

THE UNIVERSITY OF MELBOURNE
ACADEMIC PROGRAMS COMMITTEE

MEETING 7/05

A meeting of the Academic Programs Committee was held on Thursday, 4 August 2005 at 2.15 pm in the Jim Potter Conference Room, Old Physics Building.

Present: Professor M Bryan (in the Chair)

Mr P Donegan, Associate Professor C Falk, Professor D Holm, Professor G Hutchinson, Dr S James, Professor D Jamieson, Associate Professor N Low, Professor D Merrett, Professor P Pattison, Ms J Reese, Ms C Smith, Professor L Sterling, Professor H Watson, Mr W Watson, Dr G Webb

By invitation: Dr R Beilin

In attendance: Academic Secretary (Mr I L L Powell).

BUSINESS

1. Formal Matters

1.1 Apologies

Apologies were received from Professor G Bowes, Dr M Emison, Professor A Freadman, Associate Professor A McDougall, Professor P McPhee, Professor L Skene, Professor R Slocombe.

1.2 Committee Membership

The Committee recorded its congratulations to Associate Professor Sue Elliott on her appointment as Assistant Vice-Chancellor (Teaching, Learning and Equity) from 1 August and noted that the Academic Board on 21 July had added the following new membership category to the Committee as a consequence of Associate Professor Elliott's appointment:

"Deputy Vice-Chancellor (Academic) or Assistant Vice-Chancellor (Teaching, Learning and Equity)".

The Committee agreed that Associate Professor Elliott's current responsibilities as a postgraduate shepherd and as convenor of the Working Group on Assessment and Students with Disabilities would need to be clarified in the near future.

The Committee also noted that, following his election as President of UMPA, Mr Will Watson would be assuming the position on the Committee formerly held by Matthew Belleghem.

1.3 Visitor

Dr R Beilin, Office for Environmental Programs, was welcomed for item 5.3 (Green Leaf Project).

2. Postgraduate Coursework Programs Sub-Committee Business

2.1 Meeting 4/05

The Committee received and noted the unconfirmed minutes of meeting 4/05 of the Postgraduate Coursework Programs Sub-Committee held on 29 July 2005.

2.2 Sub-Committee Recommendations

2.2.1 Course Proposals

The Committee adopted the Sub-Committee's recommendations on the following course proposals:

- a) Major change – Master of Applied Commerce (Business Analysis and Systems)
- (b) Major change – Master of Business and Information Technology
- (c) Cancellation of course- Master of Electronic Commerce
- (d) Cancellation of stream – Master of Physiotherapy (Upper Limb Rehabilitation)

2.2.2 Working Group on Pathways to Masters

In agreeing to the recommendation from the Sub-Committee for a further review of pathways to Masters by a Working Group with membership as set out below, the Committee determined that the review should focus solely on the issues raised by the Faculty of Arts in its unsuccessful application for 150 point masters degrees.

Working Group membership

Associate Professor R Misson (convenor)
Associate Professor L–A Hawthorne
Dr S James
Professor E Mackie
Ms S Olesnicky

The Committee noted that the amalgamation of the Melbourne University Private and the decision to transfer its School of Enterprise to the University as a stand alone body raised a number of issues concerning postgraduate education which would need to be addressed in due course.

3. Minutes

3.1 Minutes of Previous Meeting

The minutes of meeting 6/05 held on 30 June 2005 were confirmed.

3.2 Action Sheet 6/05

Members noted the action sheet from meeting 6/05 and discussed the following matters:

3.2.1 Semesterization (minute 5.1)

The Chair advised that he had discussed with the Academic Board President her planned request to faculties for a progress report on semesterization of

full-year subjects and understood that faculties would be contacted in the near future.

Members noted that there was a common understanding across the University that the Academic Board would allow full-year subjects to remain where there were pedagogical reasons for maintaining the status quo. Faculties should expect to submit properly argued cases for and against semesterization to the President.

The Chair said that he was unsure whether the President would request the Committee to handle the responses from Faculties or whether she would deal with them herself in some other way.

