

**Confirmed**

**THE UNIVERSITY OF MELBOURNE**  
**POSTGRADUATE COURSEWORK PROGRAMS COMMITTEE**

**MEETING 3/08**

Meeting 3/08 of the Postgraduate Coursework Programs Committee was held on Friday 9 May 2008 at 10.00 am in the Jim Potter Room, Old Physics.

**Present:** Ms S Beattie, Ms P Fernandez, Mr R Hillbrich, Professor L Hawthorne, Associate Professor K Love, Associate Professor R Misson (Chair), Associate Professor E Ozanne, Professor P Pattison, Professor R Slocombe, Professor R Speed, Professor G Stevens, Ms T Tjia, Associate Professor G Webb

**In attendance:** Ms K Cairns, Mr C Reid (Secretary)

**BUSINESS**

**A Formal Matters**

**A01 Apologies**

Apologies were received from Associate Professor C Duffield, Professor M Elgar, Professor R James, Professor B Lukas, Associate Professor A O'Brien, Professor N Olekalns and Professor R Pettman.

**B Minutes**

**B01 Minutes of meeting 2/08 (14 March 2008)**

The Committee confirmed the minutes of the previous meeting with the note that Professor Olekalns should have been included amongst those present.

**B02 PCPC Action Sheet 2/08**

The Committee reviewed the action sheet and noted the following:

- In relation to item 1 of the action sheet, Mr Hillbrich indicated that the matter of extending the summer semester to accommodate March examinations had been referred to the Student Systems Project for consideration.
- In relation to item 2, the working group established to review the TALQAC report on faculty assessment practices had been convened and would report to the next meeting.
- In relation to item 3, the proposal for major change to the Graduate Diploma in Guided Imagery and Music had been referred back to the Faculty of Music.
- In relation to item 4, the role of the Examinations Working Group was considered under agenda item G01 below.
- In relation to item 5, the Chair had contacted the School of Enterprise, and the matter was now concluded.
- In relation to item 6, the matter was addressed under agenda item C01 below.
- In relation to item 8, the working group is to be convened.

- In relation to item 9, the proposed award is still under consideration by Legal Services.
- The establishment of the working group on professional programs needed to be added to the action sheet.

## **C Matters Arising**

### **C01 Guidelines for Shepherds**

The Committee received the revised guidelines for shepherds and noted that these had been updated to reflect the revised course approval procedures introduced from 2008. The role of shepherds was largely unchanged.

The Committee was advised that Professor A Christie had resigned from the Committee and noted that some reallocation of shepherding duties would be necessary as a consequence.

## **D Policy Matters**

### **D01 Students Experiencing Academic Disadvantage**

The Committee received the proposed policy and noted that it had been submitted for initial comment by UGPC and PCPC, after which revisions would be made as necessary. No comment on the policy was made.

### **D02 Commencing Students at Risk**

The Committee received the proposed policy and raised the question of how to facilitate communication with students, and the reliance to be placed on students volunteering information if they are experiencing problems or need assistance. It was also suggested that a questionnaire similar to the undergraduate one might be used for postgraduate students as well as students in new generation undergraduate degrees, and that postgraduate students should be advised of the availability of counselling and other student support services.

### **D03 Student Workload**

The Committee noted that the definition of the summer semester is determined by Commonwealth Government reporting requirements, and the definitions of teaching periods are constrained by these requirements. The Committee approved the policy and agreed to recommend it to Academic Board.

### **D04 Grading Schema Implementation in the New Student System**

The Committee noted that, at Academic Board meeting 3/08, concern had been expressed at the proposal to discontinue use of the NCP grade. The Committee was advised that there had been further consultation with those Board members who had expressed concern over the change, and that the alternative option of making additional assessment available had been discussed. The Committee resolved to confirm its previous recommendation to the Board for the adoption of the new grading schema and the discontinuation of the use of the NCP grade.

#### **D04a Replacement of the “NCP” Grade**

The Committee noted the circulated paper.

#### **D04b Number of 'NCP' Grades Awarded**

The Committee noted the circulated paper.

#### **E Committee Reports**

##### **E01 UGPC Report**

The Chair reported on discussion at Undergraduate Programs Committee, which had included the policy proposals on the agenda for PCPC and quarterly reports. It was noted that the question of the School of Law's use of one examination to count for 100% of the assessment in a subject had again arisen.

##### **E02 TALQAC Report**

Professor Hawthorne reported on the recent meeting of the Teaching and Learning Quality Assurance Committee, which had included discussion of an UMPA paper on program changes and funding in the Faculty of Arts, processes for the evaluation of teaching and the Provost's report.

##### **E03 Teaching and Learning Development Committee**

The Chair reported on discussion at the recent meeting of the Teaching and Learning Development Committee, including the implementation of the Blackboard LMS, the evaluation of the LMS, and e-portfolios. It was agreed that the matter of e-portfolios should be included in the agenda for the next meeting of PCPC, particularly in relation to assessing the requirements for e-portfolios, and Professor Richard James should be invited to speak on the matter.

##### **E04 APMC**

Ms Cairns reported on discussions at the Academic Programs Management Committee, including consideration of a proposed Master of Mining Engineering and English language entry requirements.

#### **F Student Members' Reports**

Ms Beattie reported on concerns at the apparent gap between postgraduate coursework program provision and the claims made in advertising for the courses. It was noted that this matter would be raised with the PCPC working group on postgraduate coursework programs.

#### **G Working Group Reports**

##### **G01 Examinations Working Group**

The Committee received the report. Associate Professor Webb indicated that the Group was considering a request from the School of Law to schedule JD examinations in the first week of the examinations period. The Group considered that a review of the scheduling of examinations and the length of examinations was needed in the light of the introduction of the Melbourne Model programs. The Group had also considered a questionnaire drafted by Matthew Brett of the Disability Liaison Unit concerning reasonable adjustment. The Committee noted that the matter of the reporting relationship of the Group, and whether it should be reconstituted as a committee, was under consideration.

## **H Course Proposals**

### **H01 Discontinuation of Master of Puppetry**

The Committee approved the proposal to discontinue the Master of Puppetry and agreed to recommend approval to Academic Board.

### **H02 Course Change: Master of Business Administration**

The Committee approved the proposed change to the Master of Business Administration and agreed to recommend approval to Academic Board.

### **H03 Course Change: Specialist Certificate in Forensic Disability**

The Committee approved the proposed change to the entry requirements of the program and noted that Selection Procedures Committee was seeking further advice on the change, including an indication of how students would demonstrate that they possessed the required work experience. Selection Procedures Committee would make a recommendation to Academic Board on the matter.

## **J Quarterly Reports**

### **J01 Faculty of Architecture, Building and Planning**

The Committee adopted the report as circulated.

### **J02 Melbourne Law School: MLM**

The Committee adopted the report as circulated.

### **J03 Melbourne Law School: JD1**

The Committee adopted the report as circulated.

### **J04 Faculty of Land and Food Resources**

The Committee adopted the report as circulated.

### **J05 School of Enterprise**

The Committee adopted the report as circulated.

### **J06 Faculty of Medicine, Dentistry and Health Sciences**

The Committee adopted the report as circulated.

### **J07 Faculty of the VCA**

The Committee noted that the Faculty of the VCA had nothing to report.

## **K Matters Dealt with Executively**

The Committee noted the matters approved executively, as circulated.

**L Any Other Business**

Nil

**M Next Meeting**

The next meeting of the Committee will be held on Friday 13 June 2008 at 10.00 am in the Jim Potter Room, Old Physics Conference Centre.

The meeting closed at 11.10 am.