

THE UNIVERSITY OF MELBOURNE
ACADEMIC PROGRAMS COMMITTEE

MEETING 1/05

A meeting of the Academic Programs Committee was held on Thursday, 3 February 2005 at 2.15 pm in the Jim Potter Conference Room, Conference Centre, Old Physics Building.

Present: Professor M Bryan in the Chair, Mr M Belleghem, Professor G Bowes, Mr P Donegan, Professor A Freadman, Professor G Hutchinson, Dr S James, Associate Professor N Low, Professor E Mackie, Ms L Martin, Mr D McDonald, Associate Professor A McDougall, Professor P McPhee, Professor D Merrett, Associate Professor R Misson, Professor P Pattison, Mrs J Reese, Mr R Reid, Professor L Sterling, Professor H Watson, Mr W Watson, Dr G Webb.

In attendance: Dr A Grigg, 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 S Elliott, Dr M Emison, Associate Professor C Falk, Professor D Holm, Professor D Jamieson, Professor P Taylor and Professor R Slocombe.

1.2 Welcome to New Members and Observer

The following new members and observer were welcomed:

Mr Paul Donegan (Interim Student Representative Committee)
Professor Anne Freadman (French, Italian and Spanish Studies)
Professor Graham Hutchinson (Deputy Dean, Engineering)
Dr Steve James (Associate Dean, Arts)
Mr David McDonald (Interim Student Representative Committee)
Professor David Merrett (Management)
Mr Rowan Reid (Associate Dean, Land and Food Resources)
Dr Anthony Grigg (VCA observer)

1.3 Membership and Terms of Reference

(a) Terms of Reference

The Committee received a copy of its terms of reference.

Professor McPhee commented that, because of its key role in superintending teaching and learning in the University, the Committee featured prominently in the Portfolio being developed for the AUQA audit in September. He said that it was highly probable that the AUQA auditors would wish to interview selected APC members. He urged all members to familiarise themselves with relevant parts of the Portfolio when it was finalised.

(b) 2005 APC Membership List

Members received the 2005 APC membership list and noted that it was complete except for two late appointments under the Supernumerary Member section – Professor Holm and Mr Reid.

(c) **2005 PCPSC Membership List**

Members received the 2005 PCPSC membership list.

The Chair commented that if PCPSC members had difficulty attending particular meetings of PCPSC they should contact either him or the PCPSC chair, Professor Mackie.

(d) **2005 Shepherds List**

Members received the 2005 shepherds list.

The Chair advised that there were several other committees on which members served, including the committee which oversaw the University's Extension Program (formerly MUPHAS), and he would approach members individually to serve on these committees.

The Chair commented that, because of the potential size of the undergraduate workload this year, two shepherds had been appointed for each of Arts and Science. It would be left to shepherds to determine how to share the workload and to advise the Secretary of arrangements.

The Chair also urged shepherds who would be absent from the University for periods of a week or longer to advise the Secretary so that alternative shepherding arrangements could be made if necessary.

2. Postgraduate Coursework Programs Sub-Committee Business

The Chair advised that the 28 January meeting of the Sub-Committee had been cancelled due to lack of business. He foreshadowed other possible cancellations until the volume of postgraduate business for the year grew to a size to warrant holding a meeting. Where meetings were cancelled any postgraduate business would be referred to APC.

The Chair said that PCPSC met on a Friday morning three days before the APC meeting and PCPSC members were welcome to attend APC meetings if they wished but were not ordinarily expected to do so.

3. Minutes

3.1 Minutes of Previous Meeting

The minutes of meeting 11/04 held on 2 December 2004 were confirmed.

3.2 Action Sheet 11/04

Members noted the action sheet from meeting 11/04.

4. Matters Arising from the Minutes

4.1 Monitoring of the Provision of Infrastructure for Postgraduate Coursework Students (minute 2.3)

The Chair reported that PCPSC would be receiving a report in due course from the Dean of the School of Graduate Studies on the provision of infrastructure to support postgraduate coursework students.

5. Policy Matters

5.1 The Teaching-Research Nexus at the University of Melbourne

The Committee received a draft document, *The Teaching – Research Nexus at the University of Melbourne*, prepared by Dr Gabrielle Baldwin in the CSHE.

After an introduction by Professor McPhee a number of members commented on various aspect of the document. Members agreed that when worked into a final version, the report would be an invaluable guide for academic staff.

Professor McPhee requested members to forward any comments on the draft report to him by email. He undertook to provide a revised version to the March meeting and indicated that at some time the report would be circulated to faculties for comment and might be expanded to include best practice examples from across the University.

5.2 Review of Student Awards Process

The Chair reported that of the three issues discussed last year, two aspects – (a) the role of APC in approving awards and (b) outside membership of selection committees – had been essentially resolved. The third issue - eligibility restrictions based on nationality - was still under consideration and was more a general University policy issue rather than one specifically for APC.

