

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

**MEETING 11/04**

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

**Present:** Professor M Bryan (in the Chair), Professor G Bowes, Dr M Emison, Associate Professor C Falk, Professor D Holm, Associate Professor N Low, Ms L Martin, Mrs J Reese, Professor P Taylor and Ms G Webb.

**In attendance:** Ms S Greve (Secretary), Mr I Powell and Mr R Hillbrich.

**BUSINESS**

**1. Formal Matters**

**1.1 Apologies**

Apologies were received from Dr B Howlett, Professor E Mackie, Associate Professor A McDougall, Associate Professor S Elliott, Professor L Skene, Professor R Brown, Associate Professor S Baker, Professor R Slocombe, Professor L Sterling, Professor H Watson, Mr W Watson and Professor P McPhee.

**1.2 Thanks to members**

The Chair thanked all members for their excellent work on the Committee in 2004, especially Shepherds and those involved in the many working groups.

The Chair also thanked Academic Board officers for their guidance and support throughout the year.

**1.3 Change of Secretary**

The Chair advised that Committee Secretary roles had been reviewed and that Mr Ian Powell will replace Ms Greve as Secretary of APC and PCPSC in 2005. The Chair thanked Ms Greve for her contribution to the work of the Committee and welcomed Mr Powell to his new role.

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

**2.1 Unconfirmed Minutes of PCPSC Meeting 7/04**

The Committee received and noted the unconfirmed minutes of the previous PCPSC meeting held on 29 October 2004.

Members noted that the 26 November meeting of the Sub-Committee had been cancelled due to lack of business.

The Chair thanked Professor Mackie for her excellent work as Chair of the Sub-Committee in 2004, noting that there had been a relatively high number of proposals and issues dealt with.

## **2.2 Review of Masters by Coursework**

Members received correspondence between the Chair of PCPSC and the Dean of the Faculty of Land and Food Resources. The Chair advised that the Faculty is the last to confirm that all of its Masters by coursework program contain at least 100 credit points of level 5 subjects.

The Chair advised that all faculties have now confirmed their compliance with the Academic Board policy.

## **2.3 Monitoring of the provision of infrastructure for postgraduate coursework students**

The Chair reported that the School of Graduate Studies will set standards related to the provisions of infrastructure for postgraduate coursework students, contained in the paper considered at the last meeting and subsequently adopted by Academic Board. The School will report to the Sub-Committee on the implementation of these standards and propose a monitoring program, to be administered by PCPSC.

## **3. Minutes**

### **3.1 Minutes of Previous Meeting**

The minutes of meeting 10/04 held on 4 November 2004 were confirmed.

### **3.2 Action Sheet 10/04**

Members noted the action sheet from meeting 10/04.

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

Nil

## **5. Policy Issues**

### **5.1 Review of student awards process**

The Chair advised that his paper, considered by the Committee at the last meeting, was subsequently referred to the November meeting of the Endowments and Trusts Committee for discussion. The recommendations in the paper were accepted by Endowments and Trusts Committee but they referred the issue of appropriateness of eligibility restrictions to Senior Executive for further discussion as it is a matter of University policy.

A member stated that it is important that the University of Melbourne brand and reputation is not compromised by inappropriate restrictions set by award donors or sponsors.

### **5.2 Cross-communication problems experienced by combined degree students**

The Chair advised that the proposed working group is not yet finalised but that he and Professor Pattison have discussed its membership which may consist of:

- Ms L Martin

- Faculty General Manager - Mrs J Reese
- Faculty Academic Programs Officer
- Student Administration representative
- APC member
- TALQAC member

Members discussed whether it may be more useful for the working group to meet with student focus groups rather than have a student representative as a working group member.

Ms Martin advised that there has been some good background work done by Faculty General Managers on this issue that may be useful to the working group.

Ms Martin also stated that the Nelson reforms have changed the way that combined degree students are treated with regard to entry requirements and special consideration. Clear protocols needed to be developed and introduced for combined degree students and Ms Martin agreed to work with Mrs Reese and the Faculty General Managers to prepare a proposal for consideration by APC in March/April 2005.

Mrs Reese advised that Faculty General Managers are waiting on the issues of selection and administering faculty to be resolved before they can address the wider problem.

The Chair agreed to meet with the Academic Board Officers to finalise the membership and that the working group will commence work in February 2005.

