

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

**MEETING 3/07**

Meeting 3/07 of the Postgraduate Coursework Programs Committee was held on Friday 16 March 2007 at 10.00 am in Room 605, 6<sup>th</sup> floor, Arts Centre Building.

**BUSINESS**

**Present:** Professor K Darian-Smith, Professor M Elgar, Mr R Hillbrich, Associate Professor R Misson (Chair), Professor E Ozanne, Professor P Pattison, Associate Professor R Pettman, Professor R Slocombe, Ms C Smith, Professor R Speed, Professor G Stevens, Professor R Strugnell, Associate Professor G Webb, Mr A Williams

**In attendance:** Mr C Reid (Secretary).

**1 Formal Matters**

**1.1 Apologies**

Apologies were received from Professor J Borland, Professor C Cameron, Professor A Christie, Associate Professor C Duffield, Professor G Hutchinson, and Ms F Zammit.

**2 Minutes**

**2.1 Minutes of meeting 2/07 (9 March 2007)**

The minutes of meeting 2/07 were confirmed and signed as a correct record.

**2.2 PCPC Action Sheet 2/07**

The Committee noted the action sheet arising from meeting 2/07, as circulated.

**3 Matters Arising Not Dealt with Elsewhere**

**3.1 Review of Higher Degree Guidelines**

The Committee agreed to establish a working group, to be convened by the Chair of the Committee, to review the Guidelines for Higher Degrees, and invited nominations. Professor Elgar and Mr Williams agreed to join the working group.

**3.2 Infrastructure Support for Postgraduate Coursework Students:  
The Responsibilities of Academic Departments**

The Committee noted the circulated statement that provides guidelines for the provision of infrastructure support for postgraduate coursework students. It was agreed that a note should be added to the postgraduate coursework proposal form to remind faculties to ensure that adequate infrastructure provision is made for students in postgraduate coursework programs. It was also agreed that the matter of infrastructure provision should be raised with the Graduate Programs Forum.

### **3.3 Master of Urban Horticulture**

The Committee received a tabled report from the Shepherd for postgraduate programs in the Faculty of Land and Food Resources, and was advised that the Faculty had responded to the comments made in his report. The Committee agreed to approve the proposal for the establishment of the Master of Urban Horticulture with the condition that the Faculty consult with the Botany Department on the botanical subjects and on whether Botany might wish to teach into the Urban Horticulture program.

### **3.4 Master of Education (International)**

The Shepherd, Associate Professor Duffield, indicated through the Secretary that this matter is still under discussion with the Faculty of Education. It was agreed that consideration of the proposal should be deferred.

### **3.5 Faculty of Architecture, Building and Planning – Response to Feedback on Proposed New courses**

The Committee received a tabled memorandum from the Dean of the Faculty of Architecture, Building and Planning concerning the Committee's comments on the proposed professional masters programs to be offered by the Faculty. The Committee agreed to recommend to Academic Board approval of the Master of Construction Management subject to the Faculty of Architecture, Building and Planning consulting with the Faculty of Engineering on the program and subject to submission in due course of subject details.

The Committee agreed that the course proposal form should be modified to ask for an indication of the nature of the consultation that has occurred with other faculties that might have an interest in the proposal and of the outcomes of that consultation.

## **4 Policy Issues**

### **4.1 Graduate Schools Forum**

The Chair reported that the Graduate Schools forum is henceforth to be known as the Graduate Programs Forum. The consideration of the establishment of graduate schools has been deferred for the present. Postgraduate Coursework Programs Committee could make input to the Forum on matters concerning space allocation for postgraduate coursework students, and consultation processes. It was agreed that the Deputy Vice-President of Academic Board, Professor Slocombe, who convenes the Graduate Programs Forum, could provide liaison between PCPC and the Forum and it was suggested that a report from PCPC be listed as an item of agenda at Forum meetings.

## **5 Chairs' Reports**

### **5.1 UGPC Report**

The Chair reported on deliberations at Undergraduate Programs Committee concerning the new generation undergraduate degrees.

### **5.2 TALQAC Report**

Nil

### **5.3 T&L(MM&ET)C Report**

Nil

## **6 Student Members' Reports**

Mr Williams foreshadowed that student members would table an AVCC report on student finances for consideration.

## **7 Working Group Reports**

### **7.1 Assessment Implementation Working Group**

Nil

### **7.2 Working Group on Special Consideration**

Nil

### **7.3 Examinations Working Group**

Nil

### **7.4 Working Group on Eligibility for Student Awards**

Nil

## **8 New Courses**

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

#### **8.1 Master of Nursing Science**

The Committee received the proposal for the professional program, the Master of Nursing Science. In discussion, the following points were noted:

- The Faculty of Medicine, Dentistry and Health Sciences has not yet approved the course and approval by the Committee would be conditional on Faculty approval.
- The Faculty should be asked whether the entry requirements should specify that the subject in human biology to be completed should be at 200 or 300 level and whether the subject should be available on-line. The reasons for requiring this subject need to be made clearer in the context of the course. A statement of assumed knowledge would be valuable.
- The Faculty should be asked whether there should be recommended prerequisites for the subject Human Anatomy for Nursing Students.
- There should be an indication of how the generic skills will be acquired.
- Assessment provisions need to be tighter.

