

CONFIRMED

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
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(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 the chairs of CSCs 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 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 a postgraduate diploma which provides appropriate preparation for a research higher degree.

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

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

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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
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