

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

**MEETING 11/05**

A meeting of the Academic Programs Committee was held on Thursday, 1 December 2005 at 2.15 pm in the Jim Potter Conference Room, Conference Centre, Old Physics Building.

**Present:** Professor M Bryan in the Chair, Mr P Donegan, Dr M Emison, Associate Professor C Falk, Professor D Holm, Dr S James, Professor D Jamieson, Professor E Mackie, Associate Professor A McDougall, Professor D Merrett, Associate Professor R Misson, Professor Pattison, Professor L Skene, Professor L Sterling, Professor P Taylor, Professor H Watson, Dr G Webb.

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

**BUSINESS**

**1. Formal Matters**

**1.1 Apologies**

Apologies were received from Associate Professor Low, Professor McPhee, Ms Reese and Ms Smith.

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

**2.1** Members received the tabled unconfirmed minutes of meeting 7/05 of the Postgraduate Coursework Programs Sub-Committee meeting held on 24 November 2005.

**2.2 PCPSC Recommendations**

The Committee adopted the Sub-Committee's recommendations on the following course proposals, subject to any changes, corrections or clarifications required by the shepherd and/or members:

- (a) Changes to Graduate Certificate/Graduate Diploma in Psycho-Oncology
- (b) Changes to Postgraduate Certificate/Postgraduate Diploma in Palliative Medicine
- (c) Postgraduate Diploma in Advanced Clinical Nursing (CONDITIONAL)

The Committee adopted the Sub-Committee's recommendation for a revised Higher Doctorates entry in the "Blue Book" and in doing so noted that while policy matters involving Higher Doctorates were the responsibility of the Research Higher Degrees Committee, editorial responsibility for the Higher Doctorate entry in the "Blue Book" rested with APC.

**2.3 "Growing Esteem" - Effect on Future Committee Workload**

The Committee noted that if the Bologna model proposed in the Vice-Chancellor's "Growing Esteem" paper was adopted by the University the Committee's workload would be a very heavy one as new courses were established and existing programs streamlined.

## **2.4 Thanks to Professor Mackie**

On behalf of the Committee, the Chair expressed his gratitude to Professor Mackie for chairing PCPSC so ably over the past two years.

## **3. Minutes**

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

The minutes of meeting 10/05 held on 3 November 2005 were confirmed.

### **3.2 Action Sheet 10/05**

Members noted the action sheet from meeting 10/05.

In relation to item 11.8 (assessment of selected Science subjects), Professor Pattison commented that the issues raised by the Science shepherd, Professor Slocombe, warranted a reference in the "Blue Book". It was agreed that the Chair and Professor Pattison should draft an amended Assessment entry for the "Blue Book".

The Chair advised that he and the Secretary had begun preparing material for the "Blue Book" covering the matters set out in the Long Term section of the Action Sheet.

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

## **5. Policy Matters**

### **5.1 School of Enterprise - Template**

The Committee received a revised version of the School's *Award Course Policy and Practice* template which incorporated most but not all changes requested by APC, SPC and TALQAC at their latest meetings.

In reviewing the document, the Committee noted that a third dot point relating to Masters Degrees (150 credit points) had been omitted at the bottom of page 5.

The missing material reads as follows:

- at least 10 years documented relevant work experience and a portfolio of work which demonstrates the applicant's written and analytical skills at a level appropriate for study at Masters level.

The Committee agreed that it would not be appropriate for the template, in its present form, to be approved the document for forwarding to the December Academic Board meeting.. However, the Committee did agree to give provisional approval to the document so that the School might operate on an interim basis until the template gained final approval.

A working party comprising the Chair, the Academic Board President and the chairs of SPC and TALQAC was appointed to review the document to ensure that all of the main points addressed by the three committees had been responded to the School in its redraft. Dr Emison was also asked to clarify the proposed fee arrangements set out in Section 10.

The Committee noted that a new section in the "Blue Book" on the School of Enterprise would be required in due course.

## **5.2 Melbourne University Private – Courses in LOTE**

The Committee received an updated version of a MUP document, *Background to policy on courses in languages other than English*, which had earlier been submitted to the Board's MUP Committee as part of the portfolio for that committee's review of the Master of Women's Health. The document is to be used by APC in 2006 in the development of University guidelines on courses delivered in languages other than English.

In discussion of the document, members noted the absence of any reference to National Accreditation Authority for Translators and Interpreters (NAATI) accreditation of key bilingual staff and suggested that it might be difficult to appoint bilingual staff who were competent to make quality assurance judgements.

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

### **6.1 APC Report**

The Chair reported that a revised version of the CSHE sourced document on the weighting of examinations in assessment had been submitted directly to the November Academic Board meeting where it had been approved. The Chair indicated that he and Professor Pattison would draft a joint letter to go to all faculties concerning implementation of the new policy.

