

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

MEETING 03/07

A meeting of the **Interim Board of Undergraduate Studies** will be held at 2.15pm on **Thursday 15 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**
- 2. Minutes and Action Sheet**
 - 2.1 Unconfirmed Minutes 01/07** *(herewith)*
 - 2.2 Unconfirmed Minutes 02/07** *(herewith)*
 - 2.3 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**
- 5. For information**
 - 5.1 Timeline of Important Dates for the Interim BUGS** *(herewith)*
- 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, **Friday 23rd 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
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
Associate Professor Christine Ure, Associate Dean (Teacher Education), Faculty of Education
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).

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 approved 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 according to discipline specialisation (streams).

The BEnv CSC is therefore proposing that three types of breadth be recognised:

1. University breadth subjects;
2. Subjects taken from outside the BEnv degree; and
3. Subjects taken from within the BEnv but from a stream that reflects a different “way of knowing”.

The Chair asked the chairs from the other five CSCs to consider the BEnv approach to breadth. For all degrees a subject that is in the core program of the degree cannot be a breadth subject. The Chair noted, however, that since the BEnv has five faculties teaching into it and widely divergent streams, it is reasonable to accept that a BEnv breadth subject may come from within the degree provided it is from a different stream and is not a core subject for the degree. For the other new generation degrees, it would be much harder to establish that a subject within the degree could be a breadth subject.

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. The Dean of the Faculty of Economics and Commerce noted that course advisory boards have been established in some departments of that faculty.

The President of the Academic Board noted that each course should have its own course advisory board and that the proposal to establish course advisory

boards arose from the Knowledge Transfer Taskforce with a view to engaging external stakeholders in the development of the degrees (business, alumni etc). The Associate Dean of Medicine (Planning) suggested that course advisory boards have a greater role to play in the development of graduate degrees than they do in undergraduate degrees.

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 masters pathways.

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 Dean of Architecture, Building and Planning asked whether Honours could be undertaken by doing extra work during the Bachelors 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.

3.1.5 Student Centres

The Chair of the BEnv CSC spoke to a memorandum on the BEnv Student Experience. The memorandum recommends that a stand-alone 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 stand-alone student centre may be more appropriate for the BEnv degree than the other new generation degrees but that such a centre could nonetheless potentially serve as a model for the development of student services for other new generation degrees.

3.1.6 Bachelor of Bioscience - Nomenclature

The Chair reported on a joint proposal from the faculties of Medicine, Dentistry and Health Sciences and Science regarding the name 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 Bachelor of Science, 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 agreed to **recommend** to Undergraduate Programs Committee that the name of the Bachelor of Bioscience be changed to Bachelor of Biomedicine.

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 Chair agreed to raise this proposal with the Chair of UGPC.

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.

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 majors would be multidisciplinary and feature student course plans. There would also be a significant reduction in the number of subjects available within the new generation BSc.

3.2.5 Bachelor of Bioscience

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
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Professor Belinda Probert, Dean, Faculty of Arts

Professor Margaret Abernethy, Dean, Faculty of Economics and Commerce
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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
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
Associate Professor Christine Ure, Associate Dean (Teacher Education), Faculty of Education
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
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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 02/07

A meeting of the Interim Board of Undergraduate Studies was held at 2.15pm on **Friday 9 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 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, Ms Joan Reese, 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), Ms Karen Cairns (Melbourne Model Implementation), Mr Lachlan Cameron (Student Administration and Systems), Mr Robert Koop (Student System Project), Mr Les McFarland (Student System Project), Ms Teresa Murphy (TechnologyOne), Kim Stevenson-McBride (Student System Project) and Ms Susan Weikert (Student System Project).

MINUTES

1. Formal Matters

1.1 Apologies

The Board received apologies from Professor Margaret Abernethy, Ms Bree Ahrens, Professor James Angus, Associate Professor Steve James, Dr Pat Mclean, Professor Belinda Probert, Professor Peter Rathjen and Professor Field Rickards.

