

**THE UNIVERSITY OF MELBOURNE**  
**ACADEMIC PROGRAMS COMMITTEE**

**MEETING 7/06**

Meeting 7/06 of the Academic Programs Committee was held on Thursday, 3 August 2006, at 2.15 pm in the Jim Potter Conference Room, Conference Centre, Old Physics Building.

**Present:** Professor J Borland (Chair), Ms L Bartolini, Professor K Dovey, Associate Professor C Duffield, Associate Professor C Falk, Professor G Hutchinson, Associate Professor S James, Ms G Luck, Professor P McPhee, Associate Professor M Morris, Ms C O'Dowd, Associate Professor E Ozanne, Professor P Pattison, Professor M Singh, Professor L Skene, Professor R Slocombe, Ms C Smith, Professor L Sterling, Associate Professor G Webb, Professor H Watson, Mr A Williams

**In attendance:** Mr R Hillbrich, Mr C Reid (Secretary), Dr J Stockdale, Associate Professor P Tregloan

**BUSINESS**

**1 Formal Matters**

**1.1 Apologies**

Apologies were received from Professor M Elgar and Associate Professor R Misson.

**1.2 Welcome**

The Committee welcomed Dr Marilys Guillemin, School of Population Health, who was shadowing the Vice-President of Academic Board, Professor Pattison, under the Headstart Program. The Committee also welcomed Associate Professor Elizabeth Ozanne to her first meeting as a new member.

**2 Minutes**

**2.1 Minutes of meeting 6/06 (6 July 2006)**

The minutes of meeting 6/06 of the Committee were confirmed and signed as a correct record.

**2.2 Action Sheet 6/06**

The Committee noted the action sheet from the previous meeting, as circulated. In relation to the proposal for the Melbourne-Rome Scholarship, the Chair reported that he had discussed the award provisions with the Equal Opportunity Officer and with the Faculty and amendments to it had been agreed. Prospective applicants with families will be encouraged to discuss accommodation options with the British School in Rome. The revised proposal had subsequently been approved executively.

### **2.2.1 Awards Policies – Citizenship**

The Committee received a copy of email correspondence between the Chair and staff he had consulted on the matter of the appropriateness of limiting eligibility for student awards on the basis of citizenship. The Chair reminded the Committee that he is establishing a working group to look at the matter of an appropriate policy on eligibility for student awards.

## **3 Matters Arising Not Dealt with Elsewhere**

### **3.1 Academic Misconduct**

Professor McPhee tabled a paper clarifying the University's policies and procedures for academic misconduct and how they might be applied. He noted that, in the policy and procedures for academic misconduct adopted in 2005, heads of department have delegated authority to act in cases of minor or unintentional misconduct, for example errors in referencing. It was agreed that an opportunity should be provided for the tabled paper to be considered by the Dean of the Faculty of Economics and Commerce and by the student members of the Committee, before being considered again by the Committee.

### **3.2 Proposal for New or Substantially Revised Subjects: New CAP Subjects for the School of Medicine**

In relation to the proposal considered at the previous meeting for the establishment of clinical placement subjects for non-University medical students, Mr Hillbrich reported that the School of Medicine has agreed to the subjects being classed as Category B subjects. This will permit the students' enrolment to be recorded and a certificate of completion issued.

## **4 University Curriculum Project**

### **4.1 Report from Curriculum Commission**

Professor McPhee reported on the progress of development of new curricula and on the decisions regarding course content and prerequisites made by Academic Board in anticipation of Open Day on 20 August. He reported on the design of the new undergraduate degrees and noted that cross-faculty programs are being designed collaboratively. The intention is to complete the design of the new degrees by December to the extent necessary to gain CRICOS registration, with final detail to be completed subsequently. The level of detail required for CRICOS registration, such as subject content, is to be checked. The proposed Board of Undergraduate Studies (BUGS) would be responsible for ensuring consistency across the degree programs, including consistency in the treatment of students. Professor McPhee indicated that the Working Group on the Implementation of the Melbourne Model would submit an interim report to Planning and Budget Committee in the following week.

#### **4.1.1 New Generation Undergraduate Degrees**

The Committee noted the summary statements of the content and aims of the new generation undergraduate degrees, as circulated.

