

THE UNIVERSITY OF MELBOURNE
ACADEMIC PROGRAMS COMMITTEE

MEETING 6/04

A meeting of the Academic Programs Committee was held on Thursday, 1 July 2004 at 2:15pm in the Jim Potter Conference Room, Conference Centre, Old Physics Building.

Present: Professor M Bryan (in the Chair), Mr M Belleghem, Professor D Holm, Professor D Jamieson, Professor E Mackie, Professor G Marchant, Ms L Martin, Professor P Pattison, Professor L Skene, Professor L Sterling, Professor H Watson and Ms G Webb.

In attendance: Ms S Greve (Secretary), Associate Professor S Baker, Associate Professor P Tregloan, and Mr R Hillbrich.

BUSINESS

1. Formal Matters

1.1 Apologies

Apologies were received from Professor G Bowes, Associate Professor S Elliott, Associate Professor N Low, Associate Professor A McDougall, Professor P Taylor, Ms G Letten, Professor R Brown, Associate Professor C Falk and Dr M Emison.

1.2 New member

The Chair welcomed Mr Matthew Bellegham, President of the University of Melbourne Postgraduate Association, to his first meeting of the Committee.

1.3 Promotions

The Chair congratulated Eleanor Mackie and David Jamieson on their promotion to Professor.

2. Postgraduate Coursework Programs Sub-Committee Business

2.1 Unconfirmed Minutes of PCPSC Meeting 3/04

The Committee received and noted the unconfirmed minutes of the previous PCPSC meeting held on 25 June 2004.

2.2 PCPSC recommendations

The Committee adopted the Sub-Committee's recommendations on the following course proposals, considered at the meeting held on 25 June 2004:

- (a) New course: Postgraduate Diploma in Community Cultural Development
- (b) New course: Master of Community Cultural Development Practice (coursework)
- (c) Graduate Certificate in Indigenous Arts Management
- (d) New course: Postgraduate Certificate in Business Forensics
- (e) Change to Master of Applied Commerce (Organisational Change)

- (f) New courses: Postgraduate Certificate and Postgraduate Diploma in Master of Human Resource Management
- (g) New course: Graduate Diploma in Professional Accounting
- (h) New Streams: Graduate Diplomas in Arts (Ancient and Medieval Studies), (Medieval and Renaissance Studies), (Renaissance and Early Modern Studies)
- (i) New Streams: Graduate Certificates in Arts (Ancient and Medieval Studies), (Medieval and Renaissance Studies), (Renaissance and Early Modern Studies)
- (j) New Streams: Postgraduate Diplomas in Arts (Ancient and Medieval Studies), (Medieval and Renaissance Studies), (Renaissance and Early Modern Studies)
- (k) Off-campus delivery of Master of Assessment and Evaluation

The Chair advised that some of the course proposals were given conditional approval by PCPSC but the issues are currently being addressed by the faculties and shepherds. Those proposals would not be recommended or reported to Academic Board until the conditions were met to the satisfaction of the shepherd.

3. Minutes

3.1 Minutes of Previous Meeting

The minutes of meeting 5/04 held on 3 June 2004 were confirmed.

3.2 Action Sheet 5/04

Members noted the action sheet from meeting 5/04 and the following items were discussed:

- Item 7.2 (meeting 3/04)

It was agreed that the Secretary would arrange for copies to be made of the report and circulated to members of the Cultural Diversity in Curriculum working group.

- Item 13 (meeting 3/04)

The Chair suggested that the Guidelines for the Submission of Course Proposals (Blue Book) was in need of revision. It was agreed that the Secretary would email members and faculties for feedback comments on the guidelines and that the matter would be put on the agenda for discussion at the next meeting of APC.

4. Matters Arising from the Minutes

Nil

5. Chair's Report

5.1 Teaching and Learning Quality Assurance Committee (TALQAC) Report

The Chair of TALQAC, Professor L Sterling, reported briefly on the current review of Faculty of Arts courses.

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

The Chair of TALMET, Associate Professor P Tregloan, reported that two working groups of the Committee had been established to investigate the following matters:

- Evaluation of the impact of multimedia on teaching and learning
- Guidelines for good practice in the area of online subjects

Professor L Skene raised a concern about the potential for breach of copyright laws in publishing online subject material and suggested that the guidelines for good practice include copyright requirements. Associate Professor Tregloan confirmed that full account would be taken of copyright considerations.

