

**THE UNIVERSITY OF MELBOURNE**  
**ACADEMIC PROGRAMS COMMITTEE**  
**MEETING 3/04**

A meeting of the Academic Programs Committee was held on Thursday, 1 April 2004 at 2:15pm in the Jim Potter Conference Room, Conference Centre, Old Physics Building.

**Present:** Professor M Bryan (in the Chair), Professor R Brown, Associate Professor S Elliott, Dr M Emison, Associate Professor C Falk, Professor D Holm, Associate Professor D Jamieson, Associate Professor N Low, Associate Professor E Mackie, Professor G Marchant, Ms L Martin, Professor P Pattison, Mrs J Reese, Professor L Skene, Professor R Slocombe, Professor L Sterling, Professor P Taylor, Professor H Watson, Ms G Webb and Mr L Williams.

**By invitation:** Mr J Styles, Ms K Stevenson-McBride

**In attendance:** Mr R Hillbrich and the Academic Secretary (Mr I L L Powell)

**BUSINESS**

**1. Formal Matters**

**1.0 Acting Secretary**

The Chair expressed his thanks to staff in Central Secretariat for supporting the Committee during Sally Greve's absence.

**1.1 Apologies**

Apologies were received from Professor G Bowes and Associate Professor A McDougall.

**1.2 Welcome to new members for 2004**

The Chair welcomed the following new members to their first meeting of the Committee:

- Associate Professor Nicholas Low, Faculty of Architecture, Building and Planning
- Associate Professor Catherine Falk, Faculty of Music

**1.3 Welcome to Visitors**

The Chair welcomed Mr J Styles and Ms K Stevenson-McBride from the Faculty of Engineering whom he had invited to attend to assist the Committee as required with the course changes from the Faculty of Engineering.

**2. Postgraduate Coursework Programs Sub-Committee Business**

The Chair advised that the meeting of the Sub-Committee scheduled for 26 March 2004 had been cancelled. All business had been included in the business for this meeting of APC.

**3. Minutes**

**3.1 Minutes of Previous Meeting**

The minutes of meeting 2/04 held on 4 March 2004 were confirmed.

### **3.2 Action Sheet 2/04**

Members noted the action sheet from meeting 2/04.

## **4. Matters Arising from the Minutes**

### **4.1 Bachelor of Music/Bachelor of Commerce**

The Chair reported that the Faculty of Economics and Commerce was attending to the issue raised at the previous meeting concerning outcomes and objectives for the BCom component of the combined course.

### **4.2 Zero Point Subjects**

The Chair advised that discussion of this matter would be held over to the next meeting.

### **4.3 Outside Members on Selection Committees for Student Awards**

The Chair advised that he hoped to have a discussion on this matter at the next meeting.

## **5. Chair's Report**

### **5.1 Teaching and Learning Quality Assurance Committee Report (TALQAC)**

The Chair of TALQAC, Professor Sterling, reported on the matters that had been included in the Committee's report to the 25 March meeting of Academic Board. These included various reports from the Evaluation Cycle together with details of the quality assurance course reviews to be undertaken during the year. There had been some discussion about guidelines for invigilators and the 2003 HeadStart paper on communicating with students.

The Chair of APC indicated that the issue of communicating with students would be listed for discussion at the next APC meeting.

### **5.2 Teaching and Learning (Multimedia and Educational Technologies Committee) Report (TALMET)**

The Chair of TALMET, Associate Professor Tregloan advised that a final draft of the Committee's report on on-line assessment would be completed immediately after Easter and would probably be submitted to the April Academic Board meeting. The Chair said that it was essential that this report was informed by the work being undertaken by Professor Marchant's Working Group on Assessment Parameters and Course Loads.

## **6. Matters Dealt with by the Shepherd and the Chair**

The Committee endorsed action taken by the Chair and/or Shepherd in approving the following urgent changes. The Committee noted that the President of the Academic Board had subsequently approved these changes on behalf of the Academic Board, as set out below:

- Change to subject details: 316-316, 316-317, 512-905, 512-910, 512-911, 512-912, 730-420, 511-224, 513-660, 513-661, 513-680, 513-688, 513-689, 513-881, 513-884, 513-814
- Change to assessment for subject in Semester 1, 2004: 730-404, 730-462, 730-307, 730-445, 730-304, 730-439, 730-211, 732-202, 732-302, 732-303
- Change of subject title: 571-818
- Suspension of subject in Semester 1, 2004: 512-931, 325-685, 333-683, 333-818
- Reinstatement of subject in 2004: 512-934
- Suspension of subject in Semester 2, 2004: 110-432

- Change to semester of offer for subject in 2004: 571-664, 208-269, 207-173
- New student awards: Blake Dawson Waldron Awards in the Melbourne JD Program
- Addition to list of core subjects: 166-423
- Addition to list of elective subjects: 166-516, 166-414, 166-525, 166-549
- Change to subject code and name: 121-806 will become 121-513 Coastal Management

## **7. Reports from Working Groups**

### **7.1 Assessment Parameters and Course Loads**

The Convenor, Professor Marchant, advised that he would circulate a draft report prior to the next APC meeting. The present intention is for the final report to be presented at the 27 May Academic Board meeting.

