MINUTES

FAO Group
2.15pm, Monday 19 June 2006
Chancellor’s Room

(Minute taker – ALVA)

1. PRESENT
   Jenny Gamble (LPS) (Chair), Marjan Heibloem (FNAS), Vicki Falcetta (FNAS),
   James Mitton (Law), Denise Hockley (Education), Jan Dunphy (Med & Dent),
   Jacqueline Flowers (ALVA)

2. APOLOGIES
   Jannette Barrett (Business), Cheryl Wenninger (Engineering), Felicia Symonds
   (Engineering), Elizabeth Oliver (Arts), Moa Vilhelmsson (Arts)

3. MINUTES
   The Minutes of the meeting of the 20th March were confirmed as a true and
   correct record.

4. DECLARATIONS OF POTENTIAL OR PERCEIVED CONFLICTS OF
   INTEREST
   No potential or perceived conflicts of interest were declared.

5. ITEMS/BUSINESS IN PROGRESS FOR NOTING SINCE PREVIOUS
   MEETING

<table>
<thead>
<tr>
<th>Item/Business in progress</th>
<th>Action</th>
<th>Responsible</th>
<th>Status</th>
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<tbody>
<tr>
<td>Executive Officer Workshop</td>
<td>To advise on FAO interest in attending</td>
<td>Jan Dunphy</td>
<td>Ongoing</td>
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Jan Dunphy advised that the “executive workshop” referred to higher-level training for executive officers as part of the “Working Smarter Through Committees” reforms, and the secretariat has advised that this will be available in August.

6. SSRG REVIEW FOCUS GROUPS

   Members thanked Vickie Falcetta who will represent the FAOs on the SSRG Prizes
   Review Committee and James Mitton who will represent the FAOs for Graduations.

7. SPECIAL CONSIDERATION FORMS

   Members discussed the email from Student Admin that stated:
“The special consideration forms are not to be used for withdrawing students. If you approve of the students request for withdrawal on the special consideration form, please inform the student that they must complete a change of enrol/withdrawal form. No action will be taken by SA to process WD from the special consideration form”.

After some discussion with HvB it was agreed that Student Administration would use the Special Consideration form to action withdrawals and deferred examinations, and that as a consequence students applying to withdraw late via a special consideration form should not complete a change of enrolment form, and that Faculties do not need to send a copy of the student letter confirming a deferred exam to student administration. Student Administration will assume that students have been informed about the outcome of their special consideration request by the Faculty. Student Administration will inform all parties concerned (FAOs and Sub-Deans) about the change in procedure.

8. LETTER TO STUDENTS AT RISK

FAOs endorsed the text of the letter to students at risk. Tanya Aquino will be informed of this endorsement and asked to use the agreed text for mid-year 2006.

9. FUTURE OF THE FAO STRATEGIC MEETINGS

Members heard that FAO strategic meetings were held during 2005 on the alternative fortnight to the regular FAO meeting. At the March 2006 meeting, it was thought that the meetings might be more effective if held when issues arise rather than on a regular and scheduled basis. Members were asked to consider if they wish to continue the strategic meetings and if so, in what format.

Members discussed the advantages of acting strategically as a group, and agreed that whilst it was an important function of the group there were workload and time issues to consider. It was also agreed that the strategic meetings needed to be focused on being proactive and forward looking, and that they needed a ‘driver’ to lead discussions and control the agenda. It was suggested that an item of business for the strategic meetings could be a review of process and procedure with the aim of improving efficiencies for FAOs.

Members also noted that the FAO Sub-Deans Group was starting to gain recognition throughout the University as a forum for the discussion of issues relating to administration of students, and was starting to act more strategically.

Resolved: To recommend to the next FAO Group meeting that for 2006 FAO Group information meetings become bi-monthly, and to hold bi-monthly strategic meetings in the alternate month. The meetings should have focus as either information meetings or strategic meetings but do not need to be exclusively one or the other.

10. SUPPLEMENTARY ASSESSMENT
Members reported on their Faculty’s plans for Level 1 supplementary assessments for 2007 looking forward to 2008:

- ALVA – no change, no supplementary assessment at Level 1
- LPS – most first year units will have supplementary assessment
- FNAS - most first year units will have supplementary assessment
- Education – unable to report, will follow up and report back
- Med & Dent – unable to report, will follow up and report back
- Law – (by email after meeting) –

2007 – status quo.

Supplementary assessment is available:

- to all students who receive a mark of 45 to 49 inclusive in LAWS1130 Legal Process, LAWS1105 Criminal Law I, LAWS1101 Contract I, LAWS1107 Torts I, LAWS2204 Property I or LAWS3385 Administrative Law I.
- to students who receive a mark of 45 to 49 inclusive in LAWS1106 Criminal Law II, LAWS1102 Contract II, LAWS1108 Torts II or LAWS2205 Property II provided that they are in their second semester of Law studies.
- to students who receive a mark of 45 to 49 inclusive in any unit in which the only form of assessment was an examination (excluding take-home examinations).
- to students who receive a mark of 45 to 49 inclusive in the last unit they require to complete their course.

2008 – new regime.

Supplementary assessment is available:

- to all students who receive a mark of 45 to 49 inclusive in LAWS1130 Legal Process, LAWS1105 Criminal Law I, LAWS1101 Contract I or LAWS1107 Torts I
- to students who receive a mark of 45 to 49 inclusive in the last unit they require to complete their course.

[Faculty’s not present at the meeting are asked to respond via email to Jacqueline Flowers or Jannette Barrett in time for the next meeting.]

11. SIMS REPORTS

Members discussed the difficulties of gaining accurate historical data from the DIY Reporting function in Staff Connect and the difficulties of not being able to ‘mix and match’ desired output fields from different extracts.

Resolved: Jacqueline Flowers to raise the issues with DIY Reporting with SIMS via the SIMS Operational Planning Group and report back to the FAO Group with the possibility of escalating the issue to the SSRG if progress is not made.

12. REPORT ON THE SIMS OPERATING PLANNING GROUP
Members noted the report from Jacqueline Flowers regarding the SIMS Operational Planning Group.

13. **BEST PRACTICE**

Letters to potential prize donors - Members noted that Jannette is including the following sentence on prize donor letters (c.c. to O of D) and has arranged with Lesley Maloney for the Office of Development to follow up on collecting the prize money. This seems to be working!

“You will be contacted in due course by the Office of Development to arrange payments options”.

14. **OTHER BUSINESS**

**External Special Units**

James Mitton requested advice on the ‘ENRL’ codes used for cross-institutional enrolments and whether they could be split by Faculty (or subject) as exchange codes are, as it can be difficult to determine what students are doing when they are in a combined degree program. Members noted that if the forms for cross-institutional study were being correctly used, Faculties should know the status of all of their students undertaking cross-institutional study, but it was also noted that in 2006 students were able to add the ENRL code to their enrolment on-line and that this may mean that some students had not completed the cross-institutional form.

Resolved: To include this item on the agenda for the next FAO meeting with the recommendation that students not be able to enroll on-line in ENRL codes, and that all students be required to complete the cross-institutional form and have permission from the appropriate Faculty before being able to enroll in these codes.

15. The next meeting of the FAO Group will be held on 17th July 2006, 2:15pm in the Chancellors Room.