

Confirmed

**THE UNIVERSITY OF MELBOURNE  
POSTGRADUATE COURSEWORK PROGRAMS COMMITTEE  
MEETING 6/08**

Meeting 6/08 of the Postgraduate Coursework Programs Committee was held on Friday 18 July 2008 at 10.00 am in the Jim Potter Room, Old Physics.

**Present:** Professor M Elgar, Ms P Fernandez, Professor B Lukas, Associate Professor R Misson (Chair), Associate Professor A O'Brien, Professor N Olekalns, Professor R Pettman, Professor R Slocombe, Professor G Stevens, Associate Professor G Webb

**In attendance:** Ms P Pepperell (Secretary)

**BUSINESS**

**A Formal Matters**

**A01 Apologies**

Apologies were received from Professor R James, Professor P Pattison, Professor R Speed, Ms T Tjia.

**B Minutes**

**B01 Minutes of Meeting 4/2008 held on 13 June 2008**

The minutes of meetings 4/2008 were confirmed and signed as a correct record.

**B02 Minutes of extraordinary meeting 5/2008 held on 20 June 2008**

The minutes of meetings 5/2008 were confirmed and signed as a correct record.

**B03 PCPC Action Sheet 4/2008**

The Committee noted the action sheet arising from meeting 4/2008.

**C Matters Arising**

**C01 Master of Science**

The Committee had before it a shepherd's report from Professor Misson. In discussion Associate Professor O'Brien also raised matters from her shepherding of the revised proposal. The Committee noted the following points:

- The revised proposal removes the possibility of a Postgraduate Diploma exit after a year in all streams.
- The assessment statements and the weighting of assessments was still a matter of concern in some areas and that faculty would be asked to review the assessment demands. This was particularly of concern in environmental studies where the number of words required seemed excessive
- The time commitment required by students in some areas needed to be checked.
- The earth sciences subjects required some further revision to bring it into line with the rest of the proposal, both with the assessment requirements and statements regarding prerequisite requirements.
- The reference in the mathematics and statistics to a prerequisite in a 'sound' subject would be removed.
- Overall the structure of the program streams was fine but it would be useful, in some streams, to have the breakdown over semesters defined to give an

understanding of progression through the course.  
The Faculty undertook to attend to the matters raised.  
The Committee agreed to recommend the proposal to the Academic Board.

## **E Committee Reports**

### **E01 UGPC Report**

The Chair reported that the committee had considered the Extensions Policy which was focussed on undergraduate students but should probably be expanded to apply to postgraduate students.

Level 2/3 subjects in Arts would be phased out with subjects available to one year only but that the faculty was asking for them to continue for 2009 only.

### **E02 TALQAC Report**

The Committee noted that Professor Hawthorne would report to the next meeting.

### **E03 TALDEC Report**

The Committee noted the following matters had been considered by TALDEC:

- A paper on e-portfolios would be recommended to the Academic Board.
- A further paper regarding a diploma supplement/graduate statement would go to the Board for information and that for a limited time the federal government may be making funding available for institutions to adopt a graduation statement.
- Inclusion of English language skills into the curriculum had been discussed and a preference expressed for adopting a range of strategies rather than a single approach.
- The use of the LMS as a survey tool by academics to elicit student perceptions of subjects gave rise to concerns about student anonymity when completing the surveys as Blackboard does not allow identity to be concealed.

### **E04 MMC Report**

The Committee received the report of meeting 1/2008 of the MMC and noted that:

- The Postgraduate Certificate in Educational Research, a 50 point program, was targeted at those who had completed a coursework Masters program and wanted to go on to a PhD.
- A discussion over what constituted a University breadth subject had again been raised including the combination of Social Sciences, Sciences and Humanities required under the current definition. Any definition would need to go to the Chair, as shepherd for breadth and to the UGPC for consideration.
- The Master of Development Studies had not been recommended by the MMC and so would not be considered by the PCPC (see item H11 below)

## **F Student Members' Reports**

Nil report.

## **H Course Proposals**

### **H01 Discontinuation of Postgraduate Certificate in Engineering (Engineering**

**Structures) 540 ST**

The Committee agreed to recommend the discontinuation of the program to the Academic Board.

**H01a Shepherd's report**

The Committee noted the shepherd's report.

**H02 Discontinuation of Postgraduate Diploma in Engineering (Engineering Structure) 978 ST**

The Committee agreed to recommend the discontinuation of the program to the Academic Board.