Associate Professor Tregloan also announced that TALMET is hosting a forum on the Learning Management System on 13 July and invited members to attend. He advised that it is hoped that the first small subjects under the Learning Management System will be delivered in Semester 1 2005 and the system will be fully implemented by the end of 2006.

5.3 Report on Academic Board

The Chair reported on the discussion at Academic Board about the review of assessment and congratulated the following Chairs of the working groups for their excellent work in preparing the reports and recommendations:

- Associate Professor Carol Johnston
- Professor Craig McInnis
- Professor Garry Marchant
- Professor Pip Pattison

Professor Pattison advised that an implementation working group will need to be established and agreed to meet with the Chairs of the working groups to discuss this matter and report back to the next meeting of the Committee.

6. Reports from Working Groups

6.1 Cultural Diversity in Curriculum

Professor Holm advised that he will present a written report to the next meeting of the Committee.

6.2 Associate Degrees

Members received and discussed the draft working group terms of reference, prepared by Professor Bryan. Ms Martin advised that a decision still had not been reached by the government on the Shepparton proposal for an Associate Degree in Social Science.

The Chair confirmed that the following people had agreed to be involved in the working group and that he will probably Chair the group:

- Professor P Taylor
- Dr S James
- Dr D O'Brien

The Chair advised that he is still waiting on a nominee from the Faculty of Education.

Professor Marchant queried how the University will recognise prospective students that have completed an Associate Degree at another university. It was agreed that the working group should investigate the selection and articulation issues as a secondary priority due to the urgency of the issues related specifically to the Shepparton proposal.

Secretary's Note: *Subsequent to the meeting the Chair was advised that the Shepparton proposal was not successful in gaining approval from the government.*

6.3 Impact of Assessment on Students with Disabilities

The Chair advised that Ms G Webb and Mr M Brett (Disability Liaison Unit) had agreed to join the working group and he asked Mr Belleghem to consider nominating a student representative to participate.

Ms Martin advised that draft guidelines on the management of students with disabilities have been prepared by the Australian Vice-Chancellors' Committee. Ms Martin agreed to provide a copy to the Secretary for distribution to working group members in the first instance.

7. Policy Issues

7.1 Zero point subjects

Members received and noted the information from faculties detailing their zero point subjects.

Ms Martin expressed concern about the relatively high number of zero point subjects and explained that the new legislative framework requires the weight of the subject and EFTSU to be the same and subjects that are weighted/assigned EFTSU cannot be worth zero credit points towards a student's degree.

Members discussed this matter at length and determined that, under the legislation, zero point subjects cannot be:

- compulsory
- weighted
- assessed
- a requirement of an award

Some members expressed concern that the legislative framework unnecessarily restricts a useful and sensible way of ensuring that students undertake transition programs as part of their course. In response, Ms G Webb explained the way in which experiential learning is incorporated into existing weighted subjects in the School of Physiotherapy. The difficulties of timetabling non-discipline based teaching was also discussed.

Ms Martin advised that this matter must be resolved by the end of 2004 and agreed to provide a paper on the legislative requirements to the next meeting of the Committee. The Chair agreed to write a paper drawing all the issues together and asked Ms Webb and other faculties to provide him with information about how they avoid zero point subjects while still managing to incorporate experiential learning into the curriculum.

It was also agreed to refer the matter to the Academic Policy Forum for further discussion.

7.2 Statute 11.5

Members received and noted an extract from the APC minutes of meeting 9/03, a 2003 paper outlining the lack of clarity in Statute 11.5 which prescribes procedures for terminating the enrolment of coursework postgraduate students on the ground of unsatisfactory progress. Draft revisions to the Statute, prepared by Legal Services, were considered regarding how to determine unsatisfactory progress for postgraduate course work students.

The Chair provided some background information on the issue and members discussed the proposed revisions. It was agreed that the Chair will refer members comments back to Legal Services and request a redrafting in plain English to make the wording of the Statute simpler.

7.3 TALQAC Working Group on Fieldwork and Placements

Members received and discussed the draft TALQAC working group report on fieldwork and placements.

