

THE UNIVERSITY OF MELBOURNE
POSTGRADUATE COURSEWORK PROGRAMS COMMITTEE

MEETING 7/07

Meeting 7/07 of the Postgraduate Coursework Programs Committee was held on Friday 15 June 2007 at 10.00 am in Plaza Meeting Room 1, Plaza Conference Centre.

Present: Professor C Cameron, Professor K Darian-Smith, Professor M Elgar, Dr L Godden, Mr R Hillbrich, Associate Professor R Misson (Chair), Associate Professor R Pettman, Mr S Theunissen, Ms C Smith, Mr A Williams

In attendance: Ms J Reese, Mr C Reid (Secretary)

BUSINESS

1 Formal Matters

1.1 Apologies

Apologies were received from Ms S Beattie, Professor J Borland, Professor A Christie, Professor L Hawthorne, Professor G Hutchinson, Professor A Ozanne, Professor P Pattison, Professor R Slocombe, Professor R Strugnell, Associate Professor G Webb and Ms F Zammit.

2 Minutes

2.1 Minutes of meeting 6/07 (8 June 2007)

The Committee received the minutes of meeting 6/07 as a tabled paper and agreed to consider them at the next meeting.

2.2 PCPC Action Sheet 6/07

The Committee note that the action sheet would be made available for the next meeting.

3 Matters Arising Not Dealt with Elsewhere

Nil

4 Policy Issues

4.1 Guidelines for Course Discontinuation

The Committee received the circulated guidelines for course discontinuation and the revised course discontinuation form as developed under the auspices of Undergraduate Programs Committee. The Committee agreed to adopt the guidelines and, subject to a check on wording by the Chair, agreed to adopt the revised discontinuation form.

5 Graduate Programs Forum

Nil

6 Chairs' Reports

6.1 UGPC Report

Nil

6.2 TALQAC Report

Nil

6.3 T&L(MM&ET)C Report

Nil

7 Student Members' Reports

Nil

8 Working Group Reports

Nil

9 Course Proposals

The Committee noted that the course proposals listed under this item had been made available through the PCPC web-page rather than in paper form in order to reduce the consumption of paper. It was agreed that this practice should be continued for bulk course documents, though other papers such as minutes, reports and policy papers should generally be circulated in paper form. The Chair would make a determination in each case.

Faculty of Medicine, Dentistry and Health Sciences

9.1 Graduate Diploma in Psychology

The Committee received the circulated proposal and noted that it was a good submission. The Committee noted the following:

- Some subject descriptions require more detail concerning contact hours.
- Assessment statements need more detail.

The Committee agreed to approve the proposal and recommend approval to Academic Board subject to the Faculty addressing these matters to the satisfaction of the Chair.

9.2 Master of Psychological Studies

The Committee received the circulated proposal and agreed to raise the following issues with the Faculty:

- The generic skills listed are not generic and there is no indication of how they are acquired;
- The assessment appears to be light in some cases – for example, a 3000 word take home examination for a 12.5 unit subject, and 2000-2500

word essay worth 100% of assessment, whereas 5000 words is more typical for a 12.5 point subject;

- One subject requires students to undertake a single examination for the assessment, which is contrary to University policy;
- It is not clear whether this is a completely new program; if so, it needs to be submitted to Selection Procedures Committee for consideration in relation to entry requirements.
- It is also not clear what relationship this award would have to the Master of Psychology and what professional accreditation would follow its completion.

The Committee agreed to approve the proposal subject to the Faculty addressing these matters to the satisfaction of the Chair.

9.3 Master of Genetic Counselling Graduate Diploma of Genetic Counselling Graduate Certificate on Human Genetics

The Committee received the circulated proposals and noted that a statement from the Faculty of Science, indicating it had been consulted in the development of the proposals, had not been included. The Committee was advised that the Department of Genetics had not been consulted in the development of the new subject Human Genetics. The Committee also noted the following issues:

- Whether students should be able to enrol directly into exit awards;
- Students should take three subjects, rather than four, in semester 2;
- How the research data collection will work and how the claim for a 50 point research project will be met;
- The time commitment for 505-969 seems low;
- The research thesis subject description indicates it is 25 points but the structure statement indicates 12.5;
- The Clinical Practice subject description indicates it is 50 points, but it seems to be divided into 12.5 unit subjects.

The Committee agreed to defer consideration of these proposals pending a response from the Faculty of Medicine, Dentistry and Health Sciences on these matters.

9.4 Master of Adolescent Health and Welfare

The Committee received the circulated proposal and noted the following:

- The entry requirements for the Graduate Diploma and 200 point Masters should be the same;
- The entry resolution for the Masters program refers to progression from the Graduate Diploma, but should also mention direct entry;
- Statements of contact time are unclear;
- Assessment in the Postgraduate Diploma appears light – 3000 words per subject;
- Further detail is needed in assessment statements;
- The relevance of the generic skills is not always clear.

The Committee agreed to approve the proposal subject to the Faculty addressing these matters to the satisfaction of the Chair.

9.5 Master of Physiotherapy (Cardiothoracic Physiotherapy)

The Committee received and approved the circulated proposal.