2. Minutes and Action Sheet

2.1 Minutes

The minutes of the meeting held on 2 February 2007 (01/07) were confirmed as an accurate record of the meeting subject to:

- the deletion of the second sentence in the second dot point of item 2.1;
- the rewording of item 3.1.1 to reflect that (a) the Interim BUGS approved the Bachelor of Environments (BEnv) proposal on breadth at meeting 3/06; and (b) the breadth component need not be applied uniformly across all new generation degrees;
- the inclusion in item 3.1.2 of comments regarding the establishment of course advisory boards and the relative importance of such boards for undergraduate and graduate degrees;
- the inclusion in item 3.1.3 of a query regarding the possibility of students qualifying for an honours degree on the basis of extra work completed during a bachelors degree;
- the removal of the second paragraph of item 3.2.3 and its insertion in a new item 3.1.5 titled "Student Centres";
- the replacement of the word "centralised" where twice occurring in the new item 3.1.5 with the word "stand-alone";
- the removal of the first paragraph of item 3.2.5 and its insertion in a new item 3.1.6 titled "Bachelor of Bioscience - Nomenclature";

- the rewording of the new item 3.1.6 to make it more explicit that the Interim BUGS recommends to Undergraduate Programs Committee that the name of the Bachelor of Bioscience degree be changed to the Bachelor of Biomedicine;
- the rewording of item 3.2 to reflect that the Chair of the Interim BUGS raised the possibility of a joint meeting between Interim BUGS and the Undergraduate Programs Committee (UGPC) with the Chair of the UGPC; and
- the rewording of item 3.2.4 to reflect that there are student course-plans for majors in the Bachelor of Science.

On the issue of minute style, the Chair noted that the focus should be upon content and that it was not always necessary to attribute statements to individual members.

2.2 Action sheet

The action sheet was received.

3. Business arising

3.1 Verbal report from the Chair (standing item)

In the course of the discussion of amendments to the minutes, the Chair reported on the following issues:

3.1.1 Course Advisory Boards

At the previous meeting the Chair undertook to discuss with the Deputy Vice-Chancellor (Academic) the role of course advisory boards in ensuring external involvement (business, alumni etc.) in the design of new generation degrees and also whether it would be preferable to have a single overarching board or distinct boards for each new generation degree.

The Chair reported that although it was not compulsory for CSCs to have Course Advisory Boards, some external involvement in new generation degree course design is strongly recommended. Interim BUGS members agreed that the focus should be on ensuring external involvement in course design rather than strict uniformity in the means employed towards this end. The Chair agreed to inform Council of the view of the Interim BUGS on the issue of Course Advisory Boards.

3.1.2 Honours

At the previous meeting Interim BUGS 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 reported as follows:

It is not necessary for every new generation degree to have honours. Every major must have an honours year or pathway to a research higher degree (RHD). Masters programs should have an exit year after one year of study resulting in an honours degree. In the BEnv, the only streams which lead to RHDs are Geography and Land and Food Resources, which will have their own honours programs. In the case of Engineering and Architecture, the pathways out of the degree are either to professional training or employment and hence honours degrees are not necessary.

The Chair also noted in response to a query raised at the previous meeting that honours degrees under the Melbourne Model require a fourth year of study and are generally viewed as preparatory for RHDs. It is not possible to undertake such honours degrees in conjunction with a bachelors degree.

Interim BUGS members discussed whether, in view of course approval deadlines and the need to market pathways out of the new generation degrees, more clarity was still needed on the honours issue. The Director of Melbourne Model Implementation informed members that the general structure of honours programs but not the details of subjects available within the honours degree would be the essential information for the Melbourne Model Launch. This would also make it easier for CSCs to complete course proposal forms, which require information on honours degrees, within current timelines.

Interim BUGS members noted that an honours year is standard at Australian universities and more suited to some new generation degrees than others. Both of these points demonstrate the complexity of moving to a 3+2+3 structure in the Australian context. The importance of ensuring flexibility in course design to ensure the existence of appropriate articulation arrangements into a fifth year of study, whether from an honours year or a postgraduate diploma, was also discussed.

It was agreed that the Secretary should circulate with the agenda papers for the next Interim BUGS meeting the Research and Research Training Committee 10/06 Report to Planning and Budget Committee meeting 1/07. The report contains recommendations from the Pro Vice-Chancellor (Research) and the Dean of the School of Graduate Studies relevant to the Curriculum Commission's recommendations on honours under the Melbourne Model.

3.1.3 Breadth

Interim BUGS members discussed the definition and application of the compulsory 75 credit point breadth component of the new generation degrees.

It was noted that the reference in the Curriculum Commission report to "disciplines in which the modes of inquiry and of expressing knowledge are in contrast with the disciplines available within core programs" sets clear criteria for the breadth component, while also allowing room for exceptional cases such as the BEnv.