**H02a Shepherd's Report**

The Committee noted the shepherd's report.

**H03 Discontinuation of Diploma in Geographic Information Systems 727 GM**

The Committee agreed to recommend the discontinuation of the program to the Academic Board.

**H03a Shepherd's Report**

The Committee noted the shepherd's report.

**H04 Masters of Biomedical Engineering – addition of elective subject**

The Committee agreed to recommend the addition of an elective subject to the Academic Board.

**H04a Shepherd's report.**

The Committee noted the shepherd's report.

**H05 Faculty of Arts: consolidation of course streams into 4 courses with specialisations across the following programs; Graduate Certificate in Arts, Graduate Diploma in Arts, Postgraduate Certificate in Arts and Postgraduate Diploma in Arts.**

The committee noted that the faculty was consolidating its postgraduate programs and would discontinue the tagged programs and run four programs with specialisations

**H05a Proposal to discontinue courses with no current enrolments**

The Committee agreed to the discontinuation of the following programs as outlined in the paper H05(a), to the Academic Board:

Graduate Certificate in Arts (Sociology) 089-SO

Graduate Certificate in Arts(Cross-cultural Communication) 089-CC

Graduate Certificate in Arts (Anthropology and Social Theory) DI6-AA

Graduate Certificate in Arts (American Studies) 089-AM

Graduate Certificate in Arts (Anthropology and Development) 089-AD

Graduate Certificate in Arts (Asian Studies) 089-AS

Graduate Certificate in Arts (Australian Studies) 089-AU

Graduate Certificate in Arts (Classics and Archaeology) 089-CL

Graduate Certificate in Arts (Cultural Studies) 089-CU

Graduate Certificate in Arts (English Language Studies) 089-ES

Graduate Certificate in Arts (Environmental Studies) 089-EV

Graduate Certificate in Arts (European Studies) 089-EU  
 Graduate Certificate in Arts (Geography) 089-GE  
 Graduate Certificate in Arts (History) 089-HI  
 Graduate Certificate in Arts (Jewish Studies) 089-JS  
 Postgraduate Certificate in Arts (Australian Studies)  
 Postgraduate Certificate in Arts (Cinema Studies) 377-CM  
 Postgraduate Certificate in Arts (Classics and Archaeology) 377-CA  
 Postgraduate Certificate in Arts (Cultural Studies) 377-CU  
 Postgraduate Certificate in Arts (English Language) 377-EL :  
 Postgraduate Certificate in Arts (English) 377-EN  
 Postgraduate Certificate in Arts (French) 377-FR  
 Postgraduate Certificate in Arts (Gender Studies) 377-GS  
 Postgraduate Certificate in Arts (German) 377-GM  
 Postgraduate Certificate in Arts (History and Philosophy of Science) 377-HP  
 Postgraduate Certificate in Arts (History) 377-HI  
 Postgraduate Certificate in Arts (International Politics) 377-IP  
 Postgraduate Certificate in Arts (Italian) 377-IT  
 Postgraduate Certificate in Arts (Jewish Studies) 377-JW  
 Postgraduate Certificate in Arts (Media and Communication) 377-MC  
 Postgraduate Certificate in Arts (Philosophy) 377-PH  
 Postgraduate Certificate in Arts (Political Science) 377-PS  
 Postgraduate Certificate in Arts (Social Theory) 377-ST  
 Postgraduate Certificate in Arts (Sociology) 377-SO  
 Postgraduate Certificate in Arts (Art History) 377-AH  
 Postgraduate Certificate in Arts (Linguistics and Applied Linguistics) 377-LL  
 Graduate Diploma in Arts (American Studies) 069-AM  
 Graduate Diploma in Arts (Australian Indigenous Studies) 069-AI  
 Graduate Diploma in Arts (Cross Cultural Communication) 069-CC  
 Graduate Diploma in Arts (Classics and Archaeology) 069-CL  
 Graduate Diploma in Arts (English Language Studies) 069-ES  
 Graduate Diploma in Arts (European Studies) 069-EU  
 Graduate Diploma in Arts (Gender Studies) 069-WS  
 Graduate Diploma in Arts (Geography) 069-GE  
 Graduate Diploma in Arts (History and Philosophy of Science) 069-HP  
 Graduate Diploma in Arts (Islamic Studies) 069-IS  
 Graduate Diploma in Arts (Logic and Philosophy of Science) 069-LP  
 Graduate Diploma in Arts (Medieval & Renaissance Studies) 069-MR  
 Graduate Diploma in Arts (Renaissance and Early Modern Studies) 069-RM  
 Graduate Diploma in Arts (Swedish) 069-SW  
 Postgraduate Diploma in Arts (Ancient and Medieval Studies) 095-AC :  
 Postgraduate Diploma in Arts (Australian Studies) 095-AU  
 Postgraduate Diploma in Arts (Cinema Studies) 095-CI  
 Postgraduate Diploma in Arts (Classics) 095-CL  
 Postgraduate Diploma in Arts (English Language Studies) 095-ES  
 Postgraduate Diploma in Arts (Environmental Studies) 095-EV  
 Postgraduate Diploma in Arts (Gender Studies) 095-WS  
 Postgraduate Diploma in Arts (Geography) 095-GE  
 Postgraduate Diploma in Arts (German) 095-GR

