

CONFIRMED

THE UNIVERSITY OF MELBOURNE
INTERIM BOARD OF UNDERGRADUATE STUDIES

MEETING 07/07

A meeting of the Interim Board of Undergraduate Studies was held at 2.15pm on **Friday 13 April 2007** in the **Jim Potter Conference Room, Old Physics, University of Melbourne.**

Secretary: Ms Karen Cairns
kcairns@unimelb.edu.au
(x47776)

Present: Professor Loane Skene (Chair), Ms Bree Ahrens, Professor Glenn Browning, Ms Sally Eshuys, Professor Cathy Falk, Professor Bruce Grundy, Professor Mark Hargreaves, Associate Professor Steve James, Associate Professor Michelle Livett, Ms Gillian Luck, Associate Professor Ian Malkin, Professor Alistair Moffat, Ms Linda O'Brien, Professor Pip Pattison, Professor Belinda Probert, Ms Joan Reese, Professor Richard Roush, Professor Jonty Stockdale and Professor Greg Whitwell.

In attendance: Ms Karen Cairns (Secretary), Dr Jo Barraket, Professor Vijoleta Braach-Maksvytis and Dr Lynette Joubert.

MINUTES

1. Formal Matters

1.1 Apologies

The Interim BUGS received apologies from Professor Ruth Fincher, Professor Philip Goad, Ms Carmel Murphy (observer), Professor Peter Rathjen, Professor Ron Slocombe and Associate Professor Christine Ure.

1.2 Membership

The meeting noted that Professor Alistair Moffat has replaced Professor Iven Mareels as the representative from the Faculty of Engineering. The Chair welcomed Professor Moffat and expressed thanks to Professor Mareels for his contributions to the Board.

2. Presentation on Knowledge Transfer

Professor Vijoleta Braach-Maksvytis introduced Dr Jo Barraket, who is working in the Office of the Vice-Chancellor - Innovation and Development, to assist in embedding knowledge transfer in the curriculum. Dr Barraket advised that the challenge is to embed knowledge transfer in curricula across all levels. Dr Barraket described three examples of knowledge transfer in the University which have resulted in a series of projects for both undergraduate and postgraduate students for local government and non-profit organisations. Dr Barraket indicated that the level of engagement for students is very important and that staff involvement has contributed to both inter-disciplinary appreciation and projects.

Dr Barraket advised that she is capturing such examples of knowledge transfer in the University for a Knowledge Transfer website which is to be established in the near future, and that she is also talking to Course Standing Committees in regard to embedding knowledge transfer in the curriculum for the new generation degrees. In conclusion, Dr Barraket indicated that she was happy to assist with individual subject design and that subject designers should consult her if they wished her to provide any assistance or advice.

3. Presentation on Graduate Attributes

Dr Lynette Joubert spoke to a PowerPoint presentation by herself and Dr Laura Parry on 'Graduate attributes : publicising and implementing'. The presentation indicated that graduate attributes are not well-publicised by the University compared to other G8 universities, and recommends ways in which this may be addressed.

The presentation also examined what other universities are doing in regard to graduate attributes and makes recommendations on embedding graduate attributes in the curriculum, particularly in regard to the new generation degrees and especially in relation to knowledge transfer.

Discussion at the conclusion of Dr Joubert's presentation centred on the recommendation regarding student e-portfolios. It was acknowledged that there are a number of policy decisions which need to be made on e-portfolios prior to any implementation and the Vice-Principal (Information Services) welcomes any suggestions from members to commence dialogue on some of these issues.

4. Minutes and Action Sheet

4.1 Minutes

The minutes of the meeting held on 23 March 2007 (06/07) were confirmed as an accurate record of the meeting.

4.2 Action Sheet

The action sheet was received. The Chair advised that Item no. 2 can now be deleted.

5. Business Arising

5.1 Verbal Report From the Chair

The Chair noted that organization of the University's Open Day has commenced and that there will be some significant departure from previous years in regard to provision of course advice to potential students on the new generation degrees. Rather than faculties providing advice, a 'transit lounge' approach will be used whereby briefings on the new generation degrees will be initially provided by the Vice-Chancellor and Deputy Vice-Chancellor (Academic), followed by 'themed' tours of the campus prior to advice being provided by staff representing each of the new generation degrees.

Some concern was expressed over this 'three stage' process that potential students and their parents need to go through to obtain the necessary information; there was a fear that their attention may wane prior to obtaining the information. The Chair agreed to provide this feedback to the Open Day Committee.

5.2 Approval for New Subjects

Members discussed the procedure for approval of new subjects for 2008 as there is some confusion as to the process. Professor Pip Pattison advised that she had written a paper on this matter last year which outlined that approval by Course Standing Committees (CSCs), the Interim Board of Undergraduate Studies (BUGS) and Academic Board is an important approval process but that, until the CSCs and BUGS are embedded in University legislation, it is necessary for approval to Academic Board to occur via Undergraduate Programs Committee (UGPC) and this will continue to be the case.

Members expressed some concern over 'double handling' of matters at the faculty and CSC levels and CSC Chairs are acutely aware that decisions made by CSCs may

directly affect academic staff workloads and that these staff have line management to faculties and departments.

Until governance issues are resolved, the meeting agreed that all requests for approval of new subjects should be submitted directly by the relevant department to the Secretary of the Interim BUGS. The Chair will report to members at each meeting as to what has been received and will ensure that detailed information is forwarded to relevant CSCs for their information. Submissions will be approved without discussion at BUGS, unless the Chair determines that discussion is necessary prior to approval, and sent to UGPC for consideration by the shepherds.