3.2.2 Memorandum of Understanding between the University and U21 Global (minute 13.2)

The Chair commented that since the decision by the Committee at the last meeting not to require the three faculties involved in the Memorandum of Understanding with U21 Global to consult the Committee about credit arrangements, it had been pointed out although credit issues would be one point of negotiation between the parties there were almost certainly likely to other matters of wider University significance when Committee input would be desirable.

The Committee agreed that the three faculties (Economics and Commerce, Land and food Resources, Science) should bring matters to the Committee's notice where they were of wider University significance or where the Committee's imprimatur would assist faculties in negotiations.

4. Matters Arising from the Minutes

Nil

5. Policy Matters

5.1 Protocol for Joint Badging of Degrees

The Committee received a paper from the Deputy Vice-Chancellor (Academic) setting out draft guidelines under which joint badging of undergraduate and coursework postgraduate with other universities should take place.

In agreeing to recommend the paper to Academic Board, the Committee noted that it would be desirable to spell out how changes to any academic program sponsored under a joint badging arrangement would be handled. Both institutions would be required to approve any consequential changes with the Melbourne faculty partner submitting material to Academic Programs Committee for approval in the first instance.

5.2 Plagiarism – Review of Penalties and Processes

The Committee considered a paper from the Deputy Vice-Chancellor (Academic) on Processes and Penalties for Academic Misconduct: Plagiarism and Collusion.

After an introduction by Professor Pattison, the Committee discussed the paper at length during which the following comments were made:

- The bottom box on Appendix 5 should refer to other forms of academic misconduct rather than just plagiarism and should also require the examiner/lecturer to actively seek other evidence to support the initial suspicions of academic misconduct
- A standard coversheet submitted for every item of work would not be appropriate in, for example, subjects where weekly work was required. This would be a considerable waste of resources.
- The cover sheet declaration about plagiarism would not be appropriate in some disciplines which involved 'common knowledge' which did not need to be formally referenced
- Procedures should be tightened to ensure that examiners did not try to sidestep the formal discipline process
- The document should give examples of penalties across the University as well as good practice examples of how departments address concepts of academic honesty
- Where collaborative work is involved, the procedures should address the issue of 'free riding'
- It would be useful if students could access Turnitin as part of the editing process for work to be submitted
- The document needs to say more about assessment generally and how academic dishonesty affects this
- Guidelines need to be provided to indicate what is 'solid evidence' that will stand scrutiny at Discipline Committee level
- Recommendation 3 needs to be strengthened
- Although a more formalised process will discourage informal handling of minor academic misconduct it will bring some evenness to practice and penalties at the low end of the problem.

Professor Pattison undertook to convey members' comments to Professor McPhee.

The Committee agreed that it would be desirable for a revised document to be submitted to the next meeting.

The Committee noted that TALQAC would consider the present draft at its meeting on 11 August.

5.3 Green Leaf Project

Dr Beilin briefed the Committee on the circulated proposal from the Office for Environmental Programs for the initiation of a trial initially in two faculties which would involve marking all subjects with recognised environmental objectives in their learning descriptions with a 'green leaf' in hardcopy handbooks and on websites. She said that the project was the first stage in a program to align the University's activities with the 10-point action plan of the Talloires Declaration which the University had signed in 2002.

The Committee noted comments from a member who stated that if courses dealing with environment and sustainability were to receive a special notation, a similar case could be made by other areas to which the University was committed such as cultural diversity and support for Australian indigenous issues.

The Committee agreed to recommend the 'green leaf' trial to Academic Board in the terms set out in the document and also asked Dr Beilin to provide it with details of the subjects selected for 'green leaf' endorsement in due course.

6. Chair's Report

6.1 Action Taken by Chair

Nil

6.2 Teaching and Learning Quality Assurance Committee Report

Professor Sterling reported that the Committee's main current activity at present was the series of faculty course reviews.

6.3 Teaching and Learning (Multimedia and Educational Technologies) Committee

There was no report in the absence of Associate Professor Tregloan.

