

THE UNIVERSITY OF MELBOURNE
ACADEMIC PROGRAMS COMMITTEE
MEETING 8/06

Minutes of meeting 8/06 of the Academic Programs Committee, which was held on Thursday, 31 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, Professor M Elgar, Professor C Falk, Professor G Hutchinson, Associate Professor S James, Professor D Jamieson, Ms G Luck, Professor P McPhee, Associate Professor E Ozanne, Professor P Pattison, Professor M Singh, Professor L Skene, Professor R Slocombe, Professor L Sterling, Professor H Watson, Mr A Williams

In attendance: Dr G Duke, Mr C Reid (Secretary), Ms L Tinkler

BUSINESS

1 Formal Matters

1.1 Apologies

Apologies were received from Associate Professor C Brown, Professor D Holm, Professor M Morris, Ms C Smith, Associate Professor P Tregloan and Associate Professor G Webb.

2 Minutes

2.1 Minutes of meeting 7/06 (3 August 2006)

The Committee confirmed the minutes of the previous meeting with the following changes:

- Professor Jamieson should be listed as attending.
- Under item 4.1.3, the last sentence of paragraph 1 should be amended to read: "The Committee was of the view that it should be reconsidered annually and agreed to refer the matter to Selection Procedures Committee for consideration."

2.2 Action Sheet 7/06

The Committee noted the action sheet from the previous meeting, as circulated. The Chair reported on the following matters:

- The course deletion form, approved at the previous meeting, is now in use.
- Professor McPhee's paper on academic misconduct has been referred to the Faculty of Economics and Commerce, which is preparing a response to it.
- The proposal for the Eleanor and Joseph Wertheim Scholarship has been referred to the Vice-Chancellor for consideration.

- Following departmental rearrangements in the Faculty of Arts, the proposal for the BA (Hons) in Creative Writing is to be reconsidered. The Chair was asked to consider executive approval of the proposal out of session.

3 Matters Arising Not Dealt with Elsewhere

Nil

4 University Curriculum Project

4.1 Report from Curriculum Commission

Professor McPhee reported on the drafting of the Curriculum Commission's final report to Academic Board. Issues still under consideration include the following:

- research higher degree pathways;
- the inclusion of an honours year in undergraduate programs, and, if they are included, whether they would be aligned with faculties or with the proposed undergraduate standing committees;
- whether the models for the Bachelor Science and the Bachelor of Bioscience would need to be the same.

Professor McPhee noted that recommendation 1 of the final report would address the need to support students in existing courses and to teach out existing courses for up to ten years.

4.1.1 List of Courses

The Committee noted the circulated paper indicating plans for the retention or discontinuation of all courses in the University.

4.1.2 Some Comments on proposed Arrangements for Implementing the Melbourne Model

The Committee noted Professor Pattison's paper, prepared on behalf of Academic Board Officers, as circulated.

4.1.3 Letter from Professor Borland to Professor McPhee and Professor Skene

The Committee noted the Chair's comment on the paper considered under 4.1.2 above, as circulated.

The Committee discussed at length possible models for the management of new generation undergraduate degrees, including the proposed establishment of a standing committee for each of the degrees and a board of undergraduate studies, and the relationships these bodies would have with faculties, Academic Programs Committee and Academic Board. In discussion, the following points were made:

- The primary emphasis in the role of the proposed board of undergraduate studies would be on the governance of undergraduate programs rather than on quality assurance.
- The board of undergraduate studies would relate to Academic Programs Committee in a similar manner to a faculty.

- The proposed standing committees would be responsible for the design and implementation of the degrees; the degrees are University degrees, not faculty degrees, and standing committees would operate from that perspective.
- Academic Board and Academic Programs Committee would have primary responsibility for quality assurance for the new degrees.
- Approval to make minor course and subject changes, as they are presently defined in the Blue Book, would be delegated to APC on the advice of Standing Committees without submission to the board of undergraduate studies, while major changes would require the approval of Academic Programs Committee, Academic Board and Council as appropriate, on the recommendation of the board of undergraduate studies.
- Not all departments teaching a major in an undergraduate degree would necessarily be represented on the standing committee for that degree.
- More precise terms of reference for the board of undergraduate studies and for the standing committees need to be proposed, and these need to identify the relationships of those bodies with Academic Programs Committee and Academic Board. Operating principles and reporting structures need to be identified.
- The question of whether faculty academic programs committees need to be retained also needs to be considered.

It was agreed that Committee members' comments on the papers circulated under items 4.1.2 and 4.1.3 should be submitted to the Chair, who would pass them on to the Melbourne Model Implementation Working Group.

