

Confirmed

THE UNIVERSITY OF MELBOURNE
POSTGRADUATE COURSEWORK PROGRAMS COMMITTEE

MEETING 4/08

Meeting 4/08 of the Postgraduate Coursework Programs Committee was held on Friday 13 June 2008 at 10.00 am in the Jim Potter Room, Old Physics.

Present: Associate Professor C Duffield, Professor M Elgar, Ms P Fernandez, Professor R James, Associate Professor K Love, Professor B Lukas, Associate Professor R Misson (Chair), Associate Professor A O'Brien, Professor N Olekalns, Professor P Pattison, Professor R Pettman, Professor R Slocombe, Professor G Stevens, Ms T Tjia, Associate Professor G Webb

In attendance: Mr N Cossar (for item D), Mr M Coyle (for item D), Ms J Reese, Mr C Reid (Secretary)

BUSINESS

A Formal Matters

A01 Apologies

Apologies were received from Ms S Beattie, Professor L Hawthorne, Mr R Hillbrich, Associate Professor E Ozanne and Professor R Speed.

B Minutes

B01 Minutes of meeting 3/08 (9 May 2008)

The minutes of meeting 3/08 were confirmed and signed as a correct record.

B02 PCPC Action Sheet 3/08

The Committee noted the action sheet arising from the previous meeting.

C Matters Arising

C01 Requirements for E-Portfolios

Professor James briefed the Committee on the development of the e-portfolio and on the issues being addressed in the formulation of a University position on the matter. It was noted that e-portfolios could encompass almost any kind of electronic material. The University would have no control over the use made by graduates of information included in the portfolio and could not authenticate any information other than graduates' academic and other university records.

D Policy Matters

D01 Assessment Policy

Mr Michael Coyle was in attendance for this item. Amendments had been made to the draft policy as a result of consultation including consideration at UGPC. In discussion, the following points were noted:

- The policy does not cover assessment of coursework research projects such as honours theses;
- The approximate timing of assessment should be published;
- Assessment should be designed in first-year subjects so that students are required to submit an exercise within the first six weeks of the semester (for semester-length subjects);
- A borderline fail has been defined.

The Committee noted that, for electronic submission of assignments, the LMS should enable students to access an electronic coversheet that requires them to declare the work is original. Students must be informed if plagiarism software is to be used. It was also necessary to ensure that student centres could track electronic submission and return of assignments. The Committee agreed to call for a policy and procedures paper on electronic submission of assignments. It was further suggested that the question of the ownership of completed and marked assignments and other products of assessment needed to be addressed, but this should be in a separate policy.

With respect to clause 13.2, it was noted that some assessment tasks must be completed using a prescribed format. It was suggested that a note be added concerning a default style or format.

The Committee resolved to approve the policy with the amendments suggested and recommend it to Academic Board.

The Committee was advised that the Commencing Students at Risk Policy, considered at the previous meeting, had been amended as a result of consultation, and would apply only to undergraduate students.

D02 Students Experiencing Academic Disadvantage

The Committee approved the draft policy on Students Experiencing Academic Disadvantage and agreed to recommend it to Academic Board.

D03 Special Arrangements in Phasing-out Courses

The Committee approved the circulated proposal for provisions for the phasing-out of courses. The proposed arrangements had been developed in consultation with the President of Academic Board, Professor Pip Pattison, and with the coordinator of teaching-out, Associate Professor Janet Hergt.

D04 Proposal to Change Outgoing Exchange Eligibility Criteria

Mr Nigel Cossar, Manager, Melbourne Global Mobility, was in attendance for this item. The Committee approved the proposed change to the eligibility criteria for outgoing exchange, as proposed, and agreed to recommend it to Academic Board.

E Committee Reports

E01 UGPC Report

The Chair reported on discussions at UGPC, including:

- Draft student-related policies

- Proposals for breadth subjects
- Proposals for changes to courses.

E02 TALQAC Report

Professor Slocombe reported that TALQAC had considered the following:

- The UMPA paper on problems in the Faculty of Arts
- Melbourne Experience Survey results and the issue of student disengagement.

E03 Teaching and Learning Development Committee

Professor James indicated that TALDEC had considered the following matters:

- Policy for e-portfolios
- Principles for the use of group work in teaching and the assessment of group work
- The use of community sites through the LMS.

E04 APMC

Ms Reese reported on discussions at Academic Programs Management Committee including:

- Proposals for new course
- The introduction of new breadth subjects and
- English language support for undergraduate students.

