

Confirmed

THE UNIVERSITY OF MELBOURNE
ACADEMIC PROGRAMS COMMITTEE

MEETING 04/09

A meeting of the Academic Programs Committee was held over two days at 10.00am on Thursday 2 July 2009 and 10am on Friday 3 July 2009 in the Council Chamber, Old Quadrangle.

Present: Dr M Campbell, Dr R Edis, Professor M Elgar, Professor L Hawthorne (2 July only), Ms H Hayman, Ms G Luck, Associate Professor R Misson (Chair), Professor N Olekalns, Associate Professor B Parry, Associate Professor David Shallcross, Professor G Stevens, Professor D Young.

In attendance: Ms A Boland (Secretary).

MINUTES

A FORMAL MATTERS

A01 Apologies & Welcome

The Chair welcomed the new Committee Secretary, Alice Boland.

Apologies were received from Professor A Capling, Mr P Coats, Ms P Fernandez, Ms L Harris, Professor L Hawthorne (3 July only), Professor I Holtham, Professor R James, Ms G Leigh-Dodds, Professor M Morgan, Professor R Slocombe, Professor R Speed, Professor G Webb, and Professor J Wyn.

B MINUTES

B01 Minutes of APC meeting 04/09 (15 May 2009)

After requesting that Section D01 Late Changes be amended to include discussion on the need for the policy to include a statement on students being notified of any late changes, the committee confirmed the minutes of meeting 04/2009 as a true and accurate record of the meeting.

B02 APC Action Sheet 02/09

In relation to Item 2 of the Action Sheet, the Chair noted that given that the 'Towards 2011' project had commenced the committee should wait to see the Terms of Reference of the various working groups associated with the project to establish if an APC working group is necessary, or if the issues identified by APC can be added to the terms of reference of the existing working groups.

C MATTERS ARISING NOT DEALT WITH ELSEWHERE

C01 Faculty of VCA and Music – variation to Academic Calendar 2010

It was noted that the request to vary the Academic Calendar for 2010 did involve teaching in the AVCC week in second semester, but that there are precedents for this.

The committee agreed to **recommend** the Faculty of VCA and Music variation to Academic Calendar 2010 to Academic Board.

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D POLICY ISSUES

D01 Indigenous Studies Teaching and Learning Sub-committee

The Chair advised that Terms of Reference for the Indigenous Studies Teaching and Learning Sub-committee had been approved out of session and that there was to be one APC member on the Sub-committee. The committee **endorsed** the appointment of Dr Marion Campbell as the APC Member on the Indigenous Studies Teaching and Learning Sub-committee.

E COMMITTEE REPORTS

E01 TALQAC Report

Professor Hawthorne reported that there were three main issues discussed at the last TALQAC Meeting:

- The potential for credit points to be awarded for the same cognate studies in both undergraduate and graduate professional degrees. Associate Professor Ray Misson is to attend the next committee meeting to provide clarity on these issues.
- Three working groups were established to define course evaluation for Melbourne Model Degrees in the following areas:
 - i) Pathways into MM Degrees
 - ii) Teach-out subjects of existing degrees
 - iii) Pathways into MM Degrees
- Discipline specific reviews

E02 TALDEC Report

In the absence of Professor James, Associate Professor Misson reported that there were reports from the five working groups recently established:

- i) Evaluation of Innovation
- ii) Improving Feedback to Students
- iii) Advancing Use of e-Portfolios
- iv) Developing Learning Communities
- v) Best Practice in graduate Coursework

Dr Christine Asmar also provided a report on the grant and fellowships funding opportunities for University teachers with ALTC.

E03 Melbourne Model Committee

Associate Professor Misson reported that MMC had evaluated new proposals and major change proposals ahead of APC Meeting 04/09.

E04 Coursework Examinations Subcommittee

Section 2 of the report outlined that the Disability Liaison Unit had advised the Subcommittee that the policy on Alternative Examination Arrangements was now due for review. The Chair drew the committee's attention to the fact the Alternative Examination Arrangements, as approved by the Board, was being reviewed by the CESC. The APPWG is responsible for reviewing policy, and this policy will be absorbed within the Examinations Policy, and will come forward via the CESC to the APC, when ready.

F STUDENT MEMBERS REPORTS

Nil to report.

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G WORKING GROUP REPORTS

Nil.

H COURSE AND SUBJECT PROPOSALS

H01 New Courses

H01a Master of International Relations

H01b Shepherd's Report

The committee discussed the fact that there were many subject descriptions, not only from the Faculty of Arts, but with many of the courses and changes submitted to the committee, that needed improvements, particularly in the areas of assessment, contact hours and objectives. Due to the sheer volume of changes presented at this July meeting of Academic Programs committee, it was agreed that it was not possible to give all the subject descriptions the close scrutiny they normally get, or to follow up on every case that was noted where there were irregularities.

The committee agreed that the onus should be put back on Faculties/Graduate Schools to edit the subject descriptions carefully when they are being entered into the Handbook for next year. To help in this, the Chair agreed to write to Faculties/Graduate Schools about the problematic areas, and produce a "Guide to Handbook Descriptions" that briefly outlines the requirements for subject descriptions, highlighting the most common errors in them.

The committee asked for clarification on whether the major change proposal should include the information that the Postgraduate Diploma in International Studies is available as an exit point. It was also noted that for the 100 point program, the minimum entry requirements needed to be amended for the second dot point, where the minimum entry requirements are two years of relevant professional experience, with an undergraduate degree, the undergraduate degree must be in a cognate area.

