

Confirmed

THE UNIVERSITY OF MELBOURNE
POSTGRADUATE COURSEWORK PROGRAMS COMMITTEE
MEETING 12/07

Minutes of meeting 12/07 of the Postgraduate Coursework Programs Committee, which was held on Friday 9 November 2007 at 10.00 am in the Jim Potter Meeting Room, Old Physics Conference Centre.

Present: Professor K Darian-Smith, Professor M Elgar, Mr R Hillbrich, Associate Professor R Misson (Chair), Associate Professor E Ozanne, Associate Professor R Pettman, Professor R Speed, Mr S Theunissen, Associate Professor G Webb, Mr A Williams, Ms F Zammit

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

BUSINESS

1 Formal Matters

1.1 Apologies

Apologies were received from Professor C Cameron, Associate Professor C Duffield, Professor L Hawthorne, Professor P Pattison, Ms C Smith, Ms M Smith, Professor G Stevens and Professor R Strugnell.

2 Minutes

2.1 Minutes of meeting 11/07 (5 October 2007)

The Committee approved the minutes of the previous meeting, with the note that Professor Christie should be listed amongst those present.

2.2 PCPC Action Sheet 11/07

The Committee noted the action sheet arising from the previous meeting. The Committee noted that item 30 on the action sheet, concerning discrepancies in the Handbook, required no further attention.

3 Matters Arising Not Dealt with Elsewhere

Nil

4 Policy Issues

Nil

5 Academic Structures to Support the Growing Esteem Strategy

The Committee noted the circulated document and, in particular, the terms of reference of the Committee of Deans and Academic Programs Management Committee (APMC). The Committee considered that processes for approving coursework postgraduate programs, as set out in the paper, needed further development and also noted that the Blue Book Working Group is considering this matter. It was suggested that the course approval process in future might involve the submission of a brief scoping statement to APMC, including a business case, followed by a detailed curriculum proposal to PCPC.

6 Chairs' Reports

6.1 UGPC Report

The Chair reported that UGPC had noted the establishment of the Committee of Deans and APMC and had also discussed the matter of the establishment of a joint working group with PCPC (as discussed below under item 8.1).

6.2 TALQAC Report

The Committee noted that TALQAC had considered revisions to the Nine Principles of Learning and Teaching, and will also make recommendations to Academic Board on changes to the QOT survey. A schedule of program evaluations for 2008 will be developed before the next TALQAC meeting.

6.3 Teaching and Learning Development Committee

Nil

7 Student Members' Reports

The Committee was advised that UMPA had received comments from some students concerning the restructuring of master degrees and the supervision of students, and was following up these comments.

8 Working Group Reports

8.1 Establishment of Working Group

The Committee noted that, at meeting 4/07, it had agreed to establish a working group, jointly with UGPC, to respond to the TALQAC Report on Faculty Assessment Practices. The Committee agreed that Associate Professor Misson should chair the working group, and nominated Associate Professor Webb and Mr Williams as members. The working group should identify issues raised in the report that need to be considered by UGPC and PCPC. It was noted that the brief of the Examinations Working Group includes the consideration of some matters relating to assessment and it may need to take up some matters raised in the TALQAC report.

It was suggested that the Examinations Working Group has an ongoing role, and it was agreed that it should be reconstituted as a sub-committee of PCPC, UGPC and TALQAC.

8.2 Establishment of Working Group

The Committee noted that, at meeting 4/07, it had agreed to establish a working group to review the policy on group work. The Chair noted that the CSHE web-page has extensive information and advice on group work and that it is therefore not necessary to establish a working group. [*Note: the CSHE can be found at <http://www.cshe.unimelb.edu.au/>*]

9 Course Proposals

9.1 Faculty of Music

9.1.1 Amendment to Graduate Diploma in Guided Imagery and Music

The Committee received the proposal and noted the comments from the Shepherd, Associate Professor Webb. The Committee agreed to ask the Faculty to address the following in consultation with Associate Professor Webb:

- The subjects 740-806 and 740-808 involve 28 hours of contact time during an intensive weekend seminar, which may be excessive;
- The assessment for 740-806 and 740-808 is 3000 words, which is less than normally required for a 12.5 point subject;
- The timing of the seminars and the assessment.

