### Enrolments Meeting – 09/2007

**Date:** Monday, 8 October 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>
| 1. Attendees & Apologies | 1.1 Attendees  
Margot Thompson (Chair), Andrew Wong (Secretary), Slavica Ivanovic, Brooke Harwood, Shane Morley, Leanna Pane, Finn Leach, Geoff Lewis, Gerard Kerlin, Shane Morley, Ester Gerrard, Jay Williamson, Susanne Tzamouranis, Melinda Munday.  
1.2 Apologies  
Tracey Corneille, Angie Reinoga, Pam Trannore, Rosemary Marshall, Tom Hennessy, Simon Bishop. | |
| 2. Business from Previous Minutes | 2.1 Document and circulate issues regarding LOA – Update and discussion  
The purpose change to LOA policy to allow students to remain enrolled in semester 2 when processing LOA for semester 1 will be put through to the Academic Board meeting on the 29th Oct. There were no arguments against the proposal from portfolio representatives. E&R will follow through the approval process and update the LOA form once policy change is approved by Academic Board.  
2.2 Circulate process guidelines for program/plan transitions – Pending  
E&R is currently working on the process guidelines and will be sent out shortly.  
**Action:** E&R to circulate process guidelines. | Margot Thompson |
| 3. New Business | 3.1 Notification – Update  
The mail out of EOL re-enrolment letters are taking longer than expected. There are 3 types of letters sent out to student:  
1. EOL with information session  
2. EOL without information session  
3. research letters  
It is anticipated all EOL students should receive their re-enrolment letter by the end of the week.  
F2F students will receive their letters closer to the university re-enrolment period in November. | |
### 3.2 Student Electives – Update

BSC has validated all 2008 student electives and found 1 error each from DSC & SET. These will be uploaded tomorrow (9\(^{th}\) Oct). E&R will investigate the process needed to change details if any is required after upload.

Proposed changes of the electives website have been shown in the meeting. It is suggested “Please seek academic advice or program summaries if you have any queries on electives selection”. All feedback or suggestions will need to be provided asap.

### 3.3 Spring/Summer Enrolment process

E&R has had discussion with HESA Unit on 0780/0800 enrolments. It is noted we cannot stop students from dropping after results have been released since it is still before the semester census date. A suggestion to stop this from happening to have EVF (add/drop) sign off by school before forwarding to E&R for processing. Feedback is required from portfolio representatives on pros & cons on sign offs.

E&R also raises the issue if we should allow commencing students to enrol into 0780/0800. This only applies to Direct Applicants and not VTAC students. E&R will document the possible issues associated and circulate at the next meeting.

**Action:** Margot to document possible issues associated with allowing commencing students to enrol into 0780/0800.

### 3.4 Program Summaries Update

E&R has pretty much received and QA all program summaries except DSC – Education and a couple that have issues to be resolved. ITS is currently updating the summaries on the web. E&R will check links before EOL goes live on 15\(^{th}\) Oct.

### 3.5 IT Service booklet – Distribution to commencing students

IT Service booklet will not be mail out to commencing students in the welcome back as the package will not fit an extra booklet. E&R suggested 3 possible locations to handout these booklets to commencing students.

1. program information session
2. Hub
3. EOL computer lab

E&R would like feedback from portfolio representatives on where these booklets should be handed out.

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**Margot Thompson**
4. Other Business

4.1 EOL Go-live dates for 2009 Re-enrolments

Portfolios are encouraged to consider the possibility of changing the EOL go-live date for 2009 Re-enrolments. It is identified the go-live date will have a huge impact on staffing around the university. One suggestion is the Wed after Melbourne Cup day in Nov. This will be further discussed when planning for 2009 re-enrolments.

4.2 TAFE Re-accreditation

ARG is currently working on TAFE Re-accreditation and identifying what the issues are and how it really works. Long term solutions will be proposed next year.

4.3 EOL Development

E&R passed on portfolio suggests and have been advised unofficially that changes were given a low priority for 2009. E&R have requested official feedback via the EOL Reference Group and will report back to enrolment group when this is received.

4.4 L-profile

A pilot for L-profile to enrol online is to be investigated with SET portfolio for early 2008.

4.4 Online CoE

Online CoE will be migrated to production for early November.

5. Next Meeting

5.1 Date, Time and Location of Next Meeting
Monday 22 October, 3:00pm to 4:00 pm, Orchid Room – 88.10

Agenda items should be forwarded to Margot Thompson

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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>
<td>24/09/07</td>
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<tr>
<td>30/07/07</td>
<td>06</td>
<td>Gerard Kerlin</td>
<td>System to indicate versions of Program Summaries</td>
<td>Open</td>
<td>12/10/07</td>
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<tr>
<td>13/08/07</td>
<td>01</td>
<td>Jeanette Roxburgh and Margot</td>
<td>Process for program and plan transitions that can’t be completed by original deadline</td>
<td>Open</td>
<td>27/08/07</td>
<td>14/09/07</td>
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<tr>
<td>Meeting Date</td>
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<td>13/08/07</td>
<td>05</td>
<td>Margot Thompson</td>
<td>Arrange meeting with portfolio reps about articulating TAFE en masse for EOL</td>
<td>Open</td>
<td>10/09/07 2008</td>
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<tr>
<td>13/08/07</td>
<td>08</td>
<td>Margot Thompson</td>
<td>Investigate with ITS if changes to electives site can be made</td>
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<td>27/08/07</td>
<td>01</td>
<td>Margot Thompson</td>
<td>circulate process guidelines for program/plan transitions</td>
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<td>10/09/07 24/09/07</td>
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<td>24/09/07</td>
<td>03</td>
<td>Margot Thompson</td>
<td>E&amp;R to send postal programs list to BUS and SET.</td>
<td>Open</td>
<td>08/10/07</td>
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<td>05</td>
<td>Margot Thompson</td>
<td>E&amp;R to organise a Frontline article on Spring/Summer enrolment process</td>
<td>Open</td>
<td>08/10/07</td>
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<td>8/10/07</td>
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<td>Margot Thompson</td>
<td>E&amp;R to document possible issues associated with allowing commencing students to enrol into 0780/0800.</td>
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### Closed Action Items

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<tr>
<td>24/09/07</td>
<td>01</td>
<td>Portfolio Reps</td>
<td>Provide feedback on LOA policy change</td>
<td>Closed</td>
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<td>Margot Thompson</td>
<td>Email draft of updates to Student Electives website</td>
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<td>28/09/07</td>
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<td>E&amp;R to organise a Frontline article on student electives</td>
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<td>08/10/07</td>
<td>08/10/07</td>
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<tr>
<td>24/09/07</td>
<td>02</td>
<td>Margot Thompson</td>
<td>Check with Murray if courses should be scheduled as monthly or regular session.</td>
<td>Close</td>
<td>08/10/07</td>
<td>08/10/07</td>
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