

THE UNIVERSITY OF MELBOURNE
ACADEMIC PROGRAMS COMMITTEE

MEETING 6/06

Meeting 6/06 of the Academic Programs Committee was held on Thursday, 6 July 2006, at 2.15 pm in the Jim Potter Conference Room, Conference Centre, Old Physics Building.

Present: Professor J Borland (Chair), Ms L Bartolini, Professor K Dovey, Professor M Elgar, Mr R Hillbrich, Professor P McPhee, Associate Professor R Misson (Deputy Chair), Associate Professor M Morris, Ms C O'Dowd, Professor P Pattison, Professor R Slocombe, Ms C Smith, Professor L Sterling, Professor R Strugnell, Associate Professor G Webb, Mr A Williams

In attendance: Mr C Reid (Secretary)

BUSINESS

1 Formal Matters

1.1 New Member of the Committee

The Committee welcomed Associate Professor Meg Morris to her first meeting. Associate Professor Morris has been appointed by Academic Board to fill the vacancy created by Professor G Bowes's resignation from the Committee, for the balance of Professor Bowes's term.

The Committee noted that Professor Elizabeth Ozanne has been appointed to the Committee by Academic Board for the balance of Professor Freadman's term, namely until 31 December 2007.

1.2 Apologies

Apologies were received from Associate Professor C Brown, Associate Professor C Duffield, Mr A Eddy, Associate Professor C Falk, Professor D Holm, Professor G Hutchinson, Professor D Jamieson, Ms G Luck, Associate Professor E Ozanne, Professor L Skene, Dr J Stockdale and Professor H Watson.

2 Minutes

2.1 Minutes of meeting 5/06 (1 June 2006)

The Committee confirmed the minutes of meeting 5/06, as circulated.

2.2 Action Sheet 5/06

The Committee noted the circulated action sheet arising from meeting 5/06.

The Chair indicated that he had discussed the issue raised by Mr Rizzetti, concerning the proposed cancellation of courses in the Faculty of Architecture, Building and Planning (item 12.1 meeting 5/06), with Professor Pattison, with the

Dean of the Faculty and with the Director of Graduate Studies in the Faculty. He indicated that a revised proposal is being developed for submission to the Committee, identifying alternative pathways to completion of courses in the Faculty. The Faculty has indicated that present students will be able to complete the current double degree programs sequentially and will have guaranteed entry to the second degree upon successful completion of the first degree. CSP places will be maintained. This arrangement will be extended to students commencing in 2007. It will also be possible for students to undertake the Masters program instead of the second degree, should they choose, once it is introduced. The Faculty is intending to conduct information sessions for all undergraduate students and for students in the gap year to advise them of their options.

The Committee discussed whether it should develop a checklist of matters that should be addressed by faculties in their proposals for the cancellation of courses and to which shepherds should refer in considering the proposals. The Committee was advised that the Postgraduate Coursework Programs Sub-Committee had also discussed this matter and had suggested that a separate form be devised for proposals for course cancellation. Associate Professor Misson undertook to devise an appropriate form for consideration. The Committee noted that, as a result of the introduction of the Melbourne Model, there will be a large number of course cancellation proposals to be submitted by the end of 2006. The Committee will need to consider these in parallel with the proposals for the new courses to ensure that appropriate arrangements for transition to the Melbourne Model curriculum are made.

The Chair also reported on the matter of the comparability of grading across the faculties for the purposes of eligibility for the Melbourne Abroad Scholarship (item 5.1 meeting 2/06), and indicated that he was consulting with the Faculty of Law on the matter.

2.2.1 Proposed Melbourne-Rome Scholarship

The Committee noted the circulated copy of the letter from the Chair to the Equal Opportunity Officer, Professor Abernethy, concerning the proposed Melbourne-Rome Scholarship. The Chair reported that he had had discussions with the University's Equal Opportunity Officer and would now discuss the matter with the proposer of the scholarship, Associate Professor D Marshall in the School of Art History, Cinema, Classics and Archaeology.