The Committee also noted the following:

- The assessment provisions for the subject Nursing Research would not satisfy the requirements for research preparation for progression to a research degree. The Committee noted that, under question 17 on the proposal form, the Faculty has indicated that it cannot develop a program that meets the entry requirements for PhD candidature and also meets nursing registration requirements.

- The course will be available only on a full-time basis and will be intensive. The welfare of students needs to be considered and also their progression; if a student fails a summer intensive subject it may be necessary for them to wait until the following summer to repeat it.

The Committee agreed to approve the proposal and recommend approval by Academic Board subject to the matters above being addressed satisfactorily by the Faculty.

## **8.2 Master of Social Work**

The Committee received the proposal for the Master of Social Work and also received two tabled papers: a statement detailing minor corrections to be made to the proposal, and a statement concerning the time commitment of subjects within the MSW. In discussion, the following points were made:

- The prior experience students should have on entry needs to be clarified.
- The reason for requiring an academic referee report needs to be stated, given that the student's prior academic results can be considered.
- The time commitment indicated is unrealistically low for the amount of work required in contact hours and assessment.
- It is not clear which subjects will enable students to go on to a research degree.

The Committee agreed to approve the program subject to a satisfactory response from the Faculty to the matters raised above, and recommend it to Academic Board.

Other general points made included the following:

- While the University has no set policy for equating estimated time commitment hours with subject point values, the convention is that 120 hours equates to a 12.5 unit subject. Clinical hours need to be allowed for in estimating both contact time and total time commitment.
- It was suggested that graduate schools might have a pastoral care role in relation to students undertaking professional masters programs.

## **Faculty of Law/ Melbourne Business School**

### **8.3 Juris Doctor/Master of Business Administration**

The Committee received the proposal for amendment to the above program and agreed to approve it.

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

### **8.4 Master of Agricultural Science**

The Committee received the proposal for above course as circulated and received a tabled shepherd's report. In discussion, the following points were noted:

- The statements of assessment requirements need to be consistent and need in some cases to specify assignment word lengths. However, it was noted that subject details do not need to be submitted yet.
- The generic skills statement needs to be improved.
- The reason for specifying honours grade 3 as the entry requirement needs to be clarified.

The Committee noted generally that the proposal was not well presented.

The Committee agreed to approve the proposal and recommend it to Academic Board subject to clarification of the entry requirements and to the submission in due course of appropriate subject details.

### **8.5 Master of Forest Ecosystem Science**

The Committee received the proposal for the above course as circulated and also a tabled shepherd's report. In discussion, the following points were noted:

- The reason for specifying honours grade 3 as the entry requirement needs to be clarified.
- It is not clear what elements of the course students can gain credit for if credit is granted.
- Assignment word lengths are in some cases inappropriate, for example, 10,000 words are required for Forest Ecosystems, which is 12.5 points. However, it was noted that subject details do not need to be submitted yet.

The Committee agreed to approve the proposal and recommend it to Academic Board for approval subject to clarification of the entry requirements and to the submission in due course of appropriate subject details.

### **8.6 Master of Food Science**

The Committee received the proposal for above course as circulated and received a tabled shepherd's report. In discussion, the following points were noted:

- Contact hours need to be clarified and the expectations of students need to be made clear.
- The table outlining the structure does not make clear the progressive professional development of students.
- This proposal is for revision to an existing course and it does not have to be approved in time for the launch of the Melbourne Model.

The Committee agreed to defer consideration of the proposal to the next meeting, pending further consultation between the shepherd and the Faculty.

## **9 Course Changes**

### **Faculty of Law**

#### **9.1 Changes to Juris Doctor**

The Committee received and approved the proposal for amendment to the structure of the Juris Doctor.

## **10 Student Awards**

### **10.1 New Student Awards**

Nil

### **10.2 Major changes to existing awards**

Nil

**11 Quarterly Reports**

Nil

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

The Committee noted the following matter approved by the Chair/President of Academic Board since PCPC meeting 2/07:

*Transfer of subject from semester 1 to semester 2, 2007: 161-514*

**13 Any Other Business**

**14 Next Meeting**

The next meeting of the Committee will be held on Friday 13 April 2007 at 10.00 am in The Jim Potter Meeting Room, Old Physics Conference Centre.

The meeting closed at 12.10 pm.