

**Confirmed**

**THE UNIVERSITY OF MELBOURNE**

**POSTGRADUATE COURSEWORK PROGRAMS COMMITTEE**

**MEETING 11/07**

Meeting 11/07 of the Postgraduate Coursework Programs Committee was held on Friday 5 October 2007 at 10.00 am in the Jim Potter Meeting Room, Old Physics Conference Centre.

**Present:** Professor K Darian-Smith, Professor A Christie, Professor C Duffield, Mr R Hillbrich, Professor G Hutchinson, Associate Professor R Misson (Chair), Associate Professor E Ozanne, Associate Professor R Pettman, Ms M Smith, Professor R Speed, Professor R Strugnell, Mr S Theunissen, Mr A Williams, Ms F Zammit

**In attendance:** Professor M Abernethy (for item 9.2.2), Ms K Cairns and Mr C Reid (Secretary)

**BUSINESS**

**1 Formal Matters**

**1.1 Apologies**

Apologies have been received from Professor C Cameron, Professor M Elgar, Professor L Hawthorne, Professor P Pattison, Professor R Slocombe and Associate Professor G Webb.

The Chair noted that the President of UMPA, Ms Beattie, was no longer able to attend meetings of the Committee and had nominated Ms Michelle Smith, UMPA Publications Officer, as her replacement.

**2 Minutes**

**2.1 Minutes of meeting 10/07 (7 September 2007)**

The Committee approved the minutes of meeting 10/07 of the Committee.

**2.2 PCPC Action Sheet 10/07**

The Chair reported on the following matters that had been considered at the previous meeting:

- In relation to the proposal for amendment to the Master of Planning and Design (Urban Design), the title of the course had earlier been amended to Master of Urban Design. The proposal for change to the course had now been approved executively with this note.
- In the relation to the proposals to deliver the Master of Applied Linguistics (English Language), Master of Applied Linguistics (Language Testing & Language Program Evaluation) and Master of Applied Linguistics (TESOL) in distance mode, the Faculty of Arts had submitted a statement clarifying the pedagogical methods that would be used. The proposal had been approved executively.

The Chair indicated that a supplementary report to Academic Board had been submitted to tidy up unresolved matters that had been approved executively.

### **3 Matters Arising Not Dealt with Elsewhere**

Nil

### **4 Policy Issues**

Nil

### **5 Graduate Programs Forum**

The Chair reported that, with the establishment of the Academic Programs Management Committee (APMC), the Graduate Programs Forum had been disestablished. He noted that the terms of reference of the APCM, and of the Committee of Deans to which it would report, were being developed.

### **6 Chairs' Reports**

#### **6.1 UGPC Report**

The Chair noted that Undergraduate Programs Committee had considered proposals for the discontinuation of heritage programs at its most recent meeting.

#### **6.2 TALQAC Report**

The Chair reported that TALQAC had considered the review of the Faculty of Architecture, Building and Planning and the review of the Quality of Teaching survey at its most recent meeting.

#### **6.3 Teaching and Learning Development Committee**

The Committee noted the circulated statement of the terms of reference and composition of the newly established Teaching and Learning Development Committee (TLDC).

### **7 Student Members' Reports**

The Committee was advised of the following matters:

- A new national code for research conduct has been adopted by the AVCC and NHMRC. Its provisions cover the research components of postgraduate coursework programs and honours programs. The TALQAC working group that is reviewing honours programs should be aware of this.
- The question of the process of submission of research ethics applications through the new learning hubs was raised. It was suggested that this matter be referred to the Policy and Procedures Working Group.

### **8 Working Group Reports**

#### **8.1 Examinations Working Group**

The Committee received the report of the Examinations Working Group and noted that the Chair of the Working Group would take up with the relevant Faculty the matter relating to the provision of examination places to students in subjects whose assessment allows students the choice of sitting an examination or submitting an essay.

## **9 Course Proposals**

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

#### **9.1.1 Discontinuation of Doctor of Public Health**

The Committee approved the proposal to discontinue the Doctor of Public Health program, as circulated.

### **9.2 Faculty of Economics and Commerce**

#### **9.2.1 Master of International Business**

The Committee approved the proposal to amend the content of the Master of International Business, and to establish an exit award of Graduate Certificate in International Business, noting that the proposal was submitted late. It was agreed to draw the lateness of the proposal to the attention of relevant Faculty staff.

#### **9.2.2 Selection Procedures 2008 – Revision to Admission Requirements for Masters Programs**

The Dean of the Faculty of Economics and Commerce, Professor Abernethy, attended for this item. The Committee noted the proposal to amend the entry requirements for masters programs in the Faculty to require students to undertake the Graduate Management Admissions Test (GMAT), or, in the case of the Master of Commerce (Economics) the Graduate Record Examination (GRE), and also to submit a statement of intent, in addition to meeting existing prior study requirements. The Committee also noted correspondence on this matter with the Chair of the Student Entry Pathways Sub-Committee of SPC. The Faculty had amended the proposal as a result of consideration by Selection Procedures Committee. Professor Abernethy outlined the rationale for the proposal and noted that requiring students to sit the GMAT or GRE would bring the University into line with international best practice. Course selection committees would consider students' applications holistically, looking for evidence of ability to complete the course for which they were applying. The Committee approved the proposal and agreed to recommend approval by Academic Board, noting that SPC would review the change after 18 months.

## **10 Student Awards**

### **10.1 New Student Awards**

#### **Faculty of Economics and Commerce**

##### **10.1.1 The Protiviti Prize for Information Processes and Controls**

The Committee approved the proposed award and agreed to recommend it to Academic Board.

##### **10.2 Major Changes to Student Awards**

Nil

##### **10.3 Minor Changes to Student Awards**

Nil

## **11 Quarterly Reports 3/07**

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

The Committee received the quarterly report and agreed to await the shepherd's report on it.

### **11.2 School of Graduate Research**

The Committee adopted the report as circulated.

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

The Committee noted the following matters approved by the Chair/President of Academic Board since PCPC meeting 10/07:

Approval of Course Proposals:

Faculty of Architecture, Building and Planning

- Master of Construction Management
- Master of Urban Design

Faculty of Arts

- Postgraduate Diploma in Arts (Islamic Studies)
- Master of Applied Linguistics (English Language), Master of Applied Linguistics (Language Testing & Language Program Evaluation) and Master of Applied Linguistics (TESOL)

Office of Environment

- Master of Environment new stream: Sustainable Forests
- Master of Environment new stream: Energy Modelling and Energy Efficiency

## **13 Any Other Business**

### **13.1 On-Line Handbook**

The Committee was advised that the new on-line version of the Handbook is about to be launched and it was suggested that the revised format might lead to some discrepancies in subjects between postgraduate course proposals previously considered by the Committee and what would now appear in the Handbook. It was agreed that Ms Zammit and Mr Hillbrich should take up this matter.

## **14 Next Meeting**

The next meeting of the Committee will be held on Friday 9 November 2007 at 10.00 am in the Jim Potter Meeting Room, Old Physics Conference Centre.

The meeting closed at 10.40am.