2.2.2 Subject Assessment Descriptions

The Committee received a copy of a message from the Chair to Professor Pattison raising the matter of using the number of pages in an assignment as a guide to assessment weighting (item 13.2. 2/06). The Committee noted that the matter would be referred to the Assessment Implementation Working Group. It was suggested that an example be added to the Blue Book outlining the kind of assessment description that could be used in cases where alternative forms of assessment weighting, such as the number of pages, might be appropriately employed. It was agreed that the Chair and Professor Pattison should prepare a letter to Faculty Deans and Associate Deans (Academic) to remind them of assessment policies to be used when they submit proposals for the new degree courses to be introduced under the Melbourne Model, and the letter should include examples of the parameters of assessment that can be used. The

Committee noted that it might be valuable if faculty-specific sets of exemplars could be produced as a guide to the determination of assessment provisions.

2.2.3 Proposed Hamish Malcolm Memorial Bursary

The Chair reported that, in consultation with the Faculty of Arts, he had executively approved the proposal for the Bursary on behalf of the Committee and had recommended its approval by Academic Board.

3 Matters Arising Not Dealt with Elsewhere

Nil

4 University Curriculum Project

4.1 Report from Curriculum Commission

Professor McPhee reported that Academic Board has approved the nomenclature of the undergraduate degrees to be introduced from 2008 (as outlined in the paper circulated under item 4.3 below). He indicated that, at its 27 July meeting, Academic Board would be asked to approve selection criteria and short descriptions of the new courses for dissemination at Open Day on 20 August. Professor McPhee noted that the response from employers to the plans for the Melbourne Model has been positive. The University is briefing school careers counsellors on the nature and introduction of the Melbourne Model. The Curriculum Commission is working to ensure that necessary information is developed and approved by Academic Board to enable CRICOS and ESOS registration of the new courses to occur. The Curriculum Commission is also considering the following matters:

- The inclusion of subjects to promote cultural literacy in the 75 points of study to be taken in a second discipline;
- Research higher degree pathways;
- The administration of the new programs, including the relationship between faculties and degrees, and the distribution of EFTSU load.

The Curriculum Commission has consulted student focus groups on the design of the Melbourne Model.

4.2 Core Principles for Undergraduate Courses

The Committee noted the circulated draft statement of principles for the Melbourne Model curriculum that has been submitted to Academic Board.

4.3 The Melbourne Model – Nomenclature of Degrees

The Committee noted the circulated statement indicating the names of undergraduate degrees approved by Academic Board.

4.4 Proposed Research Higher Degree Pathways – Melbourne Model

The Committee noted the tabled statement of pathways to research higher degrees that is being considered by the Curriculum Commission.

5 Policy Issues

5.1 Implementation of Melbourne Model

5.1.1 Development of New Course Proposal Form

The Committee received the paper prepared by the Chair proposing the redesign of the course proposal form to take into account of the introduction of the Melbourne Model. It was agreed to establish a working group to develop the new form. The working group is to comprise Professor Borland (Chair), Professor Pattison, Associate Professor Misson, Associate Professor B Hughes, Mr A Williams and the Secretary. The working group is to recommend to APC the design of a new course proposal form and a course deletion form, and should consider among other issues:

- The need for faculties to transfer undergraduate material to graduate pre-service programs and the consequent need for APC to ensure that the material transferred is at graduate level;
- Arrangements for teaching out undergraduate courses that are to be deleted;
- The relationship between undergraduate courses, the graduate and postgraduate courses with which they articulate, and the pathways to graduate and postgraduate programs available to students within and outside the University;
- Graduate and postgraduate quality assurance criteria;
- Provisions for unsatisfactory progress.

It was suggested that question 7 of the Chair's proposed form should be reworded to emphasise the need for a cooperative teaching strategy.

5.1.2 New Generation Courses with New Course Titles - CRICOS Registration

The Committee noted the circulated paper setting out the information required for CRICOS registration.

5.1.3 Commerce, Science, Arts, Music – New Generation Courses – ESOS Compliance

The Committee noted the circulated paper outlining the information required for ESOS registration.