Postgraduate Diploma in Arts (Indonesian) 095-IN  
 Postgraduate Diploma in Arts (International Politics) 095-IP  
 Postgraduate Diploma in Arts (Italian) 095-IT  
 Postgraduate Diploma in Arts (Japanese) 095-JA  
 Postgraduate Diploma in Arts (Linguistics & Applied Linguistics) 095-LA  
 Postgraduate Diploma in Arts (Public Policy and Management) 095-PP  
 Postgraduate Diploma in Arts (Renaissance and Early Modern) 095-RM  
 Postgraduate Diploma in Arts (Social Theory) 095-ST  
 Postgraduate Diploma in Arts (Socio-Legal Studies) 095-SL  
 Postgraduate Diploma in Arts (Sociology) 095-SO  
 Postgraduate Diploma in Arts(Arabic) 095-AR  
 Postgraduate Diploma in Arts (Anthropology and Social Theory) D18-AA

**H05b Proposal to discontinue courses with current enrolments**

The Committee agreed to the discontinuation of the following programs as outlined in the paper H05(a), to the Academic Board:

Graduate Certificate in Arts 089-AA  
 Graduate Certificate in Arts (Ancient and Medieval Studies) 089-AC  
 Graduate Certificate in Arts (Art History) 089-AH  
 Graduate Certificate in Arts (Australian Indigenous Studies) 089-AI  
 Graduate Certificate in Arts (Cinema Studies) 089-CI  
 Graduate Certificate in Arts (Creative Writing) 089-CW  
 Graduate Certificate in Arts (Development Studies) 089-DS  
 Graduate Certificate in Arts (Gender Studies) 089-WS  
 Graduate Certificate in Arts (History & Philosophy of Science) 089-HP  
 Graduate Certificate in Arts (International Politics) 089-IP  
 Graduate Certificate in Arts (Islamic Studies) 089-IS  
 Graduate Certificate in Arts (Linguistics & Applied Linguistics) 089-LA  
 Graduate Certificate in Arts (Medieval and Renaissance Studies) 089-MR  
 Graduate Certificate in Arts (Philosophy) 089-PH  
 Graduate Certificate in Arts (Political Science) 089-PS  
 Graduate Certificate in Arts (Renaissance and Early Modern Studies) 089-RM  
 Graduate Certificate in Arts(English Literary Studies) 089-EL  
 Postgraduate Certificate in Arts (Development Studies) 377-DS  
 Postgraduate Certificate in Arts (Editing and Communications) 377-EC  
 Postgraduate Certificate in Arts (Photographic Materials Conservation) 377-PC  
 Postgraduate Certificate in Arts (Public Policy and Management) 377-PM  
 Postgraduate Certificate in Arts(Language Testing & Language Program Evaluation) 377-LT  
 Graduate Diploma in Arts 069-AA  
 Graduate Diploma in Arts (Ancient and Medieval Studies) 069-AC  
 Graduate Diploma in Arts (Anthropology and Development) 069-AD  
 Graduate Diploma in Arts (Arabic Studies) 069-AR  
 Graduate Diploma in Arts (Art History) 069-AH  
 Graduate Diploma in Arts (Asian Studies) 069-AS  
 Graduate Diploma in Arts (Australian Studies) 069-AU  
 Graduate Diploma in Arts (Chinese) 069-CH  
 Graduate Diploma in Arts (Cinema Studies) 069-CI  
 Graduate Diploma in Arts (Classics and Archaeology) 069-CA  
 Graduate Diploma in Arts (Creative Writing) 069-CW

