

**THE UNIVERSITY OF MELBOURNE**  
**ACADEMIC PROGRAMS COMMITTEE**  
**MEETING 1/06**

A meeting of the Academic Programs Committee was held on Thursday, 2 February 2006, at 2.15 pm in the Jim Potter Conference Room, Conference Centre, Old Physics Building.

**Present:** Professor J Borland in the Chair, Associate Professor C Brown, Professor K Dovey, Associate Professor C Duffield, Professor M Elgar, Associate Professor C Falk, Professor D Holm, Professor G Hutchison, Associate Professor S James, Professor D Jamieson, Ms G Luck, Professor P McPhee, Associate Professor R Misson, Professor P Pattison, Ms J Reese, Professor M Singh, Professor R Slocombe, Ms C Smith, Professor L Sterling, Professor R Strugnell, Professor H Watson, Dr G Webb, Mr A Williams.

**In attendance:** Mr C Reid (Secretary), Mr R Hillbrich.

**BUSINESS**

**1. Formal Matters**

**1.1 Apologies**

Professor G Bowes, Professor L Skene, Dr J Stockdale, Associate Professor P Tregloan

**1.2 Welcome to new members**

The Committee welcomed the following new members:

Professor Jeff Borland (Economics) (chair)  
Associate Professor Christine Brown (Finance)  
Professor Kim Dovey (Architecture, Building and Planning)  
Associate Professor Colin Duffield (Civil and Environmental Engineering)  
Professor Mark Elgar (Zoology)  
Ms Gillian Luck (Vice-Principal and Academic Registrar)  
Professor Mohan Singh (Agriculture and Food Systems)  
Mr Tony Williams (President of UMPA)

**1.3 Membership and Terms of Reference**

The Committee received and noted the following papers:

- (a) Terms of Reference
- (b) 2006 APC Membership List
- (c) 2006 PCPSC Membership List
- (d) Draft 2006 Shepherds List
- (e) Role of shepherds

**1.4 Acting Chair for March, April and May Meetings**

The Chair informed the Committee that an Acting Chair would be needed for the 2 March, 6 April and 4 May meetings as he has one-hour lectures at 2.15 pm and at 4.15 pm on those days. The Committee agreed that those meetings should commence

at 3.15 pm on those days so that he could chair the first hour of each meeting, after which the Acting Chair would assume the chair. The Chair indicated that he would contact members after the meeting to identify an Acting Chair.

## **1.5 Committee Appointments to Other Board Committees**

The Committee discussed appointments for 2006 that needed to be made to the following committees:

(a) *Research Higher Degrees Committee*

The Committee nominated Associate Professor R Misson as its representative on the Research Higher Degrees Committee.

(b) *Selection Procedures Committee*

The Chair indicated that he would contact members after the meeting to identify a representative to the Selection Procedures Committee. [*Secretary's note: Professor Borland will be the nominee on the Selection Procedures Committee.*]

(c) *Student Entry Pathways Sub-Committee*

The Committee nominated Ms Gillian Luck as its representative on the Student Entry Pathways Sub-Committee.

(d) *Teaching and Learning (Multimedia and Educational Technologies) Committee*

The Committee nominated Professor Harry Watson as its representative on the Teaching and Learning (Multimedia and Educational Technologies) Committee.

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

The Committee was advised that the PCPSC had not met in January.

## **3. Minutes**

### **3.1 Minutes of meeting 11/05 (1/12/05)**

The Committee received and confirmed the minutes of meeting 11/05 of the Committee.

### **3.2 Action Sheet 11/05**

The Committee received and discussed the Action Sheet arising from meeting 11/05. In discussion the following points were noted:

- Professor Pattison is forming a working group to provide an ongoing oversight of assessment matters.
- Associate Professor Misson indicated that he is completing his report on pathways to masters degrees, but that the paper will now need to be cognisant of the decision to shift to a 3+2+3 model, arising from the adoption of the *Growing Esteem* strategy.

**4. Matters Arising Not Dealt with Elsewhere**  
Nil.

**5. Policy Issues**

**5.1 Abolition of Information Systems and Communications Technologies Sub-Committee**

The Committee agreed to the Academic Board President's proposal that the Information Systems and Communications Technologies Sub-Committee be disestablished.

**5.2 School of Enterprise – Award Course Policy and Practice**

The Committee received the School of Enterprise template document, *Award Course Policy and Practice*, and noted that section 10 still needs to be completed, in consultation with DEST, before the document is finalised. In discussion, the following points were noted:

- In relation to section 12, *Release of Information*, it was noted that University policy is that applications for information must be made to the Privacy Officer, who must make a determination in each case. Section 12 of the template needs to be reworded to reflect University policy.
- In relation to section 7, *Evaluation*, the Committee was advised that TALQAC had approved the use by the School of its own evaluation instruments, rather than University evaluation instruments.
- In relation to section 2 *Graduate Attributes*, the Committee was advised that the School will use its own statement of graduate attributes and that the template should clearly distinguish the School's statement from the general University statement of graduate attributes. The University's statement of graduate attributes should also be included.
- In relation to section 6.3 *Extensions*, a word (or words) is missing from the text.
- In relation to section 18.7 *Specific Language Supporting Staff*, it was agreed that the Language Expert should be required to possess appropriate NAATI accreditation as a translator. It was also suggested, as a separate matter, that University Policy in this area should be reviewed and that it may be desirable for the policy to require that there should be more than two language experts available in each area.