The committee agreed to **recommend** the Master of International Relations to Academic Board, **subject to** clarification of exit points and amendment of the entry requirements to meet University policy. *{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}*

H01c Executive Master of Arts

H01d Shepherd's Report

It was noted that this is a 100 point or 200 point program, and so the entry requirements need to be amended to differentiate between the two.

The committee agreed to **recommend** the Executive Master of Arts to Academic Board, **subject to** amendment of the entry requirements to meet University policy. *{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}*

H01e Master of Commerce (Management) Master of Commerce (Marketing)

H01f Shepherd's Report

The committee agreed to recommend the Master of Commerce (Management) Master of Commerce (Marketing) to Academic Board.

H01g Master of Engineering
H01h Shepherd's Report

It was noted that there were individual subjects that needed to have their descriptions improved, particularly in relation to amount and timing of assessment.

The committee also noted that the course included the proposal that students who complete the degree at a high academic level will graduate with Honors, and will be awarded a ME(Hons). The committee agreed that the application of the Honors terminology to Masters degrees was a broader issue that needed to be consistent across all programs. It was agreed that Ms Gillian Luck, Vice-Principal and Academic Registrar, would organise for a paper to be drafted on the issue, to be considered at a future APC Meeting, with the current Master of Engineering proposal to have the 'Honors' terminology removed.

The committee agreed to **recommend** the Master of Engineering to Academic Board, **subject to** the removal of the Honors terminology and amendments to subject descriptions that needed improvement.

{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}

H01i Master of Nanoelectronic Engineering
H01j Shepherd's Report

The committee agreed to **recommend** the Master of Nanoelectronic Engineering to Academic Board, **subject to** clarification on whether or not Professional Academic Discourse (PAD) is required, and amendments to subject descriptions that needed improvement.

{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}

H01k Master of Health Social Sciences
H01l Shepherd's Report

The committee agreed to **recommend** the Master of Health Social Sciences to Academic Board, **subject to** amendments to subject descriptions that needed improvement.

{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}

H01m Graduate Diploma in Health Social Sciences
H01n Shepherd's Report

The committee agreed to **recommend** the Graduate Diploma in Health Social Sciences to Academic Board, **subject to** amendments to subject descriptions that needed improvement. *{Secretary's Note: Subsequent to the meeting the Faculty submitted revised forms amending the course to a Postgraduate Diploma in Health Social Sciences. The Chair of the Academic Programs Committee approved this change executively, and the recommendation to Academic Board was changed to reflect the name change.}*

H01o In-Principle Support: Doctor Optometry
H01p Shepherd's Report

The committee agreed to **recommend** In-Principle support for the Doctor of Optometry, **subject to** clarification of the 'Externship' location.

H01q Postgraduate Certificate in International Baccalaureate
H01r Shepherd's Report

The committee agreed to **recommend** the Postgraduate Certificate in International Baccalaureate to Academic Board.

H01s Specialist Certificate in Rural Paediatrics Practice
H01t Shepherd's Report

The committee agreed to **recommend** the Specialist Certificate in Rural Paediatrics Practice to Academic Board.

H01u Postgraduate Certificate in Climate Change for Primary Industries
H01v Shepherd's Report

The committee agreed to **recommend** the Postgraduate Certificate in Climate Change for Primary Industries to Academic Board.

H01w Specialist Certificate in the Preservation of Photographs
H01x Shepherd's Report

The committee agreed to **recommend** the Specialist Certificate in the Preservation of Photographs to Academic Board.

H02 Major Change Proposals: Architecture, Building and Planning

The committee discussed the fact that there were a number of proposals, particularly in relation to major changes, that had not been to the Melbourne Model Committee, that had fairly significant changes, some of them with cross-faculty implications. It was agreed that the relative roles of the Academic Programs Committee and Melbourne Model Committee in the course approval process should be discussed in a forum outside the meeting.

{Secretary's Note: Subsequent to this meeting, the matter of the Approval Process for Proposals with no Business or Planning Implications was considered at the Melbourne Model Committee Meeting 4/2009 where the current roles of each committee were confirmed. It was agreed that the chairs of the Melbourne Model Committee and the Academic Programs Committee should meet to review the design of the forms to ensure that all business implications were identified}

H02a Graduate Diploma in Property Valuation
H02b Shepherd's Report

The committee agreed to **recommend** the major change to the Graduate Diploma in Property Valuation to Academic Board **subject to** amendments to subject descriptions that needed improvement.

{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}

H02c Master of Architecture
H02d Shepherd's Report

The committee agreed to **recommend** the major change to the Master of Architecture to Academic Board **subject to** amendments to subject descriptions that needed improvement.

{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}

H02e Master of Construction Management
H02f Shepherd's Report

The committee agreed to **recommend** the major change to the Master of Construction Management to Academic Board **subject to** amendments to subject descriptions that needed improvement. *{Subsequent to the meeting the Faculty submitted a revised major change proposal amending the core and selective*

subjects. The Chair of the Academic Program Committee approved this change executively, and this will be reported as such to the Academic Board}

H02g Master of Landscape Architecture (300pt)
H02h Shepherd's Report

The committee agreed to **recommend** the major change to the Master of Landscape Architecture (300pt) to Academic Board **subject to** clarification regarding the replacement of core subjects and minor amendments to subject descriptions.
{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}

H02i Master of Landscape Architecture (200 pt)
H02j Shepherd's Report

The committee agreed to **recommend** the major change to the Master of Landscape Architecture (200 pt) to Academic Board **subject to** amendments to subject descriptions that needed improvement.
{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}

H02k Master of Property
H02l Shepherd's Report

The committee agreed to **recommend** the major change to the Master of Property to Academic Board **subject to** amendments to subject descriptions that needed improvement.
{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}

H02m Master of Urban Design
H02n Shepherd's Report

The committee agreed to **recommend** the major change to the Master of Urban Design to Academic Board.