5.1.4 Postgraduate Selection and the Melbourne Model

The Committee noted the tabled email message from the Chair of Selection Procedures Committee to faculties indicating the information concerning entry requirements that faculties should provide in the course proposals they are developing to establish the new courses in the Melbourne Model.

5.2 Academic Misconduct

The Committee noted comments made by the Dean of the Faculty of Economics and Commerce in relation to the University's policy for academic misconduct. The Committee considered whether matters could be resolved informally without

the need for formal proceedings. The Deputy Vice-Chancellor (Academic) indicated that he would discuss the matter with the Faculty and provide a report to the Committee.

5.2.1 Response from UMPA President

The Committee noted the tabled comment on the matter of academic misconduct from the President of UMPA (discussed under item 5.2 above).

5.3 University of Melbourne Extension Program

The Committee received the circulated report from the Chair and approved the recommendation that the Extension Program Sub-committee that reports on the operation of the Extension Program should be dissolved. The Committee agreed that the Coordinator of the Extension Program should be invited to attend particular meetings of the Committee to present reports on the operation of the Program, including its annual report.

5.4 Eligibility for Awards

The Committee noted the circulated paper from the Chair on provisions for eligibility for student awards. The Chair reported on advice he had received from the President of Academic Board and from the Vice-Principal and General Counsel concerning the legality of restrictions that might be placed on eligibility for awards on the basis of citizenship. He noted that, while Academic Programs Committee had previously agreed that it should not restrict eligibility, it had not established a formal policy on the matter. The Committee considered the Chair's two recommendations and agreed to approve recommendation 2, namely that the Committee establish a working group to develop guidelines for faculties making applications to establish new awards or revise existing awards. In relation to recommendation 1, the Committee agreed that, pending receipt of advice from the President of Academic Board and pending the report of the Working Group and the adoption of recommendations it may make, Academic Programs Committee could refer to the Vice-Chancellor for consideration individual requests from Faculties or Departments for student awards that may not comply with anti-discrimination legislation to consider whether there are other reasons why that award should be accepted in the broader interests of the University, provided there is no legal restriction on the University acting in that manner. The responsibility for making a case for non-compliance would rest with the proposer of the award.

6 Postgraduate Coursework Programs Sub-Committee Business

6.1 Minutes of meeting 1/06 held on 30 June 2006

The Committee noted the circulated unconfirmed minutes of meeting 1/06 of the PCPSC.

6.2 PCPSC Recommendations

6.2.1 Variation to the Academic Year – Graduate Program in English as an International Language

The Committee endorsed the recommendation of the Sub-committee and agreed to recommend that Planning and Budget Committee approve the change to the academic year for the Graduate Program in English as an International Language in the Faculty of Education, as set out in the circulated paper.

6.2.2 Course Proposals

The Committee endorsed the Sub-Committee's recommendations for the approval of the following course proposals, subject to any changes, corrections or clarifications required by the shepherd, and agreed to recommend their approval by Academic Board:

Faculty of Arts – New Course/Streams

Postgraduate Diploma in Arts (International Politics) – conditional approval

Postgraduate Certificate in Arts (International Politics) – conditional approval

Graduate Certificate in Arts (New Media Applications) – conditional approval

Postgraduate Diploma of Arts (Photographic Materials Conservation)

Master of Creative Writing, Publishing and Editing

Graduate Certificate in Arts (International Politics) – conditional approval

Graduate Diploma in Arts (International Politics) – conditional approval

School of Enterprise – New Course/Streams

Specialist Certificate in Public Infrastructure

Victorian College of the Arts – New Course/Streams

Postgraduate Diploma in Performance Creation

Faculty of Medicine Dentistry and Health Sciences– New Course/Streams

Postgraduate Certificate/Diploma in Primary Care Nursing – conditional approval

Faculty of Arts – Substantial Change to Existing Course/Stream

Master of Public Policy and Management– conditional approval

Postgraduate Diploma in Arts (Public Policy and Management) – conditional approval

