

CONFIRMED

THE UNIVERSITY OF MELBOURNE
INTERIM BOARD OF UNDERGRADUATE STUDIES
MEETING 01/06

A meeting of the Interim Board of Undergraduate Studies was held at 2pm on **Friday 29 September 2006** in the **Melbourne Institute Boardroom, Level 7, Alan Gilbert Building**.

Secretary: Gioconda Di Lorenzo
gdlo@unimelb.edu.au
(8344 3972)

Present: Professor Peter McPhee (Chair), Ms Gillian Luck, Ms Linda O'Brien, Associate Professor Steve James on behalf of Professor Belinda Probert, Professor Bruce Grundy on behalf of Professor Margaret Abernethy, Professor David Smith on behalf of Professor Jannie van Deventer, Professor David Chapman on behalf of Professor Ron Slocombe, Professor Bruce Singh on behalf of Professor James Angus, Associate Professor Ian Holtham on behalf of Professor Cathy Falk, Professor Jonty Stockdale on behalf of Professor Andrea Hull, and Ms Jessie Giles.

Apologies: Professor Loane Skene, Professor Ruth Fincher, Professor Belinda Probert, Professor Margaret Abernethy, Professor Field Rickards, Professor Jannie van Deventer, Professor Ron Slocombe, Associate Professor Ian Malkin (Faculty of Law representative on BUGS), Professor James Angus, Professor Cathy Falk, and Professor Andrea Hull.

In attendance: Ms Gioconda Di Lorenzo (Secretary), Dr Mary Emison, Ms Carmel Murphy, and Dr Pat McLean.

MINUTES

1. Formal Matters

1.1 Welcome and Apologies

The Chair welcomed members to the meeting. The Board received apologies from Professor Skene, Professor Fincher, Professor Probert, Professor Abernethy, Professor Rickards, Professor van Deventer, Professor Slocombe, Associate Professor Malkin (Faculty of Law representative on BUGS), Professor Angus, Professor Falk, and Professor Hull.

1.2 Membership of the Interim Board of Undergraduate Studies and other matters

The Chair explained the relationship between the Interim Board of Undergraduate Studies (BUGS) and the courses standing committees (CSCs). The Board was advised that it will meet in an interim capacity until relevant changes have been made to the University statutes and regulations.

The Board also heard that the CSCs are in the process of developing the proposals for the new degrees. The Chairs of the CSCs will be confirmed during the first meeting of each of the CSCs to be held in October and early November 2006. Once the Chairs have been identified, they will be invited to attend future meetings of BUGS. As the Chair of BUGS, Professor McPhee will attend the first meetings of all the CSCs.

The Board received two tabled documents:

- A revised agenda for the meeting (Interim BUGS Meeting 01/06); and
- A schedule for the first meeting of each of the course standing committees.

CONFIRMED

2. Matters for consideration

2.1 Review of the Board's terms of reference

The Board received with the agenda papers a copy of the terms of reference for BUGS. The Chair explained that whilst BUGS will oversee a range of policy matters, including the design, development and delivery of the 'new generation' degrees, its role should not be confused with the role of the Academic Board. BUGS will make recommendations to the Academic Board, with advice from course standing committees, 'on matters affecting undergraduate study in the University including academic and administrative arrangements and strategic considerations' [terms of reference, 1(b)]. The role of the Academic Board and its committees (including TALQAC) will remain the same.

The Chair asked the Board to note that BUGS will have an important function in clarifying and implementing pathways in and out of graduate programs [1(e)]. BUGS will need to ensure that these pathways are as clear and as flexible as possible. The Board was also advised that, in departments where the honours year will be retained, the pathways from honours to professional graduate programs will need to be clearly identified.

The Board was invited to comment on the terms of reference and made the following observations:

- The Board acknowledged the comprehensive terms of reference. It is envisaged that BUGS will guide CSCs and the Academic Board on developing policies which will complement the 'new generation' degrees. It will recommend the development of policies in relevant areas, but will not be responsible for drafting the policies *per se*.
- The Board heard that the Melbourne Model Implementation Taskforce has been established to ensure that effective structures for implementing the Melbourne Model are in place by 2008. The Boston Consulting Group (BCG) will also be providing advice on implementation structures.
- It was noted that item 4 (d) of the terms of reference (fostering academic programs and services in support of diversity) might also apply to section 3, which covers the Board's role in relation to students.
- The Board was interested in the extent to which it will be involved in the development of graduate schools. The Chair explained that a discussion paper on the structure of graduate schools has been considered by the Planning and Budget Committee. Professor McPhee acknowledged that, whilst graduate schools do not strictly fall within BUGS' role, the Board may need to consider related issues such as pathways and the consistency of the quality of academic services which relate to undergraduate and postgraduate students (for example, library facilities).
- Clarification was requested for item 1(f) of the terms of reference, which stipulates that BUGS will advise the Academic Board on policy matters which affect undergraduate programs outside the Melbourne Model. BUGS will have a role with regard to the modification of existing programs, depending on the nature of the change relating to the existing program.
- Concurrent diplomas would be included under item 1(f).
- The Board heard that Item 4(g), which states that BUGS will have a role in supporting innovation in approaches to undergraduate learning and teaching, does not imply budgetary support at this stage.
- It was agreed that there will need to be a level of consultation and consistency between BUGS and the CSCs.

The Board noted that the newly-appointed Director, Melbourne Model Implementation, Ms Joan Reese, will attend meetings of BUGS in the future.