9.6 Master of Physiotherapy (Continence and Women's Health Physiotherapy)

The Committee received and approved the circulated proposal.

9.7 Postgraduate Certificate in Physiotherapy (Continence and Pelvic Floor Rehabilitation)

The Committee received and approved the circulated proposal.

Faculty of Arts

The Committee noted that many of the proposals from the Faculty of Arts were incomplete and contained errors and agreed that the Chair should raise this matter with the Faculty. It was further agreed that a check should be made to ensure that business cases had been appropriately submitted for all new courses before the related course proposals were submitted to Academic Board for consideration.

It was agreed that, in general, course proposals that are incomplete should be returned to the relevant faculty for completion before submission to the Committee.

9.8 Master of Social Policy

The Committee received the circulated proposal and noted the following:

- It is not clear why there are to be fewer compulsory subjects in the 200-point program than in the 100 point program;
- Lists of compulsory subjects need to be included, with subject titles;
- For entrants whose prior study is not in a cognate area, the work experience required for entry to the 200 point program has been reduced to one year, and is only two years for entry to the 100-point program.

The Committee agreed to approve the proposal subject to the Faculty addressing these matters to the satisfaction of the Chair.

9.9 Master of Public Policy and Management

The Committee received the circulated proposal and noted the following:

- More detail outlining the course structure is required, including subject titles;
- The proposal indicates that an optional thesis has been added, but it is not outlined.

The Committee agreed to defer consideration of the proposal pending further advice on these matters from the Faculty.

9.10 Master of Arts (Cultural Material Conservation)

The Committee received the circulated proposal and noted the following:

- The proposal indicates that the name of the course is being changed but it is not clear what the change is;
- Appendix 1 was not provided;

The Committee agreed to defer consideration of the proposal pending further advice on these matters from the Faculty.

**9.11 Graduate Certificate in Arts (Public History and Heritage)
Graduate Diploma in Arts (Public History and Heritage)
Postgraduate Diploma in Arts (Public History and Heritage)
Master of Arts (Public History and Heritage) Coursework and Minor Thesis**

The Committee received the circulated proposals for discontinuation and agreed to recommend their discontinuation to Academic Board.

9.12 Postgraduate Certificate in Art Conservation

The Committee received the circulated proposal for discontinuation and agreed to recommend its approval to Academic Board.

**9.13 Postgraduate Certificate in Arts (History)
Postgraduate Diploma in Arts (History)**

The Committee received the circulated proposal and requested a more detailed statement of the course structure.

9.14 Master of International Studies

The Committee received the circulated proposal and noted that the core subjects needed to be identified. Subject descriptions were also needed for new subjects.

9.15 Postgraduate Diploma in Arts (Arabic)

The Committee received and approved the circulated proposal.

9.16 Master of Arts (Asian Societies)

The Committee received and approved the circulated proposal.

**9.17 Postgraduate Diploma in Arts (Islamic Studies)
Master of Islamic Studies by Coursework and Minor Thesis**

The Committee received and the circulated proposal and noted that the statement of entry requirements should specify two years' work experience. Subject to this amendment, the Committee agreed to approve the proposal.

9.18 Postgraduate Diploma in Arts (Chinese) Graduate Diploma in Chinese Studies

The Committee received the circulated proposal and noted that there is no provision for electives in the structure, though they are listed. Subject to clarification of this matter, the Committee agreed to approve the proposal.

9.19 Postgraduate Diploma in Indonesian

The Committee received the circulated proposal and questioned whether there would be a graduate diploma entry pathway. Subject to clarification of the entry requirements, the Committee agreed to approve the proposal.

9.20 Postgraduate Diploma in Japanese

The Committee received the circulated proposal and questioned whether there would be a graduate diploma entry pathway. Subject to clarification of the entry requirements, the Committee agreed to approve the proposal.

9.21 Postgraduate Certificate in Arts (Social Work) Postgraduate Diploma in Arts (Social Work)

The Committee received and approved the circulated discontinuation proposals.

10 Student Awards

10.1 New Student Awards

Nil

10.2 Major Changes to Student Awards

Nil

10.3 Minor Changes to Student Awards

Nil

11 Quarterly Reports

11.1 Faculty of Medicine Dentistry and Health Sciences report 1/07

The Committee adopted the Faculty of Medicine Dentistry and Health Sciences report 1/07.

12 Matters dealt with by the Chair and/or President, Academic Board

Matters approved by the Chair/President of Academic Board since PCPC meeting 6/07:

Amendment to subject descriptions and content: 571-665, 571-666

13 Any Other Business

The Committee was advised that DEST is developing guidelines for students to apply for financial support to undertake professional masters programs.

14 Next Meeting

The Committee agreed to schedule additional meetings in anticipation of an increased volume of course proposals. Additional meetings were scheduled for 29 June, 27 July and 24 August 2007, at 10.00 am, in addition to the presently scheduled meetings. The additional meetings will be cancelled if not required.

The next meeting of the Committee will be held on Friday 29 June 2007 at 10.00 am at in the Plaza Conference Room 1 Room, Plaza Conference Centre.

The meeting closed at 11.05 pm.