MINUTES OF THE MEETING OF THE FACULTY ADMINISTRATOR’S
OFFICERS GROUP HELD IN CHANCELLORS ROOM ON MONDAY 16
AUGUST 2004

ATTENDANCE
Maz Schneider (Chair), Deborah Rhys-Jones, Marion Bateman, Claire McIlroy, Jacqueline
Flowers, Marianne Rogers, Robyn King, Felicia Symonds, Zan Blair, Elizabeth Oliver,
Jannette Barrett, Felicity Gouldthorp

1 Course/Unit Approval System
Maz reported on her meeting with Judy Fetherston, Jackie Massey, Trudi McGlade,
Rob McCormack and JonStubbs to consider a proposal by JonStubbs to conduct a
review of the current course/unit approval system, through the appointment of an
external consultant. It was generally agreed at that meeting that an external
consultant wasn’t required, but Maz was requested to ask the FAO group whether
there was room for improvement in the current system.

The group was keen to encourage any consideration to streamlining current
processes, and was interested in joining QUT in a review of current practise so long
as it was an appropriate comparison

It was generally agreed that the current system is fine for new units, and for most
domestic programs, but is not very good when it comes to setting up and getting
approval for new offshore and trans-national programs. There is significant confusion
as to who needs to be involved in which steps of the process, particularly concerning
the setting of fees, and the involvement of the international centre in off-shore
programs. The group felt that the checklist should be made more specific for these
programs to allow greater clarity.

The group suggested, and felt strongly that once a new unit or course has been
approved it should appear in a central database managed by the secretariat to allow
for better communication between faculties and schools.

It was suggested that the new layout of the checklist forms made them less clear, and
that the old layout which contained boxes was better.

Maz will report to Trudi and Jackie about this response from the group. Any further
comments or suggestions should be emailed to her.

2 Membership of Academic Council
It was agreed to discuss this item at the group’s next Strategic Planning meeting

3 Best Practise
3.1 Felicity Symonds mentioned that Medicine and Dentistry have had great
success in organising a number of morning teas for various central admin.
teams. The morning teas represented a great forum for faculty and central
staff to “put names to faces”, and seemed to be appreciated by the invited
groups

3.2 Maz Schneider reported that the Faculty of Law has just appointed a Project
Officer to oversee the organisation of the Faculty’s record management
system and to bring it into compliance with the State Records Act. She
reported that while work practises will have to change significantly,
particularly in the area of file sharing, that it is a very positive move for the
faculty. It was pointed out that all Faculties’ will need to comply with the Act
within the next 3-4 years and it was suggested that FAOs should raise this with their Faculty Managers.

3.3 Felicia raised the issue of the circulation of agendas and minutes by email rather than paper copy. It was agreed (after vigorous debate) that the FAO Group would place all meeting papers on the new website and advise members by email when documents are posted.

4 Other Business

4.1 Launch of FAO Group Web Site – Thursday 19th August
Janette has been asked to provide a program for Thursday’s morning tea. The group agreed that the VC should speak at the event; Maz gained some suggestions from the group as to what he should say and will prepare speech notes for him.

Jenny Gamble will also be invited to provide a brief history of the FAO group.

It was agreed that we should have the website available at the launch – Maz and Janette will make sure that there is a computer available (if there is not, Felicity has offered to bring her Laptop).

4.2 Zan Blair asked for the group’s advice as to how to handle the awarding of WTs (Withdrawn Thesis) to professional doctorate candidates. Faculties have been advised not to award the WT until the 1st September so that the University receives funding for the current semester; however this also means that students cannot graduate in September (as they cannot be confirmed in the September grad. until the WT is marked on the system). It appears that most FAOs do not have a good system for dealing with this problem, but that it is likely to become more of an issue in coming semesters. It was agreed that the student shouldn’t be penalised just because the university/faculty wants the funding, and that therefore students in this position should be able to graduate in September. It was also suggested that students should be warned in advance that they will not be able to receive their results until 1 September.
Zan will email the issues to Maz who will take this up with the secretariat and try and get a solution.

4.3 The group agreed that Strategic meetings would take place every 1st Monday of the month at Uni-house, with lunch provided on a rotational basis. Maz will send a letter to all Deans requesting funding for lunch. The first Strategic Meeting will be held on 30 August (hosted by FANS) and then on the 4th October (Arts). Timetable will be updated and distributed.

5 The meeting closed at 3:15pm