H02o Master of Urban Planning
H02p Shepherd's Report

The committee agreed to **recommend** the major change to the Master of Urban Planning to Academic Board **subject to** amendments to subject descriptions that needed improvement.
{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}

H03 Major Change: Bachelor of Environments

H03a Bachelor of Environments - Architecture Major
H03b Shepherd's Report

The committee agreed to **recommend** the major change to the Bachelor of Environments - Architecture Major to Academic Board **subject to** a recommendation from the Shepherd.

H03c Bachelor of Environments – Landscape Architecture Major
H03d Shepherd's Report

The committee agreed to **recommend** the major change to the Bachelor of Environments – Landscape Architecture Major to Academic Board **subject to** a recommendation from the Shepherd.

H03e Bachelor of Environments - Property Major

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H03f Shepherd's Report

The committee agreed to **recommend** the major change to the Bachelor of Environments - Property Major to Academic Board **subject to** a recommendation from the Shepherd.

H03g Bachelor of Environments - Civil Systems Major
H03h Shepherd's Report

The committee agreed to **recommend** the major change to the Bachelor of Environments - Civil Systems Major to Academic Board.

H03i Bachelor of Environments – Environmental Science Major
H03j Shepherd’s Report

The committee agreed to **recommend** the major change to the Bachelor of Environments – Environmental Science Major to Academic Board **subject to** a recommendation from the Shepherd.

H03k Bachelor of Environments – Physical Systems Major
H03l Shepherd’s Report

The committee agreed to **recommend** the major change to the Bachelor of Environments – Physical Systems Major to Academic Board.

H03m Bachelor of Environments - Construction Major
H03n Shepherd’s Report

The committee agreed to **recommend** the major change to the Bachelor of Environments - Construction Major to Academic Board **subject to** a recommendation from the Shepherd.

H03o Bachelor of Environments – Landscape Management Major
H03p Shepherd’s Report

The committee agreed to **recommend** the major change to the Bachelor of Environments – Landscape Management Major to Academic Board **subject to** a recommendation from the Shepherd.

H03q Bachelor of Environments – Urban Design & Planning Major
H03r Shepherd’s Report

The committee agreed to **recommend** the major change to the Bachelor of Environments – Urban Design & Planning Major to Academic Board **subject to** a recommendation from the Shepherd.

H03s Bachelor of Environments – Environmental Geography Major
H03t Shepherd’s Report

The committee agreed to **recommend** the major change to the Bachelor of Environments – Environmental Geography Major to Academic Board **subject to** a recommendation from the Shepherd.

H03u Bachelor of Environments - Geomatics Major
H03v Shepherd’s Report

The committee agreed to **recommend** the major change to the Bachelor of Environments - Geomatics Major to Academic Board.

H04 Major Change Proposals: Faculty of Arts - Postgraduate

H04a Master of Art Curatorship
H04b Shepherd’s Report

The committee noted that the entry requirements needed amending. In cases where the requirement to enter a 100-point Masters is an undergraduate degree and at least two years of relevant professional experience, the undergraduate degree must be in a cognate area. In the cases where the minimum entry requirement is an honours degree, it must be an honours degree in a cognate area. This needed to be applied to all the Arts Major Changes and New Course approvals.

The committee agreed to **recommend** the major change to the Master of Art Curatorship to Academic Board **subject to** finalisation of entry requirements to

ensure compliance with the Guidelines for Higher Degrees. *{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}*

H04c Master of Development Studies (CWT)
H04d Shepherd's Report

The committee agreed to **recommend** the major change to the Master of Development Studies (CWT) to Academic Board **subject to** finalisation of entry requirements. *{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}*

H04e Master of Development Studies (Gender & Development)
H04f Shepherd's Report

The committee agreed to **recommend** the major change to the Master of Development Studies (Gender & Development) to Academic Board **subject to** finalisation of entry requirements. *{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}*

H04g Master of Arts Management
H04h Shepherd's Report

The committee agreed to **recommend** the major change to the Master of Arts Management to Academic Board **subject to** finalisation of entry requirements. *{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}*

H04i Master of Criminology
H04j Shepherd's Report

The committee agreed to **recommend** the major change to the Master of Criminology to Academic Board **subject to** revisions to some of the subject description forms.

H04k Master of Social Policy
H04l Shepherd's Report

The committee agreed to **recommend** the major change to the Master of Social Policy to Academic Board.

H04m Postgraduate Diploma in Arts Management
H04n Shepherd's Report

The committee agreed to **recommend** the major change to the Postgraduate Diploma in Arts Management to Academic Board.

