

MONASH UNIVERSITY  
 ESOS ADVISORY GROUP  
 Actions arising from meeting 2/2009 held on 24 June 2009

<b>Item no in minutes</b>	<b>Title</b>	<b>Description</b>	<b>Person responsible</b>	<b>Status</b>
3.2	Training of ESOS compliance officers	Organise training session for ESOS compliance officers in October	RB	In progress
4.1	EAG charter	update	RB	Complete
5.1	ESOS compliance	Summarise outcomes of checklist 1 for next meeting	RB	Complete
5.2	ESOS manual	Incorporate revised chapter for standard 9 into manual	RB	Complete pending item in 5.3
5.3	Monitoring of course duration	Update email to faculties arising from CoE application so that it includes reason for decision	WB	Complete
		incorporate into the standard 9 chapter in the manual advice about CoE's for students excluded	RB	In progress
5.4	Monitoring DE and online enrolment	Revise pro forma letters	RB	Complete
6.1	ESOS Reporting statistics	Include in statistics for next meeting the statistics for the same period last year	CB and RR	Complete
7.1	Critical incident procedures	Finalise procedures for next EAG	WB	Complete
7.2		Advice required about process for endorsing procedures	WB	Complete
Pending from meeting 1/09				
4.2	Induction material	Review and update as required	RB	In progress