

**THE UNIVERSITY OF MELBOURNE**  
**ACADEMIC PROGRAMS COMMITTEE**

**MEETING 6/05**

A meeting of the Academic Programs Committee was held on Thursday, 30 June 2005 at 2.15 pm in the Jim Potter Conference Room, Old Physics Building.

**Present:** Professor M Bryan (in the Chair)

Professor G Bowes, Dr M Emison, Associate Professor C Falk, Professor D Holm (in the Chair for item 9.2 only), Dr S James, Professor D Merrett, Professor P Pattison, Mr R Reid, Professor L Sterling, Associate Professor P Tregloan, Professor H Watson,

**In attendance:** Mr R Hillbrich and the Academic Secretary (Mr I L L Powell).

**BUSINESS**

**1. Formal Matters**

**1.1 Apologies**

Apologies were received from Mr P Donegan Associate Professor S Elliott, Professor A Freadman, Professor D Jamieson, Associate Professor N Low, Professor E Mackie, Mr D McDonald, Associate Professor A McDougall, Professor P McPhee, Associate Professor R Misson, Ms J Reese, Professor L Skene, Professor R Slocombe, Ms C Smith, Professor P Taylor.

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

**2.1 Meeting 3/05**

The Committee received and noted the unconfirmed minutes of meeting 3/05 of the Postgraduate Coursework Programs Sub-Committee held on 24 June 2005.

**2.2 Sub-Committee Recommendations**

The Committee adopted the Sub-Committee's recommendations on the following course proposals considered at meeting 3/05:

- (a) New course – Master of Music Therapy (conditional approval)
- (b) Major change – Graduate Certificate in Criminology (Forensic Disability)
- (c) Renaming Postgraduate Certificate in Business Forensics
- (d) Major change - Master of Information Systems, Postgraduate Diploma in Information Systems, Postgraduate Certificate in Information Systems
- (e) Major change - Master of Community Cultural Development Practice
- (f) Major change – Postgraduate Certificate in Educational Studies (International Baccalaureate)

**2.3 Future of Sub-Committee**

The Committee noted the Sub-Committee's discussion of the possible restructuring of the Academic Board's course approval processes under the planned reform of the University's central committees which was discussed at the Lindenderry Planning and Budget Conference.

### **3. Minutes**

#### **3.1 Minutes of Previous Meeting**

The minutes of meeting 5/05 held on 2 June 2005 were confirmed.

#### **3.2 Action Sheet 5/05**

Members noted the action sheet from meeting 5/05.

### **4. Matters Arising from the Minutes**

Nil

### **5. Policy Matters**

#### **5.1 Semesterization**

The Committee considered a tabled memorandum from Student Administration which proposed the following principles for the semesterization of subjects:

1. All subjects in course-work programs (courses comprising less than 60% research) will be classified as course-work.
2. All subjects in research-classified programs, except for research thesis subjects, will be classified as course-work.
3. All course-work subjects will be taught and assessed within a single semester, except where provided in 4 (below), with results finalized at the end of the semester.
4. Year-long teaching and assessment will be permitted only where there is an academic reason for them, such as in honours or research thesis subjects. Faculties or departments wanting to conduct year-long teaching and assessment are required to seek approval from the Academic Board.
5. The points value of all subjects to comply with the standard framework.
6. In all cases, the subject details comply with Academic Programs Committee requirements; viz, Objectives and Generic Skills Statements, Content, Assessment, Contact/Time Commitment and Prerequisite and/or Corequisites.
7. Student Administration and Systems to (a) provide guidelines to Faculties on the consistent representation in Merlin of the different teaching and assessment conducted at the University, and (b) co-ordinate a review with Faculties to identify those subjects that do not comply with the above principles or fall outside the Student Administration and Systems guidelines on subject attributes and enrolment patterns for amendment by the appropriate faculty.

The Committee noted that a decision not to semesterise a year-long subject must be made principally on sound pedagogical grounds but regard must also be paid to the potential adverse HECS implications for students forced to take year-long subjects over two consecutive years.

The Committee agreed to the Chair's suggestion that he discuss with the Academic Board President the possible inclusion of the paper in the President's planned request to faculties for a progress report on semesterisation.

The Committee noted offers by Dr Emison and Mr Hillbrich to talk to any faculties who were uncertain whether or not to semesterize particular subjects and needed advice of an administrative kind.