H04o Master of Cinema Management
H04p Shepherd's Report

The committee agreed to **recommend** the major change to the Master of Cinema Management to Academic Board **subject to** finalisation of entry requirements. *{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}*

H04q Master of Global Media Communications
H04r Shepherd's Report

The committee agreed to **recommend** the major change to the Master of Global Media Communications to Academic Board **subject to** finalisation of entry requirements. *{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}*

H04s Postgraduate Diploma in Arts (Media and Communication)
H04t Shepherd's Report

The committee agreed to **recommend** the major change to the Postgraduate Diploma in Arts (Media and Communication) to Academic Board **subject to**

finalisation of entry requirements. *{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}*

H04u Postgraduate Certificate in Arts

H04v Shepherds Reports

The committee agreed to **recommend** the major change to the Postgraduate Certificate in Arts to Academic Board **subject to** finalisation of entry requirements for the Media and Communications stream. *{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}*

H04w Postgraduate Diploma in Arts

H04x Shepherds Reports

The committee agreed to **recommend** the major change to the Postgraduate Diploma in Arts to Academic Board **subject to** revisions to some of the subject description forms in the International Politics stream. *{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}*

H04y Master of Islamic Studies

H04z Shepherd's Report

The committee agreed to **recommend** the major change to the Master of Islamic Studies to Academic Board.

Day 1 of the meeting closed Thursday 2 July 2009, 12.15pm.

H05 Major Change Proposals: Faculty of Arts - Undergraduate

H05a Bachelor of Arts

H05b Shepherd's Report

The committee agreed to **recommend** the major changes to the Bachelor of Arts to Academic Board, **subject to** revisions to some of the subject description forms. *{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}*

H05c Bachelor of Arts Degree (With Honours)

H05d Shepherd's Report

The committee agreed to **recommend** the major changes to the Bachelor of Arts Degree (With Honours) to Academic Board, **subject to** revisions to some of the subject description forms. *{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}*

H05e Bachelor of Arts (Honours) (Media and Communications)

H05f Shepherd's Report

The committee agreed to **recommend** the major change to the Bachelor of Arts (Honours) (Media and Communications) to Academic Board.

H05g Graduate Certificate in Arts

H05h Shepherd's Report

The committee agreed to **recommend** the major changes to the Graduate Certificate in Arts to Academic Board.

H05i Graduate Diploma in Arts

H05j Shepherd's Report

The committee agreed to **recommend** the major changes to the Graduate Diploma in Arts to Academic Board.

H05k Diploma in Languages
H05l Shepherd's Report

The committee agreed to **recommend** the major changes to the Diploma in Languages to Academic Board, **subject to** revisions to some of the subject description forms in the Hebrew Language stream. *{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}*

H06 Major Change Proposals: Economics and Commerce

H06a Master of Accounting

H06b Shepherd's Report

The committee agreed to **recommend** the major change to the Master of Accounting to Academic Board.

H06c Master of Economics

H06d Shepherd's Report

The committee agreed to **recommend** the major change to the Master of Economics to Academic Board.

H06e Master of Human Resource Management

H06f Shepherd's Report

The committee agreed to **recommend** the major change to the Master of Human Resource Management to Academic Board.

H06g Postgraduate Diploma in International Business

H06h Shepherd's Report

The committee agreed to **recommend** the major change to the Postgraduate Diploma in International Business to Academic Board.

H06i Bachelor of Commerce (Hons)(Management and Marketing)

H06j Shepherd's Report

The committee agreed to **recommend** the major change to the Bachelor of Commerce (Hons)(Management and Marketing) to Academic Board, **subject to** finalisation of entry requirements. *{Secretary's Note: Subsequent to the meeting it was noted that the Selection Procedures Committee is currently considering the issue of whether there should be selection resolutions for Honours programs. Therefore, for the moment, amendments to the entry requirements for Honours programs is an internal matter for the Faculties}*

H06k Bachelor of Commerce (Hons)(ABIS)

H06l Shepherd's Report

The committee agreed to **recommend** the major change to the Bachelor of Commerce (Hons)(ABIS) to Academic Board, **subject to** finalisation of entry requirements. *{Secretary's Note: Subsequent to the meeting it was noted that the Selection Procedures Committee is currently considering the issue of whether there should be selection resolutions for Honours programs. Therefore, for the moment, amendments to the entry requirements for Honours programs is an internal matter for the Faculties}*

H07 In-Principle Approval: Major Change Proposal: Master of Education

H07a Shepherd's Report

The committee agreed to **recommend** In-Principle support for the major change to the Master of Education to Academic Board.

H08 Major Change Proposals: Melbourne School of Engineering

H08a Master of Spatial Information Science

H08b Shepherd's Report

The committee agreed to **recommend** the major change to the Master of Spatial Information Science to Academic Board, **subject to** revisions to some of the subject description forms. *{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}*

H08c Master of Engineering Management

H08d Shepherd's Report

The committee agreed to **recommend** the major change to the Master of Engineering Management to Academic Board, **subject to** removal of the 400-level subjects and replacement with alternative Masters level electives and confirmation that exemptions will be granted for 436-640 rather than credit. *{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}*

H08e Master of Engineering Project Management

H08f Shepherd's Report

The committee agreed to **recommend** the major change to the Master of Engineering Project Management to Academic Board, **subject to** removal of the 400-level subjects and replacement with alternative Masters level electives and confirmation that exemptions will be granted for 436-640 rather than credit. *{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}*

H08g Master of Engineering Structures

H08h Shepherd's Report

The committee agreed to **recommend** the major change to the Master of Engineering Structures to Academic Board, **subject to** removal of the 400-level subjects and replacement with alternative Masters level electives. *{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}*

H08i Master of Environmental Engineering

H08j Shepherd's Report

The committee agreed to **recommend** the major change to the Master of Engineering Structures to Academic Board, **subject to** removal of the 400-level subjects and replacement with alternative Masters level electives. *{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}*

H08k Graduate Certificate in Environmental Engineering

H08l Shepherd's Report

The committee noted that all subjects related to this course were at 500 and 600 level, and therefore the course should now be a Postgraduate Certificate in Engineering. The committee agreed to **recommend** the major change, including a name change to the Postgraduate Certificate in Engineering, **subject to** finalisation of entry requirements. *{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}*

H09 Major Change Proposals: Medicine, Dentistry & Health Sciences

H09a Bachelor of Biomedicine

H09b Shepherd's Report

The committee agreed to **recommend** the major change to the Bachelor of Biomedicine to Academic Board.

