

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

**MEETING 5/04**

A meeting of the Academic Programs Committee was held on Thursday, 3 June 2004 at 2:15pm in the Jim Potter Conference Room, Conference Centre, Old Physics Building.

**Present:** Professor R Brown, Professor M Bryan (in the Chair), Associate Professor S Elliott, Associate Professor C Falk, Professor D Holm, Associate Professor E Mackie, Professor G Marchant, Ms L Martin, Professor P Pattison, Mrs J Reese, Professor R Slocombe, Professor L Sterling, Professor P Taylor, and Ms G Webb.

**In attendance:** Ms S Greve (Secretary) and Mr R Hillbrich

**BUSINESS**

**1. Formal Matters**

**1.1 Apologies**

Apologies were received from Professor G Bowes, Professor H Watson, Professor L Skene, Associate Professor S Baker, Associate Professor A McDougall, Dr B Howlett, Associate Professor P Tregloan, Mr M Belleghem, Associate Professor D Jamieson, and Dr M Emison.

**1.2 Change to order of agenda**

Members noted that the order of the agenda had been changed and a new item "Policy Issues" to allow more detailed discussion of important issues earlier in the meeting.

**1.3 UMPA Observer**

The Chair welcomed Ms Johann Ruth who was attending as an observer for UMPA in the absence of the President.

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

**2.1 Unconfirmed Minutes of PCPSC Meeting 2/04**

The Committee received and noted the unconfirmed minutes of the previous PCPSC meeting held on 28 May 2004.

**2.2 PCPSC recommendations**

The Committee adopted the Sub-Committee's recommendations on the following course proposals, considered at the meeting held on 28 May 2004:

- (a) New course: Graduate Diploma in Valuation – **CONDITIONAL**
- (b) New course: Graduate Diploma in Building Surveying – **CONDITIONAL**
- (c) Changes to the Postgraduate Diploma and Postgraduate Certificate in Classical Ballet Teaching and the Postgraduate Diploma in Contemporary Dance Teaching
- (d) Semesterisation of the Master of Visual Art (by coursework)
- (e) Semesterisation of the Graduate Diploma in Visual Art

- (f) 16 subject version of the existing Master of Accounting – **CONDITIONAL**
- (g) Change to the structure of the Master of Applied Commerce
- (h) Change to the structure of the Master of Applied Finance
- (i) Change to the Master of Art Curatorship – **CONDITIONAL**
- (j) Off-shore delivery of Postgraduate Certificate in Assessment and Evaluation
- (k) Change to entry requirements for the following ILFR courses: –  
**CONDITIONAL**
  - Graduate Certificate in Dairy Technology
  - Graduate Diploma in Dairy Technology
  - Postgraduate Diploma in Forest Science
  - Postgraduate Diploma in Agricultural Science
  - Graduate Diploma in Wine Technology and Viticulture
  - Graduate Certificate in Wine Technology and Viticulture
  - Graduate Certificate in Horticulture
  - Graduate Diploma in Horticulture
  - Graduate Certificate in Agribusiness
  - Master of Agribusiness
  - Postgraduate Certificate in Food Science
  - Postgraduate Diploma in Food Science
  - Master of Food Science

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

**Secretary's Note:** *The Faculty of Architecture, Building and Planning subsequently agreed to rename the Graduate Diploma in Valuation, the Graduate Diploma in Property Valuation, in response to a request from the Sub-Committee.*

### **2.3 Change to entry requirements for Master of Arts coursework programs**

Associate Professor Mackie reported that the Sub-Committee had considered and did not recommend approval of the Faculty of Arts proposal to reduce 200 point coursework Masters programs to 150 points for high-achieving graduates by creating an additional entry pathway. The main reason for this decision was that the proposal does not follow the University policy set out in the Working Group report on the review of coursework masters programs, as adopted by Academic Board in 2002.

The Committee did however approve the new pathways to the 100 point Masters courses.

The Chair reported that Selection Procedures Committee had agreed with the Sub-Committee's view and that the Chair of SPC will meet with the Faculty of Arts to discuss and resolve this matter.

### **3. Minutes**

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

The minutes of meeting 4/04 held on 6 May 2004 were confirmed.

#### **3.2 Action Sheet 4/04**

Members noted the action sheet from meeting 4/04.

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

#### **4.1 Recommendations to Academic Board**

The Chair reported that the recommendations related to online special consideration and changes to the deadline for variations to student enrolments were presented to the 27 May meeting of Academic Board and adopted without discussion.

