

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

**MEETING 10/07**

Meeting 10/07 of the Postgraduate Coursework Programs Committee was held on Friday 7 September 2007 at 10.00 am in the Jim Potter Meeting Room, Old Physics Conference Centre.

**Present:** Ms S Beattie, Professor C Cameron, Professor C Duffield, Professor M Elgar, Mr R Hillbrich, Professor G Hutchinson, Associate Professor R Misson (Chair), Associate Professor E Ozanne, Associate Professor R Pettman, Professor R Slocombe, Associate Professor G Webb, Mr A Williams, Ms F Zammit

**In attendance:** Ms E Bexley (for item 4.1), Dr L Godden, Ms J Reese, Ms H Thomas (for item 4.2), Mr C Reid (Secretary)

**BUSINESS**

**1 Formal Matters**

**1.1 Apologies**

Apologies were received from Professor A Christie, Professor K Darian-Smith, Professor L Hawthorne, Professor P Pattison, Ms C Smith, Professor R Speed, Professor R Strugnell and Professor G Stevens.

**2 Minutes**

**2.1 Minutes of meeting 9/07 (10 August 2007)**

The minutes of meeting 9/07 were confirmed as circulated.

**2.2 PCPC Action Sheet 9/07**

The Committee noted the action sheet as circulated. It was agreed that the course proposal form should be revised and the revised version introduced from 2008.

In relation to item 7, the Committee was advised that concerns over the proposals for the Master of Genetic Counselling and Graduate Diploma in Genetic Counselling had been resolved and the proposals had been approved executively. The proposal for the Graduate Certificate in Human Genetics had been withdrawn.

**3 Matters Arising Not Dealt with Elsewhere**

Nil

**4 Policy Issues**

**4.1 Australian University Student Finances 2006**

Ms Emmaline Bexley from CSHE, a co-author of the above report, was in attendance for this item. The Committee received and noted an overview of student finances at the University of Melbourne. The Committee was advised that postgraduate students are often badly off financially and that this may impact on

their progress and success in their courses. It was noted that there were few scholarships available to postgraduate coursework students at the University.

It was suggested that, in considering proposals for postgraduate courses, the University should consider the likely capacity of the courses to enable graduates to gain appropriate financial compensation for their studies upon completion. It was agreed that the overview of student finances at the University of Melbourne should be submitted to Research Higher Degrees Committee for consideration and to Academic Board for information.

#### **4.1.1 Guidelines for the Approval of Masters Courses for Student Income Support Payments 2008**

The Committee noted the circulated paper. The Committee noted that implementation of the process of gaining approval of particular masters courses for student income support payments would be managed centrally in the University.

#### **4.2 Policy Draft – Over-enrolment**

Ms Heather Thomas was in attendance for this item. The Committee approved the proposed policy and agreed to recommend it to Academic Board.

### **5 Graduate Programs Forum**

The Committee noted that the Graduate Programs Forum would be disestablished with the establishment of the Committee of Deans and the Academic Management Committee. It was suggested that the membership of the Academic Management Committee would need to be broader than Associate Deans (Academic).

### **6 Chairs' Reports**

#### **6.1 UGPC Report**

The Committee was advised that Undergraduate Programs Committee had considered a substantial number of course proposals and also policy matters.

#### **6.2 TALQAC Report**

The Committee was advised that TALQAC was considering quality of teaching surveys.

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

The Committee was advised that UMPA is considering the equity implications of the Melbourne Model for postgraduate students.

### **8 Working Group Reports**

#### **8.1 Working Group on Postgraduate Nomenclature**

The Committee received the report of the Working Group on Postgraduate Nomenclature and noted that it would be necessary to adopt new nomenclature to distinguish professional entry postgraduate programs from professional development postgraduate programs. It was suggested that student transcripts could include a statement indicating the nature of the completed qualification. The Committee endorsed the recommendations in the report and agreed to submit them to Academic Board for approval.

## **9 Course Proposals**

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

#### **9.1.1 Master of Accounting (12 subject program)**

The Committee approved the proposed amendments to the course, subject to SPC's consideration of the amended entry requirements.

