

**THE UNIVERSITY OF MELBOURNE**  
**ACADEMIC PROGRAMS COMMITTEE**  
**MEETING 1/04**

A meeting of the Academic Programs Committee was held on Thursday, 29 January 2004 at 2:15pm in the Jim Potter Conference Room, Conference Centre, Old Physics Building.

**Present:** Professor M Bryan (in the Chair), Professor R Brown, Associate Professor S Elliott, Dr M Emison, Dr B Howlett, Associate Professor D Jamieson, Associate Professor A McDougall, Associate Professor E Mackie, Professor G Marchant, Ms L Martin, Professor P Pattison, Mrs J Reese, Professor J Robinson, Professor L Skene, Professor L Sterling, Professor P Taylor, Professor H Watson.

**In attendance:** Ms S Greve (Secretary)

**BUSINESS**

**1. Formal Matters**

**1.1 Apologies**

Apologies were received from Associate Professor S Baker, Professor G Bowes, Associate Professor B Broadstock, Mr L Cameron, Professor P Goad, Professor R Slocombe and Ms G Webb.

**1.2 Welcome to new members for 2004**

The Chair welcomed the following new members to their first meeting of the Committee:

- Associate Professor David Jamieson, School of Physics
- Associate Professor Sue Elliott, Faculty Education Unit, MDHS
- Professor Leon Sterling, Chair of TALQAC, Department of Software Engineering
- Mrs Joan Reese, General Managers' representative, Faculty of Engineering
- Professor Loane Skene, Vice-President of Academic Board
- Dr Barbara Howlett, School of Botany

**1.3 Membership**

**(a) 2004 Shepherds**

The Chair advised that membership of the Committee had only just been finalised and the assignment of shepherding duties was therefore still underway. Shepherding responsibilities will be finalised as soon as possible.

**(b) 2004 APC membership list**

Members received and noted the 2004 APC membership list.

(c) **2004 PCPSC membership list**

The Chair advised that now that the membership of the Committee had been finalised, the membership of the Sub-Committee would be determined in consultation with the newly appointed Chair, Associate Professor Eleanor Mackie.

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

**2.1 Unconfirmed Minutes of PCPSC Meeting**

The Chair advised that the scheduled 23 January 2004 meeting of the Sub-Committee had been cancelled due to lack of business.

**3. Minutes**

**3.1 Minutes of Previous Meeting**

The minutes of meeting 11/03 held on 27 November 2003 were confirmed.

**3.2 Action Sheet 11/03**

Members noted the action sheet from meeting 11/03.

Professor H Watson reported on item 8.1.1 from meeting 11/03 and advised that the School of Dentistry has been working on addressing the issues raised at that meeting and that the proposal will be resubmitted to the 4 March meeting of the Committee for consideration.

**4. Matters Arising from the Minutes**

Nil

**5. Chair's Report**

**5.1 Teaching and Learning Quality Assurance Committee Report**

The Chair of the Teaching and Learning Quality Assurance Committee (TALQAC), Professor Leon Sterling, reported that the main work of the Committee at present is to finalise the review of assessment. That review will be considered by TALQAC and APC in the next couple of months in preparation for a joint presentation with other relevant reports to Academic Board in mid-year.

**5.2 Teaching and Learning (Multimedia and Educational Technologies Committee) Report**

The APC representative on the Teaching and Learning (Multimedia and Educational Technologies) Committee (TALMET), Professor Peter Taylor, reported that the main business of that Committee in 2003 was to consider the online learning management system. Professor Taylor also stated that he was not sure exactly why the Committee still existed after the funding of its projects was withdrawn in 2002.

**5.3 APC online course proposal system**

The Chair and Secretary reported on the development and trialling of the new APC online course proposal system. Members noted that the system will be trialled in the Faculty of Law for a period of time to identify and resolve any problems before it is made available for use across the University.