### **5.3 Unsatisfactory progress processes**

Members received and discussed comments from the Research and Higher Degrees Committee (RHDC) on the proposed revisions to Statute 11.5, and a response to those comments from Ms K Ziegler, University Solicitor. The Chair advised that RHDC agreed with the policy behind the proposed revisions but had suggested some changes to the detail.

The Committee endorsed the revisions and agreed to **recommend** them to Academic Board.

### **5.4 Review of the Guidelines for the Submission of Course Proposals**

#### **5.4.1 Final draft APC Course Proposal Form**

Members received and approved the final draft of the APC Course Proposal Form. A member questioned whether question 4 in Appendix 1 of the form could be removed and suggested clarification of question 12 in Appendix 1 relating to the length of the course in months. The Secretary agreed to address these issues and once finalised, place the new form on the APC website and advise faculties.

#### **5.4.2 Draft revised Guidelines for the Submission of Course Proposals**

Members received and noted the draft revised and new additional sections of the Guidelines and thanked Associate Professor R Misson for his assistance in revising the Guidelines.

The Secretary will finalise the revisions, update the online Guidelines and advise faculties of the changes.

#### **5.5 Implications of the Draft Disability Standards for Education 2004**

Ms Martin briefed members on the implications for the University of the new draft Disability Standards for Education, which were circulated to the last meeting of the Committee. Under the new standards the University will have to provide accommodations for disabled students once they are enrolled, even if they have not disclosed their disability before enrolment.

As a result it is important that the University is very clear about what attributes are required to complete each course and each course description should include a statement to that effect. Faculties need to think about how they can alert students with disabilities that under some circumstances they will not be selected for a course because they will not be able to meet the requirements

The University needs also to be clear about what is required to accommodate different types of disabilities and what the University can reasonably provide.

The Chair advised that he had referred this matter to the Assessment and Students with Disabilities Working Group for further consideration.

#### **5.6 Associate Degrees**

The Chair advised that there is nothing to report on the issue of Associate Degrees at this time.

Ms Martin advised that the AVCC proposal related to requiring Associate Degrees to be higher degrees available only at universities was defeated.

#### **5.7 Victorian Qualifications Authority (VQA)**

Ms Martin advised that the letter from the VQA, circulated to members at the last meeting, was seeking advice about how the Authority meets the University's needs.

Ms Martin advised that no response was required from APC.

#### **5.8 MUPHAS – A Vet Science Perspective**

Members received and noted a paper prepared by Professor R Slocombe and Ms L Lightfoot from the Faculty of Veterinary Science about problems encountered by MUPHAS students. The paper stated that there is anecdotal evidence showing that students could be disadvantaged for Bachelor of Veterinary Science selection as a consequence of undertaking University of Melbourne Extension Program (formerly known as MUPHAS) subjects.

The Chair agreed to refer the issue to the UMEP Sub-Committee for consideration.

### **5.9 Suggested amendments to quarterly report form**

Mrs Reese advised that she had referred the Associate Professor Low's paper to a meeting of the Faculty General Managers. The General Managers had agreed that the quarterly report form needed some amendments and referred the matter to Academic Programs Managers for further discussion. The Academic Programs Managers will prepare a response for consideration by APC.

The Chair confirmed that the quarterly report form will be reviewed in 2005.

### **5.10 Academic Policies and Guidelines Website**

The Committee noted that the Academic Policies and Guidelines website is now operational and can be found at [www.unimelb.edu.au/abp/policies](http://www.unimelb.edu.au/abp/policies).

### **5.11 Semesterisation of year-long subjects**

The Chair advised that Professor Pattison had revised her paper on semesterisation of year-long subjects after discussions at the last meeting of the Committee and the paper was then presented to Academic Board. The paper and recommendations were accepted and endorsed by Academic Board at the November meeting and the information will be included in the APC Guidelines and on the policies website.

## **6. Chair's Report**

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

The Chair reported that TALQAC had completed the course reviews and presented them to Academic Board.

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

Nil report.

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

### **7.1 Cultural Diversity in Curriculum**

The Convenor, Professor D Holm, reported that the report was not yet complete as the working group was waiting to interview indigenous students and staff. These interviews will take place early in the New Year.

### **7.2 Assessment and Students with Disabilities**

Members noted that this working group had not met since the last Committee meeting but work is progressing.

### **7.3 Communication with Students**

A member advised that the working group had not met since the last meeting of the Committee but a meeting is scheduled for the following Monday.

### **7.4 Implementation of the Review of Assessment**

Due to the absence of the Convenor, there was no report.