Postgraduate Certificate in Arts (Public Policy and Management) – conditional approval

Master of International Politics

Graduate Diploma in Arts (German)

Graduate Diploma in Arts (Italian)

Graduate Diploma in Arts (French)
Graduate Diploma in Arts (Swedish)
Master of Social Policy (Coursework) – conditional approval
Graduate Certificate in Arts (Australian Indigenous Studies)
Graduate Diploma in Arts (Australian Indigenous Studies) – conditional approval
Master of Social Work (Mental Health)
Master of Social Work (Health)
Master of Social Work (Clinical)
Master of Social Work (Human Service Management)
Graduate Certificate in Arts (Development Studies)
Postgraduate Certificate in Arts (Development Studies)
Graduate Diploma in Arts (Development Studies)
Graduate Diploma in Arts (Linguistics and Applied Linguistics)
Master of Applied Linguistics (Coursework and Minor Thesis or Coursework Only)
Postgraduate Diploma in Arts (Socio-Legal Studies)
Postgraduate Diploma in Arts (Criminology)
Graduate Diploma in Arts (Political Science)
Master of Development Studies (Coursework/Minor Thesis)

School of Enterprise – Substantial Change to Existing Course/Stream

Graduate Certificate in River Health
Graduate Certificate in Art Authentication

Faculty of Law – Substantial Change to Existing Course/Stream

Juris Doctor – conditional approval

Faculty of Medicine, Dentistry and Health Sciences – Substantial Change to Existing Course/Stream

Master of Medicine (Internal Medicine stream)

Victorian College of the Arts – Substantial Change to Existing Course/Stream

Graduate Certificate in Visual Arts

Faculty of Arts – Course Deletion

Postgraduate Diploma in Creative Writing– conditional approval
Postgraduate Diploma in Digital Media– conditional approval
Postgraduate Diploma in Arts (Theatre Studies) – conditional approval
Masters of Digital Media– conditional approval

Master of Arts (Applied Ethics) – conditional approval

Master of Computer Assisted Language Learning– conditional approval

Postgraduate Certificate in Arts (Computer Assisted Language Learning) – conditional approval

Master of Contemporary Asian Analysis– conditional approval

7 Chairs' Reports

7.1 TALQAC Report

Nil

7.2 TALMET Report – Working Group on On-line Subjects

The Committee received the circulated paper concerning the introduction of on-line subjects. The Chair of the Teaching and Learning (Multimedia and Educational Technology) Committee, Associate Professor Tregloan spoke to the circulated document, which includes a checklist to be used by academic staff developing subjects for on-line delivery. He indicated how the form might be used and the approval process that might accompany it, and he invited members of APC to provide feedback on it. The intention is to seek approval from Academic Board for the on-line subjects checklist at the Board's August meeting. The Committee noted that the checklist could have wider applicability beyond on-line subjects and noted that it might be valuable to use such a checklist in the consideration of new courses under the Melbourne Model.

8 Student Members Reports

Nil

9 Working Group Reports

9.1 Assessment Implementation Working Group

Nil

9.2 Working Group on Special Consideration

The Committee noted the circulated report from Associate Professor Brown.

9.3 Working Group on Teaching in Languages Other than English

Professor Elgar reported that the Working Group has received responses from faculties and is now considering its report. He indicated that it is intended to submit a report to the Committee in September.

9.4 Examinations Working Group

The Committee noted the circulated report from Associate Professor Webb.

10 New Courses

10.1 Faculty of Arts

10.1.1 Proposal for the introduction of a new stream – Bachelor of Arts (Honours) in Creative Writing

The Committee noted the shepherd's recommendation that the proposal not be approved and her comment supporting Professor Frow's suggestion that a working group be established later in the year to consider the proposal in more detail. The Committee agreed to refer this proposal to the Chair and shepherd for further consultation with the Faculty and executive approval if appropriate.

11 Course Changes

11.1 Faculty of Arts

11.1.1 Proposal for a substantial change to an existing course – Bachelor of Arts

The Committee approved the proposal as set out and agreed to recommend its approval by Academic Board.

