**Meeting**
Enrolments Meeting – 04/2007

**Date**
Monday, 30th July 2007

**Time**
3:00 pm – 4:00 pm

**Location**
The Orchid Meeting Room (Building 88, Level 10)

<table>
<thead>
<tr>
<th>Item</th>
<th>Discussion/Outcomes</th>
<th>Action by:</th>
</tr>
</thead>
</table>
| **Attendees & Apologies** | 1.1 **Attendees**  
| | 1.2 **Apologies**  
John Kernot, Tracey Corneille, Pam Trannore |  |
| **Business from Previous Minutes** | 2. **Item Description**  
**2.1. Late Re-enrolment**  
• New form was circulated and posted on the web. Feedback from portfolios was that there needed to be more changes and acknowledged that this had already been flagged. Enrolments and Records staff confirmed that the form would be reformatted and there would be a further review of approval process.  
• Staff are welcome to forward any feedback to Margot Thompson regarding this process and form  
• There was a general discussion around updating forms and how this occurs. It was confirmed that there was no longer a forms committee however any issues regarding a form owned by Enrolments and Records could be forwarded to Andrea Jirovcova. The owner of the form can be found at the bottom of each form. | Margot Thompson  
All Attendees |
| | **2.2. Welcome and Enrolment Guides**  
• Any feedback regarding the welcome and enrolment guides should have been forwarded on to Cassie O’Leary |  |
| **New Business** | 3. **New Business**  
**3.1. 2007 EOL Milestones**  
• Dates were rolled over from last year as a starting point for the 2007 dates.  
• Some milestones are yet to be set as they will depend on portfolio feedback |  |
| | **3.1.1. Program Summaries** |  |
Deadlines for Program Summaries were discussed in the previous meeting, the deadlines were reviewed and were changed to allocate 6 ½ weeks to the portfolios for program summary creation and checking, this was agreed to be a reasonable timeframe. Details of the ARG responsibilities for checking and uploading summaries will be discussed in an ARG meeting.

3.1.2. Web Scheduling Application
A brief explanation was given regarding the functionality such that the system can only cope with one set of dates as the process involves loading data too and from and PeopleSoft. Last year spreadsheets were used for EOL re-enrolment scheduling as the Web Scheduling Application was used for on-campus enrolments. This year there are 3 options available for scheduling re-enrolment information sessions:

1. Use Web Scheduling Application for EOL re-enrolments then purge the system and start process again for on-campus programs. EOL data would then only be available in the form of spreadsheets.
2. Use Web Scheduling Application for EOL re-enrolments and use spreadsheets for on-campus.
3. Use Web Scheduling for EOL and on-campus scheduling concurrently. This will require portfolios staff to schedule on-campus sessions well ahead of time in order make all data available in application for reference after the process is complete.

Portfolios gave an indication that option 3 would be preferable. It was agreed that portfolios would consider all 3 options and report back to Enrolments and Records their preference at the next meeting or sooner.

• Question was raised regarding Class Scheduling Online application as there was an entry in the Milestones noting that there would be an upgrade. Concerned staff were advised to follow-up with Murray Gould however indications were that the changes would have little impact on users.

• It was pointed out that any program/plan transitions would need to be complete on PeopleSoft before Web Scheduling opened. Portfolios requested that processes for transitions were documented and communicated. It was also noted that Architecture and Design have already been working with Enrolments and Records around changes to the Architecture program.

3.1.3. Program Information Sessions for re-enrolling EOL programs
The milestones document records that Program Information
Sessions for EOL returning students are to be held 1 Oct to 12 Oct, this date was based on the dates recorded in last years Milestones document. Portfolio staff were advised that this date is not set yet for 2007 as portfolio input was necessary. Portfolios were asked to consider whether program information sessions were necessary for re-enrolling students who had already used EOL for at least one year. For those who still wished to invite students to sessions feedback was requested as to their preference for when sessions should be held and whether schools would require EOL support.

