MINUTES OF A FAO GROUP MEETING HELD ON MONDAY, 15TH MARCH 2004 IN THE CHANCELLOR’S ROOM AT 12:30PM

Present: Ms J Barrett, Mrs M Bateman (Secretary), Ms Z Blair, Ms F Gouldthorp, Ms C McIlroy, Ms E Oliver, Ms D Rhys-Jones, Ms M Schneider (Chair), Ms F Symonds

By invitation: Ms T McGlade, Deputy University Secretary

Apologies: Ms J Fetherston, Ms M Heibloem, Ms M Rogers

Absent: Ms R King, Ms V Kaplanis

1. Combined course students and concurrent enrolments

Included in the agenda was an extract of a recent Academic Council resolution to the effect that “…combined course students could not have a concurrent enrolment (i.e. in addition to their combined course enrolment) and that concurrent enrolments should be reserved for those with a distinction average or above. In a recent instance, the students are enrolled for a BA/LLB, had completed the BA component in full including cross credit from Law, and now wished to enrol concurrently in a fee-paying Graduate Certificate/Diploma in Modern Languages…”. In discussion, members raised concerns about equity and about the University appearing to allow fee-paying students to enrol in a programme that is not available to non fee-paying students. It was agreed that Trudi McGlade would provide a form of words for FAO’s to put before their faculties as a proposed amendment to the rules.

2. Summer Session Units

In order to address administrative problems and delays, Jannette Barrett sought approval from members for the academic records of students taking summer session units within a combined degree programme to be sent to her first for checking. Jannette will work on these over the Christmas break and distribute them to other faculties on the first working day of the New Year.

Resolved – Jannette Barrett to arrange with Harvey von Bergheim, Manager, Student Administration, for the academic records in question to be sent to her initially with effect from the end of 2004.

3. Agenda items for full Faculty meetings

The revised Governance document for the Faculty of Economics and Commerce stipulates that there shall be ten meetings per year; six faculty Board meetings and four meetings of the full faculty. Jannette Barrett sought advice about staff members
wanting to meet regularly where there is a lack of business to warrant such a meeting. Other FAO’s tended to circularize their faculties in lieu of a meeting, which is an accepted practice. Trudi McGlade commented that it is a fundamental principle within the effective operation of committees that a meeting should not be held if there is no business to discuss. It was suggested that it may be more appropriate for the Dean of the Business School to invite Heads of School to meet with their staff as a discussion forum.

4. Prizes and Scholarships – Publications website

Felicia Symonds expressed concern that changes to prizes and scholarships within the Faculty of Engineering, Computing and Mathematics are not reflected in the SPE website, as it is only updated annually. The Faculty of Arts, Humanities and Social Sciences had experienced a similar problem. Trudi McGlade indicated that the website is only updated once per year by Publications because of resource limitations. It was noted therefore that the status quo would remain, that is, there is a proviso on the SPE website that the information is correct as at a specified date.

5. Recording completions on combined degrees

Claire McIlroy had been in discussion with Vicki Pratt, the Graduations Officer, about when FAO’s record completions on one component of a combined degree. Specifically, Vicki had sought assurance that the FAO’s take cross-crediting into account when determining completions. The Chair emphasized the importance for faculties representing the second component of a combined degree (e.g. Law, Medicine and Dentistry, and Engineering) to see evidence of completion of the first component.

6. Other Business

- Appeals Process - Felicia Symonds sought clarification from Trudi McGlade of when the appeals process for 2004 might be finalized. Trudi reiterated that the matter will be sent back to the April meeting of Academic Council for further consideration. Having participated in the discussion relating to agenda items 1 through 5, Trudi McGlade left the meeting at 1:15pm and the Chair thanked her on behalf of members for her contribution.
- Chairmanship in 2003 – On behalf of all members, the Chair expressed appreciation to Judy Fetherston for her chairmanship of the group.
- Agenda items for future meetings – Felicia Symonds suggested that “best practice” in various areas of academic administration could be a standing item for future agendas.
- Times of future meetings – The Chair invited discussion about the notion of changing the date and time of FAO group meetings.

Resolved – that, subject to consultation with those members of the group who were absent, future meetings of the FAO group will be held on the third Monday of each month at 3:45pm.
7. **Date of next meeting**

The next meeting will take place on **Monday, 19th April at 3:45pm** – venue to be advised.

*Secretary’s Note:* Both the Deputy University Secretary and the University Secretary will attend the April meeting of the FAO group to discuss the issue of communication lines with faculties.

*Secretary’s Note:* The email address that is being used for Deborah Rhys-Jones, Administrative Officer in the Faculty of Law is incorrect – members are asked to note that the correct address is drj@kroner.ece1.uwa.edu.au