11.1.2 Proposal for a substantial change to an existing course – Bachelor of Creative Arts

The Committee approved the proposal as set out and agreed to recommend its approval by Academic Board.

11.1.3 Proposal for a substantial change to an existing course/stream – Diploma in Modern Languages (Italian)

The Committee approved the proposal as set out and agreed to recommend its approval by Academic Board.

11.1.4 Proposal for a substantial change to an existing course/stream – Diploma in Modern Languages (French)

The Committee approved the proposal as set out and agreed to recommend its approval by Academic Board.

11.1.5 Proposal for a substantial change to an existing course/stream – Diploma in Modern Languages (Spanish)

The Committee approved the proposal as set out and agreed to recommend its approval by Academic Board.

11.1.6 Proposal for a substantial change to an existing course– Diploma in Arts (English Language)

The Committee approved the proposal as set out and agreed to recommend its approval by Academic Board.

11.1.7 Proposal for a substantial change to an existing course – Diploma in Arts (Linguistics & Applied Linguistics)

The Committee approved the proposal as set out and agreed to recommend its approval by Academic Board.

11.1.8 Proposal for a substantial change to an existing course – Diploma in Modern Languages (German)

The Committee approved the proposal as set out and agreed to recommend its approval by Academic Board.

11.1.9 Proposal for a substantial change to an existing course – Diploma of Modern Languages (Hebrew)

The Committee approved the proposal as set out and agreed to recommend its approval by Academic Board.

11.1.10 Proposal for a substantial change to an existing course/stream – Diploma of Modern Languages (Swedish)

The Committee approved the proposal as set out and agreed to recommend its approval by Academic Board.

11.1.11 Proposal for a substantial change to an existing course/stream – Diploma in Arts (International Studies)

The Committee approved the proposal as set out and agreed to recommend its approval by Academic Board.

11.1.12 Proposal for a substantial change to an existing course – Bachelor of Arts (Honours) in Chinese

The Committee approved the proposal as set out and agreed to recommend its approval by Academic Board.

11.1.13 Proposal for a substantial change to an existing course – Bachelor of Arts (Honours) in Arabic

The Committee approved the proposal as set out and agreed to recommend its approval by Academic Board.

11.1.14 Proposal for a substantial change to an existing course/stream

- Anthropology Honours Program
- Development Studies Honours Program
- Environmental Studies Honours Program
- Geography Honours Program

The Committee approved the proposal as set out and agreed to recommend its approval by Academic Board.

11.1.15 Proposal for Course Deletion – Bachelor of Public Policy and Management

The Committee agreed to approve the proposal and recommend its approval by Academic Board subject to the shepherd's advice on the proposal and an assurance from the Faculty that present students can complete the course.

11.1.16 Proposal for substantial change to an existing stream – Bachelor of Arts (Honours) in Indonesian

The Committee approved the proposal as set out and agreed to recommend its approval by Academic Board.

11.2 Victorian College of the Arts

11.2.1 Bachelor of Fine Art

The Committee approved the proposal as set out and agreed to recommend its approval by Academic Board.

12 Proposed for New or Substantially Revised Subjects: New CAP Subjects for the School of Medicine

In relation to the proposed subjects, the shepherd, Professor Dovey, noted that the subjects are intended to be used to record the fieldwork placements of overseas medical students in Australia, those the students concerned are not students of the University. The Committee considered that these are not strictly Community Access Program (CAP) subjects but might instead be classed as Category B subjects. Mr Hillbrich undertook to investigate the proposal further and to consider how the University might best handle the need to record the field placements of non-University medical students.

13 Student Awards

13.1 New Student Awards

Faculty of Engineering

13.1.1 The Exner Engineering award

The Committee noted that the Blue Book provisions, reflecting trust requirements, require that the University have a majority of members on award panels, or that if a panel has a majority of external members, it should make recommendations to a university authority that will make a determination. The Committee asked the Secretary to investigate the proposed provisions for panel composition and it was agreed that the Chair should make a determination on the approval of the award proposal subject to advice received.