The Committee noted that the Vice-Principal and General Counsel was preparing a document on the nationality issue, based on outside legal opinion, to assist in the debate.

The Secretary was requested to re-circulate to members the 2004 Committee paper on student awards.

5.3 Unsatisfactory Progress Process

The Chair reported that all the issues concerning unsatisfactory progress at both the undergraduate and postgraduate level had now been canvassed and necessary changes had been made to Statute 11.5 (Unsatisfactory Progress) which was now with the Legislation Committee, the final step before consideration by the Council.

5.4 Review of the Guidelines for the Submission of Course Changes

The Chair reported that the review of both the Course Submission Guidelines and the Course Proposal Form had now been completed with new versions being circulated across the University in early January. He thanked Associate Professor Misson and former secretary, Sally Greve, for undertaking this task so successfully.

The Chair indicated that Course Submission Guidelines was an evolving document and the next amendments, to be completed in coming months, would cover work experience in industry and off-campus teaching.

5.5 Amendments to Quarterly Report Form

Mrs Reese reported that Faculty General Managers had referred the issue of updating the quarterly report form to faculty officers with responsibilities in this area for comments and suggestions for improvements. However, little progress had been made to date as other matters had taken priority at this time of the year.

5.6 Associate Degrees

The Chair reiterated the background to this matter from 2004 noting that the proposal to establish an associate degree in the social sciences targeted at the Goulburn Valley had not received Federal Government support and, further, that the Faculty of Land and Food Resources, a potential deliverer of associate degrees, was not enthusiastic about the concept.

Professor McPhee said that there was considerable discussion occurring across the University at the present time about the University's activities in the Goulburn Valley where there is a significant mismatch between what the University offers and what students eventually select. As it was conceivable that the University might wish to again pursue the associate degree option for the Goulburn Valley at some later date, the Committee should maintain a watching brief on the issue.

Ms Martin commented that, at the AV-CC, the issue of associate degrees in the higher education sector versus advanced diplomas in the TAFE sector was still on the agenda.

6. Chair's Report

6.1 APC Work Plan

The Chair advised that the work plan for 2005 ought to include completion of the work of the five existing working groups by the end of 2005 if not earlier plus a comprehensive review of the 'generic skills' issue in addition to finalisation of policy on semesterization of full-year courses.

Ms Martin commented that in her view the University was vulnerable in the area of generic skills and undertook to make available a copy of a useful paper given at an AUQA conference at Sydney University last year.

After a general discussion of the current problems of with generic skills statements, the Committee agreed that Associate Professor Low draft a preliminary discussion paper on generic skills using the Sydney University document as a reference. The Chair and Professor Sterling undertook to consult over the membership of the Generic Skills working group which would have members drawn from both APC and TALQAC.

The Chair advised that he would draft a paper on semesterization in due course for the Committee's consideration.

6.2 Teaching and Learning Quality Assurance Committee Report

Professor Sterling commented that the four major program reviews to be undertaken by TALQAC in 2005 would cover undergraduate courses in Education, Engineering and Veterinary Science and postgraduate courses in Economics and Commerce.

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

There was no report as Associate Professor Tregloan, Chair of TL(M&ET)C was an apology for the meeting.

7. Working Group Reports

7.1 Cultural Diversity in Curriculum

There was no report as Professor Holm, Convenor of the Working Group on Cultural Diversity in Curriculum was an apology for the meeting.

The Chair indicated that Professor Holm would be invited to give an oral progress report at the March meeting.

The Chair also indicated that it would be desirable to review the membership of the working group which had been established in 2003. Student members were asked to advise the Chair if student membership of the working group was desirable.

7.2 Assessment and Students with Disabilities

The Chair indicated that the working group, established in mid-2004, was planning to report in mid year.

Student members were asked to advise the Chair if student membership of the working group was desirable for the few remaining months of its remit.

7.3 Communication with Students

Ms Martin advised that the working group had made little progress to date.

Student members were asked to advise the Chair if student membership of the working group was desirable.

7.4 Implementation of the Review of Assessment

The working group's convenor, Professor Pattison, commented that the working group's principal task was to oversee the implementation by other groups in the University of some 20 recommendations arising from the 2004 review of assessment. She said that a progress report was planned for about the May meeting and it was hoped that all recommendations would be implemented by the end of 2005.

Professor Pattison also advised that she would be reviewing the membership for 2005. Student members were asked to advise the Chair if student membership of the working group was desirable.

7.5 Cross-Communication Problems Experienced by Combined Degree Students

The Chair advised that this issue had emerged from focus group discussions with students during the 2004 TALQAC course reviews. He indicated that he would bring to the next meeting recommendations for membership of a working group and terms of reference.