7. Working Group Reports

7.1 Cultural Diversity in Curriculum – Convenor Professor Holm

The Committee received a copy of the Final Report of the Working Group on Cultural Diversity in Curriculum.

In introducing the Report, the Working Group convenor, Professor Holm, expressed his thanks to Professor Jamieson who had taken responsibility for preparation of the report at two critical stages of its development.

The Committee endorsed the six main and three subsidiary recommendations in the report noting that the time frame from implementation of main recommendation 2 was flexible. It agreed to recommend the report to Academic Board.

8. New Courses

Nil

9. Course Changes

9.1 Faculty of Engineering

9.1.1 Extended Bachelor of Engineering

The Committee approved the cancellation of the Extended Bachelor of Engineering course.

9.1.2 Bachelor of Engineering – Chemical engineering stream

The Committee approved a change to a core subject in the Chemical Engineering stream of the Bachelor of Engineering.

9.1.3 Bachelor of Engineering – Biomedical engineering stream

The Committee approved a change to a core subject in the Biosignals area of the Biomedical Engineering stream of the Bachelor of Engineering.

9.1.4 Bachelor of Engineering (4 streams) and combined BE(mechatronics)/Bachelor of Computer Science

The Committee deferred consideration of proposals to reintroduce full-year Project Work subjects in the Computer, Electrical, Mechanical and Software stream of the Bachelor of Engineering and the combined BE (Mechatronics)/BCS course.

The Committee agreed that the Faculty should make the case for returning to full-year arrangements when responding to the Academic Board President's forthcoming request to Faculties for a progress report on semesterization.

A member noted that the deadline for the 2006 Handbook was looming and there may be difficulty in incorporating up to date information about semesterized subjects in that publication if matters were delayed much longer. The Chair commented that, if necessary, he would act on behalf of the Committee in approving changes to subject details.

9.2 Faculty of Science

9.2.1 Extended Bachelor of Science

The Committee approved the cancellation of the Extended Bachelor of Science course.

9.3 Faculty of Law

9.3.1 Bachelor of Laws

The Chair thanked Professor Holm for shepherding this proposal while the undergraduate Law shepherd was on leave.

The Committee approved a major revision to the curriculum for the Bachelor Laws course.

The Committee noted that the Law School had given careful and detailed attention to the matter of transition particularly in relation to combined degree students.

9.4 Faculty of Land and Food Resources

9.4.1 Bachelor of Resources Management

The Committee approved the renaming of the Bachelor of Resource Management as the Bachelor of Natural Resource Management.

9.4.2 Conversion of Advanced Diplomas to Associate Degrees

(a) (Environmental) Horticulture

The Committee approved the conversion of the Advanced Diploma of Horticulture to the Associate Degree of Environmental Horticulture.

(b) Forestry Management

The Committee noted that the Faculty was revising the proposal to convert the Advanced Diploma of Forest Management to the Associate Degree of Forest Management at the request of the shepherd who expressed general support for the change.

The Committee gave provisional approval to the change subject to a positive report from the shepherd on outstanding matters and clearance by the Chair on behalf of the Committee.

(c) Wood Products Management

The Committee noted that the Faculty was revising the proposal to convert the Advanced Diploma of Wood Products Management to the Associate Degree of Wood Products Management at the request of the shepherd who expressed general support for the change.

The Committee gave provisional approval to the change subject to a positive report from the shepherd on outstanding matters and clearance by the Chair on behalf of the Committee.

9.5 Faculty of Architecture, Building and Planning

9.5.1 Bachelor of Architecture

The Committee approved a change to the Bachelor of Architecture.

9.5.2 Bachelor of Architectural Studies

The Committee gave provisional approval to a change to the Bachelor of Architectural Studies pending a positive report from the shepherd on outstanding matters concerning subject descriptions.

9.5.3 Bachelor of Property and Construction

The Committee gave provisional approval to a change to the Bachelor of Property and Construction pending a positive report from the shepherd on outstanding matters concerning subject descriptions.

9.5.4 Bachelor of Urban Planning and Development

The Committee approved a change to the Bachelor of Urban Planning and Development.

