

THE UNIVERSITY OF MELBOURNE
INTERIM BOARD OF UNDERGRADUATE STUDIES (BUGS)

MEETING 02/07

A meeting of the **Interim Board of Undergraduate Studies** will be held at 2.15pm on **Friday 9 February** in the **Melbourne Institute Boardroom**, Level 7, Alan Gilbert Building.

Secretary: Dr George Duke
georged@unimelb.edu.au
(8344 6147)

AGENDA

- 1. Formal Matters**
 - 1.1. Welcome and Apologies**
 - 1.2 In attendance**

Mr Les McFarland (Deputy Project Manager, Student System Project), Mr Lachlan Cameron (Director, Student Administration and Systems) and representatives from Technology One to present on 'Degree Planning Tools'.
- 2. Minutes and Action Sheet**
 - 2.1 Unconfirmed Minutes 01/07** *(herewith)*
 - 2.2 Action Sheet** *(herewith)*
- 3. Business Arising**
 - 3.1 Verbal report from the Chair (standing item)** *(verbal report)*
 - 3.2 Verbal reports from Chairs of Course Standing Committees on progress towards development of 'new generation' undergraduate degrees (standing item)** *(verbal reports)*
- 4. Reports of activities relating to the Interim BUGS**
 - 4.1 Introducing Degree Planning Tools** *(herewith)*

5. **For information**
6. **Any Other Business**
7. **Date of Next Meeting**

The next meeting of the Interim Board of Undergraduate Studies will be held at 2.15pm, **Thursday 15th February 2007** in the Melbourne Institute Boardroom, Level 7, Alan Gilbert Building.

Distribution

Professor Loane Skene, Melbourne Law School (Chair)
Ms Joan Reese, Director, Melbourne Model Implementation
Professor Pip Pattison, President (Academic Board)
Ms Gillian Luck, Vice-Principal and Academic Registrar
Ms Linda O'Brien, Vice-Principal (Information Services)
Professor Tom Kvan, Dean, Faculty of Architecture, Building and Planning
Professor Iven Mareels, Faculty of Engineering
Professor Belinda Probert, Dean, Faculty of Arts
Professor Margaret Abernethy, Dean, Faculty of Economics and Commerce
Professor Field Rickards, Dean, Faculty of Education
Professor Richard Roush, Dean, Faculty of Land and Food Resources
Professor Michael Crommelin, Dean, Faculty of Law
Associate Professor Ian Malkin, Associate Dean (Undergraduate), Faculty of Law
Professor James Angus, Dean, Faculty of MDHS
Professor Cathy Falk, Dean, Faculty of Music
Professor Peter Rathjen, Dean, Faculty of Science
Professor Glenn Browning, Acting Dean, Faculty of Veterinary Science
Professor Jonty Stockdale, Head, School of Music, Victorian College of the Arts (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
Chair, Bachelor of Music Standing Committee, TBA
Ms Bree Ahrens, President, University of Melbourne Student Union
Ms Carmel Murphy, Director of Academic Programs (Student Access) (observer)
Dr Pat McLean, Manager, Growing Esteem Strategy Office (observer)

For Information

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 Bruce Singh, Associate Dean (Planning), Faculty of Medicine, Dentistry and Health Sciences
Associate Professor Ian Holtham, Faculty of Music

THE UNIVERSITY OF MELBOURNE
INTERIM BOARD OF UNDERGRADUATE STUDIES
MEETING 01/07

A meeting of the Interim Board of Undergraduate Studies was held at 2.15pm on **Friday 2 February 2007** in the **Melbourne Institute Boardroom, Level 7, Alan Gilbert Building**.