## **6. 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 subject information for Summer Semester 2003:** 472-326, 472-224, 482-681, 482-683, 306-662
- **Change to semester of offer for subject in 2004:** 705-337, 476-621, 476-644, 472-775, 505-428, 505-528, 465-111
- **Suspension of subject in 2004:** 436-434, 175-120, 466-684, 466-682, 600-203, 705-311, 702-102, 702-645, 705-441
- **Suspension of subject in summer semester 2003/2004:** 175-120, 760-510
- **New subjects for Sem1 2004:** 705-699, 705-697
- **Reinstatement of subject in 2004:** 512-921, 512-925
- **New prizes for 2004:** Management Honours Prize and Actuarial Studies Honours Prize

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

### **7.1 Assessment Parameters and Course Loads**

The Convenor, Professor G Marchant, explained to new members the terms of reference of the working group and advised that he hopes to present a draft working group report to the next meeting of the Committee.

The working group is investigating the following issues:

- What is a 12.5 point subject?
- Are broad parameters for workload needed to guide faculties when creating subjects?
- Course work load and time commitment for students across faculties
- Assessment during swotvac
- Security of assessment

The current membership of the working group includes:

Professor G Marchant (Convenor)  
Associate Professor S Baker  
Professor R Slocombe  
Ms G Webb  
Professor H Watson

## **7.2 Cultural Diversity in Curriculum**

The Convenor of the working group on Cultural Diversity in Curriculum, Professor David Holm, was absent from the meeting.

The Chair requested a report on progress and membership at the next meeting of the Committee.

## **7.3 Associate Degrees**

The Convenor of the working group on Associate Degrees, Ms G Webb, was absent from the meeting. Professor P Taylor advised that the working group had only been established late in 2003 and that a meeting is yet to be held.

The membership of the working group includes:

Ms G Webb (Convenor)  
Professor P Taylor  
Professor R Slocombe  
Mr L Williams

The Chair and Ms Martin provided new members with background about this matter and suggested they visit the Australian Qualifications Framework website (<http://www.aqf.edu.au/ad.htm>) for more information.

The Chair requested a report on progress and membership at the next meeting of the Committee.

## **8. New Courses**

### **8.1 New Combined Course**

#### **8.1.1 Bachelor of Music/Bachelor of Commerce**

The Committee agreed to **defer** consideration of the proposal for a new Bachelor of Music/Bachelor of Commerce combined course, subject to consideration and approval the entry requirements by Selection Procedures Committee, a review of the course objectives and correction of typographical errors in the proposal as specified by the Shepherd. The Faculty will resubmit an amended proposal to the next meeting of the Committee for consideration.

## **9. Course Changes**

Nil

## **10. Student Awards**

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

Nil

## 10.2 Minor changes to awards

The Committee noted the minor changes to existing student awards from the Faculty of Law.

## 11. Quarterly Reports

### 11.1 Faculty of Veterinary Science

The Committee **deferred** consideration of the Faculty of Veterinary Science undergraduate and postgraduate quarterly reports 4/03 pending submission of the shepherd's reports to the next meeting of the Committee.

### 11.2 Faculty of Arts

The Committee **approved** the Faculty of Arts undergraduate and postgraduate quarterly reports 4/03.

### 11.3 Faculty of Music

The Committee **approved** the Faculty of Music undergraduate quarterly report 4/03.

The Committee **deferred** consideration of the Faculty of Music postgraduate quarterly report 4/03 pending submission of the shepherd's reports to the next meeting of the Committee.

### 11.4 Faculty of Science

The Committee **conditionally approved** the Faculty of Science undergraduate quarterly report 4/03 subject to corrections and clarifications for subjects 534-311 and 576-302.

The Committee **did not approve** changes to subject 606-314 and asked the faculty to submit a request for a variation to the academic year to the Committee for approval. Variations to the academic year cannot be made by faculties under delegated authority. There is an Academic Board protocol for approval that must be followed.