F Student Members' Reports

Nil

G Working Group Reports

G01 Working Group on TALQAC Report on Faculty Assessment Practices

The Committee received the report from the joint UGPC/PCPC Working Group that had been established to consider matters arising from the 2007 TALQAC Report on Faculty Assessment Practices. The Committee was advised that many of the issues concerning assessment practices that had been raised in the TALQAC report had been taken up in the new Assessment Policy (item D01 of the agenda). The Committee noted that a matter to be addressed was to ensure that staff are aware of the new policies.

H Course Proposals

H01 Master of Mining Engineering

The Committee received the proposal for the Master of Mining Engineering and noted that consideration of the involvement of faculties other than the Faculty of Engineering had occurred at Academic Programs Management Committee. The Committee noted that the assessment requirements in new subjects were not sufficiently detailed and agreed to seek clarification of them. The Committee agreed to approve the proposal and recommend it to Academic Board subject to the clarification of assessment requirements to the satisfaction of the Chair.

H02 Summary of Melbourne Graduate School of Management Course Changes and New Course Proposals

The Committee noted the explanatory memorandum from the Dean of the Faculty of Economics and Commerce concerning the proposed changes to masters programs in the Faculty.

H02a Memorandum Clarifying Exit Points

The Committee noted the memorandum from the Associate Dean (Academic Programs) in the Faculty of Economics and Commerce addressing particular aspects of the proposals, including the Graduate Diploma in Professional Accounting.

H03 Discontinuation of Graduate Diploma in Economics

The Committee approved the proposal to discontinue the Graduate Diploma in Economics and agreed to recommend approval to Academic Board.

H04 Discontinuation of Master of Applied Commerce (Accounting) 12 Subject Program

The Committee approved the proposal to discontinue the Master of Applied Commerce (Accounting) 12 Subject Program and agreed to recommend approval to Academic Board.

H05 Discontinuation of Master of Applied Commerce (Marketing) 12 Subject Program

The Committee approved the proposal to discontinue the Master of Applied Commerce (Marketing) 12 Subject Program and agreed to recommend approval to Academic Board.

H06 Discontinuation of Master of Applied Commerce (Business Analysis and Systems) 12 Subject Program

The Committee approved the proposal to discontinue the Master of Applied Commerce (Business Analysis and Systems) 12 Subject Program and agreed to recommend approval to Academic Board.

H07 Discontinuation of Master of Applied Commerce 12 Subject Program

The Committee approved the proposal to discontinue the Master of Applied Commerce 12 Subject Program and agreed to recommend approval to Academic Board.

H08 Discontinuation of Master of Applied Commerce 16 Subject Program

The Committee approved the proposal to discontinue the Master of Applied Commerce 16 Subject Program and agreed to recommend approval to Academic Board.

H09 Discontinuation of Master of Applied Commerce (International) 12 Subject Program

The Committee approved the proposal to discontinue the Master of Applied Commerce (International) 12 Subject Program and agreed to recommend approval to Academic Board.

**H10 Discontinuation of Master of Applied Commerce (International)
16 Subject Program**

The Committee approved the proposal to discontinue the Discontinuation of Master of Applied Commerce (International) 16 Subject Program and agreed to recommend approval to Academic Board.

**H11 Discontinuation of Master of Applied Commerce (Management)
12 Subject Program**

The Committee approved the proposal to discontinue the Master of Applied Commerce (Management) 12 Subject Program and agreed to recommend approval to Academic Board.

H12 Discontinuation of Graduate Diploma in Management Studies

The Committee approved the proposal to discontinue the Graduate Diploma in Management Studies and agreed to recommend approval to Academic Board.

The Committee questioned whether there were graduate certificate programs, related to the programs considered in agenda items H03 to H12, which also needed to be discontinued, and agreed to refer this question back to the Faculty for advice and action as necessary.

**H13 Master of International Business
Graduate Certificate in International Business**

The Committee agreed to approve the proposal for the Master of International Business and recommend approval to Academic Board.

**H14 Master of Management (Accounting)
[Formerly the Master of Applied Commerce (Accounting)]
Graduate Diploma in Management
Graduate Certificate in Management**

The Committee noted the Faculty's proposal to establish a Graduate Certificate in Management and Graduate Diploma in Management as exit awards in each of its master programs. The Committee received the advice from the Melbourne Business School attached to the Shepherd's report (item H18) and noted that the Faculty had not yet come to agreement with the Melbourne Business School over the use of the title Graduate Diploma in Management, which is also used by the School. The Committee agreed that this matter needed to be resolved before it could recommend to Academic Board the approval of the Graduate Diploma in Management and Graduate Certificate in Management in the Faculty. It was agreed that the President of Academic Board would discuss the matter with the Dean of the Faculty of Economics and Commerce and the Dean of the Melbourne Business School.

The Committee also considered whether the proposed graduate diploma and graduate certificate exit programs should be exit awards only or whether they should be stand-alone awards. It was suggested that the use of exit awards was more attuned to the kind of clientele the Faculty was seeking to attract. It was agreed to raise the matter with the Faculty.

