

THE UNIVERSITY OF MELBOURNE

POSTGRADUATE COURSEWORK PROGRAMS COMMITTEE

MEETING 8/2008

A meeting of the Postgraduate Coursework Programs Committee was held on Friday 12 September 2008 at 10.00 am in the Jim Potter Room, Old Physics.

Minutes

A Formal Matters

- A01** Apologies were received from Professor Nilss Olekalns, Professor Geoff Stevens, Ms [Teresa Tjia](#)

B Minutes

B01 Minutes of Meeting 7/2008 held on 8 August 2008

The minutes of meetings 7/2008 were confirmed and signed as a correct record.

B02 PCPC Action Sheet 7/2008

The committee noted the action sheet arising from meeting 7/2008.

C Matters Arising

C01 Assessment Statements

The committee endorsed the Assessment Statements paper from Associate Professor Misson which was designed to give guidance on writing assessment statements for subject descriptions. The committee agreed that it was a clear and helpful paper which academic staff would find beneficial in wording subject outlines. The committee agreed that Associate Professor Misson would bring back a revised version to the committee which would then be forwarded to the Board for adoption.

C02 Extensions Policy

C03 Special Consideration Policy

The committee considered both policies together noting that the extensions policy applied to extensions granted of up to two weeks and to particular types of assessment tasks. Further, the extensions policy only applied to undergraduate programs, though the committee noted that graduate schools may wish to consider applying it to graduate coursework programs. The committee noted that there had been an extensive consultation process across the university in the development of both policies.

The committee endorsed the policies and agreed to **recommend** both to the Academic Board for approval.

E Committee Reports

E01 UGPC Report

The Chair reported on matters considered by the UGPC as follows:

- Extensions and Special Consideration Policy were recommended to the Board;
- breadth matters
- assessment statements
- group projects paper
- chemistry transition; and

- course changes.

E02 TALQAC Report

It was noted that the committee had been involved in the design of course evaluation guidelines and would have a final proposal for the Academic Board to consider later in the year. During the process of development it had been difficult to engage the associate deans (learning and teaching) in the process but a meeting had been arranged to discuss the interim guidelines.

Four reviews were currently underway including Engineering, VCA, Dental Science and finalising the ABP review from 2007

E03 TALDEC Report

The committee received the paper 'Guidelines for Effective Group Projects' at the University of Melbourne from Professor James and noted that it provided a useful checklist for academic staff which was simple and designed for broad application. The committee agreed it may be useful to elaborate on point 11, 'Contingencies are planned should groups become unviable during the course of projects', by providing examples or guidelines.

The committee noted that TALDEC would recommend the paper to the Board for adoption.

E04 MMC Report

The committee noted the report from the MMC.

F Student Members' Reports

Ms Fernandez indicated that the Handbook for 2009 was not yet available and the current version on the University's web pages contained a number of inaccuracies including some courses and subjects appearing although they are not currently offered. Contact and lecturer information was often incorrect.

The committee acknowledged that the delay in the implementation of the student system had caused some publishing issues and that it was unfortunate that the 2009 handbook would not be published until late October.

The committee noted that a July 31 cut off date for all new course and course change approvals would address these issues.

G Working Group Reports

G01 Examinations Working Group

The committee noted the report from the Examinations Working Group.

H Course Proposals

H01 Programme change - Postgraduate Diploma in Urban Design

The committee received the papers relating to the Postgraduate Diploma in Urban Design and agreed to **recommend** the proposal to Academic Board.

H02 New Programme – Master of Tertiary Education Management

The committee received the papers relating to the Master of Tertiary Education Management and agreed to **recommend** the proposal to Academic Board.

H03 Programme Change - Master of Social Health (Aboriginal Health)

The committee received the papers and shepherd's report relating to the Master of

Social Health (Aboriginal Health) and agreed to **recommend** the proposal to Academic Board.

H04 Discontinuation - Postgraduate Certificate in Engineering (Energy Studies) 540EN

The committee received the papers and shepherd's report relating to the Postgraduate Certificate in Engineering (Energy Studies) 540EN and agreed to **recommend** the discontinuation of the program to Academic Board.

H05 Discontinuation- Postgraduate Certificate in Engineering (Engineering Management) 540EM

The committee received the papers and shepherd's report relating to the Postgraduate Certificate in Engineering (Engineering Management) 540EM and agreed to **recommend** the discontinuation of the program to Academic Board.