The Chair advised members that a submission has been received from the Bachelor of Commerce (BCom) CSC for subject 175-125 Academic English: Economics and Commerce to be added to the subjects available in Group C of the BCom. This is to be recommended by the Interim BUGS to UGPC for approval.

5.3 Teaching Into New Generation Degrees

The matter of teaching into new generation degrees was discussed with members acknowledging that decisions regarding the new generation degrees have been made on pedagogical grounds but that these decisions are now starting to have funding implications. Issues raised include who is going to teach into the new generation degrees; who will pay for teachers' time; should BUGS have a role in determining who will teach subjects in the new generation degrees? Faculties expressed concern that, under the current budget model, it was difficult for them to recommend in the spirit of the Melbourne Model that students undertake subjects taught by other faculties as it would have a negative funding impact on their own faculty. It was also raised that there are potential costs in doing things differently.

Members agreed that the current budget model is not compatible with the new generation degrees and the Chair agreed to raise awareness of this at the appropriate forums.

5.4 Concurrent Diplomas

Members discussed the proposals for concurrent diplomas in Modern Languages, Music (Practical) and Mathematical Sciences and had a number of issues which need to be clarified. These include:-

- How will students apply to undertake a concurrent diploma; through VTAC or upon commencement at the University?
- Can a concurrent diploma be offered in any discipline?
- Will the subjects offered to students undertaking a concurrent diploma be only available to students undertaking the concurrent diploma or will they also be available to other students, perhaps as breadth subjects?
- What are the admission and progression requirements for concurrent diplomas?
- Can there be a template for all concurrent diplomas rather than each concurrent diploma having different rules?
- Can a student overload on their concurrent diploma subjects in order to complete the diploma and their degree within three years?
- Will existing concurrent diplomas, such as those in information systems, creative arts and geographic information systems, be discontinued or recast in the new concurrent diploma format?
- If a student takes longer than three years to complete a concurrent diploma, will they need to use up some of their learning entitlement in addition to that used to complete their degree?
- Can a student undertaking a new generation degree commence a concurrent diploma in second year if they have done the necessary first year subjects as breadth?

- Students undertaking a Bachelor of Biomedicine or a Bachelor of Science will not be able to undertake a Concurrent Diploma in Mathematical Sciences as they are not allowed to take any subjects offered by Science as breadth

It was queried what consultation, discussion and strategising process had been undertaken in regard to the concurrent diplomas in Modern Languages, Music (Practical) and Mathematical Sciences and members were advised that only the Concurrent Diploma in Mathematical Sciences has recently been approved by Academic Board. Approval of the other two concurrent diplomas is not required as they are existing ones which have been recast from 2008. Members expressed concern about this and felt that they needed to undertake an approval process as their new format is quite different from their existing format.

Members were advised that only the concurrent diplomas in Modern Languages and Mathematical Sciences were to be available to students HECS free and that this was a marketing decision made by the University.

Professor Pip Pattison indicated that discussion needs to occur in regard to which disciplines are to offer concurrent diplomas and that the Policies and Procedures Working Group could stimulate discussion on this matter.

5.5 Breadth Subjects in the New Generation Degrees

The Chair encouraged Chairs of CSCs to prepare generic statements on breadth for their respective degrees which would encompass breadth subjects 'recommended' by the CSC as being complementary to majors as well as other breadth subjects which are 'different ways of knowing', and advised that the Deputy Vice-Chancellor (Academic) has requested that lists of available breadth subjects for each degree be as short as possible.

Members expressed some concerns with this approach and indicated that it may be more useful to determine what is not breadth for each degree rather than what is breadth. Members indicated that a definition of breadth has previously been determined and that what is required is a way in which it can be easily explained to, and understood by, potential students at Open Day.

Associate Professor Michelle Livett, Chair of the Bachelor of Science CSC, had agreed at a previous meeting to compile some guidelines to assist CSCs in determining breadth subjects, and advised that this is in process and will be distributed to members when completed.

The Chair agreed to forward members' comments on this matter to the Deputy Vice-Chancellor (Academic).

5.6 Mid-Year Entry into New Generation Degrees

Members were reminded by the Chair that it has been agreed as a general policy that mid-year entry into the new generation degrees will be available. The Chair of the Bachelor of Biomedicine (BBiomed) CSC advised that this would not be possible for the BBiomed as some first year subjects which are pre-requisites for later year subjects will only be taught in Semester One due to resourcing issues.

It was queried whether mid-year entry students to the BBiomed could complete breadth subjects in their first semester of study to overcome this. The Chair of the BBiomed CSC agreed to consider the issue of mid-year entry further and advise the Chair accordingly. No issues arising from mid-year entry were raised by any of the other CSCs.

5.7 Grading Practices and Grade Point Averages

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Members noted that feedback on the memo from Associate Professor Barry Hughes was required by 12 April. Whilst there was insufficient time to discuss this matter at the meeting, Professor Pip Pattison advised that useful comments and feedback has been received. It was noted that the proposal seems at odds with the current scholarship system and that the two need to be in alignment.

6. Reports of activities relating to the Interim BUGS

None.

7. For information

None.

8. Any Other Business

None.

9. Date of Next Meeting

2.15pm, Friday 11th May 2007 in the Jim Potter Conference Room, Old Physics, University of Melbourne.

The meeting closed at 4.20pm

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 Philip Goad, Nominee of the Dean, Faculty of Architecture, Building and Planning
Professor Alistair Moffat, 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 and Chair, Bachelor of Music Standing Committee
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 Greg Whitwell, 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 Biomedicine Standing Committee
Associate Professor Christine Ure, Associate Dean (Teacher Education), Faculty of Education
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
Professor Ron Slocombe, Chair, Graduate Programs Forum

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