#### **4.1.2 Aspirational Values or Practical Skills? Defining Graduate Attributes at the University of Melbourne**

The Committee received the above report, prepared under the Academic Women in Leadership Program. The Committee welcomed members of the Academic Women in Leadership Program who introduced the report: Associate Professor Lata Gangadharan, Department of Economics; Dr Jenny Lewis, Department of Political Science; and Associate Professor Felisa J. Vázquez-Abad from the Department of Mathematics.

Members discussed the report and commended it. In discussion, the following points were made:

- The statements of graduate attributes are cast in aspirational terms, and are thus qualitative rather than quantitative.
- Recommendation 2 has already been taken up.
- Not every subject offered by the University must address every attribute.
- These attributes can be used at graduate level – the depth to which each is addressed can be varied according to the level of the subject.

The Committee agreed to endorse the report and noted that the report would be submitted to Academic Board with the final report of the Curriculum Commission. Professor McPhee invited Committee members to submit any comments on the report to him. The proposed Board of Undergraduate Studies would consider the implementation of the graduate attributes.

#### **4.1.3 Proposed Guaranteed Pathway for High Achieving School Leavers**

The Committee received an extract from a paper on proposed guaranteed pathways, for high achieving school-leavers, from undergraduate to graduate programs. It was noted that the Vice-Chancellor's Advisory Group has adopted the proposals in the paper. The pathway defined in the paper, which is for high-achieving school leavers entering undergraduate programs and then proceeding to the JD, has been proposed for the Faculty of Law. Other faculties have not sought the establishment of comparable pathways to their postgraduate programs. It was suggested that the proposal is contrary to the spirit of the Growing Esteem Strategy and to equity principles. The Committee was advised that only 70 – 80 Victorian students achieve an ENTER of 99.9 or more each year, of which only 10 – 15 seek to enter Law at the University of Melbourne. The JD is likely to have approximately 120 CSPs, the bulk of which will be used as equity scholarships, and so the potential impact of the proposal on equity will be minimal. It was also noted that the pathway is not intended to be in place permanently, and might be discontinued after two years. The Committee suggested instead that it should be reconsidered annually.

The Committee noted that faculties have varying needs in regard to the definition of pathways. Some programs in Nursing, for example, will be solely for CSP students. The Faculty of Architecture, Building and Planning does not wish to guarantee postgraduate places to undergraduates in case they do not perform adequately or change their minds about their graduate destinations.

#### **4.2 Course Approval Process Working Group**

The Committee noted the minutes of meeting 1/06 of the Course Approval Process Working Group. The Chair reported that the Working Group has

discussed the approval process that should accompany the implementation of the Melbourne Model and has considered possible revisions to the course approval form and a proposed course deletion form. The Working Group is intending to submit a revised course approval form to Academic Programs Committee's 31 August meeting, with the intention that the revised form is submitted to Academic Board in September for consideration with the final report of the Curriculum Commission. Course proposals to be considered by APC at its November meeting would be submitted on the revised form.

#### **4.2.1 Draft Course Deletion Form**

The Committee considered and approved the circulated draft course deletion form recommended by the Working Group. It was noted that there will be a significant number of course deletions to occur with the introduction of the Melbourne Model, and that these will need to be considered individually rather than *en bloc*. The Committee noted that the teaching out of professional subjects in courses being deleted would be a significant problem for faculties because of the resources required and the diminishing numbers of students involved. There is no University-wide policy on setting deadlines for the phasing out of courses, although some faculties have such policies. The Faculty of Economics and Commerce and the Faculty of Engineering discontinue the teaching out of deleted courses after nine years. It was suggested that course advising could be used to identify options for students to assist them to complete or to transfer to new generation degrees. It was suggested that a clearly defined grievance process is needed in this area. It was agreed that the Chair and Professor Pattison should discuss outside the meeting possible strategies to assist students who have genuine reasons for taking a long time to complete their degrees.

#### **4.3 Shepherding of New Generation Course Proposals**

The Chair proposed that, by its next meeting, the Committee allocate shepherds to the new generation undergraduate degrees. He suggested that there should be teams of two to three shepherds for each degree rather than a single shepherd.

#### **4.4 Draft New Generation Undergraduate Degree Course Approval Timelines**

The Committee noted the circulated draft timelines for the implementation of the new generation undergraduate degrees.

