

CONFIRMED

THE UNIVERSITY OF MELBOURNE
ACADEMIC PROGRAMS COMMITTEE

MEETING 01/2009

A meeting of the Academic Programs Committee was held at 10.00am on Friday, 6 February 2009 in the Council Chamber, Old Quadrangle.

Present: Mr P Coats Dr R Edis, Professor M Elgar, Ms P Fernandez, Associate Professor R Misson (Chair), Professor M Morgan, Professor N Olekalns, Professor R Slocombe, Professor R Speed, Professor G Stevens, Associate Professor G Webb, Professor J Wyn and Professor D Young.

In attendance: Mr C Reid, Ms E Koch (Secretary).

MINUTES

A FORMAL MATTERS

A01 Welcome and Apologies

The Chair welcomed members to the first Academic Programs Committee of 2009. Apologies were received from Professor Ian Holtham, Professor Lesleyanne Hawthorne, Professor Richard James and Professor Ralph Pettman.

A02 Membership

Members received the membership list for information. The Chair noted that a number of vacancies were yet to be filled.

A03 Terms of Reference

The Committee received the Terms of Reference for information.

A04 Shepherds 2009

The Chair informed members that shepherds would be appointed over the next two weeks and noted that it would be desirable to appoint deputy shepherds for each faculty/graduate school. He requested that members inform him or the secretary of their preferences regarding shepherding. A training session for shepherds would be scheduled shortly.

B MINUTES

B01 Minutes of UGPC meeting 10/08 (27 November 2008)

The Committee approved the minutes of UGPC meeting 10/08 as a true and accurate record of the meeting.

B02 UGPC Action Sheet 10/08

The Committee noted the action sheet arising from UGPC meeting 10/08. Items 1, 2, 5 and 8 were completed. The Committee agreed to retain the watching brief for item 3. Items 4, 6 and 7 were now the province of the Coursework Scholarships and Awards Committee, as was the item on the Long Term Action list.

B03 Minutes of PCPC meeting 10/08 (7 November 2008)

The Committee approved the minutes of PCPC meeting 10/08 as a true and accurate record of the meeting. It was noted that the proposed working group to consider policy for supervision and assessment of minor theses and Honours theses did not in fact meet. Mr Reid advised that the Policy and Procedures Working Group (PPWG) would consider a policy for assessment and supervision of postgraduate coursework degrees. Mr Reid agreed to forward Mr Coats the meeting details so that a representative of the Graduate Students Association (GSA) could attend.

The working group on professional programs would be reactivated.

The Award would be followed up.

B04 PCPC Action Sheet 10/08

The Committee noted the action sheet arising from PCPC meeting 10/08.

C MATTERS ARISING NOT DEALT WITH ELSEWHERE

Nil.

D POLICY ISSUES

D01 Policy and Procedures Working Group Report

The Committee received the report of the Policy and Procedures Working Group, which brought forward for consideration the Complaint, Grievance & Appeals Resolution Procedures policy, the Recognition of Professional Experience guidelines and revised provisions for the Dean's Honours List.

The Committee **endorsed** the Complaint, Grievance & Appeals Resolution Procedures policy.

The Committee **endorsed** the Recognition of Professional Experience guidelines and endorsed it for publication on the Academic Board website.

The Committee discussed the revised provisions for the Dean's Honours List and noted a number of issues regarding the way the cross-faculty nature of the new generation degrees and breadth subjects in particular were to be managed in relation to the Deans' Honours Lists. It was suggested that it might be more appropriate for the New Generation undergraduate degrees to have a Provost's Honours List rather than a Deans' Honours List. The Committee requested that the paper be revised and forwarded to the Committee for consideration again.

The Committee noted the Grading Scheme Policy, which had been executively approved by the President of the Academic Board.

The Committee noted the Student Advising Policy, which had been submitted to the Provost for approval.

D02 Working Group on University Breadth Subjects Report

The Committee gave its in-principle support for the report of the Working Group on Breadth Subjects and noted the report would be forwarded to MMC.

D03 Introduction of New Grading Scheme and Processes for 2009

The Committee noted the communication plan for the introduction of the new Grading Scheme and Processes for 2009.

E COMMITTEE REPORTS

E01 UGPC Report

Associate Professor Misson advised that there was nothing to report that had not been already reported in the minutes (refer Item B01).

E02 PCPC Report

Associate Professor Misson advised that there was nothing to report that had not been already reported in the minutes (refer Item B03).

E03 TALQAC Report

Nil report – TALQAC had not yet met in 2009.

E04 TALDEC Report

Nil report – TALDEC had not yet met in 2009.

E05 Melbourne Model Committee

Nil report – the MMC had not yet met in 2009.

F STUDENT MEMBERS REPORTS

Nil.

G WORKING GROUP REPORTS

Nil.