## **8. New Courses**

Nil

## **9. Course Changes**

### **9.1 Faculty of Veterinary Science**

#### **9.1.1 Major changes to the Bachelor of Veterinary Science including semesterisation of year-long subjects**

The Committee **approved** the major changes and semesterisation of year-long core subjects within the Bachelor of Veterinary Science, subject to the shortening of subject titles to meet the 40 character limit.

### **9.2 Faculty of Education**

#### **9.2.1 Major changes to the Bachelor of Early Childhood Education including semesterisation of year-long subjects**

The Committee **approved** the major changes and semesterisation of year-long core subjects within the Bachelor of Early Childhood Education.

#### **9.2.2 New stream: Postgraduate Certificate in Educational Studies (International Baccalaureate)**

The Committee **approved** the new stream in the Postgraduate Certificate in Educational Studies (International Baccalaureate).

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

#### **9.3.1 Major changes to the Graduate Diploma in Building Surveying and Graduate Diploma in Property Evaluation**

The Committee **approved** the major changes to the Graduate Diploma in Building Surveying and Graduate Diploma in Property Evaluation involving the creation of postgraduate versions of existing undergraduate core subjects.

The Committee noted many of the generic skills listed for subjects in Architecture, Building and Planning courses are “specific” rather than “generic”. The Committee requested that the generic skills statements be reviewed across the faculty’s programs and Associate Professor Low agreed to raise this issue with his faculty.

### **9.3.2 Major changes to the Bachelor of Planning and Design (Property and Construction)**

The Committee **approved** the major changes to the Bachelor of Planning and Design (Property and Construction), involving the replacement of compulsory year 1 and 3 subjects.

### **9.3.3 Major change to the Bachelor of Property and Construction**

The Committee **approved** the major change to the Bachelor of Property and Construction involving a change to intensive mode of offering for subject 702-419 in 2005. The Committee specified that the approval for this change is valid for 2005 only, as requested by the Faculty, and that if the Faculty wishes to continue to teach this subject intensively in future years, it must submit a course change proposal next year.

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

### **9.4.1 Change to Honours score calculations in ILFR courses**

The Chair advised that this proposal had been **withdrawn** by the Faculty.

## **9.5 Faculty of Law**

### **9.5.1 Change to core subject in The Melbourne JD**

The Committee **approved** the major course change to The Melbourne JD involving core subject 730-521.

## **10. Student Awards**

### **10.1 New awards/Major changes to awards**

#### **10.1.1 New award: Elene and David Wood Engineering Scholarships**

The Committee **approved** the proposed new Elene and David Wood Engineering Scholarships, subject to clarification of the selection criteria to the satisfaction of the Chair.

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

#### **10.2.1 Chemical Engineering Final Year Prize**

The Committee **approved** the extension of the Chemical Engineering Final Year Prize (Faculty of Engineering) to 2008 and increase in value of award to \$300 per annum.

#### **10.2.2 CPA Prize**

The Committee **approved** the extension of the CPA Prize (Faculty of Engineering) to 2008 and addition of a cash component of \$300 per annum.

## **11. Quarterly Reports**

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

The Committee **deferred** consideration of the postgraduate quarterly report for the 3<sup>rd</sup> quarter of 2004 from the Faculty of Medicine, Dentistry and Health Sciences, subject to consideration by the Shepherd.

### 11.2 Faculty of Education

The Committee **approved** the postgraduate quarterly report for the 3<sup>rd</sup> quarter of 2004 from the Faculty of Education.

The Committee **deferred** consideration of the undergraduate quarterly report for the 3<sup>rd</sup> quarter of 2004 from the Faculty of Education, subject to clarification of whether the subjects undergoing semesterisation are compulsory or elective.

## 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 change. The Committee noted that the President of the Academic Board had subsequently approved this change on behalf of the Academic Board, as set out below:

- **Suspension of subject in Sem1, 2005:** 110-221, 705-880
- **New student award:** The University of Melbourne Land and Food Resources Bursaries
- **Change to assessment for subject in Trimester 1, 2005:** 730-510
- **Introduction of new subject in Semester 1, 2005:** 482-8XX *The Thinking Curriculum: Theory and Practice*

## 13. Any other business

Nil

## 14. Next meeting

Thursday **3 February 2005** at 2:15pm in Jim Potter Conference Room 1, Old Physics Building.

The meeting closed at 4:20pm

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Chair

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Date