

CONFIRMED

THE UNIVERSITY OF MELBOURNE
INTERIM BOARD OF UNDERGRADUATE STUDIES
MEETING 03/06

A meeting of the Interim Board of Undergraduate Studies was held at 2pm on **Friday 8 December 2006** in the **Melbourne Institute Boardroom, Level 7, Alan Gilbert Building**.

Secretary: Gioconda Di Lorenzo
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(8344 3972)

Present: Professor Peter McPhee (Chair), Ms Joan Reese, Professor Loane Skene, Ms Gillian Luck, Ms Linda O'Brien, Professor Ruth Fincher, Professor Margaret Abernethy, Associate Professor Christine Ure, Professor Iven Mareels (on behalf of Professor Jannie van Deventer), Professor Richard Roush, Dr Michael Lambiris (on behalf of Associate Professor Ian Malkin), Professor Michael Professor Bruce Singh (on behalf of Professor James Angus), Professor Cathy Falk, Professor Peter Rathjen, Associate Professor Steve James (as Chair of the Bachelor of Arts CSC and on behalf of Professor Belinda Probert), Professor Bill Griffiths, Associate Professor Michelle Livett, Professor Mark Hargreaves, Ms Bree Ahrens, Ms Jessie Giles, Dr Pat McLean (observer), and Ms Carmel Murphy (observer).

Apologies: Professor Belinda Probert, Professor Jannie van Deventer, Associate Professor Ian Malkin, Professor James Angus, Professor Jonty Stockdale.

In attendance: Ms Gioconda Di Lorenzo (Secretary), Ms Karen Cairns, Dr Subho Banerjee and Ms Gemma Henderson.

MINUTES

1. Formal Matters

1.1 Welcome and apologies

The Chair welcomed members to the meeting. The Board received apologies from Professor Probert, Professor van Deventer, Associate Professor Malkin, Professor Angus, and Professor Stockdale.

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

The Chair introduced the following new members: Professor Roush, the new Dean of the Faculty of Land and Food Resources; Associate Professor Christine Ure, who will be the permanent representative on BUGS for the Faculty of Education; and Ms Bree Ahrens, the incoming President of the University of Melbourne Student Union. Dr Subho Banerjee and Ms Gemma Henderson, from the Boston Consulting Group, were also welcomed to the meeting.

2. Minutes and Action Sheet

2.1 Minutes

The minutes of the meeting held on 3 November 2006 (02/06) were confirmed as a true record of the meeting.

2.2 Action sheet

The Chair confirmed that activities on the Action Sheet for meeting 02/06 were in progress, or would be addressed during the meeting.

3. Business arising

3.1 Verbal report from the Chair (standing item)

The Chair announced that University's excellent outcome in the 2007 Commonwealth Learning and Teaching Performance Fund (LTPF). The University was ranked first overall in the LTPF, and received recognition across all four discipline groups – science, computing, engineering, architecture and agriculture; business, law and economics; humanities, arts and education; and health. Professor McPhee acknowledged, in particular, the role of Associate Professor Sue Elliott, in securing the University's outstanding ranking for health.

The Board agreed that the University's successful LTPF outcome will provide a boost to the marketing and communication of the Melbourne Model throughout 2007.

The Chair endorsed the view of the Dean of the Faculty of Science that as BUGS is a high-level committee, the regular attendance of the Deans at meetings is highly desirable. Deans may appoint a permanent nominee to attend in their place, if necessary, but the nominee should endeavour to attend meetings regularly to ensure membership consistency.

3.2 Verbal reports from Chairs of Course Standing Committees and progress towards development of 'new generation' undergraduate degrees (standing item)

(a) The breadth component in the Bachelor of Environments

The Interim BUGS received with the agenda papers a report from the Bachelor of Environments Standing Committee on the breadth component in the Bachelor of Environments degree. The Chair of the Bachelor of Environments Standing Committee, Professor Fincher, was invited to speak to the report:

Professor Fincher reported that as the core program of the Bachelor of Environments incorporates a wide range of disciplines and epistemologies and draws its majors from across five different faculties, it will not always be appropriate to define breadth areas as those external to the Bachelor of Environments. To overcome this problem, the Standing Committee has proposed to define the breadth component via a two-stage process:

1) *First year* – The first year of the core program is specifically designed to expose students to different disciplinary content, and to different ways of thinking in the context of environments. First year students will be required to take two core subjects, Natural Environments and Reshaping Environments, which satisfy the breadth requirement. They will also take four out of five Bachelor of Environments first year 'selective' subjects: Designing Environments, Constructing Environments, Urban Environments, Mapping Environments and Governing Environments. These subjects use a range of different epistemological approaches to explore aspects of environments.

2) *Second and third year* – Acceptable breadth areas at second and third year will be defined by discipline specialisation rather than for the Bachelor of Environments as a whole. There will be three categories of breadth subject at second and third year for Bachelor of Environments students: University breadth subjects; breadth subjects suitable to all Bachelor of Environments students; and breadth subjects suitable for some Bachelor of Environments specialisations only. Students will be divided into three broad epistemological clusters depending on their choice of major in second year, and their breadth subjects will be selected accordingly.

Members of the Interim BUGS congratulated the Bachelor of Environments Standing Committee on the paper. They agreed that the paper is an elegant and pedagogically sound response to the Bachelor of Environments' particularly challenging situation with regard to breadth.

The Interim BUGS endorsed the Bachelor of Environments Standing Committee's definition of breadth.