## **5.2 "Protocols for Approval of Distance Education Courses"**

The Committee received a copy of the Academic Board's 1999 document, *Protocols for Approval of Distance Education Courses*, which the Committee had agreed at the previous meeting should be reviewed to determine the extent to which there were gaps in the protocols as a result of emerging issues.

The following points were made in discussion:

- the protocols need to address both face-face teaching at non-Melbourne venues as well as on-line teaching in a comprehensive manner
- references to student services, examination board/unsatisfactory progress arrangements, and qualifications of locally recruited teachers need to be added to the protocols
- the protocols will need to be cross referenced to the eventual report from the TLMETC working group which is developing guidelines for staff planning to offer on-line courses and subjects
- it may be possible to draw ideas for new protocols from the 2002 APC report on shared programs
- faculties and departments who assess distance teaching and learning other than via standard University instruments should be asked to defend their efficacy.

The Chair indicated that he would review the Distance Education section of Blue Book (section 6.4) and the Course Proposal Form (question 22 and appendix 4) in light of developments since the 1999 paper and bring draft new material to a later meeting.

## **6. Chair's Report**

### **6.1 Action Taken by Chair**

Nil

### **6.2 Teaching and Learning Quality Assurance Committee Report**

Professor Sterling reported that in the previous week he and Professor Bryan and Associate Professor Hughes (Chair, Selection Procedures Committee) had met with this year's Head Start group to brief participants on the day-to-day operations of the principal Academic Board committees.

### **6.3 Teaching and Learning (Multimedia and Educational Technologies) Committee**

Associate Professor Tregloan advised that all faculty Associate Deans (IT) had been invited to the last meeting of TLMETC where representatives from Universitas 21 Global had made a presentation which included details of its on-line MBA program.

The Committee has also received a briefing on a project at Massachusetts Institute of Technology called iCampus which is a collection of software tools to support teaching and learning. MIT is seeking partners and collaborators and the Faculty of Engineering has expressed an interest in participating.

The Working Group developing guidelines for the development and delivery of on-line subjects is continuing its work.

Interest in participating in the Semester 2 trial of Blackboard 6 is quickening and at present about 170 subjects have entered for the trial.

## **7. Working Group Reports**

### **7.1 Implementation of Review of Assessment – Convenor Professor Pattison**

Professor Pattison spoke to her written progress report noting that while the intention was to have completed action on all 27 recommendations by the end of 2005 it was likely that two areas might not be completed until mid 2006 – interfacing Blackboard 6 with existing on-line assessment tools (recommendation M5) and development of local/faculty assessment practices (recommendation Q5)

The Committee noted that in respect of subject workloads policy (recommendations A1 and A2) an amendment of the “Blue Book” might be necessary at the end of 2006.

The Committee agreed that while faculties might decide not to provide details of total workload requirements for each and every subject listed in the Handbook, such information should however be included in material submitted to the Committee for ease of shepherding.

### **7.2 Cultural Diversity in Curriculum – Convenor Professor Holm**

Professor Holm reported that one comment from outside the Committee on the draft report referred to the matter of CEQ feedback to staff where inappropriate comments of a racial or sexual nature were made by students. Members agreed that the matter should be added to the Working Group’s report in the *Issues Raised in Interview* section. Noting that there were both staff management and student issues implicit in this matter, the Committee suggested to the Academic Board Vice-President that the topic be considered as a possible project for a future Head Start investigation.

After noting comments from the Deputy Vice-Chancellor (Academic), relayed by the Chair, the Committee requested that Professor Holm circulate the draft report for urgent comment to other sections of the University investigating related matters prior to presenting the final report at the next meeting.

The Committee agreed that Appendix 3 (Cultural Diversity Checklist for Good Practice in Teaching, Learning and Assessment) of the draft report, which would not be amended in the final report, be made available to faculties and departments as soon as possible. Professor Holm was asked to liaise with the Deputy Vice-Chancellor (Academic) about its early circulation in the University.

### **7.3 Assessment and Students with Disabilities – Convenor Associate Professor Elliott**

There was no report in the absence of the Convenor.

#### **7.4 Cross-Communication Problems Experienced by Combined Degree Students – convenor Professor Bryan**

Professor Bryan reported that while he had held some discussions with individual members on the aspects of the review a full meeting of the Working Group had not yet been arranged.

The Committee briefly discussed the origins of the Working Group and some of the issues that needed to be addressed. A member commented that plans to introduce pre-CEQ surveying of students nearing the end of their studies might yield useful information given the large number of students undertaking combined degrees.

