

Teaching and Quality Committee

Paper from: Group Manager, SAS.

Title: Flexi-School Audit – Winter 2017

Purpose

To evaluate and inform TQC of compliance to Flexi-School Policy and Ordinance for the Payment of Fees and highlight issues.

Executive Summary:

The summary of the 201702 Offerings in Tables 1 & 2 of the Appendix as at 7th Aug 2017 are as follows:

1. Total Number of Courses Offered: 24¹
2. Total Registrations: 911²
3. 83.1% or 757 students paid their fees
4. 16.9% or 154³ students have yet to pay their fees
5. 58.3% or 14 courses met the minimum numbers
6. 41.7% or 10 courses didn't meet the minimum numbers
7. 29.2% or 7 courses met the minimum learning hours
8. 70.8% or 17 courses didn't meet the minimum learning hours
9. The largest improvement in unpaid fees monitoring was seen in FSTE at 66% followed by FALE at 56% and FBE at 25%

Issues

1. Non-compliance to Flexi-School Policy:
 - a. Minimum number requirement not adhered to in some courses
 - b. Students are still being accepted to class without paying fees and undertaken assessment(s)
2. Courses starting at different dates makes tracking, administration and fee reconciliation of the flexi-school process difficult
3. Deadlines are based on the first flexi-school course that is offered e.g. online withdrawal is open till the 1st Friday of lectures of the first flexi-school course i.e. any withdrawals for courses starting thereafter have to be backdated to the course withdrawal deadline of the first flexi-school course

Recommendation(s):

It is recommended that the:

1. Start and End Dates be determined so that registration is done online irrespective of location:
 - a. all Winter FS Courses start on Monday of Study Week of Semester I
 - i. ends 5 working days prior to Monday of AA and Registration Week over 5 weeks
 - this allows 10 working days for finalising administrative issues before Sem. II Lectures commences
 - b. split the current Summer Flexi Term of VXYZ04 into two terms namely:
 - i. VXYZ04
 - **Start** Monday after all Sem. II Results have been uploaded and **End** 31st December
 - ii. VXYZ05
 - **Start** 1st Working Day in January and **End** 31st January
2. Flexi-School Policy be amended to reflect approvals in APC, TQC and Senate.

Financial Implications: (costs involved if any)

The minimum of 4% surplus for course offerings was not achieved in 41.7% or 10 of the courses offered as in Table 1 and 16.9% or 154 students have yet to pay their fees as at 7th Aug 2017.

Drafted/Compiled by: Manager Enrolment, Mr. Totivi D Bokini-Ratu

¹ Includes courses offered in multiple locations but counted once

² Includes PR (registered but haven't paid fees) and RE (registered & paid fees) registration statuses

³ These students are currently on HOLD at the time of report generation on 7th Aug 2017 but could be studying in 201703 through HOLD Uplift

Appendix 1:

Table 1: Registration and Minimum Number Requirement between 201702 and 201604

Flexi-School Aspects	FALE				FBE				FSTE				Total			
	201702		201604		201702		201604		201702		201604		201702		201604	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Registered	366		1478		304		592		241		541		911		2611	
Paid Fees	246		1317	89.1	275		563	95.1	236		503	93.0	757	83.1	2383	91.3
Fees Not Paid	120		161	10.9	29		29	4.9	5		38	7.0	154	16.9	228	8.7
No. of Courses	11		20		7		12		6		17		24		49	
Min. No. Met	6	54.5	7	35.0	5	71.4	7	58.3	3	50.0	7	41.2	14	58.3	21	42.9
Min. No. Not Met	5	45.5	13	65.0	2	28.6	5	41.7	3	50.0	10	58.8	10	41.7	28	57.1
L/Hrs⁴ ≥ 200	1	9.1	5	25.0	0	0	1	8.3	6	100	3	17.6	7	29.2	9	18.4
L/Hrs < 200	10	90.9	15	75.0	7	100	11	91.7	0	0	14	82.4	17	70.8	40	81.6

Source: Student MIS (7th Aug 2017)

Table 2: Unpaid Fees by Faculty and Course between 201702 and 201604

FS Term	Course Level	FALE		FBE		FSTE	
		Courses	Count	Courses	Count	Courses	Count
201702	100	ED184, LL162, UU114	3	N/A	N/A	BI102, MA102, UU100	3
<i>201604</i>		<i>ED153, ED184, LL161, LL162, SW100, UU114</i>	<i>6</i>	<i>N/A</i>	<i>N/A</i>	<i>BI102, CH102, EE102, MA102, MA111, PH101, UU100</i>	<i>7</i>
201702	200	ED252	1	N/A	N/A	N/A	N/A
<i>201604</i>		<i>ED252, ED254, LW370, LW371, LW392, LW395, UU200</i>	<i>7</i>	<i>UU200</i>	<i>1</i>	<i>N/A</i>	<i>N/A</i>
201702	300	ED325, LW393	2	AF307, AG351, AG384, EC307	4	N/A	N/A
<i>201604</i>		<i>ED359</i>	<i>1</i>	<i>AF314, AG384, EC307, EC311, FM302, MG303</i>	<i>6</i>	<i>EE391, GE304</i>	<i>2</i>
201702	400	AL400	1	AG401, MG405	2	N/A	N/A
<i>201604</i>		<i>ED491, ED492</i>	<i>2</i>	<i>EC403</i>	<i>1</i>	<i>N/A</i>	<i>N/A</i>
201702	Total		7		6		3
<i>201604</i>	<i>Total</i>		<i>16</i>		<i>8</i>		<i>9</i>
% Improvement in 201702 over 201604			56		25		66

Source: Student MIS (7th Aug 2017)

⁴ Learning Hours is calculated by finding the difference between the start and end dates to get the No. of Work Days then multiplying the No. of Work Days by 8 hours/day.