H09c Graduate Diploma in Psychology

H09d Shepherd's Report

The committee noted that the subject description forms for this major change were very problematic and could not be accepted in their current form, and that the Faculty be asked to resubmit the subject description forms in an acceptable format.

The committee agreed **not to recommend approval** for the major change to the Graduate Diploma in Psychology to Academic Board. *{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as required, and the major change to the Graduate Diploma in Psychology was approved Executively by the Chair}*

H09e Bachelor of Medicine Bachelor of Surgery Bachelor of Medical Science

H09f Shepherd's Report

The committee agreed to **recommend** the major change to the Bachelor of Medicine Bachelor of Surgery Bachelor of Medical Science to Academic Board.

H10 Major Change Proposals: Melbourne School of Land and Environment

H10a Master of Animal Science

H10b Shepherd's Report

The committee agreed that this proposal needed a clearer description of the structure, and that a number of subjects were indicated as undergraduate on the forms but graduate in other documents.

It was noted that for the subject 202-506 Animal Behaviour, there is an existing undergraduate subject in Zoology 654-315 Animal Behaviour and the Melbourne School of Land and Environment had previously been asked to change the title of 202-506.

The committee agreed to **recommend** the major change to the Master of Animal Science to Academic Board, **subject to**:

- the major change proposal form being amended to clarify course structure
- amendments to the subject description forms to be consistent in referring to graduate level subjects
- change in subject title to 202-506 Animal Behaviour

{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments, as requested, including the change in subject title for 202-505 from 'Animal Behaviour' to 'Behaviour of Farm & Companion Animals'}

H10c Bachelor of Agriculture

H10d Shepherd's Report

The committee agreed to **recommend** the major changes to the Bachelor of Agriculture to Academic Board, **subject to** revisions to assessment statements for some of the subject description forms and clarification of course structure in the third year. *{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}*

H10e Bachelor of Agriculture (Honours)

H10f Shepherd's Report

The committee agreed to **recommend** the major change to the Bachelor of Agriculture (Honours) to Academic Board, **subject to**:

- the major change proposal form being amended to clarify course structure
- clarification on the mid-year entry subject being core.

{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}

H10g Master of Environment; Postgraduate Diploma in Environment; Postgraduate Certificate in Environment; Graduate Diploma in Environment; Graduate Certificate in Environment

H10h Shepherd's Reports

The committee agreed to **recommend** the major changes to the Master of Environment, the Postgraduate Diploma in Environment, the Postgraduate Certificate in Environment, the Graduate Diploma in Environment and the Graduate Certificate in Environment to Academic Board.

H10i Master of Agricultural Science; Postgraduate Diploma in Agricultural Science

H10j Shepherd's Reports

The committee agreed to **recommend** the major changes to the Master of Agricultural Science to Academic Board, **subject to** clarification of the contact hours. *{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}*

The committee agreed to **recommend** the major changes to the Postgraduate Diploma in Agricultural Science to Academic Board, **subject to** clarification of the

contact hours. *{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}*

**H10k Master of Food Science; Postgraduate Diploma in Food Science;
Postgraduate Certificate in Food Science**

H10l Shepherd's Reports

The committee agreed to **recommend** the major changes to the Master of Food Science to Academic Board, **subject to** revisions to the subject description form for 202-603 Project B.

{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}

The committee agreed to **recommend** the major changes to the Postgraduate Diploma in Food Science to Academic Board.

The committee agreed to **recommend** the major changes to the Postgraduate Certificate in Food Science to Academic Board, **subject to** amendments to the Major Change Proposal form to clarify the course structure.

{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}

H10m Master of Urban Horticulture; Graduate Diploma in Urban Horticulture

H10n Shepherd's Reports

The committee agreed to **recommend** the major changes to the Master of Urban Horticulture to Academic Board.

The committee noted that the entry requirements for the Graduate Diploma in Urban Horticulture differed from the entry requirements of the Master of Urban Horticulture. As it is University policy that nested graduate certificates and diplomas should have the same entry requirements as the Masters degrees in which they are nested, the committee agreed to ask the Faculty to resubmit the major change proposal with acceptable entry requirements.

The committee agreed **not to recommend approval** for the major change to the Graduate Diploma in Urban Horticulture to Academic Board.

{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as required, these changes are to go to the next meeting of the Selection Procedures Committee}

H10o Master of Forest & Ecosystem Science

H10p Shepherd's Report

The committee agreed to **recommend** the major changes to the Master of Forest & Ecosystem Science to Academic Board, **subject to** clarification on the taking of subjects from other Universities.

{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}

H10q Master of Wine Technology & Viticulture

H10r Shepherd's Report

The committee agreed to **recommend** the major changes to the Master of Wine Technology & Viticulture to Academic Board, **subject to** Question 8 of the major change proposal being amended to read 'No'.

{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}

H10s Master of Agribusiness

H10t Shepherd's Report

The committee agreed to **recommend** the major changes to the Master of Agribusiness to Academic Board.

H10u Postgraduate Diploma in Animal Science and Management

H10v Shepherd's Report

The committee agreed to **recommend** the major changes to the Postgraduate Diploma in Animal Science and Management to Academic Board.