#### **9.1.2 Master of Accounting (16 subject program)**

The Committee approved the proposed amendments to the course, subject to SPC's consideration of the amended entry requirements.

#### **9.1.3 Master of Commerce (Economics)**

The Committee approved the proposed amendments to the course, subject to SPC's consideration of the amended entry requirements.

#### **9.1.4 Postgraduate Diploma in Economics**

The Committee sought clarification of the place of the subject 316-206 in the course structure. Subject to clarification of this matter, the Committee approved the proposed amendments to the course, noting that SPC would need to consider the amended entry requirements.

#### **9.1.5 Graduate Diploma in Economics**

The Committee expressed concern at the intended change to the entry requirements and agreed to refer the proposal to SPC. The Committee approved the changes to the content of the program as outlined, and agreed to recommend them to Academic Board pending SPC's approval of the entry requirements.

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

#### **9.2.1 Master of Women's Health**

The Committee noted the concerns expressed by the Shepherd regarding the statement of generic skills. The Committee also noted that the statement of entry requirements needed to make clear that each dot point is a separate pathway. Subject to resolution of these matters, the Committee approved the proposal and agreed to recommend it to Academic Board.

#### **9.2.2 Postgraduate Diploma in Women's Health**

The Committee noted the concerns expressed by the Shepherd regarding the statement of generic skills. Subject to appropriate revision, the Committee approved the proposal and agreed to recommend it to Academic Board.

#### **9.2.3 Master of Biostatistics, and Postgraduate Diploma and Postgraduate Certificate in Biostatistics**

The Committee approved the proposal for changes to these courses as outlined, and noted that the changes proposed are of a minor nature. It was suggested that the policy on what constitutes a major change might be reconsidered.

#### **9.2.4 Master of Public Health**

The Committee approved the proposed changes to the course and agreed to recommend them to Academic Board, subject to SPC approval of the amended entry requirements.

#### **9.2.5 Master of Physiotherapy (Paediatric Physiotherapy)**

The Committee approved the proposed amendment to the course and agreed to recommend approval by Academic Board.

#### **9.2.6 Suspension of Postgraduate Diploma in Physiotherapy**

The Committee approved the proposed amendment to the course and agreed to recommend approval by Academic Board.

#### **9.2.7 Master of Advanced Social Work**

The Committee approved the proposed amendment to the course and agreed to recommend approval by Academic Board.

### **9.3 Faculty of Arts**

#### **9.3.1 Master of Islamic Studies**

The Committee noted that the proposal was for a masters program that appeared to be interchangeable with the Postgraduate Diploma in Arts (Islamic Studies) (item 9.3.1 below), and questioned whether it comprised studies at fifth year as required by the Guidelines for Higher Degrees. The Committee agreed to defer the matter and to seek advice from the Faculty on the proposal.

#### **9.3.2 Postgraduate Diploma in Arts (Islamic Studies)**

The Committee agreed to defer consideration of this proposal pending advice on item 9.3.1 above.

#### **9.3.3 Master of Applied Linguistics (English Language)**

The Committee noted that the proposals listed under items 9.3.3 to 9.3.5 were for amendments to the courses to enable them to be taken by distance education. The Committee queried whether the proposed distance education provisions would be satisfactory, given that they primarily involved delivery via the LMS. The Committee also noted that the subject descriptions referred to contact hours, and that these needed to be revised to reflect the delivery of teaching in distance mode. The Committee agreed to seek further advice from the Faculty on how these courses would be delivered.

#### **9.3.4 Master of Applied Linguistics (Language Testing & Language Program Evaluation)**

This matter was considered under item 9.3.3 above.

#### **9.3.5 Master of Applied Linguistics (TESOL)**

This matter was considered under item 9.3.3 above.

### **9.3.6 Discontinuation of Graduate Certificate in Development (Gender and Development)**

The Committee approved the proposed discontinuation of the course and agreed to recommend approval by Academic Board.