The Chair reported that arising from the work of the Students with Disabilities Working Group, a notice would go out in the near future alerting faculties to the new Commonwealth Government legislation and implementation issues. The Committee noted that a revised Working Group report would be submitted to the Committee and SPC next year.

### **6.2 Teaching and Learning Quality Assurance Committee Report**

Major items considered at the last meeting included:

- an interim arrangement for 2006 for student quality of teaching questionnaires
- disbanding of the Working Group on TALQAC Processes at the conclusion of its deliberations
- disbanding of the Working Group on Intellectual Property in Undergraduate Courses at the conclusion of its deliberations
- the need to convene the Working Group on Examinations as soon as possible..

Professor Bryan thanked Professor Sterling for his contribution to the work of APC during 2005.

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

Associate Professor Tregloan advised on the activities by the Committee, multimedia co-ordinators and others over the past few weeks in the lead up to the identification, by 5 December, of those subjects that would be supported by Blackboard in Semester 1 of 2006.

Professor Bryan thanked Associate Professor Tregloan for his contribution to the work of APC during 2005.

## **7. Working Group Reports**

### **7.1 Communication with Students**

The Committee noted that the Working Group had been placed on hold earlier in the year pending the outcome of an Information Division review of electronic communications between students and the University. At the time it was recognised that the issues which the Working Group were to address were broader than just electronic communications.

Dr Emison reported that in the intervening period since the last report responsibility for managing electronic communications with students had been transferred from the Information Division to Student Administration/University Systems which was developing a Student Portal for introduction in 2006 initially targeted at undergraduate students. The Assistant Vice-Chancellor (Teaching, Learning and Equity) is sponsor for this project which is supported by a Student Portal Working Group.

Dr Emison suggested that once the Portal was operational the Committee could request the Student Portal Working Group for a report.

The Committee agreed that the Working Group should remain on indefinite hold pending the introduction of the Student Portal and that the matter should be reviewed from time to time.

### **7.2 Cross Communication Problems with Combined Degree Students**

The Committee noted that the Working Group was on hold as a result of the decision to disaggregate combined degree arrangements for certain categories of students from 2006 in order to meet Commonwealth requirements. A decision on the remaining categories will be made in 2006. The situation has been made more complicated by the likelihood that the University will introduce the Bologna model across a number of faculties on a progressive basis.

## **8. New Courses**

Refer minute 9.1.3 below.

## **9. Course Changes**

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

#### **9.1.1 Master of Surgery**

This proposal was withdrawn as it was unclear to both members and the Shepherd whether the Faculty was intending to change to a 100 point program or whether the course was to remain as a 200 point program after deletion of the exemption for students who have completed Part 1 of the FRACS.

A revised and fully documented proposal is to be submitted in due course.

#### **9.1.2 Postgraduate Certificate in Physiotherapy**

The Committee approved the deletion of the Sports Physiotherapy of the Upper Quadrant and Sports Physiotherapy of the Lower Quadrant streams of the Postgraduate Certificate in Physiotherapy.

### **9.1.3 Postgraduate Certificate in Women Centred Clinical Care/Postgraduate Diploma in Primary Care Nursing (new)**

The Committee approved the renaming of the Postgraduate Certificate in Women Centred Clinical Care as the Postgraduate Certificate in Primary Care Nursing.

The Committee approved the establishment of a Postgraduate Diploma in Primary Care Nursing.

The following changes are to be made to the details of new subjects:

- Distance education resources to be provided for 585-894, 585- 895, 585-896, 585-897
- Workload for ‘audit and reflection’ section of assessment in 585-897 to be provided.

## **10. Student Awards**

### **10.1 New student awards**

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

##### **(a) Yvonne Aitkin Bursary**

Subject to correction of several typographical errors, the Committee approved the establishment of the Yvonne Aitkin Bursary.

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

##### **(a) Danks Family Essay Prize for Human Genetics**

Subject to the changes set out below being made by the Secretary, the Committee approved the establishment of the Danks Family Essay Prize for Human Genetics:

- rearrangement of the Eligibility and Selection sections
- the closing date for submission of the essay to be left open to allow the faculty to set a closing date each year .

##### **(b) Dean of Medicine, Dentistry and Health Sciences Undergraduate Prize**

The Committee approved the prize with the amended title, Dean of Medicine, Dentistry and Health Sciences Undergraduate *Nursing* Prize.

##### **(c) Head of School Undergraduate Prize – Parkville**

The Committee gave conditional approval to the Head of School Undergraduate Prize – Parkville subject to:

- correction of the typo in the Eligibility section
- clarification of the meaning of ‘academic year’ in the Selection Criteria section.