Secretary: Dr George Duke
georged@unimelb.edu.au
(8344 6147)

Present: Professor Loane Skene (Chair), Professor Margaret Abernethy, Ms Bree Ahrens, Professor Glenn Browning, Dr Marion Campbell (on behalf of Associate Professor Steve James), Professor Cathy Falk, Professor Ruth Fincher, Professor Bill Griffiths, Professor Mark Hargreaves, Professor Thomas Kvan, Associate Professor Michelle Livett, Ms Gillian Luck, Associate Professor Ian Malkin, Professor Iven Mareels, Ms Carmel Murphy (observer), Ms Linda O'Brien, Professor Pip Pattison, Professor Belinda Probert, Professor Peter Rathjen, Ms Joan Reese, Professor Field Rickards, Professor Richard Roush, Professor Bruce Singh (on behalf of Professor James Angus), Professor Jonty Stockdale and Associate Professor Christine Ure.

In attendance: Dr George Duke (Secretary).

MINUTES

1. Formal Matters

1.1 Welcome and apologies

The Chair welcomed members to the first meeting of the Interim BUGS for 2007.

The Board received apologies from Professor James Angus, Associate Professor Steve James and Dr Pat Mclean.

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

The Chair introduced the following new members:

Professor Glenn Browning, the Acting Dean of the Faculty of Veterinary Science; Professor Thomas Kvan, the Dean of the Faculty of Architecture, Building and Planning; and Ms Bree Ahrens, the President of the University of Melbourne Student Union.

The Chair also noted that Professor Iven Mareels will permanently represent the Dean of Engineering at BUGS meetings. Professor Rob Evans or Professor Dave Smith will attend in Professor Mareels' absence.

2. Minutes and Action Sheet

2.1 Minutes

The minutes of the meeting held on 8 December 2006 (03/06) were confirmed as an accurate record of the meeting subject to:

- the rewording of the third-last paragraph of item 3.1(b). The amended version reads "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"; and

- the deletion of the final paragraph of item 3.1(b). The Dean of Economics and Commerce does not recall agreeing at the last meeting to meet with the deans of the faculties of Engineering, Land and Food Resources and Science to discuss the wording and implications of Recommendation 1 in the Bachelor of Commerce proposal.

2.2 Action sheet

The Chair noted that activities on the Action Sheet for meeting 03/06 would be considered during the meeting.

3. Business arising

3.1 Verbal report from the Chair (standing item)

The Chair reported on the following issues:

3.1.1 Breadth in the Bachelor of Environments

At the previous meeting the Interim BUGS received a report from the Bachelor of Environments (BEnv) Course Standing Committee (CSC) on the breadth component in the BEnv degree. As the core program of the BEnv incorporates a wide range of disciplines and draws its majors from across five different faculties, it was agreed that it was more appropriate to define breadth in terms of “ways of knowing” rather than in terms of areas “external” to the BEnv.

The first year of the BEnv will include a range of compulsory subjects exposing students to different disciplinary content and different ways of thinking in the context of environment. Acceptable breadth subjects at second and third year will be defined by discipline specialisation.

The Chair asked the chairs from the other five CSCs to consider the BEnv approach to breadth. It would be important for CSCs to keep in view the need for uniformity in the breadth component across the undergraduate curriculum while obviously also taking into account the particular circumstances of their own degrees.

3.1.2 Course Advisory Boards

The Chair reported that the University Council has queried whether the Interim BUGS or the individual CSCs have established course advisory boards to consider issues such as knowledge transfer programs and work experience schemes for new generation degrees.

The Dean of the Faculty of Arts noted that a course advisory board has been established for the Bachelor of Arts.

Members discussed whether it would be preferable to have a single overarching course advisory board for the six new generation degrees or a course advisory board for each of the degrees. The importance of writing clear terms of reference for course advisory boards was also noted.

The Chair agreed to discuss with the Deputy Vice-Chancellor (Academic) appropriate terms of reference for course advisory boards and also whether the intention was to have a single overarching board or distinct boards for each new generation degree.

3.1.3 Honours

The Chair noted the decision, endorsed in late 2006 by the Planning and Budget Committee on the recommendation of the Research and Research Training Committee, that each new generation degree should have an honours year in addition to a two-year masters pathway.

Members sought clarity on whether there would only be one honours program for each new generation degree or whether there would be separate programs for majors within each degree. The Chair agreed to seek more information from the Deputy Vice-Chancellor (Academic).

