Present: Bernadette, Felicia, Felicity, James, Jannette, Jen, Moa, Vicki, Zan.

Apologies: Elizabeth, Jacq

Invited: Trudi McGlade, Christine Bapty, Tanya Aquino and Harvey von Bergheim.

Jannette acknowledging the dedicated job Marion Bateman had done during her time at the University as FAO in various Faculties. Marion finished her latest appointment in Law on Friday 17 March.

James Mitton was congratulated and welcomed into the position of AFAO in the Faculty of Law until March 2007.

1. SCHOLARSHIPS

Christine and Trudi attended the meeting to discuss the streamlining of the process for scholarships. The University strives to bring in new donors and set up new scholarships, however, it was thought that the various scholarships offered by the University were getting more and more complex which resulted in an increase in workload. A streamlining of the scholarships process would ease the burden on all parties involved. The Secretariat were currently working on developing some standard sets of conditions that could be used to produce guidelines for donors when setting up new scholarships. Eventually this would lead to putting together a marketing pack for potential scholarship donors.

This is a fairly new venture and Trudi is currently working with Sato in the Graduate Research School, with the guidelines that they already have in place, as a starting point. It was expected that this would eventually be extended to prizes. The aim was to develop a draft of scholarship conditions as quickly as possible for comment.

Members were also advised that donors and new scholarships should go through the Office of Development.

2. EXAM REGISTER- WASH UP

Tanya Aquino and Harvey von Bergheim attended the meeting to talk about the exam register. FAOs were asked to email issues, bugs or enhancements needed to the exam register prior to the meeting as this was the last chance to get development requests carried out directly through Tanya. Any changes following this meeting would be dealt with by due process.

It was suggested that Sub-Deans also have input into the register as users. Tanya asked FAOs to forward any feedback from the Sub-Deans in their Faculty to her if relevant. The overall consensus was that the Exam register was working well and that having comments now included was a great help.
Harvey requested that for combined degree students, when a student finished one part of the combined degree, that a completion be recorded for the finished part. Jen commented that a number of students do not nominate for completion and as such are not checked for completion.

3. TRAINING FOR ADVANCED EXECUTIVE OFFICERS

Felicity asked, on behalf of Jackie Massey, for input and suggestions for training sessions for advanced executive officers in committee work. As there have been a lot of changes to committee work with the Working Smarter Through Committees review, Jackie thought that a senior training/workshop session may be useful.

Felicity undertook to report back to Jackie regarding interest in the group.

4. REPORT ON THE SIMS OPERATING PLANNING GROUP

In Jacq’s absence Jannette reported:
- A patch has been developed and was functional around 24th of February which allowed students with INVALID unit attempts to show in class lists and obtain access to WebCT etc. Whether or not this patch has been working was unclear, as WebCT access and incomplete class lists were continuing beyond that date.
- Callista 8.1 was due for an upgrade 8-9 April and Callista would be unavailable at that time.
- At the time of the SIMS Operating Planning Group meeting, there were still 1900 invalid units. Harvey reported that as of today’s meeting, there were 1300.
- Confirmation screen should mostly be in order at this point. All students enrolments should be available although some might be duplicated.

5. BEST PRACTICE

Nothing to report

6. NEW BUSINESS

TRIM and Student Admin Backlog

The group expressed concern with the backlog at TRIM and Student Admin as this makes confirmation and enrolment processes more complicated with unavoidable duplication of work. Jannette would find out how long the backlog in Records was.

Chair’s Note: Archives and Records staff will be attending the next FAO/Sub Dean’s meeting to discuss issues and solutions regarding the scanning backlog and other areas of concern. They also advise that scanning should be up to date following the Easter break.
Central Records had requested that documents be submitted electronically to reduce the backlog, however, this process if very time consuming for faculties and not always feasible during busy periods.

Jen expressed concern with International Students pre-requisites (eg. A- Levels) as many are not still recorded on the students’ records and documentation sent to TRIM is still waiting scanning. This has added to the enrolment complications.

Felicity’s Resignation

Felicity advised that her last day at the University is June 9. She will be acting as the Faculty Manager from mid-May when it is hoped that replacement SFAO will start.

Strategic Meetings

Jannette put forward the question whether the group should keep holding strategic meetings. It was suggested that they be held at times when issues arise rather than on a monthly basis.