The University of Western Australia

MINUTES OF A MEETING OF THE FACULTY ADMINISTRATIVE OFFICERS GROUP
HELD ON 20 SEPTEMBER 2004 IN THE CHANCELLOR’S ROOM

Present: Ms M Schneider (Chair), Mrs Z Blair, Ms E Oliver, Dr C McIlroy, Ms R King, Ms F Gouldthorp, Ms M Heibloem, Ms M Bateman, Ms D Rhys-Jones, Ms M Rogers, Ms M Gulluni, Ms J Flowers.

Apologies: Mrs J Fetherston, Ms F Symonds.

1. IDENTIFYING AND TRACKING RURAL STUDENTS


The Faculty of Natural and Agricultural Sciences (FNAS) admit students under a scheme called CountryWay, which is additional to the University’s U-Way scheme. Rurality under CountryWay requires that a student’s permanent residence and high school are both in a rural area. CountryWay-eligible applicants are extracted directly from TISC’s database.

Felicity Gouldthorp from the Faculty of Medicine and Dentistry (M&D) would be meeting with John Murray to discuss that faculty’s needs. Felicity noted that it is imperative to have access to demonstrations before implementation to determine Callista’s functionality and what aspects of the business process will be done manually. She also noted that this request had been made approximately three months ago.

M&D also considered it would be useful to include a question such as “Are you a rural student Y/N?” on admissions applications (a definition would need to be provided). Students could then be directed to complete a separate questionnaire for rural students with questions addressing the following:

- Detailed information about primary and secondary schooling including differentiation between years 1-7, 8-10, and 11-12. This would identify students who might be considered as rural students based upon the majority of their schooling rather than simply year 11 and 12 for example.
- Name of School. M&D propose they would prepare and maintain a ‘central’ spreadsheet or similar of school names with all required information.
- Undergraduate Scholarships that have been awarded – this may not work as some are awarded well after enrolment.

The Faculty of Education (Education) would find classification of rurality useful for scholarships and for planning rural practicums.

All Members noted and generally agreed that:

- Faculties would need access to the data, as it would not be sufficient to simply be provided with a report.
- Full implementation for 2006 is preferable.
2. WITHDRAWING STUDENTS UPON SUBMISSION OF THESIS (WT)

At the FAO Group meeting held 16 August 2004 the issue of how to best handle the awarding of WT to professional doctorate candidates was raised. There was concern that when a thesis is submitted in Semester one before 31 March or in Semester two before 1 September and WT assigned, the university does not receive funding for that semester and the student loses their library privileges despite ongoing administration and the possibly that students need to resubmit their thesis with changes.

Maz Schneider had requested advice from the Secretariat and members had been copied a response from Trudi McGlade and Dr Sato Juniper Manager, Graduate Research and Scholarships which is briefly summarised:

- Library privileges can be re-instated on application to the Library.
- Graduate Research School students do not apply for graduation until the thesis is classified and corrected, because this is when the course is technically complete.
- If the result is "resubmit" students have one year to prepare a thesis for resubmission and they are re-enrolled, although most have by that time run out of Research Training Scheme time.
- If significant numbers of students are completing well within their RTS time limit, but their theses are requiring major corrections, it might be appropriate for the Schools to review the processes for reviewing theses prior to submission.
- It is not possible to develop a process whereby faculties delay entering the WT or final result as this would be considered to be fraud under current Research Training Scheme guidelines.

3. STRATEGIC MEETINGS

i) Lunch – FNAS to provide a copy of the order and the cost of lunch ordered for the last strategic meeting to facilitate a standing order with University house.

ii) A statement of ‘Current Issues’ is now on the FAO website. Members were requested to email the Chair with their top three priorities for discussion at the next meeting.

4. OTHER BUSINESS

iii) A reminder that each Faculty must have any policies pertaining to academic misconduct readily available to students and on websites.

iv) Approved Leave policy and procedures are available at:

http://www.secretariat.uwa.edu.au/home/policies/approved_leave

Information for students regarding approved leave is available at

http://www.studentadmin.uwa.edu.au/welcome/approved_leave and faculties should provide a link to this from their websites.

v) At the FAO/Sub-Dean’s Group meeting held on 3 September 2004, Melanie Arundale, Manager, Admission Centre had invited Faculties to purchase license to UK NARIC. Members noted that the more faculties that purchase a licence the cheaper it will be and that it is preferable to purchase a full licence rather than have restricted access.

vii) John Murray will attend the FAO/Sub-Deans Group meeting in November to give a presentation on the Higher Education Support Act 2003 (HESA). Staff may access a power point presentation at: http://intranet.uwa.edu.au/sims/welcome_to_sims/access_agenda/stakeholder_reference_group (refer to the minutes for 26 August 2004).

viii) Supplementary Assessment Working Party – notes of first meeting held 17 September 2004 should be available soon.

ix) Elizabeth Oliver noted that the Bachelor of Arts in Communications Studies - BA(CommSt) in Hong Kong had been used to trial on-line enrolments for commencing students with disastrous results! However with much effort over the weekend and again today everything is OK.

x) Let’s have an end of year function! Suggestions we noted and the Chair will organise it. Thank you.