4.2 Course Approval Process Working Group

The Chair reported that the Working Group is preparing a revised course approval form, but that, given the advice received on the requirements for CRICOS registration, the timetable for developing course content has been moved back a little. Thus, the finalisation of the new form can be delayed until the final report of the Curriculum Commission is submitted to Academic Board. It is now anticipated that the new degree proposals will be submitted to Academic Programs Committee in February and March 2007. A further meeting of the Working Group will be held in a few weeks' time.

4.3 Shepherding of New Generation Course Proposals

The Committee noted the circulated paper and agreed on the following allocation of members of the Committee to the shepherding of the new generation undergraduate degrees:

Bachelor of Arts

Professor Graham Hutchinson (Chair), Professor Kim Dovey, Associate Professor Jenny George

Bachelor of Commerce

Professor Harry Watson (Chair), Professor Mohan Singh

Bachelor of Science

Professor Jeff Borland (Chair), Associate Professor Elizabeth Ozanne

Bachelor of Bioscience

Associate Professor Ray Misson (Chair), Associate Professor Christine Brown

Bachelor of Environments

Associate Professor Steve James (Chair), Professor Mark Elgar, Associate Professor Gillian Webb

Bachelor of Music

Associate Professor Colin Duffield (Chair), Professor Meg Morris

The Committee agreed that the shepherding teams for the new undergraduate degrees would have the following functions:

1. Work with faculty staff and course development teams (including standing committees when they have been established) to advise on the requirements of the course proposals, including completion of the new course proposal form.
2. Advise Academic Programs Committee on issues in the development of the proposals and recommend approval of the proposals as appropriate.
3. Consider and advise faculties and Academic Programs Committee on proposals for course deletion arising from the introduction of the new courses, working as required with shepherds for faculties proposing course deletion.

Shepherding teams will need to work within the principles for the design of the new courses, to be approved by Academic Board on the advice of the Curriculum Commission. Where necessary, shepherding teams should consult with each other on the development and approval of courses that may overlap, eg Bachelor of Science and Bachelor of Bioscience.

The Committee noted that, given that the role of Academic Programs Committee in the approval and operation of the new courses is still not finalised, the role of shepherds will be further clarified when the Curriculum Commission report is presented to Academic Board and a decision is made on the establishment of the board of undergraduate studies and the course standing committees.

5 Policy Issues

5.1 Weighting of Examinations in Assessment

The Committee noted that this matter is discussed in the report from the Examinations Working Group (item 10.4 below). Professor Pattison and the Chair of Academic Programs Committee will speak to the Faculty about which there is concern over the retention of 100% assessment by examination to emphasise the need for breadth in forms of assessment.

6 Postgraduate Coursework Programs Sub-Committee Business

6.1 Minutes of meeting 2/06 held on 25 August 2006

The Committee noted the unconfirmed minutes of the Sub-Committee's meeting of 25 August 2006, as circulated.

6.2 PCPSC Recommendations

The Committee approved the recommendations of the Sub-Committee for the approval of the following course proposals, subject to any changes, corrections or clarifications required by the shepherd and/or members:

Proposal for New Course

Faculty of Economics and Commerce

6.2.1 Master of Applied Commerce (Management)

(Secretary's note, this new course replaced the Master of Applied Commerce (Organisational Change), Master of Applied Commerce (Human Resource Management) & Master of Applied Commerce (Operations Management), which are to be discontinued.)

Proposals for Substantial Change to Existing Courses

Faculty of Medicine, Dentistry and Health Sciences

6.2.2 Master of Psychology (Clinical) and Master of Psychology (Clinical)/PhD

6.2.3 Master of Psychology (Clinical Neuropsychology) and Master of Psychology (Clinical Neuropsychology)/PhD

6.2.4 Master of Psychology (Clinical-Child Specialisation) and Master of Psychology (Clinical-Child Specialisation)/PhD – CONDITIONAL

6.2.5 Master of Environment (Public Health Stream)

6.2.6 Master of Social Health

6.2.7 Master of Social Health (Health Policy) – CONDITIONAL

Faculty of Education

6.2.8 Postgraduate Certificate in Education Studies (International Baccalaureate) – CONDITIONAL

6.2.9 MEd, MITEd, MTD, PGDipEdStud, PGCertEdStud, PGCertCompEd – CONDITIONAL

Proposals for Deletion/Suspension of Existing Courses

Faculty of Law

6.2.10 Graduate Diploma in Managing Legal Organisations

6.2.11 Master of e-Law

7 University of Melbourne Extension Program 2005/6 Report

The Committee welcomed Ms Tinkler, who introduced the report. She noted that Extension Program students perform as well as or better than other students in their cohort, and that 84% of such students proceed to enrol in degrees at the University of Melbourne, where they are generally very successful. However, some Extension Program students find the work difficult and some abandon the Program. The Committee noted that steps are being taken to improve the advertising of the Program and to improve academic advice given to students. The Committee also noted the need to improve communication with staff who are involved in teaching such students to alert them to the students' needs. Ms Tinkler was thanked for the report.