8. New Courses

8.1 Faculty of Engineering

8.1.1 Master of Engineering in Distributed Computing/Postgraduate Diploma in Distributed Computing

The Committee noted that the course proposal had included, in error, the business plan, which did not need to be seen by the Committee.

The Committee expressed its thanks to the shepherd, Associate Professor Misson, for his review of this proposal.

The Committee gave conditional approval for the introduction of the Master of Engineering in Distributed Computing subject to the Faculty addressing the following matters to the satisfaction of the shepherd and Chair:

- Responding to points 1 and 2 in the shepherd's report
- Rewriting the inadequate generic skills statements in all subject descriptions
- Clarifying what "completed satisfactorily" means in the assessment descriptions for each subject.

The Committee deferred consideration of the proposal for introduction of a Postgraduate Diploma in Distributed Computing to the next meeting of APC or PCPSC, as appropriate, to consider the Faculty's response to point 3 of the shepherd's report.

8.1.2 Master of Engineering Management and Engineering Management Streams in Existing Courses

The Committee noted that the course proposal had included, in error, the business plan, which did not need to be seen by the Committee.

The Committee gave conditional approval for the introduction of a Master of Engineering Management and associated new streams in existing awards subject to the Faculty addressing the following matters to the satisfaction of the shepherd and Chair:

- Responding to points 1 to 7 in the shepherd's report
- Including the missing subject(s) in the Restricted Electives column on page 9 of the proposal.

9. Course Changes

9.1 Faculty of Land and Food Resources

The Committee approved changes to the Bachelor of Agricultural Science, Bachelor of Food Science and Bachelor of Animal Science and Management courses to delete the zero point Industry Placement requirement and to change arrangements for the Industry Project.

10. Student Awards

10.1 New awards/Major changes to awards

Subject to clearance by the shepherd, the Committee gave conditional approval for the following new awards in the Faculty of Economics and Commerce:

Taxpayers Australia/Jack Just Memorial Prize in Taxation Law
Taxpayers Australia/Jack Just Memorial Prize in Taxation for business Decision Making.

10.2 Minor changes to awards

The Committee noted that the title of the TAC Law Prize had been changed to TAC Prize.

11. Quarterly Reports

11.1 Victorian College of the Arts

The Committee approved the VCA undergraduate quarterly report 4/04.

11.2 Faculty of Economics and Commerce

The Committee approved the Faculty of Economics and Commerce undergraduate quarterly report 4/04.

11.3 Faculty of Arts

The Committee approved the Faculty of Arts undergraduate and postgraduate quarterly reports 4/04.

11.4 Faculty of Law

The Committee approved the Faculty of Law undergraduate and JD quarterly reports 4/04.

The Committee noted that there had been no postgraduate changes in the quarter.

11.5 Faculty of Architecture, Building and Planning

The Committee approved the Faculty of Architecture, Building and Planning undergraduate and postgraduate quarterly reports 4/04.

11.6 Faculty of Engineering

The Committee approved the Faculty of Engineering postgraduate quarterly report 4/04.

The Committee noted that there had been no undergraduate changes in the quarter.

11.7 Faculty of Music

The Committee approved the Faculty of Music undergraduate quarterly report 4/04.

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 subject in Semester 1, 2005: 110-221, 110-548, 421-421, 740-393, 306-411/659/759, 325-691

Suspension of subject in Semester 2, 2005: 421-423, 325-674

Change to assessment: 730-519, 730-525, 730-531, 483-200, 585-809, 306-663, 730-460

Semesterisation of subject: 512-901, 512-902, 512-420, 208-205, 730-108

Change to title: 571-838

Change of co-ordinator: 730-405

Change to subject description: 730-401

13. Any Other Business

13.1 Additions/Deletions to Subjects Available in 2005

Ms Martin advised that, in addition to the University putting in place by 1 October of each year a webpage listing all subjects to be offered in the following year with their EFTSL value, discipline fee band group and census date, the University was also required to update this list as subjects were deleted and new subjects were approved as well as report such changes to DEST.

The Committee noted that the timing of quarterly reporting might need to be changed to fit in with the Commonwealth's requirement that a 'final' list of subjects for the following year must be published by 1 October.

13.2 Intensive Teaching in 325-691

Professor Watson raised the issue of a request from Economics and Commerce to offer the postgraduate subject 325-691 on an intensive basis at the commencement of Semester 2 rather than on weekly basis throughout the semester because of staffing difficulties.

The Committee, noting that intensive teaching was common in postgraduate courses across the University, agreed that approval should be given if the change did not cause timetabling problems for other subjects in the course.

Professor Watson was requested to seek clarification from the Faculty and deal with the request as an urgent course change in the normal manner.

14. Next meeting

Thursday, 3 March 2005 at 2.15pm in Jim Potter Conference Room, Old Physics Building.

The meeting closed at 4.10 pm

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