

**Confirmed**

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

**MEETING 2/07**

Meeting 2/07 of the Postgraduate Coursework Programs Committee was held on Friday, 9 March 2007, at 10.00 am in the Jim Potter Conference Room, Conference Centre, Old Physics Building.

**Present:** Professor C Cameron, Professor A Christie, Associate Professor C Duffield, 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, Ms F Zammit.

**In attendance:** Dr L Godden, Mr C Reid (Secretary).

**BUSINESS**

**1 Formal Matters**

**1.1 Apologies**

Apologies were received from Ms S Beattie, Professor J Borland, Mr J Flanagan, Professor L Hawthorne and Associate Professor P Tregloan.

The Chair welcomed Dr Lee Godden, Director of the Office of Environmental Programs, as an observer.

**1.2 Appointments for 2007 to Committees**

The Committee noted that, subject to confirmation by Academic Board of appropriate changes to the composition of the following committees to include a representative of the newly established PCPC, it would need to appoint representatives to Academic Board committees. The Committee agreed that Professor Stevens should provide liaison between PCPC and Selection Procedures Committee. Associate Professor Pettman has already nominated for Student Entry Pathways Sub-committee. The Chair indicated that he would act as nominee on the Teaching and Learning (Multimedia and Educational Technologies) Committee if there were no other volunteers.

**2 Minutes**

**2.1 Minutes of meeting 1/07 (9 February 2007)**

With the addition of Professor Speed's name to the list of those attending, the Committee approved the minutes of the previous meeting.

**2.2 PCPC Action Sheet 1/07**

The Committee noted the action sheet from the previous meeting, as circulated. The Chair indicated that Academic Board had approved the Committee's

recommended change to the usage of the terms “Graduate” and “Postgraduate” in relation to course nomenclature.

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

#### **3.1 Masters Awards in Business and Management**

The Committee noted the circulated statement by the UK Quality Assurance Agency for Higher Education. The Committee noted that, in establishing guidelines for higher degrees in the University, the Committee would need to address the distinction in nomenclature between courses intended for career entry and those for career development. Although students might complete both pre-professional and professional development masters programs in the same area, for example a Master of Teaching and a Master of Education, the course titles might not be able to be used to distinguish the pre-professional from the professional development programs.

#### **3.2 Review of Higher Degree Guidelines**

The Committee considered whether the University’s present Guidelines for Higher Degrees, as circulated, needed to be updated to take into account the new professional masters programs. It was agreed that a working group should be established to review the Guidelines for Higher Degrees and to consider the following matters:

- There is a requirement that masters programs contain at least 100 points of study at fifth year level. However, such study does not necessarily have to be undertaken in the fifth year.
- The distinction between fourth year level study (postgraduate diploma/honours) and fifth year level study will not be as clearly demarcated in the new professional programs. In particular, the relationship between honours and masters needs to be considered.
- The question of articulation between the professional masters and other postgraduate programs will need to be addressed.
- A professional masters program will need to be a coherent sequence of study and the content of such a program will need to be assessed in terms of the way it gives effect to the program outcomes. Core subjects will generally need to be course-specific, though there is the scope for elective material to be drawn from a common pool of subjects.
- Entry and exit points in the various kinds of postgraduate programs and higher degrees need to be considered.
- The issue of defining skill sets that are specific to particular professions needs to be addressed.
- Credit should not be given in masters programs for undergraduate subjects. However, some professional masters programs will include introductory material that in the past has been taken at undergraduate level.

The Committee also considered the question of the use of the honorific term “doctor” for graduates of some professional masters programs, although this falls outside the guidelines of the Australian Qualifications Framework. In addition to medicine graduates, graduates of other professional masters programs such as physiotherapy and dentistry may wish to use the title. Graduates of the JD currently are not permitted to use the title. A policy on the use of the term “Doctor” in the naming of postgraduate pre-professional programs needs to be developed by 17 April so that course titles can be announced at the public launch

of the Melbourne Model. If the title is to be used, the policy would need to specify the length and level of courses that can adopt the nomenclature. The Committee agreed that the issue of the use of the word “Doctor” in pre-professional degree titles needed to be considered in reviewing the Higher Degree guidelines.

#### **4 Policy Issues**

##### **4.1 Revisions to Blue Book and Academic Policies & Guidelines**

The Chair reported that the working group on the Blue Book would commence meeting shortly.

##### **4.2 Graduate Schools Forum**

Professor Slocombe reported that the Graduate Schools Forum will meet next on 15 March and a series of meetings is intended.

#### **5 Chairs’ Reports**

##### **5.1 UGPC Report**

The Chair reported that the Undergraduate Programs Committee is now considering the six new generation undergraduate degrees.

##### **5.2 TALQAC Report**

Nil

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

Nil

#### **6 Student Members’ Reports**

##### **6.1 Space Allocation for Postgraduate Coursework Students**

The Committee was advised that UMPA has been considering the allocation of workspace and facilities generally for postgraduate coursework students, and there is concern as to whether this matter is being taken up by the University in relation to the transfer of responsibility for such students under the Melbourne Model. The Committee considered whether a question should be added to the course proposal form seeking advice on whether appropriate infrastructure provision had been made for students of the proposed course. It was suggested that the matter should be referred to the Melbourne Experience Committee and the School of Graduate Studies. The Committee agreed to review the present guidelines for the provision of infrastructure support for students at a future meeting.

#### **7 Working Group Reports**

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

Nil

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

The Committee was advised that the Working Group's report is nearing completion.

