

Draft
Unconfirmed

THE UNIVERSITY OF MELBOURNE

POSTGRADUATE COURSEWORK PROGRAMS COMMITTEE

MEETING 7/08

Meeting 7/08 of the Postgraduate Coursework Programs Committee was held on Friday 8 August 2008 at 10.00 am in the Jim Potter Room, Old Physics.

Penelope Pepperell
Committee Secretary (ext 47527)

A Formal Matters

A01 Apologies were received from Professor Mark Elgar, Professor Lesleyanne Hawthorne, Associate Professor Angela O'Brien, Associate Professor Kristina Love

B Minutes

B01 Minutes of Meeting 6/2008 held on 18 July 2008

The minutes of meetings 6/2008 were confirmed and signed as a correct record.

B02 PCPC Action Sheet 6/2008

The Committee noted the action sheet arising from meeting 6/2008 and in particular that the Chair would bring a statement on assessment to the next meeting of the committee.

C Matters Arising

C01 Faculty of Arts

The Committee noted that the proposal to discontinue documentation submitted to and approved by the Committee at its previous meeting erroneously included the following program details: 377-EC: Postgraduate Certificate in Arts (Editing and Communications) and 377-PC: Postgraduate Certificate in Arts (Photographic Materials Conservation).

The Committee agreed to **recommend** to the Board that these programs be allowed to continue as they will not be consolidated into the PG Cert in Arts (with specialisations).

E Committee Reports

E01 UGPC Report

The Chair reported that the UGPC had had considered a large number of course proposals. Other matters discussed included:

- Students, particularly in the Arts faculty, had raised issues including excessively large classes and concerns regarding the choice of majors at the end of first year and the perceived overload of interdisciplinary and breadth subjects.
- Progression requirements and the student system.
- Extended indigenous BA.
- U21 global issues diploma and its availability in the new generation degrees.

E02 TALQAC Report

The Committee had considered a paper on course review. A number of reviews are already

under way.

E03 TALDEC Report

The Committee would be forwarding two papers to the next Academic Board meeting:

1. ePortfolios – the paper suggests that multiple options will be adopted rather than a single approach.
2. Graduation statements – the paper considers the implications of issuing a graduation statement noting that DEWRR has not yet made a policy decision on whether they will support, financially, the implementation of graduation statements.

The theme for the 2008 Vice-Chancellor's colloquium would be 'graduate education'. The Committee had also considered a statement on group work.

E04 MMC Report

The Committee noted that the Chair, MMC had executively approved the following items:

Master of Construction Management, Part A

Master of Property, Part A

Master of Urban Planning, Part A

Master of Landscape Architecture, Part A

Master of Nursing Science , Part A

Master of Architecture, Part A

F Student Members' Reports

No report was received.

G Working Group Reports

G01 Examinations Working Group

The Working Group received a report arising from the last exam period. Issues around the timing of exams had arisen, such as the JD scheduling all its exams up front which could become a greater issue if all professional degrees want to follow suit.

The Committee noted that the working group would become a sub-committee of the new Academic Programs committee (APC) in 2009.

H Course Proposals

H01 Master of Landscape Architecture (200 point and 300 point programs)

The Committee received the papers and shepherd's report relating to the Master of Landscape Architecture and agreed to **recommend** the proposal to Academic Board subject to the amendments to the assessment suggested by the shepherd and the endorsement of the Selection Procedures Committee.

H02 Master of Architecture

The Committee received the papers and shepherd's report relating to the Master of Architecture noting that the shepherd had recommended some changes to the assessment details.

The Committee recommended that the faculty reconsider the use of the title 'Professional Practice Experience' for one of the subjects as it could be misleading. The statement 'not all subjects available each year' should be clarified, for example, to include a note that they are available every second year.

The Committee agreed to **recommend** the proposal to Academic Board subject to the amendments to the assessment suggested by the shepherd.

H03 Master of Construction Management

The Committee received the papers and shepherd's report relating to the Master of Construction Management noting that the shepherd had recommended some changes to the assessment details. In discussion the Committee agreed that the faculty would be asked to

- Ensure the consistency of the assessment statements.
- Address the generic skills/objectives confusion.
- Check the use of the terms electives/selectives to ensure that it is correct and/or consistent.
- Reconsider the 40% pass rate hurdle requirement in exams (the committee considered that a pass mark should be 50%)

The Committee agreed to **recommend** the proposal to Academic Board subject to the amendments outlined above.

H04 Master of Urban Planning

The Committee received the papers and shepherd's report relating to the Master of Urban Planning noting that the shepherd had recommended some changes to the assessment details. The Committee agreed to **recommend** the proposal to Academic Board subject to the amendments to the assessment suggested by the shepherd.

H05 Master of Property

The Committee received the papers and shepherd's report relating to the Master of Property and agreed to **recommend** the proposal to Academic Board.

H06 Discontinuation – Postgraduate Diploma in Physiotherapy

The Committee received the papers and shepherd's report relating to the Postgraduate Diploma in Physiotherapy and agreed to **recommend** the discontinuation of the program to Academic Board.

H07 Suspension of Course – Master of Women's Health and Postgraduate Diploma in Women's Health

The Committee received the papers and shepherd's report relating to the Master of Women's Health and Postgraduate Diploma in Women's Health and agreed to **recommend** the suspension of the programs to Academic Board.

H08 Master of Social Work

The Committee received the papers and shepherd's report relating to the Master of Social Work and agreed to **recommend** the proposal to Academic Board subject to the endorsement of the Selection Procedures Committee.