H11 Major Change Proposals: Science

H11a Master of Science

H11b Shepherd's Report

The committee agreed to **recommend** the major changes to the Master of Science to Academic Board, **subject to** clarification of the structure.

{Secretary's Note: Subsequent to the meeting the Faculty submitted clarification as requested}

H11c Postgraduate Diploma in Advanced Clinical Optometry

H11d Shepherd's Report

The committee agreed to **recommend** the major changes to the Postgraduate Diploma in Advanced Clinical Optometry to Academic Board.

H12 Major Change Proposals: VCA and Music

The committee noted that the Faculty of VCA and Music are in the process of revamping their courses to be in line with the Melbourne Model and that the major change proposals are a 'fix' for current students. It was agreed that Professor Stevens would write to the Dean of the Faculty to seek clarification on the current cohort of students and on the VCA and Music courses generally. Any new courses would need to go through the Melbourne Model Committee.

H12a Bachelor of Music Theatre

H12b Shepherd's Report

The committee agreed to **recommend** the major changes to the Bachelor of Music Theatre to Academic Board, **subject to** revisions to some of the subject description forms.

{Secretary's Note: Subsequent to the meeting the Faculty submitted amendments as requested}

H12c Bachelor of Production

H12d Shepherd's Report

The committee agreed to **recommend** the major changes to the Bachelor of Production to Academic Board, **subject to** clarification regarding assessment statements.

{Secretary's Note: Subsequent to the meeting the Faculty submitted clarification as requested}

H12e Bachelor of Production (Honours)

H12f Shepherd's Report

The committee agreed to **recommend** the major changes to the Bachelor of Production (Honours) to Academic Board.

H13 Major Change Proposals: Melbourne Consulting and Custom Programs

H13a Master of Enterprise (Executive)

H13b Shepherd's Report

The committee agreed to **recommend** the major changes to the Master of Enterprise (Executive) to Academic Board.

H14 New Breadth Subjects

H14a Communicating Science and Technology

The committee agreed to **recommend** the new non-core breadth Subject Communicating Science and Technology to Academic Board **subject to** justification of the amount of assessment. *{Secretary's Note: Subsequent to the meeting the Faculty submitted justification as required, approved Executively by the Chair}*

H14b Body, Mind & Medicine: A Dissection

The committee agreed to **recommend** the new University Breadth Subject Body, Mind & Medicine: A Dissection to Academic Board, **subject to** clarification of assessment. *{Secretary's Note: Subsequent to the meeting the Faculty submitted clarification as required, approved Executively by the Chair}*

H14c Living Longer: A Global Diagnosis

The committee agreed to **recommend** the new University Breadth Subject Living Longer: A Global Diagnosis to Academic Board, **subject to** clarification of assessment. *{Secretary's Note: Subsequent to the meeting the Faculty submitted clarification as required, approved Executively by the Chair}*

H14d In-Principle Approval: Climate Change III

The committee agreed to **recommend** in-principle approval for the new University Breadth Subject Climate Change III to Academic Board, pending approval by the Melbourne Model Committee.

{Secretary's Note: Subsequent to the meeting the Faculty details of the subject and faculty contributions were still being negotiated and the proposal has been withdrawn from consideration.}

H14e In-Principle Approval: Food for a Healthy Planet II

The committee noted that this subject contained no argument for disciplinary difference within the MSLE input and the assessment statement had no indication of the size of the take-home exam. This subject had also not yet been seen by the Melbourne Model Committee.

The committee agreed **not to recommend in-principle approval** for the new University Breadth Subject Food for a Healthy Planet II to Academic Board.

{Secretary's Note: Subsequent to the meeting the Faculty revised the proposal and was approved by the Melbourne Model Committee.}

H14f In-Principle Approval: Forests in a Global Context

The committee agreed to **recommend in-principle approval** for the new non-core Breadth Subject Forests in a Global Context to Academic Board, **subject to** receipt of a Distance Education form and pending approval by the Melbourne Model Committee.

{Secretary's Note: Subsequent to the meeting the Faculty submitted the Distance Education form and the subject was endorsed by the Melbourne Model Committee.}

H14g In-Principle Approval: The Disaster Resilient City

The committee agreed to **recommend in-principle approval** for the non-core Breadth Subject The Disaster Resilient City to Academic Board, **subject to** clarification of its status as a breadth subject within the Bachelor of Environment majors and pending approval by the Melbourne Model Committee.

{Secretary's Note: Subsequent to the meeting the subject was endorsed by the Melbourne Model Committee.}

H14h In-Principle Approval: The Urban Green Experience

The committee agreed to **recommend** in-principle approval for the new University Breadth Subject The Urban Green Experience to Academic Board, **subject to** clarification on Assessment and time commitment issues and pending approval by the Melbourne Model Committee.

{Secretary's Note: Subsequent to the meeting the Faculty details of the subject and faculty contributions were still being negotiated and the proposal has been withdrawn from consideration.}

H14i Shepherd's Report

H15 Discontinuations: Arts

H15a Arts Faculty - Postgraduate

H15b Shepherd's Reports

The committee **recommended** that Academic Board approve the following discontinuations:

- Master of Creative Writing (Coursework and Minor Thesis)
- Master of Arts (Science, Communication and Society)
- Postgraduate Diploma in Creative Arts
- Postgraduate Diploma in International Studies
- Postgraduate Certificate in International Studies
- Master of Arts (Global Journalism)

H15c Arts Faculty - Undergraduate

H15d Shepherd's Report

Although the committee was sympathetic to resource issues, it was agreed that for those students currently enrolled in a major in Russian, it is reasonable for them to expect there to be a Honours program available to them (to study either full-time or part-time).