### **7.3 Examinations Working Group**

Nil

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

Nil

## **8 New Courses**

### **Faculty of Education**

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

The Committee received the proposal for the establishment of the master of Education (International). The shepherd, Associate Professor Duffield, advised the Committee that he is discussing with the Faculty of Education matters of concern with the proposal and it is expected that these will be resolved in the near future. It was agreed that the proposal be considered again at the next meeting of the Committee.

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

#### **8.2 Master of Urban Horticulture including Graduate Diploma in Urban Horticulture (exit point)**

The Committee received the course proposal and was advised that Selection Procedures Committee had approved statement of the entry requirements as circulated. The shepherd, Professor Pettman, advised the Committee of queries that needed to be addressed by the Faculty:

- There needs to be consultation with other faculties that might have an interest in the area, for example the Faculty of Architecture, Building and Planning, which offers Landscape Architecture, and the Faculty of Science, which offers Botany.
- The statement of the core program needs to specify the sequence of subjects and the subjects that must be taken by students who have entered without a cognate undergraduate degree.
- The statement of elective subjects needs to indicate whether there are further electives that might be taken that would give students a wider range of elective areas.
- The assessment requirements appear to be inconsistent between subjects.

The Committee agreed to defer a decision on the proposal pending further consultation between the shepherd and the Faculty.

### **Faculty of Architecture Building and Planning**

The Committee received the course proposals listed below. The shepherd, Associate Professor Webb, indicated that she had met with representatives of the Faculty to discuss the proposals. These proposals are incomplete and are intended, at this stage, to outline the general structure and objectives of the courses concerned, with subject details to

follow later in the year. In discussion, the following general concerns regarding the proposals were noted:

- The statement of entry requirements for the Master of Urban Planning indicates that students should submit a personal statement of no more than 1000 words, and must have a weighted average of at least 70% in the final two years of the prior degree, whereas the statement for the other degrees requires a 500 word statement and a weighted average of 65%.
- The workload requirement of 150 hours per 12.5 point subject, mentioned in some places, is at the higher end of the scale; University policy requires that workloads should be 96 – 144 hours. The University would need to advise prospective students that these courses are intensive.
- The Graduate School of the Built Environment is not yet established, and reference to it should not be made in the proposals.
- Faculties have until August to have new subjects approved for the purpose of advice to DEST, but timetabling requirements would mean that new subjects would need to be approved sooner.

It was agreed that these issues should be raised with the Faculty.

### **8.3 Master of Urban Planning**

The Committee agreed to recommend to Academic Board approval of the program, subject to clarification of the statement of entry requirements, as noted above and subject to the submission later in the year of subject details.

### **8.4 Master of Property**

The Committee noted the shepherd's comments, as tabled, and also noted the following:

- When the subject proposals are submitted, an indication of the levels of the elective subjects will be needed.
- Assumed knowledge requirements are stated in terms of VCE subjects, but should be stated more broadly to recognise applicants from other states and overseas.
- The statement of objectives needs to be amended to acknowledge that, where students do not enter from a cognate degree, they will not be "extending knowledge gained in prior learning..."
- The list of generic skills appears overly long and unrealistic.

The Committee agreed to recommend to Academic Board approval of the proposal, subject to resolution of the above matters.

### **8.5 Master of Construction Management**

The Committee noted the shepherd's comments, as tabled. The Committee also noted that the course title suggests a program that should be located in Engineering. A more appropriate title might be 'Master of Building and Construction Management'.

The Committee agreed to defer consideration of the proposal pending further consultation with the Faculty of Engineering.

### **8.6 Master of Landscape Architecture**

The Committee noted the shepherd's comments, as tabled. The Committee also noted the potential for overlap with the Master of Urban Horticulture and asked

that the Faculty of Architecture, Building and Planning and the Faculty of Land and Food Resources consult on these programs. The Committee noted that the structure of the program is not clear and the number of points at each level must be specified.

The Committee agreed to approve the program and recommend approval by Academic Board subject to the submission of subject details in due course and subject to resolution of the above matters.

#### **8.7 Master of Architecture**

The Committee noted the shepherd's comments, as tabled. The Committee also noted that there is an existing research degree with the same title and there might be might confusion between the two qualifications. The Committee agreed to approve the program and recommend approval by Academic Board subject to the submission of subject details in due course and subject to consideration of the above matters.

#### **8.8 Graduate School of the Built Environment**

The Committee noted the circulated document.

### **9 Course Changes**

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

##### **9.1 Suspension for 2007 of Graduate Diploma in Psycho-Oncology**

The Committee received the proposal for course suspension and also received the shepherd's report, and agreed to recommend approval by Academic Board, subject to appropriate arrangements being made for the student who is in receipt of an offer of admission.

### **10 Student Awards**

#### **10.1 New Student Awards**

Nil

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

Nil

### **11 Quarterly Reports**

The Committee adopted the following quarterly reports as circulated.

#### **11.1 Faculty of Education Report 4/06**

#### **11.2 Faculty of Arts Report 4/06**

#### **11.3 Faculty of Law Report 4/06**

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

The Committee noted matters approved by the Chair/President of Academic Board since PCPC meeting 1/07:

*Rescheduling of teaching:* 191-508

*Suspension of subject for 2007:* 131-544, 485-623, 485-623

*Cancellation of subject:* 740-516

*New subjects for 2007:*

740-xxx Approaches to Research in Music Education

740-xxx Professional Research Project

**13 Any Other Business**

Nil

**14 Next Meeting**

The next meeting of the Committee will be held on Friday **16 March 2007** at 10.00 am in **Room 605, 6<sup>th</sup> floor, Arts Centre Building**.