In respect of the proposal for the Master of Management (Accounting), the Committee noted that more detail was required in some of the subject descriptions.

Subject to clarification of these, the Committee agreed to approve the proposal and recommend approval to Academic Board.

**H15 Master of Management (Marketing)
[formerly the Master of Applied Commerce (Marketing)]
Graduate Diploma in Management
Graduate Certificate in Management**

The Committee noted that more detail was required in some of the subject descriptions. Subject to clarification of these, the Committee agreed to approve the proposal and recommend approval to Academic Board.

**H16 Master of Management
[formerly known as the Master of Applied Commerce (Management)]
Graduate Diploma in Management
Graduate Certificate in Management**

Subject to resolution of the proposal for the establishment of a Graduate Diploma in Management (as discussed under item H14 above), the Committee agreed to approve the proposal and recommend approval to Academic Board.

**H17 Master of Professional Accounting
Graduate Diploma in Professional Accounting**

The Committee considered that the entry requirements proposed for the course were vague in respect of the requirement for experience in business or commerce, and noted that Selection Procedures Committee would consider the resolution on selection. The Committee noted the advice (circulated under item H02a above) clarifying the proposal for the Graduate Diploma in Professional Accounting, but also noted that there is a Master of Management (Accounting) program available, and sought advice from Faculty as to the range of programs it proposes to offer in accounting and how these programs relate to each other.

Subject to advice on these matters, the Committee approved the proposal and agreed to recommend it to Academic Board for approval.

**H18 Master of Management (Economics)
[formerly the Master of Applied Commerce (Economics)]
Graduate Diploma in Management
Graduate Certificate in Management**

The Committee noted that clarification of the assessment requirements was needed and, subject to clarification, agreed to approve the proposal and recommend it to Academic Board for approval.

**H19 Master of Management (Finance)
Graduate Diploma in Management
Graduate Certificate in Management**

The Committee noted that the details of the subject Derivative Securities had not been outlined as the subject was not due to be offered until 2010. The Committee agreed to approve the proposal, conditional on submission of the details of the subject, and submit it to Academic Board for approval.

**H20 Master of Management (Business Analysis and Systems)
[formerly the Master of Applied Commerce (Business Analysis and Systems)]
Graduate Diploma in Management**

Graduate Certificate in Management

The Committee approved the proposal and agreed to submit it to Academic Board for approval.

H21 Master of Animal Science Postgraduate Diploma in Animal Science and Management

The Committee was advised that the proposal had been revised as a result of consultation with the Shepherd and that the revised proposal was the one circulated. It was noted that some subjects had the same titles as some Zoology subjects, and some subject descriptions appeared to be pitched at undergraduate level. It was suggested that a Veterinary Science subject concerning avian production systems might be made available in the course. The Committee also noted that Academic Programs Management Committee had not yet considered the proposal. The Committee agreed to approve the proposal, subject to approval by Academic Programs Management Committee and to clarification of the subject titles and content where required, and to submit the proposal to Academic Board for approval.

H22 Master of Islamic Studies Postgraduate Diploma in Islamic Studies

The Committee received the proposal and noted that the wording of the statement of the requirements for completion was ambiguous and needed to be clarified. Subject to clarification and to approval by APMC, the Committee agreed to approve the proposal and submit it to Academic Board for approval.

H23 Master of Literacy Education

The Committee received the proposals and noted the comments of the shepherd concerning the entry pathway via professional experience and for clarification of some details of subjects. Subject to resolution of these matters, the Committee agreed to approve the proposal and submit it to Academic Board for approval.

J Quarterly Reports

J01 School of Engineering

The Committee received and adopted the Faculty of Engineering Postgraduate Quarterly Report 1/08

J02 Faculty of Arts

The Committee received and adopted the Faculty of Arts Quarterly Report 1/08, noting that matters raised by the shepherds had been referred to the Faculty for appropriate action.

K Matters dealt with Executively

The Committee noted the matters approved executively, as tabled.

L Any Other Business

Nil

M Next Meeting

The Committee noted that an extraordinary meeting had been scheduled for 9.30 am on 20 June in Moot Court, Old Quad to consider the Master of Science proposal. The extraordinary meeting had been proposed as consideration of the course proposal was deemed to be urgent, but Academic Programs Management Committee was not scheduled to consider the proposal until later that day. Discussions with the Chair of APMC, Professor Elliott, were occurring and a decision would be made shortly as to whether the extraordinary meeting of PCPC would go ahead.

The next regular meeting of the Committee will be held on Friday 18 July 2008 at 10.00 am in the Jim Potter Room, Old Physics Conference Centre.

The meeting closed at 12.10 pm.