13.1.2 The Society of Petroleum Engineers Prize

The Committee again noted the requirement that the University have a majority of members on award panels, or that if a panel has a majority of external members, it should make recommendations to a university authority that will make a determination. The Committee asked the Secretary to investigate the proposed provisions for panel composition and it was agreed that the Chair

should make a determination on the approval of the award proposal subject to advice received.

Faculty of Economics and Commerce

13.1.3 Ernst & Young Prize for Accounting for Corporate Entities

The Committee approved the proposal as set out and agreed to recommend its approval by Academic Board.

13.1.4 University of Melbourne Extension Program Prize for Academic Excellence in Accounting

The Committee queried the term ‘approved program’ of study in the award proposal and asked the Secretary to seek further advice on the meaning of this statement. The Committee agreed that the Chair should make a determination on the approval of the award proposal subject to advice received.

Faculty of Medicine, Dentistry and Health Sciences

13.1.5 Royal Australian College of Dental Surgeons Academic Prize

The Committee approved the proposal as set out and agreed to recommend its approval by Academic Board, subject to any comments from the shepherd.

13.1.6 Dorevitch Pathology Symbion Health Prizes

The Committee approved the proposal as set out and agreed to recommend its approval by Academic Board.

Faculty of Arts

13.1.7 The Alan Missen Foundation Prize

The Committee noted that the proposal did not specify who would judge the winner or whether the essay should be completed as part of the assessment requirements for a subject or separately from assessment. The Committee agreed to refer the proposal back to the Faculty for advice and elaboration.

13.2 Major changes to existing awards

Nil

13.3 Minor changes to existing awards – for noting only

13.3.1 Faculty of Economics and Commerce

The Committee noted the changes indicated below.

13.3.1.1 Deloitte Touche Tohmatsu Award for Intermediate Financial Accounting

The Committee noted the new title Deloitte Prize for Intermediate Financial Accounting. The company name has officially changed; the term 'award' is to be changed to 'prize' to standardise all titles. The change is to take place from 2005.

13.3.1.2 Bain International Consulting Prize for International Business Strategy

The Committee noted the new title: Bain International Consulting Prize for Strategic Marketing. The subject name has changed.

13.3.1.3 Smith Barney Citigroup Prize for International Finance.

The Committee noted the new title: Citigroup Prize for International Finance. The sponsor company name has changed, and the change is to take place from 2005.

13.3.1.4 Smith Barney Citigroup Prize for Options Pricing.

The Committee noted the new title: Citigroup Prize for Advanced Derivative Securities. The sponsor company name has changed, and the change is to take place from 2005. The subject name has also changed.

13.3.1.5 Trowbridge Consulting Prize for Actuarial Practice and Control

The Committee noted the new title: Trowbridge Deloitte Prize for Actuarial Practice and Control. The company name has changed.

14 Quarterly Reports 1/06

Nil

15 Matters dealt with by the Chair and/or President, Academic Board

The Committee noted matters approved by the Chair and/or the President of Academic Board since meeting 5/06:

Late suspension/cancellation of semester 2, 2006 subject:

730-428, 740-138, 466-846, 468-605, 468-812, 476-623, 476-676, 476-678, 476-698, 482-639, 482-676, 482-682, 482-801, 482-844, 483-647, 483-652, 483-657, 485-625, 485-831, 485-832, 436-443, 436-465, 316-466, 131-230

Offering a subject in semester 2, 2006:

730-466

Change to assessment of a subject:

411-102, 505-900, 505-960, 505-961, 730-337

Course Cancellations from 2007:

Creation of new subject for semester 2, 2006:

740-123 Unplugged Music 1100-1800 (elective)

Minor amendment to subject description:
740-106, 740-207, 740-303, 740-339, 740-410

16 Any Other Business

Nil

17 Next Meeting

Thursday 3 August 2006 at 2.15 pm in Jim Potter Conference Room, Old Physics Building.

The meeting closed at 4.40 pm.