### **5 Policy Issues**

#### **5.1 Weighting of Examinations in Assessment**

The Committee received circulated responses from the Faculties of Law, Education and Music to the request for justification for requiring 100% of assessment in a subject to be by examination. The Committee was advised that the Faculty of Arts had indicated that it does not use examinations as the sole form of assessment in any subject. Professor Pattison indicated that the Examinations Working Group would also consider faculty responses on this matter and would provide advice to the Committee's next meeting. The Committee agreed that it should provide a report to Academic Board on the matter in due course. In discussion, concerns were expressed in regard to the justifications provided by the Faculty of Law, and it was agreed that the Chair

and Professor Pattison should meet with the Associate Deans (Academic) of the Faculty to discuss the matter.

## **6 Postgraduate Coursework Programs Sub-Committee Business**

No meeting was held.

## **7 Chairs' Reports**

### **7.1 TALQAC Report**

Professor Sterling reported on the following matters:

- TALQAC is establishing a joint working group with T&L(MM&ET)C and the Information Services Division to develop policy for the use of software related to academic quality, such 'Turnitin'. Terms of reference for the working group are under development.
- The proposed evaluation cycle is under consideration. Measures for evaluation are under review and will need to anticipate government policy for evaluation and related reporting. TALQAC is anticipating a report from the Planning Office that will be useful in developing evaluation instruments.
- The schedule of course reviews is to be amended to acknowledge the transition to the Melbourne Model and the internal Faculty reviews of curricula such as that being undertaken at present in the Faculty of Architecture, Building and Planning. The question of the relationship between accreditation by professional bodies and internal evaluation also is under consideration. TALQAC will review and report on the process of evaluation and related issues for 2007, and identify an appropriate evaluation agenda for 2007.

### **7.2 T&L(MM&ET)C Report**

Associate Professor Tregloan reported on the following matters:

- Approximately 550 subjects are being offered through the Blackboard Learning Management System in semester 2, 2006, and 1800 subjects are intended to be offered through Blackboard in semester 1, 2007. "E-talk" is being established as an on-line facility for staff to provide feedback on the operation of the LMS. T&L(MM&ET)C is to host a forum for faculty on-line coordinators to discuss issues in the operation of the LMS and to plan for 2007 delivery.
- There is a small amount of unspent money left over from the IT projects that were funded through T&L(MM&ET)C in 2002 and T&L(MM&ET)C is calling for applications for funds for projects that could be supported from the unspent funds.
- An on-line version of the on-line subjects questionnaire submitting to Academic Programs Committee's 6/06 meeting is being developed.

## **8 Student Members Reports**

Nil

## **9 Working Group Reports**

### **9.1 Assessment Implementation Working Group**

Professor Pattison indicated that a report would be made to the next meeting of the Committee.

### **9.2 Working Group on Special Consideration**

Associate Professor Brown reported that the Working Group is documenting a structure for special consideration and will circulate this to faculties for advice before preparing a final report. It is intended to submit a final report by the end of 2006 for implementation in mid-2007, prior to the commencement of offering of the new generation degrees.

### **9.3 Working Group on Teaching in Languages Other than English**

Nil

### **9.4 Examinations Working Group**

Nil

### **9.5 Working Group on Eligibility for Awards**

Nil

## **10 New Courses**

### **10.1 Faculty of Arts**

#### **10.1.1 Master of Arts (Professional and Applied Ethics)**

The Committee was advised that the circulated proposal had been withdrawn by the Faculty and that it will be revised and resubmitted.

## **11 Course Changes**

### **11.1 Faculty of Architecture, Building and Planning**

#### **11.1.1 Bachelor of Urban Planning and Development**

The Committee agreed to approve the proposed change to the Bachelor of Urban Planning and Development, subject to the making of minor amendments to the outline for 705-313 namely, the assessment requirements and the rewriting of the generic skills statement, as suggested by the shepherd.

#### **11.1.2 Bachelor of Planning and Design (Property and Construction)**

The Committee agreed to approve the proposed change to the Bachelor of Planning and Design (Property and Construction), subject to the receipt of advice from the Faculty of Architecture, Building and Planning on whether the Finance Department supported the proposed changes, and subject to minor changes being made to clarify the assessment requirements and to broaden the generic skills statement for the subject 702-339.

### **11.1.3 Graduate Diploma in Property Valuation**

The Committee noted that a shepherd's report on the proposed change to the Graduate Diploma in Property Valuation had not yet been received. The Committee noted that the subject 702-401 provides for 100% assessment but that no justification for this is provided. The Committee agreed that, subject to a justification for 100% assessment by examination being submitted and to a satisfactory shepherd's report, the proposal could be approved executively by the Chair.