The Committee agreed to recommend that Academic Board approve the document *School of Enterprise Summary Template – Award Course Policy and Practice*, subject to the above changes being made and section 10 being completed.

**6. Chair's Report**

**6.1 APC Work Plan for 2006**

The Chair discussed the likely program of work before the Committee, and indicated that he would be taking up some matters that the former chair, Professor Bryan, had been handling.

The Deputy Vice-Chancellor (Academic) reported on the implementation of the curriculum model outlined in the *Growing Esteem* strategy and on the commission that has been established to coordinate the implementation of the new curriculum model. He stated that:

- The project director would be Dr Mary Emison

- The commission will include Associate Deans (Academic) and the Chair of Academic Programs Committee
- The commission is to report by August 2006 to Academic Board on core postgraduate programs, core undergraduate programs, the timeline for implementation of the new model and resources required for implementation. The commission will also need to consider the transfer of HECS places from undergraduate to postgraduate, the impact on alumni administration and scholarships, and the overall educational profile of the University.

It was agreed that a report from the Deputy Vice-Chancellor (Academic) on the commission's activities should become a standing item on the Academic Programs Committee agenda at each meeting.

## **6.2 TALQAC Report**

No TALQAC meeting was held in January.

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

No T&L(MM&ET)C meeting was held in January.

## **7. Working Group Reports**

Nil

## **8. New Courses**

Nil

## **9. Course Changes**

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

#### **9.1.1 Major changes to the Bachelor of Food Science**

The Committee received the Shepherd's report on the proposed changes to the Bachelor of Food Science and also received a Faculty response to the shepherd's report. Concern was expressed at the lateness of the proposals for change to the program, which are intended for implementation in semester 1, 2006. It was noted that there would need to be consultation with students and that students should agree to the changes. The Committee considered that:

- Transition arrangements for continuing students in the program should be made clearer. Students will need to be counselled on the changes.
- Final subject descriptions will need to be approved.
- A faculty impact statement will need to be prepared and questions 18 and 19 answered, as, for example, the proposed changes may significantly increase the numbers of students taking microbiology.

The Committee agreed that the proposal should be processed as a late change and that the Chair, Professor Pattison and Associate Professor James should discuss the matter with the Dean, Professor Slocombe, and the Faculty in order to finalise proposals for submission to the President of Academic Board.

## **10. Student Awards**

## **10.1 New student awards**

### **10.1.1 Commerce Alumni Final Year Postgraduate Scholarship**

The Committee received the proposal for the Commerce Alumni Final Year Postgraduate Scholarship, as set out in the circulated paper. The Committee considered that the statement of criteria for making the award was too vague. The Committee agreed to refer the proposal back to the Faculty for clarification with respect to the criteria for the award and the relative weight of each criterion, and the identification of the subjects in which academic merit will be tested.

### **10.1.2 The AMPLA Award**

The Committee approved the proposal for the AMPLA Award, subject to the Faculty advising the full name of the award.

## **10.2 Major changes to existing awards**

Nil

## **10.3 Minor changes to existing awards**

The Committee noted the following minor changes to student awards:

### **10.3.1 Third Year Science Prize in Pharmacology**

Increase in award from \$100 to \$200.

### **10.3.2 Deacons Prize in *Issues in Chinese Law***

Increase in award from \$200 to \$500 and change of name.

### **10.3.3 Deacons Prize in *Contracts***

Change of subject, attendant on change of LLB curriculum.

### **10.3.4 Corrs Chambers Westgarth Prize in *Retail Banking Finance Law***

Increase in award from \$200 to \$500.

### **10.3.5 Corrs Chambers Westgarth Prize in *Communications Law***

Renewal of sponsorship.

### **10.3.6 Allens Arthur Robinson Prize in *Legal Method and Reasoning***

Change of subject, attendant on change of LLB curriculum.

## **11. Quarterly Reports**

Nil

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

The Committee noted the following matters approved by the Chair and/or the President of Academic Board since meeting 11/04:

*Suspension/cancellation of subject offered in Semester 1, 2006:* 107-428, 131-243

*New subject for 2006:* 730-613

*Change to assessment:* 436-204, 730-519

*Suspension of semester 2 2006 subject: 325-684*  
*Change of assessment in take-home examination: 505-901*

**13. Any Other Business**  
Nil.

**14. Next Meeting**

Thursday **2 March 2006 at 3.15 pm** in Jim Potter Conference Room, Old Physics Building.

**Signed:**

\_\_\_\_\_  
Chair

\_\_\_\_/\_\_\_\_/\_\_\_\_  
date