Members sought information on the procedure for the approval of breadth subjects and queried whether in some cases departments and faculties may propose certain breadth subjects in order to attract more students, rather than for sound educational reasons. The Director of Melbourne Model Implementation reported that she had sent an email requesting lists of proposed breadth subjects but that the approval of such subjects was ultimately the responsibility of the CSCs, the Interim BUGS and other relevant University academic governance bodies.

3.1.4 Joint Meeting of Interim BUGS and Undergraduate Programs Committee (UGPC)

Interim BUGS members discussed the possibility of holding a joint meeting between Interim BUGS and the UGPC on 15 February. Given the current state-of-play in the development of new generation course proposals, it was agreed that it would be more appropriate for this meeting to take place on 1 March.

3.1.5 Circulation of Work-in-Progress New Generation Course Approval Proposals

Interim BUGS members agreed that the chairs of CSCs should circulate work-in-progress new generation course proposals to members of the Interim BUGS. This would assist with the development of course proposals and allow CSCs to track their own progress relative to that of other CSCs.

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

Due to time constraints it was agreed to postpone CSC Chair progress reports until the next meeting.

4 Reports of activities relating to the Interim BUGS

4.1 Introducing Degree Planning Tools

Mr Les McFarland and Mr Robert Koop from the Student System Project and Ms Teresa Murphy from the TechnologyOne gave a presentation on "Degree Planning Tools". The Student System Project and TechnologyOne are set to implement a new student system that will be aligned with the Melbourne Model. The new student system features a degree planning facility that is lacking from the extant Merlin student system.

The possibility of the Student System Project team and TechnologyOne giving similar presentations to the CSCs was discussed, as was the appointment of student systems champions to the CSCs.

The Chair thanked the representatives from the Student System Project and TechnologyOne for the presentation and requested that the Interim BUGS and the CSCs be informed of further developments.

5 For information

No papers received.

6. Date of Next Meeting

2.15pm, Thursday 15th February 2007 in the Melbourne Institute Boardroom, Level 7, Alan Gilbert Building.

The meeting closed at 4.00pm

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THE UNIVERSITY OF MELBOURNE
INTERIM BOARD OF UNDERGRADUATE STUDIES
MEETING 02/07 (9 February 2007)
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	02/07 Item 3.1.1	Course Advisory Boards	Report the view of the Interim BUGS on the issue of Course Advisory Boards to Council	Chair, Interim BUGS	In progress
3	02/07 Item 3.1.2	Honours	Clarify structure and content of honours degrees 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	Complete
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

INTERIM BOARD OF UNDERGRADUATE STUDIES

Approval Timetable

New Generation Undergraduate Degrees to be offered from 2008

Course & Subject Approval Timetable	Approval Path	Note
<p>Course Approval</p> <p>2, 9, 15, 23 February 2007 meetings</p> <p>15 February and 1, 15 March 2007 meetings</p> <p>22 March 2007 meeting</p> <p>26 March 2007 meeting</p> <p>31 March 2007</p>	<p>BUGS to consider</p> <p>UGPC to consider</p> <p>Academic Board to consider</p> <p>Council to consider</p> <p>Deadline for relevant details to be included in 2008 VTAC Guide</p>	<p>Lists of subjects must be included with course proposal, but subject details can be submitted later (see below).</p> <p>(1 August is the final date by which DEST must be advised of new courses to be offered in 2008.)</p>
<p>Entry requirements</p> <p>21 February meeting</p> <p>9, 26 February meetings</p> <p>22 March 2007 meeting</p> <p>26 March 2007 meeting</p> <p>31 March 2007 meeting</p>	<p>Student Entry Pathways Sub-Committee to consider (as required)</p> <p>Selection Procedures Committee to consider</p> <p>Academic Board to consider</p> <p>Council to consider</p> <p>Deadline for relevant details to be included in 2008 VTAC Guide</p>	<p>Entry requirements for new generation degrees have already been determined for initial entry in 2008 and 2009.</p> <p>Any changes to entry requirements for 2010 must be approved in time for 2008 VTAC Guide (ie at 22 March 2007 Academic Board meeting)</p>
<p>New or substantially changed subjects</p> <p>30 August meeting</p>	<p>Last UGPC meeting at which new subjects can be considered for offering in Semester 1 and semester 2, 2008</p>	<p>2008 Undergraduate Handbook deadline: 15 September 2007</p> <p>Deadline for notifying DEST of all new subjects to be offered in semester 1, 2008: 1 October 2007</p>