

College of Science and Enrolments Meeting

Tuesday 27th May 2008

Minutes

Attended by: Paul Bissett, Helen Wong, Molly Li, Amber Beavis, Diana Ilchef, Cait Rawson, Elizabeth Ormerod, Panit Thamsongsana, Dimity Phillips, Melody Walker, Sharon Errington, Megan Knight, Marian Irvine, Sue Wigley, and Panit's fantastic brownies!

1. **Status Form**

New Application for Status form, will the changes help?

Possibility of adding a request for status on to the Program Transfer form.

Enrolments showed CoS draft of the Application for Program Transfer form with status application on it. Staff were unsure if it would help very much, but agreed it is worth a try.

Diana outlined the changes made to the Application for Status form. CoS staff requested that a comment be placed on academic transcripts to say when the status was awarded (for the 10 year rule). Cait noted that there is a comments function within the status posting function in ESP. Paul will contact other Colleges for feedback and look into the comments function on transcripts. To be raised at next College Administrators Meeting.

2. **Enrolments Website**

**Is there anything in particular you would like to see on it?
We hope to give it a dramatic update in the next few months.**

College of Science hardly ever use the current Enrolments website, and prefer to refer to the SEAP Guide for information. All staff agree that the current website is not easy to follow, which causes people to phone more. Also noted that it is too many 'clicks' away from the ANU homepage. There should be a link from the sidebar on Study@ANU.

Paul asked if any staff refer to the RSS website. All staff said that were not really aware of it, and that the homepage was too similar to other ANU homepages.

College of Science suggestions for the update of the Enrolments website:

- *Fix broken web links*
- *The information is there, but is not appealing to students. Make it more appealing!*
- *Better pictures to attract the eye. Perhaps look into the School of Art portfolio, or hiring the ANU photographer. Pictures of general artworks are not as appealing as actual pictures of the building and enquiries counter etc.*
- *Size of text should be larger.*

3. SEAP Guide – Quick Reference

Example of Quick Reference SEAP Guide. This is in an attempt to make the printed SEAP guide much easier to read (for students and staff), and have the full version online instead.

Paul explained the idea of the quick reference guide and the full online interactive website.

Megan suggested that a small number of the full version be printed for College administrative staff to refer to during the year.

Paul noted that archiving the text from the full online version could be a problem.

Enrolments intend to issue the quick reference guide to all Colleges for feedback soon.

4. New Enrolments Structure

What do you think of the new Enrolments structure? Any questions?

Is there a similar structure in your College that you would like us to follow?

College staff agreed that the new Enrolments structure is easy to follow.

Marian was concerned about whether to contact Enrolments or Scholarships for certain enquiries, and is often redirected between the two. Paul will note this issue with Nathan Asher.

College of Science staff also noted that they all find Enrolments staff very helpful and easy to liaise with.

Megan outlined the College of Science structure, as there is not centralised model. Panit distributed a flowchart that Enrolments may find useful (attached below), and is happy for anyone to contact her if they are not sure who to contact. Paul noted that Nathan would be very interested on having this flowchart available

on the Student Administration Practitioners Guide. The flowchart that Panit provided is effective from approximately June 17.

5. Other

Any other questions, comments etc.

Helen explained the split between Enrolments and Scholarships to Marian – ie if the research student has a scholarship, then the enquiry should go to the Scholarships Office. If there is no scholarship, then Enrolments will handle the enquiry.

Paul noted that Enrolments will do their best to have all Semester 2 transfers processed before Semester 2 begins. Enrolments will be very strict on the 6 June deadline to assist with this.

Paul explained the current process with transfer to graduates.

Meeting ended at 11:15am.

CoS Student Administration Structure – As of June 2008