2.2 Consideration of 'work plan' for the Board

The Chair advised that the Board's work plan from September 2006 until March 2007, and after this period, will involve a series of activities, including matters identified for further consideration in the Curriculum Commission's final report to the Academic Board. The following matters were raised as items for further discussion by the Board:

CONFIRMED

- Pathways into undergraduate and postgraduate courses for students returning to study.
- Pathways into new generation degrees from other undergraduate degree programs, including degrees of the same name.
- Whether majors of common size and structures are feasible and desirable within all new generation undergraduate degrees.
- Implementation of the relevant recommendations of the AWiL report on the use and monitoring of the revised graduate attributes statements.
- Consultation with residential colleges on opportunities for student engagement, particularly in first year.
- Concurrent Diplomas – whether these might be undertaken across three years rather than four years.
- Consistent application of Academic Board policy (including rules of assessment, academic discipline procedures) across faculties and programs.
- Approval in consultation with ‘new generation’ course standing committees of ‘University-wide’ breadth subjects which are not associated with particular faculties. Other programs, such as interdisciplinary reading programs, might also be considered.

The Board noted that Ms Di Lorenzo will draft a list of academic issues for consideration by BUGS and will include this list in the papers for the next meeting of the Board.

2.3 Undergraduate Course Guide and International Undergraduate Prospectus 2008

The Board received with the agenda papers faculty templates for the Undergraduate Course Guide and the International Undergraduate Prospectus 2008. This template is designed to assist faculty staff prepare for the two publications.

The Board heard that the reference to ‘Visual and Performing Arts’ in the six clusters listed to allow students to search for course names by interest area, might also include Music. The cluster might be referred to as ‘Music, Visual and Performing Arts’, for example.

It was agreed that the template should be circulated again to Faculty General Managers and Deans (including the Dean of Music) for review.

2.4 Review of new generation course developments to date including an indication of timelines

The Chair reported that course standing committees have made good progress in developing proposals for the ‘new generation’ undergraduate degrees. It is likely, however, that most proposals will not be ready for approval by BUGS until early next year.

There will be an opportunity during forthcoming meetings for the chairs of CSCs to provide brief reports on the activities of their committees.

3. Any other business

The following activities were mentioned as other business:

- The Chair advised that Boston Consulting may present a brief report to BUGS (on recommended structures for implementing the Melbourne Model) at the next meeting.
- A draft work plan for BUGS, covering the academic issues to be considered within the next six months, will be distributed with papers for the next meeting.
- The Chairs of CSCs will be in attendance at the next meeting and will be asked to provide a brief report on the progress of their respective committees.
- Professor McPhee proposed to hold the next two meetings of BUGS on Friday afternoons in late October and in late November 2006. It is envisaged that BUGS will meet more regularly in February and March 2006 in order to approve the proposals for the ‘new generation’ degrees.

CONFIRMED

4. Date of Next Meeting

2.15pm, Friday 3 November 2006 in the Melbourne Institute Boardroom, Level 7, Alan Gilbert Building (Announced after the meeting).

The meeting closed at 3.45pm

Distribution

Professor Peter McPhee, Deputy Vice-Chancellor (Academic), (Chair)
Ms Joan Reese, Director, Melbourne Model Implementation
Professor Loane Skene, President of the Academic Board
Ms Gillian Luck, Vice-Principal and Academic Registrar
Ms Linda O'Brien, Vice-Principal (Information Services)
Professor Ruth Fincher, Dean, Faculty of Architecture, Building & Planning
Professor Belinda Probert, Dean, Faculty of Arts
Professor Margaret Abernethy, Dean, Faculty of Economics & Commerce
Professor Field Rickards, Dean, Faculty of Education
Professor Jannie van Deventer, Dean, Faculty of Engineering
Professor Ron Slocombe, Dean, Faculty of Land and Food Resources
Associate Professor Ian Malkin, Associate Dean (Undergraduate), Faculty of Law
Professor James Angus, Dean, Faculty of MDHS
Professor Cathy Falk, Dean, Faculty of Music, and Chair, Bachelor of Music Standing Committee
Professor Peter Rathjen, Dean, Faculty of Science
Professor Ivan Caple, Dean, Faculty of Veterinary Science (proposed co-optee)
Professor Jonty Stockdale, Head, School of Music, Victorian College of the Arts (proposed co-optee)
Associate Professor Steve James, Chair, Bachelor of Arts Standing Committee
Professor Bill Griffiths, Chair, Bachelor of Commerce Standing Committee
Professor Ruth Fincher, Chair, Bachelor of Environments Standing Committee
Associate Professor Michelle Livett, Chair, Bachelor of Science Standing Committee
Professor Mark Hargreaves, Chair, Bachelor of Bioscience Standing Committee
Ms Jessie Giles, President, University of Melbourne Student Union

For Information

Ms Carmel Murphy, Director of Academic Programs (Student Access)
Dr Pat McLean, Manager, Growing Esteem Strategy Office
Professor Bruce Grundy, Deputy-Dean, Faculty of Economics and Commerce
Professor David Smith, Associate Dean (Academic), Faculty of Engineering
Professor David Chapman, Faculty of Land and Food Resources
Professor Michael Crommelin, Dean, Faculty of Law
Professor Bruce Singh, Associate Dean (Planning), Faculty of Medicine, Dentistry and Health Sciences
Associate Professor Ian Holtham, Faculty of Music
Professor Andrea Hull, Director, Victorian College of the Arts