3.1.4 Melbourne Model Implementation

The Chair reported on a meeting convened the previous day to discuss the implementation of the Melbourne Model. Relevant issues discussed at the meeting included:

- The need for a clear definition of the breadth component;
- Pathways from undergraduate degrees to graduate programs;
- The Bachelor of Bioscience degree; and
- Student services under the Melbourne Model.

Members noted the need to clarify whether there would be a single overarching student centre for all new generation degrees or individual centres for each new generation degree. The resolution of this issue is a priority insofar as it will have a significant impact upon business planning and the timing of Melbourne Model implementation.

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

The Chair reminded members that each CSC would need to present the Interim BUGS with an outline of the content and structure of each new generation course, including details of breadth subjects, by the 23rd of February. This would enable key committee approval and marketing timelines to be met.

The Chair noted that it was planned to distribute a draft timeline containing important dates for the Interim BUGS.

In view of tight deadlines for the approval of the new generation degrees, members discussed whether it would be beneficial to convene a joint meeting of the Interim BUGS and the Undergraduate Programs Committee (UGPC) in March. The President of the Academic Board agreed to raise this proposal with Academic Board members.

3.2.1 Bachelor of Arts

The nominee of the Chair of the Bachelor of Arts (BA) CSC reported on progress in the development of the new generation BA. The BA CSC will examine a draft proposal for the new generation BA on 19th February. This will then be forwarded to the Interim BUGS for consideration on 23 February.

3.2.2 Bachelor of Commerce

The Chair of the Bachelor of Commerce (BCom) CSC reported on progress in the development of the new generation BCom. The breadth component of the BCom proposal has been re-drafted following a meeting between representatives of the BCom CSC and the Vice-Chancellor and Deputy Vice-Chancellor (Academic). It is anticipated that the BCom CSC will have completed a draft of a revised proposal by 9th of February.

3.2.3 Bachelor of Environments

The Chair of the Bachelor of Environments (BEnv) CSC reported on progress in the development of the new generation BEnv. It was noted that the BEnv CSC had met earlier in the day to discuss issues such as honours and the research component.

The Chair of the BEnv CSC spoke to a memorandum on the BEnv Student Experience. The memorandum recommends that a centralised rather than faculty-based student service centre would best meet the needs of BEnv students, due to the multi-faculty nature of the degree and the need for specialised course advice. Interim BUGS members noted that the implementation of a centralised student centre for the BEnv degree could serve as a model for the development of student services for other new generation degrees.

3.2.4 Bachelor of Science

The Chair of the Bachelor of Science (BSc) CSC reported on progress in the development of the new generation BSc. A proposal on the breadth component of the BSc would be considered on 14th February. The BSc CSC has received expressions of interest for 33 majors in the new degree. The BSc CSC Chair noted that having large number of majors in the BSc was not counter to the objectives of the Melbourne Model insofar as the majors would be multidisciplinary and there would be a significant reduction in the number of subjects available within the new generation degree.

3.2.5 Bachelor of Bioscience

The Chair reported on a joint proposal from the faculties of Medicine, Dentistry and Health Sciences and Science regarding the nomenclature of the Bachelor of Bioscience (BBioSc) degree. It is proposed that the name of the degree be changed to Bachelor of Biomedicine. The name change is intended to differentiate the degree from the BSc, both pedagogically and in the marketplace, and also reflects that students completing the degree will be offered streamlined pathways into professional graduate programs in medicine, physiotherapy and optometry. Interim BUGS members endorsed the proposed name change.

The Chair of the BBioSc CSC reported on progress in the development of the new generation BBioSc. The BBioSc Chair noted that the CSC had agreed on core units and is in the process of developing majors that are aligned with the BSc and recommendations on breadth.