### **9.4 Faculty of Architecture, Building and Planning Melbourne Model Implementation Plan**

The Committee noted the Faculty's plan for implementation of the Melbourne Model. The Committee was advised that that the statement had also been submitted to UGPC, which had requested that item 6 on page 3 be amended to indicate that, once the transition period had expired, completion requirements would be negotiated with students individually. The Faculty had agreed to this amendment.

The Committee was advised that comments on the proposals under items 9.4.1 to 9.4.16 below, made by the Shepherd, Associate Professor Webb, had been conveyed to the Faculty and that, as a result, amended proposals were being submitted. In many of the subject outlines, pre-requisites and co-requisites were not distinguished.

The Committee noted the general problem of establishing a new course with the same name as a course being discontinued. It was suggested that this matter should be raised with the Faculty.

#### **9.4.1 Discontinuation of Master of Urban Planning (by Coursework)**

The Committee approved the proposed discontinuation of the course and agreed to recommend approval by Academic Board.

#### **9.4.2 Master of Urban Planning**

The Committee noted the following comments by the Shepherd on subject details:

- confusion of pre-requisites and co-requisites;
- inconsistent advice on the semester in which subjects are offered;
- class participation in one subject is 15%, which is above the guidelines;
- the project report has no weighting;
- there are variable weightings for same word length;
- more detail on the assessment of the thesis is needed;
- the subject outline for Analytical Methods for Urban planning is not included.

The Committee agreed that, subject to resolution of these matters, the proposal could be approved executively and then recommended to Academic Board.

#### **9.4.3 Master of Landscape Architecture**

The Committee noted the shepherd's queries in relation to assessment provisions in some subjects and agreed that, subject to clarification of these matters, the proposal could be approved executively and then recommended to Academic Board.

#### **9.4.4 Discontinuation of Master of Landscape Architecture (by Coursework), Postgraduate Diploma in Landscape Architecture, and Graduate Certificate in Landscape Architecture**

The Committee approved the proposed discontinuation of the course and agreed to recommend approval by Academic Board.

#### **9.4.5 Master of Property**

The Shepherd, Associate Professor Webb, noted the following:

- assessment details on some subjects need to include the time of assessment and number of assignments;
- there is some discrepancy concerning the weighting of examinations;
- there is some confusion throughout concerning pre-requisites and co-requisites.
- some subject entries are missing.

The Committee agreed that, subject to clarification of these matters, the proposal could be approved executively and then recommended to Academic Board.

#### **9.4.6 Master of Construction Management**

The Committee noted that the course had been approved in principle, subject to discussion between the Faculty of Architecture, Building and Planning and the Faculty of Engineering on the matter. The question of the appropriate title of the course, and possible areas of overlap between the two faculties in their offerings, was under discussion. It was agreed that, subject to resolution of these matters and of advice of the outcome of the discussions, the proposal could be approved executively and then recommended to Academic Board.

#### **9.4.7 Discontinuation of Master of Property and Construction**

The Committee approved the proposed discontinuation of the course and agreed to recommend approval by Academic Board.

#### **9.4.8 Discontinuation of Master of Architecture**

The Committee approved the proposed discontinuation of the course and agreed to recommend approval by Academic Board.

#### **9.4.9 Graduate Diploma in Planning and Design**

The Committee approved the proposed amendment to the course and agreed to recommend approval by Academic Board.

#### **9.4.10 Graduate Diploma in Property Valuation**

The Committee approved the proposed amendment to the course and agreed to recommend approval by Academic Board.

#### **9.4.11 Master of Workplace Planning and Design**

The Committee approved the proposed amendment to the course and agreed to recommend approval by Academic Board.

#### **9.4.12 Master of Planning and Design**

The Committee sought clarification of how the Master of Planning and Design, which is a 100 point program, related to 200 point masters programs and the Postgraduate Diploma in Planning and Design (item 9.4.14 below). The Committee agreed that, subject to clarification, the proposal could be approved executively and then recommended to Academic Board.

#### **9.4.13 Master of Planning and Design (Urban Design)**

The Committee noted that, as with the Master of Planning and Design, the program is 100 points, and sought clarification of how it related to 200 point masters programs and the Postgraduate Diploma (item 9.4.15 below). The Committee agreed that, subject to clarification, the proposal could be approved executively and then recommended to Academic Board. [Secretary's note: the course is also known as the Master of Urban Design, and its correct title needs to be clarified.]