H09 Master of Nursing Science

The Committee received the papers and shepherd's report relating to the Master of Nursing Science and agreed to **recommend** the proposal to Academic Board subject to the endorsement of the Selection Procedures Committee.

H10 Master of Psychology (Clinical - Singapore)

The Committee received the papers and shepherd's report relating to the Master of Psychology (Clinical - Singapore). The Committee noted that the shepherd had submitted a

detailed report outlining a number of issues with the program that would need to be addressed by the faculty. In addition the Committee agreed that the following matters would also need to be considered by the faculty before the proposal could be moved forward:

- The number of hours required in the placements seemed rather large and it was questionable whether this could be managed by the students, especially in the fourth semester where there were three placements.
- An Appendix 4 form for Shared Program proposals had not been received by the Committee.
- The assessment times for the research proposal 25 point subject were expressed in terms of a semester, but it is a year-long subject.
- The hurdle requirement of 100% attendance for the placement needed clarification to allow for make up time should a student be unable to complete due to circumstances beyond their control, where a particular number of days/hours of professional practice are required, for example, 'students are expected to make up any days they miss.'
- The 'not more than' and 'up to' statements in assessment need to be removed.
- The contract submitted with the papers did not allow for a review of the program by the University which raises quality assurance issues. This may be addressed in the Joint proposal Form which was not provided to the Committee.
- The final page of the attachments suggested that the pass mark is 70% which required clarification. If this relates to progression rules they must be clearly stated in the papers so students are aware that they must achieve 70% to progress . It would not be acceptable for a student to reach the end of the program having passed all subjects and still not receive the award.
- The entry requirements require the endorsement of the Selection Procedures Committee.

The Committee agreed that the papers be returned to the faculty with the shepherd's report and the comments above. The faculty would be asked to address all the concerns raised and submit a Joint Proposal form. The Chair and the President, Academic Board would consider the proposal and make a recommendation to the Academic Board.

H11 Master of Forest Ecosystem Science

The Committee received the papers and shepherd's report relating to the master of Forest Ecosystem Science noting that the faculty was restructuring the program. The Committee noted that the shepherd and the faculty had made some comments on the papers including the assessment statements.

The Committee agreed to **recommend** the program to the Academic Board subject to the faculty addressing the matters raised by the shepherd and the Committee.

H12 Discontinuation - Postgraduate Diploma in Planning and Design (Architectural History and Conservation)

The Committee received the papers relating to the Postgraduate Diploma in Planning and Design (Architectural History and Conservation) and agreed to **recommend** the discontinuation of the program to Academic Board.

H13 Suspension – Graduate Diploma in Building Surveying

The Committee received the papers relating to the Graduate Diploma in Building Surveying and agreed to **recommend** the suspension of the program to Academic Board.

H14 Discontinuation - Master of Urban Design (100 point streams 314MM and 314CC)

The Committee received the papers relating to the Master of Urban Design (100 point streams 314MM and 314CC) and agreed to **recommend** the discontinuation of the program to Academic Board.

H15 Faculty of Economics and Commerce

The Committee received the papers and the shepherd's report relating to the proposed changes noting that the faculty is currently engaged in the process of applying for Association to Advance Collegiate Schools of Business (AACSB) accreditation which requires that the faculty meeting a set of Assurance of Learning standards including a statement of learning goals and the objectives for each goal in the degree program.

To align with AACSB requirements and to ensure consistency across all Melbourne Graduate School of Management programs, the faculty has reviewed and revised the learning goals, objectives, generic skills and graduate attributes for each of the following programs:

Master of Management

Master of Management (Accounting)

Master of Management (BAS)

Master of Management (Marketing)

Master of Accounting

Master of Human Resource Management

Master of International Business

Master of Business and Information Technology

Master of Commerce (Finance)

Master of Applied Finance

Master of Financial Management

The Committee agreed to **recommend** the changes to Academic Board.

H16 Postgraduate Certificate in Educational Research

The Committee received the papers and the shepherd's report relating to the proposed new program Postgraduate Certificate in Educational Research noting that the program was designed as an entry pathway into a PhD. The entry requirement for the program would be a Masters in Education.

The Committee agreed to **recommend** the program to Academic Board subject to the endorsement of the Selection Procedures Committee.

I Student Awards

I1 New Award - Master of Forest Ecosystem Science Scholarship

The Committee received the papers and the shepherd's report relating to the proposed new award, Master of Forest Ecosystem Science Scholarship.

The Committee agreed to **recommend** the award to Academic Board.

J Quarterly Reports

J1 Faculty of Engineering

The Committee adopted the report as circulated.

J2 Faculty of Music

The Committee adopted the report as circulated.

J3 Melbourne Graduate School of Management

The Committee adopted the report as circulated.

J4 Faculty of Medicine, Dentistry and Health Sciences

The Committee adopted the report as circulated.

J5 Victoria College of the Arts

The Committee adopted the report as circulated.

J6 Melbourne School of Law

The Committee adopted the report as circulated.

J7 Faculty of Arts

The Committee adopted the report as circulated.

J8 Melbourne Consulting and Custom Programs

The Committee adopted the report as circulated.

J9 Faculty of Land and Food Resources

The Committee adopted the report as circulated.

K Matters Dealt with Executively

The Committee noted the matters approved executively, as circulated.

L Any Other Business

No other business was raised.

M Next Meeting

The Committee noted that the next regular meeting of the Committee will be held on Friday 12 September 2008 at 10.00 am in the Jim Potter Room, Old Physics Conference Centre.