### **7.2 Cultural Diversity in Curriculum**

The Convenor, Professor Holm, advised that the Working Group had not yet arranged its schedule of meetings but that this would be done shortly.

He said that a report titled “Students from Asia: Issues in Teaching and Learning” which had been presented by the Faculty of Education to the Senior Executive the previous week was highly relevant to the issues to be addressed by the Working Group.

### **7.3 Associate Degrees**

The Committee received a brief report from the convenor, Ms G Webb, which recommended that the University ought not offer Associate Degrees.

In discussion it was pointed out that ILFR was interested in Associate degrees in the context of its TAFE awards and also that as part of recent negotiations with the Department of Education, science and Training over 2005 University funding the Senior Executive had submitted a proposal for an Associate Degree in Social Sciences to be offered at Shepparton as part of the Goulburn Valley initiative. As co-ordinating officer for the proposal, Dr Emison indicated that she would be able to report in a few weeks on DEST’s response to the proposal. It was noted the University could be placed in a difficult position if the Academic Board were to reject the concept of Associate Degrees and DEST were to support a particular regional program for a special clientele. Dr Emison commented that Associate Degrees were approved awards in both the TAFE and higher education sectors.

The Committee agreed that the present recommendation be withdrawn and that the Working Group be reconvened with an expanded membership, including an ILFR representative and perhaps someone from Arts associated with the Shepparton proposal, to review ILFR’s proposal as a matter of urgency.

## **8. New Courses**

### **8.1 Faculty of Education**

#### **8.1.1 Master of Training and Development (International)**

Subject to clarification of subject naming and after noting that SPC had approved entry requirements at its most recent meeting, the Committee approved the Master of Training and Development (International).

#### **8.1.2 Graduate Certificate in University Management**

Subject to clarification of apparently high number of contact hours (and total commitment hours) per subject and after noting that SPC had approved entry requirements at its most recent meeting, the Committee approved the Graduate Certificate in University Management.

### **8.1.3 Master of School Leadership**

Subject to minor editorial corrections and after noting that SPC had approved entry requirements at its most recent meeting, the Committee approved the Master of School Leadership.

### **8.1.4 Bachelor of Learning Development and Training**

Subject to minor editorial corrections and after noting that SPC had approved entry requirements at its most recent meeting, the Committee approved the Bachelor of Learning Development and Training.

## **8.2 Faculty of Engineering**

### **8.2.1 Bachelor of Engineering (Biomedical)**

Subject to minor editorial corrections and clarification of subject numbering arrangements, the Committee approved the Bachelor of Engineering (Biomedical).

### **8.2.2 Bachelor of Engineering (Engineering Management)**

Subject to minor editorial corrections, the Committee approved the Bachelor of Engineering (Engineering Management).

### **8.2.3 Bachelor of Engineering (Chemical and Biomolecular Engineering)**

The Committee approved the Bachelor of Engineering (Chemical and Biomolecular Engineering).

## **8.3 Combined Course**

### **8.3.1 Bachelor of Science/Bachelor of Teaching**

Noting that there needed to be discussions with the Department of Computer Science and Software Engineering with a view to improving the structure of the Computer Science major, the Committee approved the Bachelor of Science/Bachelor of Teaching.

## **9. Course Changes**

### **9.1 Faculty of Science**

#### **9.1.1 Variation to Academic Year for 606-314**

This matter had been deferred from the last meeting.

The Committee was informed that the Faculty had advised a Committee member that the change to the academic year for the subject 606-314 Experimental Techniques in Plant Sciences had been made under delegated authority some time previously and now appeared in the Handbook.

The Committee expressed concern at this development and agreed that the Faculty should provide a justification to the Chair for believing that the change was of a kind that could be made under delegated authority.

The Committee gave retrospective approval to the change to the academic year for 606-314 Experimental Techniques in Plant Sciences.

The Committee agreed that it would be appropriate at some later date to discuss the general issue of subjects taught outside the normal academic calendar as well as subjects taught on an intensive basis within the normal calendar.

## **9.2 Faculty of Arts**

### **9.2.1 Master of Arts (Editing and Communications)**

The Committee approved the change to the 100-point program for the Master of Arts (Editing and Communications) but noted that Selection Procedures Committee still had the matter under review.