H06 Discontinuation - Postgraduate Diploma in Engineering (Engineering Management) 978IE

The committee received the papers and shepherd's report relating to the Postgraduate Diploma in Engineering (Engineering Management) 978IE and agreed to **recommend** the discontinuation of the program to Academic Board.

H07 Discontinuation - Postgraduate Certificate in Engineering (Environmental Engineering) 540EC

The committee received the papers and shepherd's report relating to the Postgraduate Certificate in Engineering (Environmental Engineering) 540EC and agreed to **recommend** the discontinuation of the program to Academic Board.

H08 Discontinuation - Postgraduate Certificate in Engineering (Engineering Project Management) 540PM

The committee received the papers and shepherd's report relating to the Postgraduate Certificate in Engineering (Engineering Project Management) 540PM and agreed to **recommend** the discontinuation of the program to Academic Board.

H09 Discontinuation - Postgraduate Certificate in Engineering (Utilities Management) 540UM

The committee received the papers and shepherd's report relating to the Postgraduate Certificate in Engineering (Utilities Management) 540UM and agreed to **recommend** the discontinuation of the program to Academic Board.

H10 Discontinuation - Postgraduate Certificate in Engineering (Water Resources Management) 540WR

The committee received the papers and shepherd's report relating to the Postgraduate Certificate in Engineering (Water Resources Management) 540WR and agreed to **recommend** the discontinuation of the program to Academic Board.

H11 Discontinuation - Postgraduate Diploma in Engineering (Development Technologies) 978DT

The committee received the papers and shepherd's report relating to the Postgraduate Diploma in Engineering (Development Technologies) 978DT and agreed to **recommend** the discontinuation of the program to Academic Board.

H12 Discontinuation - Postgraduate Diploma in Engineering (Energy Studies) 978EC

The committee received the papers and shepherd's report relating to the Postgraduate

Diploma in Engineering (Energy Studies) 978EC and agreed to **recommend** the discontinuation of the program to Academic Board.

H13 Discontinuation - Postgraduate Diploma in Engineering (Engineering Project Management) 978PM

The committee received the papers and shepherd's report relating to the Postgraduate Diploma in Engineering (Engineering Project Management) 978PM and agreed to **recommend** the discontinuation of the program to Academic Board.

H14 Discontinuation - Postgraduate Diploma in Engineering (Environmental Engineering) 978EC

The committee received the papers and shepherd's report relating to the Postgraduate Diploma in Engineering (Environmental Engineering) 978EC and agreed to **recommend** the discontinuation of the program to Academic Board.

H15 Discontinuation - Postgraduate Diploma in Engineering (Utilities Management) 978UM

The committee received the papers and shepherd's report relating to the Postgraduate Diploma in Engineering (Utilities Management) 978UM and agreed to **recommend** the discontinuation of the program to Academic Board.

H16 Discontinuation - Postgraduate Diploma in Engineering (Water Resources Management) 978WR

The committee received the papers and shepherd's report relating to the Postgraduate Diploma in Engineering (Water Resources Management) 978WR and agreed to **recommend** the discontinuation of the program to Academic Board.

H17 Discontinuation - Graduate Certificate in Engineering (Utilities Management) 988UM

The committee received the papers and shepherd's report relating to the Graduate Certificate in Engineering (Utilities Management) 988UM and agreed to **recommend** the discontinuation of the program to Academic Board.

H18 Discontinuation - Graduate Diploma in Engineering (Utilities Management) 988UM

The committee received the papers and shepherd's report relating to the Graduate Diploma in Engineering (Utilities Management) 988UM and agreed to **recommend** the discontinuation of the program to Academic Board.

H19 Discontinuation - Master of Utilities Management (Infrastructure) 196AA / BU

The committee received the papers and shepherd's report relating to the Master of Utilities Management (Infrastructure) 196AA / BU and agreed to **recommend** the discontinuation of the program to Academic Board.

H20 Discontinuation - Postgraduate Certificate in Engineering (Development Technologies) 540DT

The committee received the papers and shepherd's report relating to the Postgraduate Certificate in Engineering (Development Technologies) 540DT and agreed to **recommend** the discontinuation of the program to Academic Board.

H21 Suspension - Postgraduate Certificate in Strategic Workplace Planning A03

The committee received the papers and shepherd's report relating to the Postgraduate Certificate in Strategic Workplace Planning A03 and agreed to **recommend** the suspension of the program to Academic Board.