Further consideration may need to be given in the future to whether setting compulsory subjects at second-year level may affect exchange opportunities for students.

b) Recommendations for the structure of the new generation Bachelor of Commerce

The Interim BUGS received with the agenda papers a report containing seven recommendations for the core program of the Bachelor of Commerce (BCom) from the BCom Standing Committee. The Dean of the Faculty of Economics and Commerce and the Chair of the BCom Standing Committee were invited to speak to the recommendations:

- Professor Griffiths and Professor Abernethy explained that the Bachelor of Commerce is a professional degree and that its structure is designed to reflect this. The recommendations submitted for the Interim Board's endorsement attempt to give a strong message to the market that the new Bachelor of Commerce will remain a high quality accredited degree, whilst embedding the principles of the Melbourne Model.
- The recommendations for the core program are as follows:
 1. A total of 300 points must be completed of which at least 200 points must be commerce points, defined as points for subjects with prefixes 300, 303, 306, 316, 325 or 333.
 2. At least one major must be completed within the Faculty of Economics and Commerce. Each disciplinary major involves completing 37.5 commerce points at level-3. An interdisciplinary major requiring 75 points from at least 3 commerce disciplines can be completed.
 3. The degree will contain a range of compulsory core subjects.
 4. No more than 125 level-1 points can be taken. At least 75 level-3 points must be completed, of which 50 points must be commerce points from the University of Melbourne.
 5. At least 75 and no more than 100 points of breadth subjects must be completed. Breadth subjects must be selected from an approved list of non-commerce subjects. At least 37.5 points must comprise breadth subjects from the one discipline (a common 3-digit prefix) and at least 12.5 of those points will normally be at level-3.
 6. A major outside the Faculty of Economics and Commerce may be completed in one of the disciplines listed under breadth, providing that discipline requires no more than 100 points for a major.
 7. To enrol in more than one level-3 commerce subject students must have completed or gained credit for at least 175 level-1 and level-2 points; students who have completed or gained credit for at least 162.5 level-1 and level-2 points, with no fails in the preceding semester, will be permitted to include one level-3 subject in their next semester. Students must satisfy prerequisites for subjects before enrolling in those subjects.

The Board engaged in a detailed discussion about the recommendations. It acknowledged the high quality of the BCom, and the need for the degree to satisfy accreditation requirements, particularly in relation to Accounting and Actuarial studies. It also recognised the strength of the recommendations, and the standing committee's attempts to embrace the principles of the Melbourne Model.

Members were particularly interested in how the structure of the BCom might be revised to incorporate more flexible options for non-Commerce course offerings, and pathways to both undergraduate and graduate degrees in other disciplines. The discussion was focussed on the place of Information Systems, Agribusiness and Engineering pathways within the degree.

One proposal was that by limiting the breadth component within the BCom to 75 points (previously up to 100 points of breadth were permitted), there would be space created for students to choose an extra 25 points of non-Commerce subjects as part of the core program. Professor Abernethy agreed to give this idea further thought.

It was also suggested that Recommendation 1 be re-drafted to provide greater potential for incorporating non-commerce pathways into the degree in the spirit of the Melbourne Model 1.

The Board agreed that the recommendations should be returned to BUGS for final approval, once the appropriate wording for Recommendation 1 (and any implications for the other recommendations) had been clarified.

4. Reports of activities relating to the Interim BUGS

4.1 Presentation by the Boston Consulting Group (BCG) on the recommended structures for implementing the Melbourne Model

This item was heard at the beginning of the meeting. Representatives for BCG, Dr Banerjee and Ms Henderson, were invited to address the Interim BUGS on the implementation structures necessary to ensure that the University is prepared to offer new programs from 2008. Dr Banerjee tabled copies of the slides for his presentation, and made the following key points:

- Implementation of the Melbourne Model is in progress, and a significant number of activities are underway. BCG has assisted with a critical path plan which has been formulated to address some key implementation issues, such as phased work plans, six workstreams based on student-centred objectives, and timelines to meet key external milestones. The time-sequenced plan (arranged in 'phases') will ensure that the University achieves its intended implementation aims by 2008. Each workstream will have its own objectives and will be overseen by the Melbourne Model 08 Taskforce.
- BCG has also recommended that the University establish a 'project office' to serve as a secretariat to the Melbourne Model 08 Taskforce, which is responsible for delivering the Melbourne Model plan by 2008. The University has taken up this recommendation.
- The function of the project office will be to report to the MM08 Taskforce on implementation issues, to identify gaps or matters for resolution, and to recommend ways to ensure that these issues are addressed.
- Implementation of the Melbourne Model will integrate both curriculum and administrative concerns. The integrated approach will ensure, for example, that the Melbourne Experience will involve a well-defined and structured 'cohort experience' by 2008, and that an operating model for academic services, which meet the needs of future students, is developed. A major design project will be undertaken from February to June 2007 to ensure that academic services are best-positioned to support the new Model.
- Dr Banerjee observed that whilst the University has made significant progress in a short period of time, it will need to continue to address gaps and will need to resolve further issues as they arise. A robust change management plan will be critical in supporting staff as they make the transition to the Melbourne Model.

The Board thanked Dr Banerjee for the detailed presentation, and noted that Ms Di Lorenzo would circulate an electronic version of BCG's PowerPoint presentation to members after the meeting.

4. Date of Next Meeting

2.15pm, Friday 2 February 2007 in the Melbourne Institute Boardroom, Level 7, Alan Gilbert Building.

The meeting closed at 4.15pm

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)

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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 Richard Roush, 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 or 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