9.2 Faculty of Medicine, Dentistry and Health Sciences

9.2.1 Amendment to Master of Clinical Audiology and Graduate Diploma in Audiological Science

The Committee approved the proposal as outlined and agreed to recommend it to Academic Board.

9.2.2 Discontinuation of Graduate Certificate and Graduate Diploma in Psych-oncology

The Committee approved the proposal as outlined and agreed to recommend it to Academic Board.

9.2.3 Discontinuation of Postgraduate Certificate and Postgraduate Diploma in Palliative Medicine

The Committee approved the proposal as outlined and agreed to recommend it to Academic Board.

9.2.4 Master of Social Work

The Committee approved the proposal as outlined and agreed to recommend it to Academic Board.

9.2.5 Principal Dates for 2008 – Graduate Diploma in Drug Evaluation and Pharmaceutical Sciences

The Committee approved the proposal as outlined and agreed to recommend it to Academic Board.

9.3 Graduate School of Science

9.3.1 Master of Science

Master of Science (Biotechnology)
Master of Science (Environmental Systems),
Master of Science (Management Science)
Master of Science (Nanotechnology)

The Committee received the proposal for in-principle approval for the above courses, noting that the Faculty intended to submit final details subsequently. The Committee was advised that faculties involved in delivering the courses were being consulted in their development, but that written approval had not yet been received from all faculties. The Committee agreed that it could not recommend approval of the proposal to Academic Board until all faculties concerned had indicated in writing their endorsement of it. It was agreed that, given the cross-faculty nature of the courses, the proposal should be referred to the Academic Programs Management Committee for consideration. It was agreed that, subject to the endorsement of APMC and of all faculties concerned, the Committee would recommend to Academic Board in-principle approval of the proposal.

9.3.2 Master of Business Administration/Master of Information Systems (MBA/MIS) and Master of Information Systems/Postgraduate Diploma in Management (MIS/PDM)

The Committee noted that the proposal was for a joint program involving a masters degree and a postgraduate diploma being undertaken as a joint program, and that this was a novel postgraduate program. The Committee agreed to refer it to APMC for consideration. The Committee noted the heavy assessment requirements and sought a breakdown of the 6000 words of assessment required in the new subjects, upon receipt of which it would endorse the proposal and recommend approval to Academic Board.

9.4 School of Enterprise

9.4.1 Proposal for Specialist Certificate in Palliative Care

The Committee approved the proposal as outlined and agreed to recommend it to Academic Board.

9.4.2 Proposal for Specialist Certificate in Criminology (Forensic Disability)

The Committee approved the proposal as outlined and agreed to recommend it to Academic Board.

9.5 Faculty of Education

9.5.1 Proposal for Amendment to Master of Youth Health and Education Management

The Committee approved the proposal as outlined and agreed to recommend it to Academic Board.

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 Land & Food Resources Report 3/07

The Committee received the Shepherd's report for on the Quarterly Report that had been circulated for the previous meeting, and agreed to adopt the quarterly report.

11.2 Faculty of Engineering

The Committee agreed to adopt the Quarterly Report subject to receipt of a shepherd's report recommending adoption.

11.3 Faculty of Law – new Juris Doctor

The Committee agreed to adopt the Quarterly Report subject to receipt of a shepherd's report recommending adoption. The Committee was advised that the Examinations Working Group is considering the question of the offering of a take-home examination as an alternative to a supervised examination.

11.4 Faculty of Architecture, Building and Planning

The Committee adopted the report as circulated.

11.5 Faculty of Arts

The Committee adopted the report as circulated.

11.6 Faculty of Medicine, Dentistry and Health Sciences

The Committee adopted the report as circulated.

11.7 Faculty of the VCA

The Committee adopted the report as circulated.

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 11/07:

Variation to assessment requirements: 514-715

13 Meeting Schedule 2008

The Committee noted the circulated schedule of meetings for 2008.

14 Any Other Business

Nil

15 Next Meeting

The next meeting of the Committee will be held on Friday 7 December 2007 at 10.00 am in the Jim Potter Meeting Room, Old Physics Conference Centre.

The meeting closed at 11.20 am.