H22 Suspension - Master of Workplace Design A02

The committee received the papers and shepherd's report relating to the Master of Workplace Design A02 and agreed to **recommend** the suspension of the program to Academic Board.

H23 Suspension – Postgraduate Diploma in Workplace Planning and Design A01

The committee received the papers and shepherd's report relating to the Postgraduate Diploma in Workplace Planning and Design A01 and agreed to **recommend** the suspension of the program to Academic Board.

H24 New Programme - Graduate Certificate in Advanced Learning and Leadership

The committee received the papers relating to the Graduate Certificate in Advanced Learning and Leadership (GCALL) and agreed to **recommend** the proposal to Academic Board. It was noted that the program would be available to confirmed and recently completed doctoral candidates and aimed to equip candidates with the attributes and skills for future leadership roles through two subjects, one focussing on leadership and the second a project style subject. The program was designed to complement research-focussed doctoral programs by providing a breadth and cohort experience, as well as work readiness skills.

H25 Professional Certificate in Education (Teaching Content Through English) PCertEd(TCE)

**Postgraduate Certificate in Education (Teaching Content Through English)
PGCertEd(TCE)**

Master of Education (Teaching Content Through English)

The committee received the papers relating to the Master of Education (Teaching Content Through English) and agreed to **recommend** the proposal to Academic Board.

The committee noted that the proposal introduced two exit points into the masters program; the Professional Certificate in Education (Teaching Content Through English) PCertEd(TCE) and the Postgraduate Certificate in Education (Teaching Content Through English) PGCertEd(TCE). The program was aimed at international students, particularly those from Malaysia and Sri Lanka, who would be teaching maths and science in English. These students were interested in undertaking training but not in the full masters program.

H26 Programme Change - Master of Science

The committee received the papers and shepherd's report relating to the master of Science and agreed to **recommend** the changes to Academic Board noting that the proposal involved the introduction of additional research subjects in biomedical sciences which would be supervised in the Faculty of Medicine, Dentistry and Health Sciences.

H27 Discontinuation - Master of International Business

The committee received the papers and shepherd's report relating to the Master of International Business and agreed to **recommend** the discontinuation of the program to Academic Board noting that all the subjects would still be available to the students

being taught out

H28 Programme Change - Master of Economics

The committee received the papers and shepherd's report relating to the Master of Economics and agreed to **recommend** the change to Academic Board noting that the proposal would consolidate two existing 1-year programs, the Postgraduate Diploma in Economics and the Master of Commerce (Economics), into a single 2-year program called the Master of Economics.

Students who would have been admitted into the Postgraduate Diploma in Economics would be admitted into the first year of the Master of Economics and students who would have been admitted into the Master of Commerce (Economics) would be admitted into the second year of the Master of Economics.

The Committee noted that there were credit implications in the proposal in that, because of the credit statute, students would no longer be able to get credit in the second "Masters" year. This was another indication that the credit statute needed to be reviewed.

H29 Programme Change - Master of Finance

The committee received the paper relating to the change of program title from Master of Financial Management to Master of Finance and agreed to **recommend** the proposal to Academic Board.

H30 Programme Change – Master of Development Studies

The committee received the paper relating to the master of Development Studies and agreed to **recommend** the proposal to Academic Board noting that the previous concerns in relation to the course ownership had been resolved and that the increase in the core component of the course meant that there were fewer electives.

I Student Awards

I01 New Award - Penguin Manuscript Award for School of Culture and Communication

The committee considered the papers relating to the Penguin Award proposal and agreed to recommend the award to Academic Board subject to the following amendment; that the School has a role in the selection process with the Head of School or nominee on the selection panel.

I02 New Award – The Danny Sandor Prize in Children's Rights

The committee noted that this award had also been considered by the Undergraduate Programs Committee and that the Law School had been requested to clarify the judging and selection process where the award related to possible selection of a recipient from a range of subjects. The award would be reconsidered when a response from the Law school was forthcoming.

K Matters Dealt with Executively

The committee noted the matters dealt with executively. (Paper K refers)

L Any Other Business

There was no other business.

M Next Meeting

The committee noted that the next regular meeting of the Committee would be held on Friday 3 October 2008 at 10.00 am in the Jim Potter Room, Old Physics Conference Centre.

Signed:

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Chair Date