## **11.2 Faculty of Economics and Commerce**

### **11.2.1 Master of Human Resource Management**

The Committee agreed to approve the proposed change to the Master of Human Resource Management as circulated.

### **11.2.2 Master of International Business**

The Committee agreed to approve the revised proposal for change to the Master of International Business, subject to clarification by the Faculty of the impact on the course structure for applicants who have international business experience and who might seek exemption from related components of the course for this experience.

## **11.3 Faculty of Education**

### **11.3.1 Bachelor of Arts/Bachelor of Teaching and Bachelor of Creative Arts/Bachelor of Teaching**

The Committee agreed to approve the proposed change to the Bachelor of Arts/Bachelor of Teaching and Bachelor of Creative Arts/Bachelor of Teaching. It was noted that the deletion of these programs could result in a situation where students are unaware of the options they have for completion. It was suggested that a table outlining completion options available to them be prepared and students be counselled accordingly.

### **11.3.2 Postgraduate Certificate in Computer Education**

The Committee agreed to approve the proposed change to the Postgraduate Certificate in Computer Education.

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

### **11.4.1 Discontinuation of the Bachelor of Nursing**

The Committee noted that the deletion of the Bachelor of Nursing was being proposed because of the transfer of pre-service nursing to postgraduate under the Melbourne Model, and that the shepherd had not yet submitted a report on this proposal. It was agreed that the Faculty should be asked to complete the new course deletion form (approved under item 4.2.1 above) for this course, so as to address the questions that relate to the implementation of the Melbourne Model, and that the shepherd should be asked to consider the proposal as so revised.

Subject to a satisfactory shepherd's report on the revised submission, the proposal could be approved by the Chair executively.

#### **11.4.2 Graduate Diploma in Social Health**

The Committee agreed to approve the proposed change to the Graduate Diploma in Social Health, subject to a satisfactory shepherd's report being submitted, subject to deletion of the price of the textbook mentioned in the proposal.

#### **11.4.3 Postgraduate Certificate in Nursing Practice, Postgraduate Diploma in Nursing Practice and Postgraduate Diploma in Nursing**

The Committee agreed to approve the proposed changes to the Postgraduate Certificate in Nursing Practice, Postgraduate Diploma in Nursing Practice and Postgraduate Diploma in Nursing, subject to clarification of the meaning of the assessment requirement of 'a cumulative mark of 50%', and subject to the clarification and amendment as appropriate of the titles for those subjects with truncated titles.

#### **11.4.4 Doctor of Psychology (Child Clinical), Doctor of Psychology (Health), Doctor of Psychology (Clinical) and Doctor of Psychology (Industrial/Organisational)**

The Committee agreed to approve the deletion of the Doctor of Psychology (Child Clinical), Doctor of Psychology (Health), Doctor of Psychology (Clinical) and Doctor of Psychology (Industrial/Organisational).

#### **11.4.5 Master of Psychology (Industrial Organisational)**

The Committee agreed to approve the proposed change to the Master of Psychology (Industrial Organisational).

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

The Committee agreed to approve the proposed change to the Master of Biostatistics, Postgraduate Diploma in Biostatistics and Postgraduate Certificate in Biostatistics, subject to a satisfactory shepherd's report being received, and subject to clarification of the reason for engaging staff from Monash to teach particular statistics subjects instead of staff from the Department of Mathematics and Statistics.

#### **11.4.7 Master of Psychology (Clinical International)**

The Committee agreed to approve the proposed change to the Master of Psychology (Clinical International), subject to a satisfactory shepherd's report being received.

### **11.5 Victorian College of the Arts**

#### **11.5.1 Bachelor of Music Theatre**

The Committee agreed to approve the proposed change to the Bachelor of Music Theatre, subject to the VCA addressing to the satisfaction of the Chair and

shepherd matters raised by the shepherd, namely that there should be guidance as to the length of journal entries and seminars where these are an assessment requirement.

## **11.6 Faculty of Land and Food Resources**

### **11.6.1 Bachelor of Natural Resource Management**

The Committee agreed to approve the proposed change to the Bachelor of Natural Resource Management.

## **11.7 Faculty of Arts**

### **11.7.1 Master of Arts (Asian Societies)**

The Committee agreed to approve the proposed change to the Master of Arts (Asian Societies).

## **12 Student Awards**

### **12.1 New Student Awards**

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

##### **12.1.1 Herbert Bower Prize**

The Committee received the proposal for the above award, noting the shepherd's comment, and considered that, although the value of the prize is small, the process required to administer it will be cumbersome and expensive. The Committee asked that the proposal be reconsidered in consultation with the shepherd.

