

The University of Melbourne

Postgraduate Coursework Programs Committee

Meeting 2/08 of Postgraduate Coursework Programs Committee was held at 10.00 am on 14 March 2008 in the Jim Potter Meeting Room, Old Physics Conference Centre

Present: Ms S Beattie, Professor A Christie, Associate Professor C Duffield, Ms P Fernandez, Mr R Hillbrich, Associate professor K Love, Associate Professor R Misson (Chair), Associate Professor A O'Brien, Professor N Olekalns, Associate Professor E A Ozanne, Professor P Pattison, Professor R Pettman, Professor R Speed, Professor G Stevens

In attendance: Mr M Coyle (for item D), Associate Professor B Hughes (for item D01), Mr C Reid (Secretary)

Business

A Formal Matters

A01 Apologies

Apologies were received from Professor M Elgar, Professor L Hawthorne and Professor B Lukas

B Minutes

B01 Minutes of Meeting 1/08

The Committee approved the minutes of meeting 1/08 as circulated.

B02 Action Sheet from Meeting 1/08

The Committee noted the action sheet arising from meeting 1/08 and note that the working groups to be established will be convened in the near future.

C Matters Arising

Nil

D Policy Issues

Mr Michael Coyle was in attendance for this item. Associate Professor Barry Hughes was in attendance for Item D01.

D01 New Generation Concurrent Diplomas: General Principles

The Committee noted the draft statement of principles for New Generation concurrent diplomas and noted that, in 2007, several new concurrent diplomas had been established to complement New Generation undergraduate degrees. The circulated paper was also under consideration by Undergraduate Programs Committee and Academic Programs Management Committee. Currently, the new concurrent diplomas are available only to

students in new generation undergraduate degrees. Matters to be considered in relation to the proposed principles included whether the new concurrent diplomas should be available to students in existing undergraduate degrees and whether they should be available end-on to undergraduate degrees.

The Committee also noted Regulation R3.8 Concurrent Diploma, which provides that students cannot complete a concurrent diploma unless enrolled in a related degree, and noted that the regulation may need to be modified if the diplomas are to be available end-on.

In discussion the following points were noted:

- If concurrent diplomas were undertaken with postgraduate programs, how the content of the two programs would be related;
- Whether credit for study in concurrent diplomas could be given in postgraduate programs in the way that it is in new generation degrees without compromising the integrity of those postgraduate programs.

It was suggested that whether a concurrent diploma could be taken at postgraduate level would depend on the nature of the postgraduate program with which it was proposed to be taken, and this determination would need to be made on a case by case basis by the coordinators of the postgraduate programs concerned. Preferably, such programs offered at postgraduate level would be designated not as concurrent diplomas but as graduate diplomas designed to be taken either conjointly with other programs or as stand-alone programs.

The Committee was advised that an Academic Programs Management Committee working group would be considering the matter of concurrent diplomas. Subject to Academic Programs Management Committee's views, the Committee agreed in principle that graduate diplomas might be taken concurrently with other graduate programs provided that the integrity of the other program were maintained.

D02 Student Workload

The Committee received the circulated policy draft. The Committee was advised that the University's definitions of part-time and full-time enrolment, which are calculated on an annual basis, differed from those of DEEWR, which are calculated on a semester basis, and this matter needed to be resolved before the draft policy could be finalised. In discussion, it was noted that the University has overlapping teaching periods, complicating the calculation of study load. It was agreed that the Melbourne Law School should be consulted on the draft policy, because of the teaching periods in its graduate programs. It was agreed that the policy should lie on the table pending resolution of these matters.

D03 Special Arrangements Policy - Elite Athletes and Performers

The Committee received the circulated policy draft and agreed to approve it and recommend it to Academic Board for adoption.

D04 Special Arrangements Policies - Defence Force Reservists and Volunteers

The Committee received the circulated policy draft and agreed to approve it and recommend it to Academic Board for adoption.

D05 Breadth Study

The Committee received the circulated policy draft and agreed to approve it and recommend it to Academic Board for adoption.

D06 Remission of Debt Policy

The Committee received the circulated policy draft and agreed to approve it and recommend it to Academic Board for adoption, subject to clarification of the term “student administration officer”.

D07 Grading Structure Policy

The Committee received the circulated policy draft. In discussion, it was noted that UGPC had not endorsed the policy, as there were concerns over provision for a conceded pass and the grade GNS appearing on transcripts. It was noted that the policy was not intended to be introduced until 2009. The Committee agreed with the proposal to end the use of the conceded pass. It was noted that the policy would be revised and resubmitted for consideration at a later date.