The Chair advised that there is a need for the Committee to identify and consider new courses (and relevant changes to existing courses) that require off-campus teaching. It was agreed that the Chair and Secretary will draft a new section and questions for the Blue Book and course proposal form. It was also agreed that changes involving off-campus teaching and learning will be considered a major change by the Committee.

A member raised concern that this new requirement could result in extra work for the Committee and questioned whether the possible improvement in quality assurance would outweigh the increase in the number of course proposals that the Committee had to consider. The member also questioned whether the this requirement would be implemented retrospectively or for new subjects only.

7.4 Review of student awards process

Members received and noted a paper prepared by the Chair about the role of the Committee in approving student awards. It was agreed that members should provide comments to the Chair out of session and that the matter will be put on the agenda for the next meeting for further discussion.

The Secretary noted that the Committee's current terms of reference do not include provision for the approval of student awards.

7.5 Melbourne University Program for High Achieving Students (MUPHAS)

Members received and noted a paper, prepared by the Coordinator of the Admissions Program, proposing a change of name for MUPHAS and an email outlining feedback from MUPHAS teachers regarding the name change.

It was agreed to recommend to Academic Board that the name of the program be changed to the *University of Melbourne Extension Program*.

7.6 Variations to the Academic Year

Members received and discussed the revised paper on variations to the academic year, prepared by Professor P Pattison. The Chair reported on discussions at Academic Board about this issue and explained that the paper was revised as a result of those comments by Board members.

Members discussed a number of issues related to the paper including:

- The need for students to be made aware of the consequences of enrolling in a subject that is taught outside of the academic year and any alternatives that are available
- Whether variations to the academic year should be considered a minor or major course change

It was agreed that Professor Pattison would further revise the paper, refer the matter to the Academic Policy Forum for discussion and present a final draft to the next meeting of the Committee.

8. New Courses

Nil

9. Course Changes

9.1 Faculty of Engineering

9.1.1 Major change to the Geomatics program

The Committee agreed to **defer** consideration of the major change to the Geomatics program pending further discussion of the proposal by the shepherd and faculty. The proposal will be considered at the next meeting of the Committee.

10. Student Awards

10.1 New awards/Major changes to awards

10.1.1 Alastair Nicholson Law Scholarship

The Committee agreed to **recommend** approval of the revised proposal to establish the Alastair Nicholson Law Scholarship.

10.1.2 Clayton Utz Award for Dispute Management

The Committee agreed to **defer** consideration of the new Clayton Utz Award for Dispute Management pending consideration by the shepherd. The proposal will be considered at the next meeting of the Committee.

10.1.3 Clayton Utz Award for Principles of Private Law

The Committee agreed to **defer** consideration of the new Clayton Utz Award for Principles of Private Law pending consideration by the shepherd. The proposal will be considered at the next meeting of the Committee.

10.2 Minor changes to existing awards – for noting only

10.2.1 Extension of the Victorian AIAL Administrative Law Essay Prize for 2005

The Committee **noted** the extension of the Victorian AIAL Administrative Law Essay Prize to include 2005.

11. Quarterly Reports

11.1 Faculty of Education

The Committee **approved** the Faculty of Education postgraduate and undergraduate quarterly reports for the first quarter of 2004, subject to amendment of the generic skills statements to read, "...students *should* achieve..." rather than "students *will* ...".

12. Indigenous Studies Sub-Committee

The Committee received and noted the minutes of the special meeting of the Indigenous Studies Sub-Committee held on 2 June 2004.

It was noted that the Sub-Committee reports to Academic Board through Academic Programs Committee and a member raised concern that the none of the members or the Chair of the Sub-Committee are a member of the Committee. The Chair agreed to speak to the Chair of the Sub-Committee to suggest that it may be more appropriate for the Sub-Committee to report through TALQAC.

13. 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:

- **Introduction of new subject in Sem2, 2004:** 705-436, 705-496, 705-416, 705-435
- **Suspension of subject in Sem2, 2004:** 760-432, 740-139, 166-089, 306-682, 730-419, 740-286, 702-650, 208-337, 512-345
- **Change to prerequisites:** 433-361
- **Change to subject details in Sem2, 2004:** 740-105, 705-235, 705-236, 705-216, 705-296, 730-422

14. Any other business

Nil

15. Next meeting

Thursday 5 August 2004 at 2:15pm in Jim Potter Conference Room 1, Old Physics Building.

The meeting closed at 4:10pm

Chair

Date