#### **School of Enterprise**

##### **12.1.2 The Christine Forster Award for Excellence**

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

#### **Faculty of Land and Food Resources**

##### **12.1.3 The Greater Shepparton City Council Bursary**

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

#### **Melbourne Scholarships Office**

##### **12.1.4 The Eleanor and Joseph Wertheim Scholarship**

The Committee received the proposal for the above award and noted concerns raised by the shepherd in relation to the appropriateness of the eligibility criteria. The Committee noted that the award must be administered in terms of the requirements of the bequest, but noted that the University can submit to the

Supreme Court an application to have the terms of a bequest varied if they are inappropriate or unworkable. The Committee agreed to raise the proposal with the Vice-Chancellor, in line with the policy, adopted at meeting 6/06, of referring to the Vice-Chancellor for consideration individual requests from faculties or departments for student awards that may not comply with anti-discrimination legislation to consider whether there are other reasons why that award should be accepted in the broader interests of the University, provided there is no legal restriction on the University acting in that manner. The possibility of amending the terms of the bequest should also be raised with the Vice-Chancellor.

#### **12.2 Major changes to existing awards**

Nil

#### **12.3 Minor changes to existing awards – for noting only**

Nil

### **13 Quarterly Reports**

The Committee noted that the Chair had determined that the quarterly reports should not be distributed with the agenda, but were available for perusal from the Secretary.

#### **13.1 Faculty of Economics and Commerce**

The Committee received the Faculty's Undergraduate Quarterly Report 1/06 and agreed to adopt it subject to the receipt of a satisfactory shepherd's report.

#### **13.2 Faculty of Architecture, Building and Planning**

The Committee received the Faculty's Undergraduate Quarterly Report 2/06 and agreed to adopt it subject to the receipt of a satisfactory shepherd's report.

The Committee received and adopted the Faculty's Postgraduate Quarterly Report 2/06.

#### **13.3 Faculty of Arts**

The Committee received and adopted the Faculty's Undergraduate Quarterly Report 2/06.

The Committee received and adopted the Faculty's Postgraduate Quarterly Report 2/06.

#### **13.4 Faculty of Education**

The Committee received and adopted the Faculty's Undergraduate Quarterly Report 2/06.

The Committee received and adopted the Faculty's Postgraduate Quarterly Report 2/06.

#### **13.5 Faculty of Engineering**

The Committee received and adopted the Faculty's Postgraduate Quarterly Report 2/06, subject to precise specification of the duration of examinations where applicable.

### **13.6 Faculty of Law**

The Committee received the Faculty's Undergraduate and Postgraduate Quarterly Reports 2/06 and agreed to adopt them subject to the receipt of satisfactory shepherd's reports.

### **13.7 Faculty of Medicine, Dentistry & Health Sciences**

The Committee received and adopted the School of Population Health's Postgraduate Quarterly Report 2/06.

### **13.8 Victorian College of the Arts**

Nil

### **13.9 Faculty of Music**

The Committee received the Faculty's Postgraduate Quarterly Report 2/06 and agreed to adopt it subject to the receipt of a satisfactory shepherd's report.  
[*Secretary's note: a shepherd's report, together with revisions to the quarterly report, have now been received, and have been approved by the Chair.*]

### **13.10 Faculty of Science**

Nil

### **13.11 Faculty of Land and Food Resources 2/06**

The Committee received the Faculty's combined Quarterly Report 2/06 and agreed to adopt it subject to the Faculty taking up matters raised in the shepherd's report.

## **14 Matters dealt with by the Chair and/or President, Academic Board**

The Committee noted matters approved by the Chair and/or the President of Academic Board since meeting 6/06:

*Late suspension/cancellation of semester 2, 2006 subject:*

316-649, 107-441, 325-693; 740-300; 563-808, 131-472, 191-534

*Change to assessment of a subject:*

510-621; 131-226

*Offering of a subject in semester 2, 2006:*

505-536 (*Policy and Processes in Aboriginal Health*, to be offered with entry restricted to Deakin University students); 740-439; 740-401

*Change of mode of delivery*

505-537, 505-435, 505-535

**15 Any Other Business**

Nil

**16 Next Meeting**

The next meeting of the Committee will be on Thursday 31 August 2006 at 2.15 pm in Jim Potter Conference Room, Old Physics Building.

The meeting closed at 4.50 pm.