Graduate Diploma in Arts (Criminology) 069-CR  
 Graduate Diploma in Arts (Cultural Studies) 069-CU  
 Graduate Diploma in Arts (Development Studies) 069-DS  
 Graduate Diploma in Arts (English) 069-EL  
 Graduate Diploma in Arts (Environmental Studies) 069-EV  
 Graduate Diploma in Arts (French) 069-FR  
 Graduate Diploma in Arts (German) 069-GR  
 Graduate Diploma in Arts (Hebrew) 069-HE  
 Graduate Diploma in Arts (History) 069-HI  
 Graduate Diploma in Arts (Indonesian) 069-IN  
 Graduate Diploma in Arts (International Politics) 069-IP  
 Graduate Diploma in Arts (Italian) 069-IT  
 Graduate Diploma in Arts (Japanese) 069-JA  
 Graduate Diploma in Arts (Jewish Studies) 069-JS  
 Graduate Diploma in Arts (Linguistics & Applied Linguistics) 069-LA  
 Graduate Diploma in Arts (Philosophy) 069-PH  
 Graduate Diploma in Arts (Philosophy and Social Theory) 069-PT  
 Graduate Diploma in Arts (Political Science) 069-PS  
 Graduate Diploma in Arts (Russian) 069-RU  
 Graduate Diploma in Arts (Sociology) 069-SO  
 Graduate Diploma in Arts (Anthropology and Social Theory) D17-AA  
 Postgraduate Diploma in Arts (Asian Studies) 095-AS  
 Postgraduate Diploma in Arts (Chinese) 095-CH  
 Postgraduate Diploma in Arts (Criminology) 095-CR  
 Postgraduate Diploma in Arts (Cultural Studies) 095-CU  
 Postgraduate Diploma in Arts (English Literature) 095-EL  
 Postgraduate Diploma in Arts (French) 095-FR  
 Postgraduate Diploma in Arts (History & Philosophy of Science) 095-HP  
 Postgraduate Diploma in Arts (History) 095-HI  
 Postgraduate Diploma in Arts (Islamic Studies) 095-IS  
 Postgraduate Diploma in Arts (Jewish Studies) 095-JS  
 Postgraduate Diploma in Arts (Medieval & Renaissance Studies) 095-MR  
 Postgraduate Diploma in Arts (Philosophy) 095-PH  
 Postgraduate Diploma in Arts (Political Science) 095-PS  
 Postgraduate Diploma in Arts (Art History) 095-AH  
 Postgraduate Diploma in Arts (Classical Studies and Archaeology) 095-CA  
 Postgraduate Diploma in Arts (Development Studies) 095-DS  
 Postgraduate Diploma in Arts (Creative Writing) D14-CW

#### **H05c Graduate Certificate in Arts**

The Committee received the shepherd's report. There was some discussion as to the appropriateness of Graduate Certificates and Graduate Diplomas consisting entirely of undergraduate subjects, and the importance of ensuring that intending students understood they would be taking undergraduate subjects.

In discussion the Committee noted that it would be useful to be more consistent in describing the structures across the certificates such as:

- one first-year subject
- a minimum of three second or third year subjects

or

- a minimum of four second or third year subjects

which is effectively the same as “any four subjects with no more than one at first-year level”. Further stating it is necessary to take “one first year subject” when only one is listed in fact makes it a compulsory subject and should be listed as such.

It would be more accurate to state ‘subjects totalling 50 points’ rather than ‘At least four elective subjects’ as the program is fifty points and there are no subjects less than 12.5 points, the statement could be misleading and when there are 25 point subjects listed it renders the statement inaccurate.

Generally, it would to have consistent wording across all available streams.

The Committee agreed to recommend the proposal to the Academic Board subject to the faculty amending the wording in line with the points discussed.

#### **H05d Graduate Diploma in Arts**

The Committee received the shepherd’s report. The Committee expressed the same concern over the consistency of the structures in the various streams. The ease of articulation between the Graduate Certificate and the Graduate Diploma was not always clearly defined in the documentation as the structures vary between specialisations.

The faculty would be asked to clarify certain matters relating to core and elective subjects in some streams as outlined in the shepherd’s report.