3.2.6 Bachelor of Music

The Chair of the Bachelor of Music (BMus) CSC reported on progress in the development of the new generation BMus. The development of the BMus is well-progressed and it is likely that, in addition to information on content, structure and breadth, the CSC will submit to the Interim BUGS a list of subjects in February. One issue still under discussion is the structure of the BMus program when it is undertaken as a two year program (as the second course in a sequential degree).

4. Reports of activities relating to the Interim BUGS**4.1 Introducing Degree Planning Tools**

The Chair noted that Mr Les McFarland from the Student System Project and representatives from Technology One would be presenting on "Degree Planning Tools" at the next Interim BUGS meeting on 9 February.

5. For information**5.1 Quality Assurance under the Melbourne Model**

Interim BUGS members received two documents on the issue of quality assurance under the Melbourne Model. The Chair noted that the chairs of the Teaching and Learning Quality Assurance Committee (TALQAC) and the Academic Programs Committee (now the Undergraduate Programs Committee) had expressed the need for the Interim BUGS to ensure that the CSCs have a process in place for the quality assessment of new generation degrees. The issue of quality assurance would be on the TALQAC agenda for its first meeting in 2007 and subsequently considered by the Interim BUGS.

6. Date of Next Meeting

2.15pm, Friday 9 February 2007 in the Melbourne Institute Boardroom, Level 7, Alan Gilbert Building.

The meeting closed at 4.10pm

Distribution

Professor Loane Skene, Melbourne Law School (Chair)
 Ms Joan Reese, Director, Melbourne Model Implementation
 Professor Pip Pattison, President (Academic Board)
 Ms Gillian Luck, Vice-Principal and Academic Registrar
 Ms Linda O'Brien, Vice-Principal (Information Services)
 Professor Tom Kvan, Dean, Faculty of Architecture, Building and Planning
 Professor Iven Mareels, Faculty of Engineering
 Professor Belinda Probert, Dean, Faculty of Arts
 Professor Margaret Abernethy, Dean, Faculty of Economics and Commerce
 Professor Field Rickards, Dean, Faculty of Education
 Professor Richard Roush, Dean, Faculty of Land and Food Resources
 Professor Michael Crommelin, Dean, Faculty of Law
 Associate Professor Ian Malkin, Associate Dean (Undergraduate), Faculty of Law
 Professor James Angus, Dean, Faculty of MDHS
 Professor Cathy Falk, Dean, Faculty of Music
 Professor Peter Rathjen, Dean, Faculty of Science
 Professor Glenn Browning, Acting Dean, Faculty of Veterinary Science
 Professor Jonty Stockdale, Head, School of Music, Victorian College of the Arts (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
Chair, Bachelor of Music Standing Committee, TBA
Ms Bree Ahrens, President, University of Melbourne Student Union
Ms Carmel Murphy, Director of Academic Programs (Student Access) (observer)
Dr Pat McLean, Manager, Growing Esteem Strategy Office (observer)

For Information

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 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

THE UNIVERSITY OF MELBOURNE
INTERIM BOARD OF UNDERGRADUATE STUDIES
MEETING 01/07 (2 February 2006)
ACTION SHEET

No.	Meeting	Item	Action	Officer(s)	Status
1	01/06 Item 2.4	Progress of CSCs	Provide brief report on the progress of course standing committees.	Chairs, CSCs	Standing item
2	01/07 Item 3.1.2	Course Advisory Boards	Clarify the role of course advisory boards	Chair, Interim BUGS	In progress
3	01/07 Item 3.1.3	Honours	Clarify structure and content of the honours degree under the Melbourne Model	Chair, Interim BUGS	In progress
4	01/07 Item 3.2	Timeline of crucial dates for Interim BUGS	Develop timeline of crucial dates for Interim BUGS	Chair, Interim BUGS	In progress
5	01/07 Item 5.1	Quality Assurance under the Melbourne Model	Monitor TALQAC discussions on issue of quality assurance for new generation degrees	Chair, Interim BUGS	Ongoing

Student System Project



Introducing Degree Planning Tools

Version 1
Last Updated 24 November 2006
Author Susan Weikert, Les McFarland

PURPOSE

This document aims to provide a high-level description of the degree planning tools offered by the University's new student system (Student Management, by TechnologyOne), the benefits and opportunities provided by these tools, and the areas of impact and implications that their implementation would have.

