Move/revise assessment section to further up the page

Jenny Gamble advised that the feedback and discussion at the last SIMS meeting was excellent, however there is a real concern that staff believe that the new system will come with all ‘the bells and whistles attached’. HESA compliancy is taking a huge input of time and raises many concerns for the team as it has an indisputable impact on how the system can be delivered. In 2005 Exam Registers will still be in place to begin with, and not all Rules will be in place for the enrolment period. Approved leave will be discussed in the near future with Stakeholders.

Jenny Gamble emphasised the importance of raising any items or concerns for discussion with the SIMS team.

The SIMS team will formulate a HESA communication plan so that staff are given the information that is required. The SIMS team will forward information by circulating flyers, present forums and by also creating specific websites [one for staff and one for students].

Members were ‘warned’ not to give information or advice on HESA due to the complications involved and should leave the giving of advice to the ‘experts’.

Members agreed to email Marjory Harvey by the end of the week with any other suggestions for change to the postgraduate application form and were also in general agreement to use the forms in 2004 for 2005 admission period.
2. MULTIPLE SEMESTERS
Harvey von Bergheim advised that FAO’s should liaise with Jan Dunphy when proposing offshore programmes in the future, so that the new programmes can be incorporated into the 96 semesters that are currently available at UWA. Harvey reported that there is a real concern that the new records system will not be able to cope with any more semester variations.

3. ADMINISTRATIVE WORKLOADS
Christine Richardson, Chair of the University Managers Group reported on the consultative process that took place for the development of the Executive Summary, including the list of recommendations on administrative workloads.

The FAO Group were asked to identify the top five priorities and submit the list to Christine by the close of business on Wednesday 28 July 2004.

Secretary's Note: The FAO's thanked Christine Richardson for the opportunity to respond as a Group and listed the following priorities via email on Wednesday 28 July 2004:
1) Annual Activity Calendar (5) - receiving the most votes
2) Approval Processes (14)
3) Central Databases (2)
4) Best Practice (10)
5) Common Approach (12)

4. FAO AGENDAS/MINUTES
The Chair confirmed that the FAO Group agendas and minutes would be linked into the main University Committee webpage sometime in the near future.

5. NEW LAYOUT FOR COURSE RULES
Members were reminded to send feedback to Sylvia Lang on the new layout for 2006 Rules.

6. APPROVED LEAVE
Members will be sent instructions on how approved leave is to be implemented. Notices will also be sent to students who have been identified as currently taking a period of leave.

7. FAO GROUP WEBSITE
On behalf of the Group, the Chair thanked and congratulated Jannette Barrett for an excellent job in creating the FAO Group website. Members agreed to remove the cartoon from the end page. Members also agreed that the website should be celebrated and promoted and will seek some publicity on campus, possibly through Lindy Brophy, Editor, UWA News.

8. FAO EXECUTIVE COMMITTEE
Due to time limits the Chair will call a separate lunchtime meeting to solely discuss this item.

9. SUPPLEMENTARY ASSESSMENT UNIFORMITY
This item will be carried over to the next meeting.

10. COURSE/UNIT APPROVAL SYSTEM
This item will be carried over to the next meeting.

11. BEST PRACTICE
This item will be carried over to the next meeting.

12. NEW BUSINESS
This item will be carried over to the next meeting.

13. CLOSURE OF MEETING.
The meeting closed at 3.30 pm.