The Committee **conditionally approved** the Faculty of Science postgraduate quarterly report 4/03 subject to clarifications about Semester of offer for subject 615-627.

### 11.5 Faculty of Law

The Committee **approved** the Faculty of Law undergraduate and JD quarterly reports 4/03.

### 11.6 Faculty of Engineering

The Committee **approved** the Faculty of Engineering undergraduate quarterly report 4/03.

A member raised concern that the justification for the suspension of subject 436-434 in 2004 was that the lecturer is on study leave. The Committee discussed the matter and

it became clear that faculties are interpreting the University policy in different ways. The University policy states that:

“Normally a SSP(L) should be arranged to cause the least possible disruption to a department's teaching program and should not cross semesters.”

and that

“The Head should indicate unequivocally whether appropriate arrangements can be made to carry out the work of the Department during the absence of the member of staff.”

Some faculties are following this policy strictly and others are interpreting it more loosely. Members recognised a need for the policy to be made more clear and agreed that it may be appropriate for APC to provide advice to Human Resources on this matter.

Ms Martin also raised the issue that departmental websites are not being regularly updated to include any changes or suspensions to subjects. This is causing problems for students, particularly those who come from overseas to study. Ms Martin advised that this is a serious problem as the University could be accused of misrepresentation and she has already had a number of complaints relating to this issue.

Members agreed that it would be wise for every faculty and departmental website to include a waiver stating that students should consult the University's online undergraduate handbook for the most up to date subject and course information and that information on faculty and departmental websites can not be guaranteed as accurate.

The Chair summarised the discussion by commenting that there is a wider issue of how faculties manage their programs, especially those faculties with large numbers of elective subjects, and he agreed to write a short paper for further discussion at the next meeting of the Committee.

### **11.7 Faculty of Education**

The Committee **approved** the Faculty of Education undergraduate quarterly report 4/03.

### **11.8 Faculty of Economics and Commerce**

The Committee **approved** the Faculty of Economics and Commerce undergraduate and postgraduate quarterly reports 4/03. Members noted that shepherd's reports had been completed but had not yet been received by the Secretary. The shepherd, Professor H Watson, confirmed that he had no problems with either report and was happy to recommend their approval.

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

Nothing to report.

### **11.10 Institute of Land and Food Resources**

Nothing to report.

## **12. Master of Public Health – change to fee status**

The Committee received and noted a proposal from the School of Population Health to offer the existing Master of Public Health to local students on a full fee basis for those places in excess of the 35 EFTSU quota.

The Committee discussed whether this was a matter that needed to be considered by APC and it was agreed that as there was no proposed change to the Master of Public Health program, approval by the Committee was not required. The proposal was referred to Selection Procedures Committee for consideration of related selection issues.

It was noted that the proposal had already been approved by Admin Committee.

## **13. Zero point subjects**

The Chair gave new members background information on the issue of zero point subjects.

Dr Emison reported on the difficulties she is experiencing in trying to provide the Committee with a list of all the zero point subjects currently taught at the University. She hopes to have a sample of the different types of zero point subjects available for the next meeting of the Committee.

The Committee agreed to discuss this issue further at the next meeting.

## **14. Professional Certificates**

Members received and discussed written advice from the Legal Services Department of the University relating to the status of Professional Certificates. Ms Martin raised concern that the *Higher Education Funding Act* (1988) had not been mentioned and it was agreed to refer the matter back to Legal Services to seek specific advice on the Commonwealth requirements for certificates.

Members noted that new member, Associate Professor S Elliott, and the Chair will prepare a discussion paper on Professional Certificates at the University of Melbourne after that advice has been received.

## **15. Indigenous Studies Sub-Committee**

Members received and noted the minutes of the Indigenous Studies Sub-Committee meeting held on 11 December 2003.

## **16. Any other business**

Nil

## **17. Next meeting**

Thursday **4 March 2004** 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