DEGREE PLANNING TOOLS

The new student system offers powerful degree planning and advising tools that define, display and manage a student's enrolment in a given course structure. There are no tools of this nature in the current student system, Merlin.

Students are presented with an online, personalised 'Study Plan' which graphically shows their course structure and study options in terms of what they have done, what they are doing, what they have left to complete, and what they plan to do. Students can then make enrolment choices within the confines of their Study Plan, so that they can be sure the subjects they are choosing will lead to a successful course completion.

The Study Plan is also accessible to academics and professional staff to support their engagement in course advising and other student management activities. Staff can adjust a student's plan during a course advising session, and then approve it to permit automatic course completion when the student satisfies all the requirements in their Study Plan.

BENEFITS

Applied consistently and sensibly, TechnologyOne's degree planning tools will:

- Demystify the course structure, advising and enrolment experience for students, making their enrolment options absolutely transparent and permitting genuine student self-management.
- Streamline processes around enrolment, course advising and course completion, releasing staff from low-value mechanical tasks and enabling them to provide a higher quality of support and course advice.
- Improve the accuracy of management information, e.g. pipeline enrolments and expected completion data, and expected subject enrolments.

IMPLICATIONS

The introduction of degree planning tools has implications for curriculum design, the delivery of course advice / academic advice, and the ongoing maintenance of that curriculum on the system.

Curriculum design

To take full advantage of the degree planning tools and achieve the benefits above, it will be necessary to:

- **Express the course structures explicitly and consistently so that the rules are well codified and well documented.** At present, the rules are overly complex, many rules are

waived routinely, and many rules are undocumented, residing only in the heads of staff. To deliver the benefits of degree planning tools to students and staff, the University will need to be systematic and explicit in its expression of course structures and rules.

For example: Large numbers of ad-hoc exceptions to rules undermine the validity of the rules and will make the degree planning tools unusable for students.

- **Consider system support opportunities and constraints alongside curriculum design.** Course structures have traditionally been set with little regard to system support. This approach has had no great consequences in the past because Merlin doesn't offer any degree planning tools. The TechnologyOne system is quite flexible and can accommodate innovation in course structures and rules, but no system is infinitely flexible. Continuing to design courses with no regard to system support will significantly reduce service to students and increase costs.

For example: Course structures that can't be codified on the system due to system constraints force enrolment to become a completely manual activity.

Delivery of course advice / academic advice

- **The system will support a positive reform to the delivery of course advice.** Following the implementation of degree planning tools, it is the student's responsibility to choose from the available options based on their preferences. It is the course adviser's responsibility to add value by focusing on careers counseling and plans for further study, and making a record of this advice to inform future advising sessions with this student, instead of focusing on the technical structure and rules of the course.
- Staff will need to be appropriately trained in the adjustment of a student's Study Plan, so that they understand the relationship between the student's Study Plan and automatic course completion processes. It will be necessary to limit access to specially trained staff.

Ongoing system maintenance

- Maintenance of course structures on the system has traditionally been devolved to Faculties. The greater complexity of the new system will require a specialist function which needs to be managed in a more coordinated way.

RECOMMENDATIONS

Student System Project recommends that:

1. A representative from the project be present as an observer or member on any group that is reviewing course structure and content design or course advising, including:
 - Board of Undergraduate Studies and its postgraduate counterpart
 - Course Standing Committees
 - Any ad hoc working groups looking at the structure and content of any course
 - Any ad hoc working groups reviewing course advice.
2. That key decision-makers consider at the functionality and opportunities provided by the new student system before making decisions about curriculum and support arrangements for course advising. The project team would be happy to facilitate such review.

CONTACT

Questions and comments can be directed to:

Susan Weikert

Change and Communications Manager, Student System Project

Telephone: 8344 9030

Email: sweikert@unimelb.edu.au