8 Chairs' Reports

8.1 TALQAC Report

Nil.

8.2 T&L(MM&ET)C Report

The Committee noted the tabled report on T&L(MM&ET)C's activities.

9 Student Members Reports

Nil

10 Working Group Reports

10.1 Assessment Implementation Working Group

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

10.2 Working Group on Special Consideration

Professor Pattison indicated that a report is under preparation.

10.3 Working Group on Teaching in Languages Other than English

Professor Elgar indicated that a report is being drafted.

10.4 Examinations Working Group

The Committee received the tabled report of the Working Group. It as agreed to defer consideration of the paper 'Assessment Processing – Best Practice Guide' to the next meeting, or if the matter is urgent, consider it executively out of session. The Committee noted the report concerning the use of examinations in assessment.

The Committee expressed its pleasure at the report that there were no errors identified in the printing of semester 1 examination papers and agreed to report to Academic Board that the has been a significant improvement in this area.

10.5 Working Group on Eligibility for Student Awards

Nil

11 New Courses

11.1 Faculty of Arts

11.1.1 Postgraduate Certificate in International Development

The Committee approved the establishment of the course as proposed, subject to receipt of a satisfactory shepherd's report and noting a typographical error in the proposal.

12 Course Changes

12.1 Faculty of Medicine, Dentistry and Health Sciences

12.1.1 Discontinuation of Bachelor of Nursing Science (Standard)

The Committee approved the discontinuation of the course as proposed, subject to receipt of a satisfactory shepherd's report.

12.2 Faculty of Arts

12.2.1 Major Change to Master of Arts – Cinema Management

The Committee noted that the contact time for the new subject is below the normal requirements and asked that this be checked. Subject to clarification of this matter and subject to a satisfactory shepherd's report, the proposal was approved.

13 Student Awards

13.1 New Student Awards

Nil

13.2 Major changes to existing awards

Nil

13.3 Minor changes to existing awards – for noting only

Faculty of Medicine, Dentistry and Health Sciences

13.3.1 The Novartis Prize

The Committee noted that the Prize is to be discontinued.

13.3.2 Proxime Accessit Prize

The Committee noted the change of name of The Proxime Accessit Prize to The Neil Johnson Prize.

14 Quarterly Reports

The Chair has determined that, given the volume of the quarterly reports received, the reports would not be distributed with the agenda but would be available on request from the Secretary.

14.1 Faculty of Economics and Commerce Postgraduate Report 2/06

The Committee noted the shepherd's report as circulated and adopted the report.

14.2 Faculty of Medicine, Dentistry and Health Sciences

The Committee noted the shepherd's report as circulated and adopted the report.

15 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:

Change to assessment of a subject: 730-513

Late suspension of a semester 2, 2006 subject: 191-534

16 Any Other Business

Nil

17 Next Meeting

The next meeting of the Committee will be on Thursday 5 October 2006 at 2.15 pm in Jim Potter Conference Room, Old Physics Building.

Signed:

Chair: _____ **Date:** _____

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Circulation

Ms L Bartolini
Professor J Borland (Chair)
Associate Professor C Brown
Professor K Dovey
Associate Professor C Duffield
Ms A Eddy
Professor M Elgar
Professor C Falk
Associate Professor J George
Professor D Holm
Professor G Hutchinson
Associate Professor S James
Professor D Jamieson
Ms G Luck
Professor P McPhee
Associate Professor R Misson
Professor M Morris
Ms C O'Dowd
Associate Professor A Ozanne
Professor P Pattison
Mr D Rizzetti
Professor M Singh
Professor L Skene
Professor R Slocombe
Ms C Smith
Professor L Sterling
Professor R Strugnell
Professor H Watson
Associate Professor G Webb
Mr A Williams

Dr J Stockdale (VCA observer)
Associate Professor P Tregloan (T&L(MM&ET)C observer)
General Manager, Student Administrative Services (observer)
Mr C Reid, Committee Secretary

For Information (full sets of papers)

Chairperson, Selection Procedures Committee
Director, Melbourne Business School
General Manager, Architecture, Building and Planning
General Manager, Arts
General Manager, Education
General Manager, Economics and Commerce
General Manager, Land and Food Resources
General Manager, Law
General Manager, Medicine, Dentistry and Health Sciences
General Manager, Music
General Manager, Science
Faculty Executive Officer, Veterinary Science
Manager, International Admissions
Research Assistant, President of the Academic Board
Research Higher Degrees Manager, School of Graduate Studies
Academic Registrar, VCA
Tables Officer, Student Administration
Ms Gloris Willoughby, Enrolment Management Services
Dr G Duke, University Secretary's Department

Minutes and Agendas only

Deputy Principal, Information Technology Services
General Manager, School of Graduate Studies
Manager, Office of Environmental Programs
Associate Dean (Academic Programs), Faculty of Science