D08 Discussion Paper: Proposed Course Code Convention

The Committee received and approved the circulated proposal for course coding and agreed to recommend approval by Academic Board.

E Committee Reports

E01 Teaching and Learning Quality Assurance Committee

The Committee was advised that TALQAC was considering the sequence of program reviews to be undertaken over the next three years and was also considering quality assurance processes to be used. Recommendations on these matters were to be submitted to Academic Board. It was noted that the quality assurance processes and survey instruments to be used for postgraduate programs were under review.

E02 Teaching and Learning Development Committee

The Committee was advised that TALDEC was considering making a submission to the Information Futures Commission.

F Student Members Reports

F01 Professional Programs

The Committee was advised that there are international students undertaking professional masters programs who believe that these programs are insufficiently oriented towards professional preparation and are too theoretical in nature. It was felt that at least some of the lectures in these programs should be given by people currently active in the professions concerned. The Committee noted that, in 2007, there had been a review of the Guidelines for Higher Degrees and that principles for professional postgraduate programs had been adopted, but that it would be desirable to review these again and to establish clearer principles addressing these matters. It was noted that the expectations of students and employers needed to be considered, and for example, whether it would be expected

that, upon completion of a professional program, graduates would be immediately employable in the profession concerned. As masters programs were now more generally the entry point to many professions, this matter was crucially important. In particular, it was necessary to consider principles for the design of programs for which there is no external accreditation.

The Committee agreed to establish a working group, including the Chair, Ms Beattie, Associate Professor Ozanne, Professor Speed and Professor Stevens, to consider the matter and report back with recommendations for policy.

G Working Group Reports

Nil

H Course Proposals

H01 Postgraduate Certificate in Literacy Leadership

The Committee resolved to approve the proposal for the establishment of the Postgraduate Certificate in Literacy Leadership and Specialist Certificate in Literacy Leadership as circulated and recommend it to Academic Board.

H02 Discontinuation of Professional Certificate in Local Government Enterprise

The Committee resolved to approve the proposal for the discontinuation of the Professional Certificate in Local Government Enterprise as circulated and recommend it to Academic Board.

H03 Discontinuation of Professional Certificate in Leadership and Management

The Committee resolved to approve the proposal for the discontinuation of the Professional Certificate in Leadership and Management as circulated and recommend it to Academic Board.

H04 Discontinuation of Professional Certificate in Commercialisation (Brisbane) and (Sydney)

The Committee resolved to approve the proposal for the discontinuation of the Professional Certificate in Commercialisation (Brisbane) and the Professional Certificate in Commercialisation (Sydney) as circulated and recommend it to Academic Board.

H05 Professional Certificate/Graduate Certificate in Management

The Committee received the circulated proposal and noted that the matter of courses with similar titles being offered by the Faculty of Economics and Commerce had been addressed by the Business @ Melbourne Committee. Courses in Management offered by the Faculty would be differentiated by the nature of the teaching involved. The Committee resolved to approve the proposal for the establishment of the Professional Certificate in Management and the Graduate Certificate in Management and to recommend approval to Academic Board.

H06 Postgraduate Certificate/Diploma in Primary Care Nursing

The Committee received the proposal for change to the Professional Certificate and Professional Diploma in Primary Care Nursing and agreed that, subject to a satisfactory shepherd's report, the proposal should be submitted to Academic Board for approval.

I Student Awards

Nil

J Quarterly Reports

J01 Faculty of Architecture, Building and Planning Postgraduate Report 4/07

The Committee agreed to adopt the report as circulated and to ask the Faculty to note the Shepherd's comments on the report.

J02 Faculty of Economics and Commerce Postgraduate Report 4/07

The Committee agreed to adopt the report as circulated.

J03 Melbourne Law School Postgraduate Report 4/07

The Committee noted that the assessment for the subject 730-762 Jurisprudential Perspectives on Tax Law, which involved a single take-home examination, did not reflect the objectives of the subject, which included the development of oral skills. The Committee agreed to await the shepherd's advice on this report before adopting it.

K Matters Dealt with Executively

The Committee note the matters approved by the Chair and/or President of Academic Board since meeting 1/08.

L Any Other Business

Nil

M Next Meeting

The next meeting of the Committee will be held on Friday 11 April 2008 at 10.00 am in the Jim Potter Room, Old Physics.

The meeting closed at 11.30 am.