

**LA TROBE UNIVERSITY  
ACADEMIC BOARD  
CURRICULUM, TEACHING AND LEARNING COMMITTEE**

**Student Admissions, Retention and Success Committee**

**MINUTES**

Meeting 3/2009 of the Student Admissions, Retention and Success Committee was held at 10.00am-12.00pm on Thursday 26 November 2009, in the Mandala Room, Level 3 David Myers Building, Bundoora

**Members in Attendance**

Professor John Rosenberg (Chair)	Deputy Vice-Chancellor (International and Future Students)
Professor Tom Angelo	Pro Vice-Chancellor (Curriculum and Planning)
Mr Kent Farrell	Executive Director, Mildura ( <i>teleconference</i> )
Dr Elizabeth Johnson	<i>vice C. Schneider</i> , Associate Dean (Academic)
Ms Glenys Harding	<i>vice, as acting</i> Manager Internal Reporting & Surveys (MIU)
Ms Lyn Hedger	Manager, Student Administration
Ms Bernadette Knewstubb	Academic Development Manager, FLM
Ms Elizabeth Lavender	Executive Director, Shepparton
Ms Katherine Long-Davidson	SRC Member
Ms Raelene Reece	Registrar, FHSS
Mr Gary Thomas	Executive Director, Equity and Student Support Services

**Co-opted Members**

Ms Janne Gorman	Director, Future Students Centre
Ms Kristine Kellerman	Manager, AEGTO and VTAC Liaison Officer

**Others in Attendance**

Ms Catherine Burnheim	Office of the Deputy Vice-Chancellor
Ms Rebecca di Corpo	Secretariat
Ms Peggy lu	Senior Executive Project Officer, Office of the DVC (IFS)
Ms Lorraine Ling	Director of Educational Engagement ( <i>teleconference</i> )

**Apologies**

Ms Nellie Green	Co-ordinator, Ngarn-gi Bagora Indigenous Centre
Mr Peter Foreman	Associate Dean International and Future Students, FHS
Mr Crispin Schneider	Academic Services Manager, FSTE
Dr Glyn Thomas	Academic and International Program Committee, FED

**PART A – PROCEDURAL MATTERS**

**ACTION**

**1 Welcome and Introductions**

- 1.1 The Chair welcomed colleagues to the third meeting of the Student Admissions, Retention and Success (SARS) Committee; introductions were made and the apologies noted.
- 1.2 Ms Peggy lu, newly appointed as senior executive project officer, office of the Deputy Vice-Chancellor (International and Future Students), was noted as presenting to agenda item 8.

**2 Chair's Report**

- 2.1 The Chair expressed the view that the SARS Committee is one of the most important for the University due to its task of setting, monitoring and reviewing

academic quality and standards. It was recommended members consider an alternative committee name and suggestions are welcomed. All

- 2.2 The Committee agreed to change the order of business to accommodate the Chair's brief absence to meet with the Governor of Victoria, with Professor Tom Angelo nominated as acting chair.

## **PART B – MATTERS FOR APPROVAL**

## **ACTION**

### **3 Minutes of Meeting**

- 3.1 The Committee confirmed the Minutes of Meeting 1 October 2009 (SARSC09/11(M)) as a true and accurate record.

### **4 Matters Arising**

- 4.1 The Director, Future Students advised that the internal review of regional bonuses was underway and that the outcomes will be presented at the next meeting. It was suggested that selected data be shared with the VTAC Board.

**Action:** Director, Future Students to liaise with LTU VTAC Liaison Officer and DVC (IFS). Dir, FS

- 4.2 Members were informed of developments concerned with pathways and alternative entry and partnerships. Research and discussions are ongoing and the Committee will be consulted and/or kept informed as appropriate.

### **5 Programs Committee: referral of IELTS issues**

- 5.1 The Committee received and noted Paper SARSC09/13, endorsing the recommendation that academic proposals relating to IELTS be directed to the SARS Committee for approval from this point forward, rather than to the Programs Committee.

**Action:** Secretariat to inform Faculties, via the Academic Services Managers and ensure committee terms of reference are amended where required. Sec

- 5.2 The SARS Committee will prompt an audit of IELTS and alternative options through its monitoring and review of SARS policies and procedures as part of its 2010 business schedule.

**Action:** Secretariat to coordinate as appropriate. Sec

## **PART C - ITEMS FOR DISCUSSION AND INFORMATION**

### **6 Terms of Reference and 2010 Schedule of Business**

- 6.1 The Committee received and considered the current committee Terms of Reference (SARSC09/14). Minor amendments were noted by the Secretariat for updating.

- 6.2 The Chair advised that a schedule of business for 2010 will be developed against the objectives set out in the terms of reference, with a more transparent and integrated relationship with the Management Information Unit (MIU) and Programs Committee, to better enable decision making going forward.

## 7 MIU/ Data Analysis

- 7.1 Members discussed possible types of data the Management Information Unit could provide the SARS Committee as part of its ongoing and annual monitoring and review of its programs and policies. It was agreed the Committee will work with MIU to carefully consider the types of data required and the way in which it is presented, to support the business activities for the following year and beyond.
- 7.2 It was agreed a recommendation be made to the La Trobe University International College to undertake an annual benchmarking exercise for English Language Entry requirements, reporting to the SARS Committee.

**Action:** Secretariat to include the above two items in the schedule of business. Sec

## 8 Credit Transfer – the Deakin experience

- 8.1 Peggy lu, Senior Executive Project Manager, Office of the DVC (IFS) shared with the Committee her experience in establishing an Advanced Standing database at Deakin University.
- 8.2 Key points identified as pertinent to La Trobe's requirements were:
- 8.2.1 a collaborative approach both internally and with external partners; project driven by the executive (both Deakin and relevant TAFEs) but operationalised through sub-committee of head of school/s, course leaders and their TAFE equivalents.
- 8.2.2 Cross-referencing with the Australian Qualifications Framework policy and practices (guidelines for managing credit transfer).
- 8.2.3 Internal guidelines centrally administered. It was recommended faculty-specific arrangements are made transparent.
- 8.2.4 The database held:
- formal Agreements;
  - Faculty strategic information on student cohorts (ext. publ.)
  - Internal only information regarding units and enrolments
- 8.2.5 The above significantly reduced workload.
- 8.3 The Committee agreed to the suggestion that Associate Deans (Academic), Faculty Registrars, Associate Deans (International) and Academic Services Managers liaise with Peggy lu as required, to develop the University's advanced standing requirements.

**Action:** Peggy lu to facilitate ongoing discussions and report back to the Committee.

Office of  
the DVC  
(IFS)

## 9 Other Business

- 9.1 The Committee received and noted Paper SARSC09/15, a copy of email correspondence highlighting La Trobe University's strong growth in first preferences.
- 9.2 The Committee will be informed at a future meeting on the changes to round offers VTAC will be implementing for 2012 intake.

## 10 Next Meeting

- 10.1 The next meeting is scheduled for 19 January 2010, 2.00pm-4.00pm, David Myers Meeting Room, Ground Floor David Myers Building, Bundoora.