

LA TROBE UNIVERSITY  
ACADEMIC BOARD  
CURRICULUM, TEACHING AND LEARNING COMMITTEE

**Student Admissions, Retention and Success Committee**

**MINUTES**

Meeting 1/2009 of the Student Admissions, Retention and Success Committee was held at 2.00pm-4.00pm on Wednesday 3 June 2009, in the Seminar Room, CTLC, HUED2, Bundoora

**Members in Attendance**

Professor Tom Angelo (Chair)	Pro Vice-Chancellor (Curriculum and Planning)
Mr Kent Farrell	Executive Director, Mildura
Ms Glenys Harding	vice, Manager Internal Reporting & Surveys (MIU)
Dr Elizabeth Johnson	Associate Dean, Faculty of Science, Technology and Engineering
Ms Bernadette Knewstubb	Academic Development Manager, Faculty of Law and Management
Ms Katherine Long-Davidson	SRC member
Ms Raelene Reece	Registrar, Faculty of Humanities and Social Sciences
Dr Glyn Thomas	Academic and International Program Committee, Faculty of Education

**Others in Attendance**

Mr Lachlan Batchelor	President, SRC (observer)
Ms Janne Gorman	Director, Future Students Centre
Ms Kristine Kellerman	Manager, AEGTO and VTAC Liaison Officer

**Secretariat**

Ms Rebecca di Corpo	Executive Officer, Academic Programs
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**Apologies**

Mr Peter Foreman	Associate Dean International and Future Students
Ms Nellie Green	Co-ordinator, Ngarn-gi Bagora Indigenous Centre
Ms Lyn Hedger	Manager, Student Administration
Mr Gary Thomas	Executive Director, Equity and Student Support Services

**PART A – PROCEDURAL MATTERS**

**ACTION**

**1 Welcome and Introductions**

1.1 The Chair welcomed colleagues to the first meeting of the Student Admissions, Retention and Success (SARS) Committee; introductions were made and the apologies noted.

1.2 The Chair advised that on this occasion he would follow up with members who sent in their apologies, outside of session, to ensure direct feedback was provided from those members on key discussion items and decisions made. **Action:** Pro Vice-Chancellor (Curriculum and Academic Planning) to follow up

PVC  
(CAP)

**2 Chair's Report**

2.1 In providing an overview of the committee's objectives, the Chair brought forward agenda item 3 - Terms of Reference (ToR).

2.2 With reference to composition (I) of the ToR, it was agreed the Director, Future Students formally be co-opted to the membership of the SARS Committee until otherwise advised by the Deputy Vice-Chancellor (International and Future Students) - to commence in post 19 August 2009.

- 2.3 It was agreed the Manager, AEGTO and VTAC Liaison Officer formally be co-opted to the membership of the SARS Committee.
- 2.4 The Chair confirmed the Committee is to meet at least twice per annum with the additional requirement of out-of-session commitments for the development and resolution of ongoing issues.
- 2.5 It was noted the Deputy Vice-Chancellor (International and Future Students) will contribute significantly to the SARS agenda and the Chair recommended the Committee prepare a Report on current key issues for his immediate consideration. **Action:** Secretariat to co-ordinate, with mid August timeline in mind EO, AP
- 2.6 A discussion on the committee's broad range of strategic and operational objectives, requiring a varying range of expertise and time-specific demands, led to the agreement that the Terms of Reference composition and objectives continue to be reviewed. **Action:** Secretariat to co-ordinate EO, AP

PART B –MATTERS FOR APPROVAL	ACTION
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**3 Minutes of Meeting**

- 3.1 The final minutes (paper SEC08/17M) of the Selection and Enrolment Committee meeting held 16 October 2008 were confirmed.

**4 Matters Arising**

- 4.1 (SEC08/17M – Item 3.1: Irregular Offers). The VTAC Liaison Officer (LO) confirmed VTAC are incorporating a new sweeping after second round offers, to be introduced in 2010. Universities have fed back their concerns, with the final outcome to be advised by VTAC in due course.
- 4.2 The implications of this decision are significant for La Trobe University. It was agreed the VTAC LO will obtain further details from VTAC to share with the SARS Committee as soon as possible. **Action:** VTAC LO to send information to the Secretariat for circulation VTAC LO
- 4.3 It was agreed Selection Co-ordinators will meet with the VTAC LO by end August to determine what the selection issues are, with recommendations brought to the attention of the SARS Committee. **Action:** VTAC LO to co-ordinate VTAC LO / EO, AP
- 4.4 (SEC08/17M – Item 3.2). The Committee received and noted the minutes of the Working Party on extending the annual analysis of performance against entry category and accompanying MIU Report (paper SEC08/11).
- 4.5 The discussion resulted in an agreement the Committee needs to strongly recommend capacity for data analysis is made available. **Action:** Secretariat to coordinate Memorandum to be sent to the MIU Review Group EO, AP

**5 Policies and Procedures**

- 5.1 The Committee received paper SARSC09/03, a report on the Admissions Policy and Procedures.
- 5.2 It was agreed the SARS Committee will review the Admissions – Special Entry and Access Procedures and make the necessary amendments before final approval by the Academic Board. **Action:** Secretariat and FHSS Registrar to co-ordinate EO, AP / FHSS Rgstr.

**6 SALT Scheme Review**

- 6.1 The Committee received and considered paper SARSC09/04, prepared by the Director, Future Students.
- 6.2 The Committee agreed the scheme proved educationally and ethically sound, but emphasised the need for an evaluation of the pilot scheme; what are the partnerships delivering. It was agreed a cost-benefit analysis for the evaluation be obtained. **Action:** Director, Future Students to provide cost analysis Dir, FS
- 6.3 The Committee endorsed, for referral to the Curriculum, Teaching and Learning Committee, recommendation 3.1 of paper SARSC09/04, that the SALT pilot scheme is continued for a further year, subject to effective evaluation of the scheme. **Action:** Director, Future Students to report back Dir, FS / EO, AP
- 6.4 It was agreed that through the additional year's pilot phase the University must maintain relationships with the schools that have over-reached a 50% enrolments rate. **Action:** Director, Future Students to co-ordinate and report back on progress Dir, FS
- 6.5 The Committee endorsed, for referral to the Curriculum, Teaching and Learning Committee, recommendation 3.2 of paper SARSC09/04, that the Bundoora campus catchment is defined, for the purposes of the SALT Scheme, as including the local government areas of Banyule, Boroondara, Brimbank, Darebin, Hume, Melton, Moreland, Nillumbik, Whittlesea and Yarra. EO, AP

#### **PART C - ITEMS FOR DISCUSSION ACTION**

#### **7 STAT (Special Tertiary Admissions Test)**

- 7.1 The Manager, AEGTO introduced the issue of whether a consistent requirement for courses and STATs across the University can be adopted.
- 7.2 The Chair suggested he bring this to the attention of the Faculty Registrars with the intention of addressing consistency across the University as a policy issue. **Action:** the Chair and Secretariat to co-ordinate follow up and resolution PVC (CAP) / EO, AP

#### **8 Future SARS Committee meetings**

- 8.1 The Chair informed members the next committee meeting will be held end August or early September after the afore-mentioned SARS Report has been presented and discussed with the Director, International and Future Students. **Action:** Secretariat to co-ordinate meeting arrangements as and when necessary EO, AP

#### **PART D - ITEMS FOR INFORMATION**

#### **9 Articulation Agreements**

- 9.1 The Director, Future Students informed members their Centre is leading a working party to address the issue of centralising the project, with policies and monitoring and evaluation requirements going forward.