**(d) Head of School Undergraduate Prize – Shepparton**

The Committee gave conditional approval to the Head of School Undergraduate Prize – Shepparton subject to clarification of the meaning of ‘academic year’ in the Selection Criteria section.

**(e) VWDA Award**

In approving the VWDA Award the Committee noted that there were no equal opportunity issues that needed to be addressed.

**10.1.3 Melbourne Scholarships Office**

**(a) Unilodge International Student Accommodation Scholarship**

After members raised a number of concerns about this award, the Committee requested Dr Emison to take up the matter with the Melbourne Scholarships Office which had proposed the award.

The Committee agreed that in-kind awards of this type should only be considered for approval where no conditions over the normal were imposed on the student beneficiary as a condition to taking up the award.

**10.1.4 Faculty of Law**

**(a) The Deborah and Colin Golvan Prize**

The Committee approved the Deborah and Colin Golvan Prize.

**10.2 Changes to Existing Awards**

The Committee agreed that it was unnecessary for changes to existing awards to be shepherded in the following circumstances:

- where a subject for which a prize is awarded changes due alterations to the curriculum or similar
- where the name of a prize changes as the result of the sponsoring body changing its name.

Changes to awards in the above categories are to be reported to the Committee for information only.

**10.2.1 Faculty of Economics and Commerce**

**(a) J D Edwards Prize**

The Committee approved the renaming of the J D Edwards Prize for 306-207 (Enterprise Information Systems) as the Oracle Prize.

## **10.2.2 Faculty of Law**

### **(a) Mallesons Stephen Jacques Prize in Civil Litigation**

The Committee approved the Mallesons Stephen Jacques Prize in Civil Litigation now to be offered for the subject 730-113 Dispute Resolution.

### **(b) Mallesons Stephen Jacques Prize in Evidence**

The Committee approved the Mallesons Stephen Jacques Prize in Evidence now to be offered for the subject 730-457 Evidence and Proof.

### **(c) Ruth Campbell Prize in History and Philosophy of Law 2**

The Committee approved the Ruth Campbell Prize in History and Philosophy of Law 2 now to be offered for the subject 730-212 Legal Theory.

### **(d) Ruth Campbell Prize in History and Philosophy of Law 1**

The Committee approved the Ruth Campbell Prize in History and Philosophy of Law 1 now to be offered for the subject 730-112 Principles of Public Law.

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

### **(a) Carl de Gruchy Award**

The proposal was not approved in the form presented. Separate proposals for the Carl de Gruchy Prize and the Carl de Gruchy Scholarship are required.

### **(b) Geriatric Medicine Prize and RAPP Prize**

The Committee approved the replacement of the Geriatric Medicine Prize by the RAPP Prize.

## **10.3 Minor Changes to Existing Awards**

### **10.3.1 Faculty of Law**

The Committee noted that the following prizes had been extended for a further 5 years:

- Holding Redlich Prize in Environmental Law
- Victorian AIAL Administrative Law Essay Prize
- Phillips Fox Prize.

The Committee noted that the following prizes had been extended for a further 5 years and renamed to differentiate between the various Freehills Awards

- Freehills Prize in Principles of Labour Law
- Freehills Prize in Advanced Legal Research.

The Committee noted that the following prize had been extended for a further 5 years, increased in value and renamed to differentiate between the various Freehills Awards

- Freehills Prize in Special Topics in Intellectual Property.

## **11. Quarterly Reports**

### **11.1 Faculty of Education**

The Committee approved the Faculty of Education undergraduate and postgraduate reports for quarter 3/05.

### **11.2 Faculty of MD&HS – School of Medicine**

The Committee approved School of Medicine undergraduate and postgraduate reports for quarter 3/05.

## **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:

Change to assessment 730-510, 730-531.

## **13. Delivery of Bachelor of Nursing Science at Parkville**

The Committee received for information details of the future teaching of the Bachelor of Nursing Science as a result of the decision to phase out teaching at Shepparton.

## **14. 2006 Meeting Dates**

The Committee noted that its meeting dates in 2006 were as follows:

2 February, 2 March, 6 April, 4 May, 1 June, 6 July, 3 August, 31 August, 5 October, 2 November, 30 November

All meetings are at 2.15 pm on a Thursday in the Jim Potter Conference Room.

## **15. Thanks to Retiring Members**

Professor Pattison expressed her thanks, those of other Committee members and that of the Academic Board to Professor Bryan for his leadership of the Committee over the past two years.

Responding, Professor Bryan, who was attending his last meeting, acknowledged with gratitude the effective support which he had received during his term from the Board Officers, Committee members and administrative staff whose work assisted the Committee.

## **16. Next meeting**

Thursday, 2 February 2006 at 2.15 pm in the Jim Potter Conference Room, Old Physics Building.

The meeting closed at 3.40 pm