- Enrolments and Records staff agreed to analyse data of EOL was accessed by students last year and report back to the group. This may help guide decisions around organising information sessions.

### 3.1.4. Other Milestones for Discussion

- Discussion about how EOL support would be provided.

Enrolments and Records are proposing that all support labs be supported centrally. Portfolio reps have suggested that their experience with students has been that they would prefer to remain in the same vicinity as for program information to complete their enrolment online. Portfolios agreed that there shouldn’t be a dual system of supported labs. It’s proposed that labs be organised and supported by central staff but that the labs that are booked be closer to the school venues. School staff would also be invited to attend the labs to offer support to students who needed program advice once they were in the application. SET portfolio offered to forward a list of the labs they used for Enrolments and Records to analyse.

- Shane Morley requested that the Hub be added as EOL support in the milestones document.
4. Other Business

4.1 Layout of Program Summaries web page
Business indicated that Accounting and Law had a link for TAFE even though their TAFE programs now belong to the Business TAFE school. This will be followed with Cassie O’Leary.

4.2 Dates to indicate version of Program Summaries
SET portfolio have indicated that they need a system to indicate to staff which version of a Program Summary is showing on the web based on the date it was created.

4.3 Spring and Summer Enrolments
Question was asked about whether Spring and Summer semester enrolments could be completed using EOL, Gerry indicated he had a discussion with HESA co-ordinator suggesting their may be a possibility of changing census date processes. Gerry will follow-up to find out if this will allow EOL enrolments.

4.4 Reminder was given to all staff to forward any queries about milestones to Margot.

4.5 Any suggestions for agenda should also be forwarded to Margot

Date, Time & Location of Next Meeting
Monday 30th July, 3:00pm – 4:00pm, Orchid Room 88.10.12

Outstanding Action Items

<table>
<thead>
<tr>
<th>Meeting</th>
<th>AP</th>
<th>Assigned to</th>
<th>Description</th>
<th>Status</th>
<th>Scheduled completion date</th>
<th>Actual completion date</th>
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<tbody>
<tr>
<td>16/07/07</td>
<td>01</td>
<td>Margot Thompson</td>
<td>Review LOA</td>
<td>Open</td>
<td>01/10/07</td>
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<tr>
<td>30/07/07</td>
<td>01</td>
<td>Portfolio reps</td>
<td>Decide on one of three options for scheduling EOL and on-campus re-enrolment</td>
<td>Open</td>
<td>13/08/07</td>
<td></td>
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<tr>
<td>30/07/07</td>
<td>02</td>
<td>Enrolments and Records</td>
<td>Circulate process for program/plan transition</td>
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<td>07/08/07</td>
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<td>30/07/07</td>
<td>03</td>
<td>Portfolio reps</td>
<td>Decide if and when Program Information sessions should run</td>
<td>Open</td>
<td>13/08/07 or sooner if possible</td>
<td>13/08/07 or</td>
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<tr>
<td>30/07/07</td>
<td>04</td>
<td>Enrolments</td>
<td>Provide analysis on when students</td>
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<td>13/08/07 or</td>
<td>13/08/07 or</td>
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<tr>
<td>Date</td>
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<tr>
<td>16/07/07</td>
<td>01</td>
<td>Margot Thompson</td>
<td>Circulate updated late re-enrolment application form</td>
<td>Closed</td>
<td>20/07/07</td>
<td>23/07/07</td>
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<tr>
<td>30/07/08</td>
<td>05</td>
<td>Margot Thompson</td>
<td>Add Hubs to any lists For EOL Support</td>
<td>Closed</td>
<td>31/07/07</td>
<td>31/07/07</td>
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<tr>
<td>30/07/08</td>
<td>06</td>
<td>Margot Thompson</td>
<td>Business noted that some schools had a link to TAFE courses which are run by the TAFE school.</td>
<td>Closed</td>
<td>02/08/07</td>
<td>02/08/07</td>
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