9.5.5 Bachelor of Architecture/ Bachelor of Property and Construction

The Committee gave provisional approval to a change to the Bachelor of Architecture/Bachelor of Property and Construction pending a positive report from the shepherd on outstanding matters concerning subject descriptions.

9.5.6 Bachelor of Planning and Design (Property and Construction)

The Committee gave provisional approval to a change to the Bachelor of Planning and Design (Property and Construction) pending a positive report from the shepherd on outstanding matters concerning subject descriptions.

A member noted that both Engineering and Law had an interest in the proposed subject changes.

10. Student Awards

10.1 New Awards and Major Changes to Existing Awards

10.1.1 Faculty of Law

(a) Clive Brookes Award for Legal Ethics

The Committee approved the establishment of the Clive Brookes Award for Legal Ethics.

(b) Graduate Taxation Law Prize

Subject to a satisfactory shepherd's report, the Committee approved the establishment of the Graduate Taxation Law Prize.

10.1.2 Faculty of Science

(a) Exhibition Prizes in Physiology II and Physiology III

The Committee approved increases in the value of the Exhibition Prizes in Physiology II and Physiology III.

10.1.3 Faculty of Economics and Commerce

(a) Booz Allen Hamilton Prize

The Committee approved the establishment of the Booz Allen Hamilton Prize.

(b) CPA Australia First Year Accounting Prize

The Committee approved changes to the CPA Australia First Year Accounting Prize.

(c) CPA Australia Second Year Accounting Prize

The Committee approved changes to the CPA Australia Second Year Accounting Prize.

(d) CPA Australia Third Year Accounting Prize

The Committee approved changes to the CPA Australia Third Year Accounting Prize.

10.2 Changes to Existing Awards

The Committee noted minor changes to the following awards:

- Alastair Nicholson Law Scholarship
- Deacons Award for Construction
- Piper Alderman Lawyers Prize
- Dean's Award : the Melbourne JD

11. Quarterly Reports

11.1 Faculty of Arts

The Committee approved the Faculty of Arts undergraduate and postgraduate reports for quarter 2/05.

After the shepherds commented critically on the volume of changes made in the quarter, the Committee agreed that the Faculty should consider streamlining future reports to reduce their volume and to improve clarity.

11.2 Victorian College of the Arts

The Committee noted that the Victorian College of the Arts had made no changes during quarter 2/05.

11.3 Faculty of Science

The Committee noted that the Faculty of Science had made no changes during quarter 2/05.

11.4 Faculty of Economics and Commerce

The Committee approved the Faculty of Economics and Commerce undergraduate report for quarter 2/05.

11.5 Faculty of Engineering

The Committee approved the Faculty of Engineering undergraduate report for quarter 2/05.

11.6 Faculty of Land and Food Resources

The Committee approved the Faculty of Land and Food Resources undergraduate report for quarter 2/05 after noting that the changes to core subjects 208-207 and 208-208 need to be submitted to the Committee as a major course change.

The Committee noted that there had been no postgraduate changes during quarter 2/05.

11.7 Faculty of Music

The Committee approved the Faculty of Music undergraduate and postgraduate reports for quarter 2/05.

11.8 Faculty of Education

The Committee approved the Faculty of Education undergraduate and postgraduate reports for quarter 2/05.

11.9 Faculty of Law

In the absence of shepherds' reports, the Committee agreed to defer consideration of reports for quarter 2/05 from the Faculty of Law to the next meeting.

12. 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:

Suspension of subjects for semester 2 – 740-511, 740-514, 702-424, 705-317, 126-478,
705-829, 166-520, 166-538, 740-252, 702-436,
702-897

Reinstatement of subject for semester 2 – 740-393

13. Any Other Business

13.1 Revised Progress Rules for Bachelor of Veterinary Science

The Committee approved revised academic progress rules for the Bachelor of Veterinary Science as a consequence of the completion of full semesterization of the course.

14. Next meeting

Thursday, 1 September 2005 at 2.15 pm in the Jim Potter Conference Room, Old Physics Building.

The meeting closed at 4.30 pm