The committee agreed **not to recommend approval** to Academic Board for the discontinuation of the Bachelor of Arts (Degree with Honours) – Russian major.

H16 Discontinuations: Economics and Commerce

H16a Graduate Diploma in Actuarial Studies

H16b Shepherd's Report

H16c Master of Commerce in Management by Advanced Seminar and Shorter Thesis

H16d Shepherd's Report

The committee **recommended** that Academic Board approve the following discontinuations:

- Graduate Diploma in Actuarial Studies
- Master of Commerce in Management by Advanced Seminar and Shorter Thesis

H17 Discontinuations: Engineering Masters

H17a Master of Utilities Management

H17b Master of Development Technologies

H17c Master of Energy Studies

H17d Master of Water Resource Management

H17e Shepherd's Reports

The committee **recommended** that Academic Board approve the following discontinuations:

- Master of Utilities Management
- Master of Development Technologies
- Master of Energy Studies
- Master of Water Resource Management

H18 Discontinuations: Engineering – Master of Engineering Science

H18a Master of Engineering Science (Biomedical Engineering)

H18b Master of Engineering Science (Development Technologies)

H18c Master of Engineering Science (Environmental Coursework)

- H18d Master of Engineering Science (Engineering Management)**
- H18e Master of Engineering Science (Energy Studies)**
- H18f Master of Engineering Science (Engineering Project Management)**
- H18g Master of Engineering Science (Engineering Structures)**
- H18h Master of Engineering Science (Water Resource Management)**
- H18i Shepherd's Reports**

The committee **recommended** that Academic Board approve the following discontinuations:

- Master of Engineering Science (Biomedical Engineering)
- Master of Engineering Science (Development Technologies)
- Master of Engineering Science (Environmental Coursework)
- Master of Engineering Science (Engineering Management)
- Master of Engineering Science (Energy Studies)
- Master of Engineering Science (Engineering Project Management)
- Master of Engineering Science (Engineering Structures)
- Master of Engineering Science (Water Resource Management)

- H19 Discontinuations: Engineering - Master of Applied Science**
- H19a Master of Applied Science (Development Technologies)**
- H19b Master of Applied Science (Environmental Engineering)**
- H19c Master of Applied Science (Energy Studies)**
- H19d Master of Applied Science (Project Management)**
- H19e Master of Applied Science (Utilities Management)**
- H19f Master of Applied Science (Water Resource Management)**
- H19g Master of Applied Science (Geomatics)**
- H19h Shepherd's Reports**

The committee **recommended** that Academic Board approve the following discontinuations:

- Master of Applied Science (Development Technologies)
- Master of Applied Science (Environmental Engineering)
- Master of Applied Science (Energy Studies)
- Master of Applied Science (Project Management)
- Master of Applied Science (Utilities Management)
- Master of Applied Science (Water Resource Management)
- Master of Applied Science (Geomatics)

- H20 Discontinuations: Engineering - Graduate Diploma**
- H20a Graduate Diploma in Telecommunications**
- H20b Graduate Diploma in Engineering (Development Technologies)**
- H20c Graduate Diploma in Engineering (Environmental Engineering)**
- H20d Graduate Diploma in Engineering (Engineering Management)**
- H20e Graduate Diploma in Engineering (Energy Studies)**
- H20f Graduate Diploma in Engineering (Engineering Project Management)**
- H20g Graduate Diploma in Engineering (Engineering Structures)**
- H20h Graduate Diploma in Engineering (Water Resource Management)**
- H20i Graduate Diploma Geographic Information Systems**
- H20j Graduate Diploma Engineering (Utilities Management)**
- H20k Shepherd's Report**

The committee **recommended** that Academic Board approve the following discontinuations:

- Graduate Diploma in Telecommunications
- Graduate Diploma in Engineering (Development Technologies)
- Graduate Diploma in Engineering (Environmental Engineering)

Confirmed

- Graduate Diploma in Engineering (Engineering Management)
- Graduate Diploma in Engineering (Energy Studies)
- Graduate Diploma in Engineering (Engineering Project Management)
- Graduate Diploma in Engineering (Engineering Structures)
- Graduate Diploma in Engineering (Water Resource Management)
- Graduate Diploma Geographic Information Systems
- Graduate Diploma Engineering (Utilities Management)

H21 Discontinuations: Engineering – Graduate Certificate

H21a Graduate Certificate in Engineering (Development Technologies)

H21b Graduate Certificate Geographic Information Systems

H21c Graduate Certificate in Engineering (Engineering Management)

H21d Graduate Certificate in Telecommunications

H21e Graduate Certificate in Engineering (Energy Studies)

H21f Graduate Certificate in Engineering (Project Management)

H21g Graduate Certificate in Engineering (Engineering Structures)

H21h Graduate Certificate in Engineering (Water Resource Management)

H21i Graduate Certificate in Engineering (Utilities Management)

H21j Shepherd's Reports

The committee **recommended** that Academic Board approve the following discontinuations:

- Graduate Certificate in Engineering (Development Technologies)
- Graduate Certificate Geographic Information Systems
- Graduate Certificate in Engineering (Engineering Management)
- Graduate Certificate in Telecommunications
- Graduate Certificate in Engineering (Energy Studies)
- Graduate Certificate in Engineering (Project Management)
- Graduate Certificate in Engineering (Engineering Structures)
- Graduate Certificate in Engineering (Water Resource Management)
- Graduate Certificate in Engineering (Utilities Management)