### **8. New Courses**

#### **8.1 Faculty of Veterinary Science**

##### **8.1.1 Non-award Bridging Program for Overseas Trained Veterinarians**

The Committee approved a proposal to create a non-award bridging course for overseas trained veterinarians wishing to gain recognition to practice in Australia. The Committee noted that the course, which consisted solely of the subject Professional Practice 3, required specific approval as a bridging course in order for financial assistance to be available under the Commonwealth Government's FEE-HELP arrangements.

### **9. Course Changes**

#### **9.1 Faculty of Arts**

##### **9.1.1 Bachelor of Creative Arts major in Creative Writing**

The Committee approved changes to the major in Creative Writing in the Bachelor of Creative Arts.

#### **9.2 Faculty of Law**

*Professor D Holm took the Chair for this item.*

##### **9.2.1 Bachelor of Laws**

In the absence of a shepherd's report, the Committee determined to defer full consideration of this proposal, which was in two parts, until the next meeting.

The Committee agreed that the Faculty be requested to provide detailed information on transition and teaching out arrangements including both standard and non-standard progressions for the next meeting. The Faculty should also correct usage of the word "complimentary" in some subject descriptions.

Noting that the undergraduate shepherd for Law would be absent from the University for all of July, the Committee asked the postgraduate Law shepherd, Professor Holm, to stand in for the absent shepherd.

### **9.3 Faculty of Science**

#### **9.3.1 Bachelor of Science major in Earth Science/Bachelor of Arts and Science/combined courses**

The Committee approved changes to the Earth Sciences major in the Bachelor of Science, its combined courses, and the Bachelor of Arts and Sciences.

### **9.4 Faculty of Medicine, Dentistry and Health Sciences**

#### **9.4.1 MBBS/BMedical Science and combined courses**

The Committee approved changes to Semester 10 and 11 subjects in the MBBS/BMedical Science and BA combined course subject to receipt of a favourable shepherd's report. (*A favourable report has now been received.*)

## **10. Student Awards**

### **10.1 New Awards**

#### **10.1.1 Faculty of Engineering**

The Committee approved the establishment of the following awards:

- CISRA Prize for Outstanding Performance in 2<sup>nd</sup> Year BE (computer engineering)
- CISRA Prize for Outstanding Performance in 2<sup>nd</sup> Year BE (software engineering)
- CISRA Prize for Outstanding Performance in 3rd Year BE (computer engineering)
- CISRA Prize for Outstanding Performance in 3rd Year BE (software engineering)

### **10.2 Changes to Existing Awards**

#### **10.2.1 Faculty of Medicine, Dentistry and Health Sciences**

The Committee approved the renaming of the Peter G Jones Elective Essay Prize as the *University of Melbourne Medical Society Elective Essay Prize*.

## **11. Quarterly Reports**

### **11.1 Faculty of Economics and Commerce**

The Committee approved the Faculty of Economics and Commerce postgraduate quarterly report 1/05.

## **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:

Change to contact hours 512-324  
Change to co-ordinator 512-224, 512-324  
Suspension of subject for semester 2 306-317

**13. Any Other Business**

**13.1 Transition Arrangements – Diploma of Oral Health Therapy**

The Committee received for information details of the transition arrangements to apply to students completing the second year of the Dental Hygiene and Dental Therapy streams of the Diploma of Oral Health Therapy in 2005.

**13.2 Memorandum of Understanding between Universitas 21 Global and The University of Melbourne**

The Committee was advised that a Memorandum of Understanding between Universitas 21 Global and the University of Melbourne had been tabled at the 23 June meeting of the Academic Board. The Memorandum provided for co-operation in postgraduate studies initially in selected courses in the Faculties of Economics and Commerce, Science (related to Information Systems) and Land and Food Resources.

The Committee noted that Memorandum covered a range of academic matters but stopped short of permitting shared programs. In the simplest case, namely credit recognition between U21G and faculties, the Committee agreed that current arrangements for credit evaluation to be devolved to faculties should continue.

While the Committee would not endorse routine credit arrangements agreed between faculties and U21G, faculties would however be required to follow normal approvals processes if new core or elective subjects were created for Melbourne students with the intention of offering them to U21G students.

**14. Next meeting**

Thursday, 4 August 2005 at 2.15 pm in the Jim Potter Conference Room, Old Physics Building.

The meeting closed at 4.00 pm

Confirmed .....

Date.....