#### **9.4.14 Postgraduate Diploma in Planning and Design**

This matter was considered under item 9.4.12 above. The Committee agreed that, subject to clarification, the proposal could be approved executively and then recommended to Academic Board.

#### **9.4.15 Postgraduate Diploma in Urban Design**

This matter was considered under item 9.4.13 above. The Committee agreed that, subject to clarification, the proposal could be approved executively and then recommended to Academic Board.

#### **9.4.16 Master of Architecture**

The Committee was advised that the shepherd had sought clarification on the following subject details:

- the proposal includes two Field work subjects of the same name but of differing point values and two seminar subjects of the same name but of differing point values;
- the quality assurance provisions for field work subjects;
- Studio subjects C/D/E and Architecture thesis need more detail on assessment;
- the semester of offer needs to be identified for some subjects;
- there is confusion over the distinction between pre-requisites and co-requisites;
- in some subjects, class participation is proposed to be 15%, which is contrary to guidelines.

The Committee agreed that, subject to clarification, the proposal could be approved executively and then recommended to Academic Board.

### **9.5 Faculty of Education**

#### **9.5.1 Master of Teaching (incorporating the Postgraduate Diploma in Teaching)**

The Committee noted that the proposal for this course had been approved in principle earlier in the year, subject to the provision of subject details. The present proposal includes required additional details. The Committee noted that

the design of the program is predicated on State Government approval of funding to support teaching placements. However, the required level of funding has not yet been approved and the practicum components of the program may need to be redrafted. The Committee agreed that, subject to appropriate redrafting, the proposal could be approved executively and then recommended to Academic Board.

**9.5.2 Postgraduate Certificate in Educational Studies (Language Intervention and Hearing Impairment) and Master of Education (Language Intervention and Hearing Impairment)**

The Committee noted that some details of assessment had not been included in the initial proposal, and the Chair advised the Committee on what the assessment requirements would be. The Committee approved the proposed courses and agreed to recommend approval by Academic Board.

**9.5.3 Postgraduate Certificate in Educational Studies (Specific Learning Difficulties), Master of Education (Specific Learning Difficulties)**

The Committee noted that some details of the proposal were not yet final. The Committee agreed that, subject to clarification of these details, the proposal could be approved executively and then recommended to Academic Board.

**9.5.4 Master of Education (Student Wellbeing)**

The Committee approved the proposed amendment to the course and agreed to recommend approval by Academic Board.

**9.6 Office of Environmental Programs**

**9.6.1 Master of Environment New Stream: Sustainable Forests**

The Chair, who shepherded the proposals under items 9.6.1 and 9.6.2, indicated that he had sought clarification of certain matters from the Office of Environmental Programs, and, as a result, revised proposals had been recently submitted to him. The Committee agreed that, subject to resolution of the concerns the Chair had raised with the Office of Environmental Programs, the proposals could be approved executively and then recommended to Academic Board.

**9.6.2 Master of Environment New Stream: Energy Modelling and Energy Efficiency Implementation in Building Design, Management and Construction**

This matter was considered under item 9.6.1 above.

**10 Student Awards**

**10.1 New Student Awards  
Faculty of Medicine, Dentistry and Health Sciences**

**10.1.1 The Norma Grieve Prize**

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

**10.2 Major Changes to Student Awards**

Nil

**10.3 Minor Changes to Student Awards**

Nil

**11 Quarterly Reports**

Nil

**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 9/07:

*Cancellation of subject: 577-621*

*Amendment to subject details: 577-628*

*Final approval of course proposals: Master of Genetic Counselling and Graduate Diploma in Genetic Counselling; (the proposal for the Graduate Certificate in Human Genetics was withdrawn);*

**13 Any Other Business**

**14 Next Meeting**

The next meeting of the Committee will be held on Friday **5 October 2007** at 10.00 am in the Jim Potter Meeting Room, Old Physics Conference Centre.