H22 Discontinuations: Medicine, Dentistry & Health Sciences

H22a Graduate Diploma in Social Health

H22b Shepherd's Report

H22c Master of Social Health

H22d Shepherd's Report

The committee **recommended** that Academic Board approve the following discontinuations:

- Graduate Diploma in Social Health
- Master of Social Health

H23 Discontinuations: MSLE

H23a Graduate Diploma in Agricultural Science

H23b Shepherd's Report

H23c Graduate Certificate in Horticulture

H23d Shepherd's Report

H23e Graduate Diploma in Horticulture

H23f Shepherd's Report

The committee **recommended** that Academic Board approve the following discontinuations:

- Graduate Diploma in Agricultural Science
- Graduate Certificate in Horticulture
- Graduate Diploma in Horticulture

I QUARTERLY REPORTS

- I01 Architecture, Building & Planning**
I01a Quarterly Report 01/09
I01b Shepherd's Report
The committee adopted the reports, **subject to** a recommendation from the Shepherd. *{Secretary's Note: Subsequent to the meeting the Shepherd's recommendation was received, and the Faculty submitted revised subject description forms as requested}*
- I02 Arts**
I02a Postgraduate Quarterly Report 01/09
I02b Shepherd's Report
The committee **endorsed** the Faculty of Arts Postgraduate Quarterly Report 01/09.
- I02c Undergraduate Quarterly Report 01/09**
I02d Shepherd's Report
The committee **endorsed** the Arts Undergraduate Quarterly Report 01/09.
- I03 Economics & Commerce**
I03a Quarterly Report 01/09
I03b Shepherd's Report
I03c MGSM Quarterly Report 01/09
I03d Shepherd's Report
- The committee **endorsed** the Economics & Commerce Quarterly Reports 01/09, subject to minor amendments.
- I04 Engineering**
I04a Quarterly Report 01/09
I04b Shepherd's Report
The committee **endorsed** the Engineering Quarterly Report 01/09.
- I05 Law**
I05a LLB Quarterly Report 01/09
I05b Shepherd's Report
I05c MLM Quarterly Report 01/09
I05d Shepherd's Report
The committee **endorsed** the Law Quarterly Reports 01/09.
- In relation to the Law subject descriptions, the committee discussed the need for University-wide consistent implementation of assessment policy. It was agreed that the Chair of the APC and the Chair of the Academic Board would approach the Dean of Law to discuss this.
- I06 Medicine, Dentistry & Health Sciences**
I06a Quarterly Report 01/09
I06b Shepherd's Report
The committee **endorsed** the Medicine, Dentistry & Health Sciences Quarterly Report 01/09.
- I07 VCA & Music**
I07a Quarterly Report 01/09
I07b Shepherd's Report
The committee **endorsed** the VCA & Music Quarterly Report 01/09.
- I08 Melbourne Consulting and Customs Programs**
I08a Quarterly Report 01/09
I08b Shepherd's Report
The committee **endorsed** the Melbourne Consulting and Customs Programs Quarterly Report 01/09.

Confirmed

J MATTERS DEALT WITH BY THE CHAIR AND/OR PRESIDENT, ACADEMIC BOARD, SINCE MEETING 3/2009

The committee noted the following matters approved executively since meeting 03/2009:

Change of Subject Coordinator: 325-689; 325-652; 207-418; 950-612; 950-614; 950-615; 207-518; 208-821; 325-643; 325-663; 512-413; 512-414; 512-415; 207-336; 207-112

Amendment of Handbook Entry: 325-327; 202-210;

Reoffer of subject in Semester 2: 702-334

Change of Time Commitment: 208-821; 207-209; 208-306

Change of Prescribed Texts: 208-825; 208-824; 208-813

Suspension of Subject: 208-825; 615-687; 141-702; 141-512; 740-052; 740-053; 740-054; 606-608; 121-537; 110-306; 733-548; 135-218; 161311; 131-412; 131-702;

Change of Delivery of Subject: 185-576

Change of Department name in Handbook: 208-813

Reinstate Correct Time Commitment in Handbook: 208-821

Change of Contact Information in Handbook: 208-821

Reinstate correct dates in Handbook and timetable: 325-672

Change of Assessment: 950-612; 950-614; 950-615; 208-821; 208-825; 208-824; 208-813; 511-104; 511-106; 511-215; 733-518; 733-533

Change to Subject Description: 950-612; 950-614; 950-615; 208-825; 208-825; 208-814; 733-518

Change of Prerequisites: 208-825; 740-318; 702-242;

Change to Subject Year Level: 740-318

Correction of Campus in the Handbook: 208-825;

Correction of incorrect non-allowed subject combination in the Handbook: 702-243

Change to Assessment Requirements: 740-556; 740-558; 733-533

Remove subject as a breadth subject: 702-350

Change to Tuition Patterns: 702-309; 702-618; 702-532; 175-406

New subject: Legal Internship 733-5XX; MJIL Reading & Writing 733-5XX

Addition of elective: 740-557

K ANY OTHER BUSINESS

It was agreed that a discussion on the management of committee papers be put on the Agenda for APC Meeting 05/2009. Feedback regarding any suggestions from committee members to be sent to the Committee Secretary prior to the next meeting.

Confirmed

L NEXT MEETING

The next meeting of the APC was scheduled for 10.00am on Friday 7 August 2009 in the Council Chamber, Old Quadrangle.

The meeting schedule for 2009 is:

11 September

16 October

13 November

The meeting closed at 12.03pm.

Chair

____ / ____ / ____
Date