H COURSE AND SUBJECT PROPOSALS

H01 Bachelor of Science: Addition of Major in Animal Health & Disease H01a Shepherd's Report

The Committee noted that the structure of the stream remained the same, although its name had been changed in order to clarify that only the second stream provided a pathway to the Doctor of Veterinary Medicine. The APC **endorsed** the change to the Major in Animal Health and Disease in the Bachelor of Science.

H02 Postgraduate Certificate in Climate Change for Primary Industries H01a Shepherd's Report

The Committee noted the following issues:

- clarification whether the residential component was required;
- clarification of the proportion of the total assessment the essay component made up was required;
- clarification of the length of time of the oral presentation component of the assessment was required;
- clarification of the amount of time required to complete the online component of the assessment was required;
- the title of the subject Climate Variability and Climate Change was queried, with committee members noting that the subject matter was specific to the

field of agriculture but the title was general and as such may be more appropriate for a more general subject.

The Committee **conditionally endorsed** the Postgraduate Certificate in Climate Change for Primary Industries, pending resolution of the issues outlined above to the satisfaction of the Melbourne School of Land and Environment and the Faculty of Science. If the issues could not be resolved to the satisfaction of all parties, the matter would be brought back to the APC for consideration.

I QUARTERLY REPORTS

I01 Bachelors of Biomedicine and Science Course Standing Committee

I01a NG Bachelor of Science Quarterly Report 3/08

I01b Shepherd's Report

The Committee adopted the report, subject to a recommendation from the Shepherd.

I02 Faculty of Science

I02a Bachelor of Science Quarterly Report 3/08

I02b Shepherd's Report

The Committee adopted the report, subject to a recommendation from the Shepherd.

I03 Melbourne Consulting and Custom Programs

I03a Quarterly Report 3/08

I03b Shepherd's Report

The Committee adopted the report, subject to a recommendation from the Shepherd.

J MATTERS DEALT WITH BY THE CHAIR AND/OR PRESIDENT, ACADEMIC BOARD, SINCE UGPC MEETING 10/2008 AND PCPC MEETING 10/2008

The Committee noted the following:

Change of Semester of Offer: 702-320; 702-245; 325-409; 325-465; 433-252; 436-421; 436-465; 451-206; 451-200

Change of Subject Coordinator: 121-310; 208-307; 220-331; 202-252; 600-615; 620-616; 121-461; 121-534; 121-543; 136-037; 136-337; 136-545; 136-542; 136-076; 161-443; 325-330; 325-201; 654-637; 652-603; 600-619; 325-101; 325-104; 325-201; 325-203; 325-212; 325-220 325-230; 325-304; 325-321; 325-336; 325-338; 325-341; 325-407; 325-409; 325-491; 325-605; 325-621; 325-634; 325-640; 325-641; 325-643; 325-652; 325-653; 325-663; 325-664; 325-677; 325-689; 325-695; 325-699; 325-492; 325-687; 652-671; 652-672; 652-673; 652-675; 136-076/672-323; 136-545; 207-515

Cancellation of Subject: 208-202; 208-247; 433-481; 433-446; 207-211; 800-122

Amendment of Handbook Entry: 202-252; 207-297; 100-183; 702-652; 106-242

Suspension of Subject for 2009: 325-313; 433-361; 433-448; 433-431; 433-433; 433-460; 433-483; 433-484; 433-684; 202-202; 220-311; 620-234; 730-369; 131-463; 131-051; 600-261

Addition of Subject for 2009: 421-207; 202-210; 106-404; 740-551; 740-552

Change to Assessment: 208-108; 705-470; 250-116; 250-116

Introduction of Quota: 730-456; 730-324

Change of Delivery of Subject: 730-446; 702-254; 702-320; 325-333; 325-667; 325-681

Change to Property major in BEnv

Change to Electives in Associate Degree in Forestry Management

Change to Pre-requisites/Co-requisites: 325-227; 800-204

Change to Generic Skills and Subject Overview: 121-021

Limit Enrolment for a Subject: 521-302; 521-308

Addition of Subjects as Credit in the New-generation BSc: 880-106; 625-203

Special arrangements for phasing out course: 730-111

Make Subjects Unavailable as Breadth in Any Degree: 702-249; 702-363; 732-303

Suspension of Course for 2009: Postgraduate Certificate in Ocular Therapeutics

Change to Textbook: 800-175

Change to Subject Title: 654-635

Changes to the structure of the Chemistry program in the Bachelor of Science (Honours) and the Postgraduate Certificate in Science

K ANY OTHER BUSINESS

Committee members reported difficulties accessing the wireless network in the Council Chamber. The secretary undertook to follow up the matter with Information Services.

L NEXT MEETING

The next meeting of the APC is scheduled for 10.00am on Friday 20 March 2009 in the Council Chamber, Old Quadrangle.

The meeting schedule for 2009 is:

15 May

3 July

7 August

11 September

16 October

13 November

The meeting closed at 11.45am.