### **9.2.2 Online Intermediate Swedish A and B**

The Committee rejected proposals to offer the existing HECS subjects Intermediate Swedish A and Intermediate Swedish B as on-line subjects that would only be available to students from other universities; University of Melbourne students were to be excluded.

The Committee identified problems with academic content and mode of delivery for the two subjects. In addition the plan to deny entry to Melbourne students was considered to be contrary to government policy about HECS subjects. The Committee suggested that the proposal developers consult with Professors Holm and Saaed in MIALS, Associate Professor Tregloan in Department of Chemistry, and the Vice-Principal and Academic Registrar, Ms Martin, and if the various concerns raised could be addressed satisfactorily to return the proposal at some later date.

## **10. Student Awards**

### **10.1 New student awards/major changes to existing awards**

#### **10.1.1 Megan Klemm Postgraduate Research Award**

Subject to clarification of both the selection criteria and granting body, the Committee approved the Megan Klemm Postgraduate Research Award.

#### **10.1.2 Ethel McLennan Award**

Subject to clarification of both the selection criteria and granting body, the Committee approved the Ethel McLennan Award.

#### **10.1.3 Plant Pathology and Mycology Scholarship**

Subject to clarification of both the selection criteria and granting body, the Committee approved the Plant Pathology and Mycology Scholarship.

#### **10.1.4 Head of School Undergraduate Prize**

Subject to minor editorial corrections, the Committee approved the Head of School Undergraduate Prize.

#### **10.1.5 General Policy Issue**

Noting that in all awards above except 10.1.4 the selection criteria included both academic and social welfare criteria, the Committee agreed that it might be desirable to have a separate approval track, not necessarily involving APC, for awards granted wholly or principally on non-academic grounds.

#### **11. Quarterly Reports**

Nil

#### **12. Professional Certificates**

The Committee received memoranda from Professor Britz and the Senior Solicitor, Legal Office on various aspects of the issues that needed to be addressed in considering whether to offer Professional Certificates.

Ms Webb reported that she had asked for her School's earlier proposal for a Professional Certificate in Physiotherapy to be provided to Associate Professor Elliott as background for her joint paper with Professor Britz's on Professional Certificates.

#### **13. Late suspension of subjects**

The Committee considered, first, correspondence from Professor R Brown (APC 2/04, item 15 (b)) and accepted a recommendation, proposed by Professor Brown, to revise the wording of the Blue Book so as to reflect the current APC and Academic Board policies relating to the cancellation of subjects for low enrolment.

The Committee next considered a discussion paper prepared by the Chair on suspension and non-offering of advertised subjects. The proposals fell into two categories. Some related to the development by faculties of plans for offering of elective subjects on an annual, biennial or other advertised basis. The Committee agreed that these proposals should be developed into a 'best practice' document on the offering of elective subjects. Other proposals recommended that university and faculty documentation be reviewed so as to state more clearly to enrolled and prospective students the grounds upon which subjects and courses can be cancelled or not offered. The Committee decided that further thought would have to be given as to the appropriate body to undertake the review.

#### **14. Special Consideration**

The Committee considered two documents held over from the March meeting – a review report on special consideration processes and systems from the Vice-Principal and Academic Registrar, and an overview from the Director, Health Counselling and Disability Services. The Committee also received a further two papers – an issues paper with recommendations from the Chair, and comments on that paper from Associate Professor Elliott in her role as a Faculty Associate Dean (Academic).

The Committee agreed that the various issues of concern had been adequately canvassed by APC and that the process should now move to the next stage.

The Committee requested the Chair and Mr Hillbrich consult and implement changes that were of a routine nature and which could be put into immediate effect. Changes with significant policy

implications would however be referred to the Academic Board for consideration. Faculty General managers are to be consulted prior to submission of a document to the Academic Board.

The Committee noted that implementation of the Nelson reforms had the highest priority in systems development work in Student Administration at the present time and as a consequence system changes to special consideration processes might not therefore proceed as soon as one might wish.

#### **15. Melbourne University Program for High Achieving Students**

The Committee received the annual report of the MUPHAS Program and agreed to provide the full report to Academic Board.

The Committee agreed to record its appreciation to academic and general staff in the Program for their efforts in delivering a very successful program.

Professor Slocombe undertook to provide the Chair with a letter setting out the problems that taking a MUFAS subject causes for VCE students selected into the Pre-Veterinary year in Science.

#### **16. Any other business**

##### **16.1 UMPA Departmental Resources Survey**

The Committee agreed to hold over to the May meeting, a tabled report from the President of UMPA surveyed departmental resources available to postgraduate students.

#### **17. Next meeting**

Thursday 6 May 2004 at 2:15pm in Jim Potter Conference Room 1, Old Physics Building.

The meeting closed at 4:40 pm

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Chair

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Date