The Committee agreed to recommend the proposal to Academic Board subject to the Faculty addressing those matters raised in the shepherd’s report.

#### **H05e Postgraduate Certificate in Arts**

The Committee agreed to recommend the proposal to Academic board subject to the faculty addressing those matters raised in the shepherd’s report.

#### **H05f Postgraduate Diploma in Arts**

The Committee noted concerns over the articulation between the Postgraduate Certificate and the Postgraduate Diploma as noted above. In some streams there were discrepancies between the electives lists between the Postgraduate Certificate and the Postgraduate Diploma.

The Committee agreed to recommend the proposal to Academic Board subject to the Faculty addressing those matters raised in the shepherd’s report.

#### **H05g New subject details**

The Committee approved the new subject proposals.

#### **H05h Shepherd’s report**

The Committee received the tabled shepherd’s report relating to the above proposals and in summary requested that the Faculty ensure that:

- it is clear in marketing material and on the website that these programs do consist of undergraduate subjects and they are taught in classes with undergraduate students;
- except in cases where the first year subject is foundational and the sequencing is important, the programs wherever possible should consist solely of second and third-year subjects;
- the Schools in the Faculty should consider carefully the coherence of the programs, and that course advice should be readily available to students to help them achieve a coherent program of study (it was acknowledged that these programs are the undergraduate majors and presumably coherence is there, although it is not always clear from the listing of subjects).

#### **H06 Discontinuation of Graduate Certificate in Arts Management**

The Committee agreed to recommend to the Academic Board the discontinuation of the Graduate certificate in Arts Management.

**H07 Master of Applied Linguistics**

The Committee noted that the proposal was a renaming of the stream (from CALL), and some changes to compulsory subjects. They noted that the structure appeared confusing but that may be due to an editing error in the document relating to core subjects. The faculty would be asked to clarify that this was the case.

The Committee agreed to recommend the proposal to Academic Board subject to a confirmation from the faculty regarding the above matter.

**H08 Master of Arts Management**

The Committee noted that the proposal was to change the entry requirements and would be forwarded to the Selection Procedures Committee.

**H09 Master of Cinema Management**

The Committee noted that the proposal was to change the entry requirements and would be forwarded to the Selection Procedures Committee.

**H10 Master of Criminology**

The Committee noted that the proposal changed the structure of the program and that the proposed new structure removed the distinction between List A and List B electives, which was not accurately reflected in the documentation.

The Committee agreed to recommend the proposal to Academic Board and requested the Faculty amend the documents as appropriate.

**H11 Master of Developmental Studies**

The Committee agreed that this proposal would be considered at a later date pending the approval of the MMC.

**H12 Master of International Politics**

The Committee noted that the structural change to the program was minor and that there was also a change in entry requirements. The proposal would be forwarded to the selection Procedures Committee.

The Committee agreed to recommend the proposal to the Academic Board.

**H13 Master of Global Media Communications**

The Committee noted the inconsistency in the titles of the programs across the graduate certificate level. The Committee noted the changes in the subjects and the creation of a Postgraduate diploma.

The Committee agreed to recommend the proposal to the Academic Board.

**H14 Postgraduate Diploma in Arts (Media Communications)**

The Committee noted the changes to subjects and agreed to recommend the proposal to the Academic Board.

**H15 Postgraduate Certificate in Educational Studies (TESOL)  
Postgraduate Diploma in Educational Studies (TESOL)  
Master of TESOL  
Master of Education (Teaching Content through English)**

The Committee noted the request for a change to the English language requirement would change to:

IELTS 6.5 with no band lower than 6.0

TOEFL (paper-based test) 577 and TWE 4.5

TOEFL (computer-based test) 233 and 4.5 essay rating

TOEFL (internet-based test) 90 and no band less than 21.

The Committee noted that the Master of Education (Teaching Content through English) is designed for teachers of Science and Maths in countries where a decision has been made to teach certain school subjects in English. The teachers who would undertake this program would not be teaching English.

The Committee agreed to recommend the proposal to Academic Board.

**K Matters dealt with Executively**

The Committee noted the matters dealt with executively by the Chair or the president of the Board since the previous meeting of the Committee.

**L Any Other Business**

No other business was raised.

**M Next Meeting**

The Committee noted that the next regular meeting of the Committee would be held on Friday 8 August 2008 at 10.00 am in the Jim Potter Room, Old Physics Conference Centre.