Members noted that, as agreed, he had discussed Recommendation 1 in his paper on online special consideration with the Faculty of Engineering and had changed the wording to allow faculties to be involved in the assessment of special consideration even if a subject is being taken in another faculty. The new wording, agreed to by the Faculty of Engineering, allows a determination to be reviewed by the faculty responsible for the course in which the student is enrolled, where that faculty takes into account the overall performance of the student in the program in deciding whether to award the special consideration.

### **5. Reports from Working Groups**

#### **5.1 Assessment Parameters and Course Loads**

Dealt with under item 6.1 at this meeting.

#### **5.2 Cultural Diversity in Curriculum**

The Convenor of the working group, Professor D Holm, reported on the first meeting of the working group held on 28 May. At that meeting terms of reference were discussed and it was decided to undertake the following actions:

- Review of current policy
- Review of best practice
- Identification of cases of good and bad practice
- Make recommendations to APC

The Convenor reported that an Indigenous staff member, Muslim student and Asian student will be coopted to the working group. It is envisaged that the work of the working group will be completed within 2-3 months.

### 5.3 Associate Degrees

Members noted that the Federal Government decision on the Shepparton proposal for an Associate Degree in Social Science is due at the end of June. Ms Martin advised that it is likely that the proposal will be successful.

Members discussed the need for revision of the terms of reference of the working group and expanded membership to develop a framework including selection and credit matters for the new course.

The Chair agreed to draft revised terms of reference and forward them to members by email for discussion at the next meeting of APC.

The Chair will also reconsider membership of the working group in consultation with the current Convenor and report to next meeting.

### 5.4 Impact of Assessment on Students with Disabilities

The Chair reminded members of the reasons for the establishment of the new working group and advised that Associate Professor Sue Elliott had agreed to be the Convenor. The working group will commence work in August and report to the Committee in mid 2005. Members noted that membership will include an Academic Programs Manager from one of the faculties, the Director of the Disability Liaison Unit and representatives from Student Administration.

The Chair and Convenor agreed to finalise membership, revise the working group name and draft terms of reference for consideration at next meeting of APC.

## 6. Policy Issues

### 6.1 Review of Assessment

Members received and noted the working group report on assessment parameters and course loads, and the TALMET report on online assessment.

Professor Marchant advised that he had received some feedback on his report that morning, mainly to do with some suggested sensible wording changes and inconsistencies. He will incorporate those changes into the final report.

Members noted that the convenors of the APC, TALQAC and TALMET working groups on assessment and the Deputy Vice-President were meeting immediately after APC to identify any overlap and inconsistencies in the reports.

The Committee agreed to **recommend** to Academic Board, adoption of the recommendations contained in the final reports of the following three working groups:

- APC Working Group on Assessment Parameters and Course Loads
- TALQAC Working Group on Assessment
- TALMET Working Group on On-line Assessment

## **6.2 Communication with Students**

The Committee received and discussed the report on Communication with Students, prepared by a Head Start group, a written response to the report from Student Administration and Student Systems, and a proposal for a Student Communications Working Group.

The Vice-Principal and Academic Registrar advised that the Head Start report had identified the need for further investigation of the issue of communication with students and she proposed the establishment of the Student Communications Working Group for that purpose. The working group will provide recommendations to Academic Programs Committee on a policy for communication with students and student obligations. The establishment of the working group and need for a policy statement on communication with students was supported by the Committee.

## **6.3 Zero point subjects**

The Chair advised that a request had been sent to faculties asking them to list and describe any zero point subjects taught in their programs. The responses are due by 17 June and will be included on the agenda for the 1 July meeting of the Committee for discussion.

## **6.4 Variations to the Academic Year**

At the 19 September 2002 (8/02) meeting of Academic Board a protocol for varying the academic year was adopted. Recently it was identified that the protocol needed to be more detailed to cover a number of issues that have been raised by faculties.

A member raised the issue of some lecturers running field trips for their subjects during the official exam period and requested that this issue be specifically dealt with in the recommendations. Members also discussed whether approval for a variation to the academic year should be indefinite or require regular review by the Committee. It was agreed that approval for a variation should be indefinite until it is varied again.

Mr Hillbrich advised that it is feasible that the recommendations could be implemented for Semester 1, 2005.

Professor Pattison agreed to revise the recommendations and forward them to members for comment as quickly as possible so that members could comment on the final draft. The Committee agreed to recommend the revised recommendations to Academic Board.

## **6.5 Outgoing Exchange Policy**

Members received and discussed a proposal and recommendation from the Melbourne Scholarships Policy Committee.

In the paper, the MSPC asked the APC to consider the recommendations arising from this policy review of the guidelines for the Outgoing Exchange Program. They proposed a variation to the Exchange policy to facilitate access to it by postgraduate coursework students and requested endorsement of guidelines for research students who participate in the Exchange Program.

The Committee recommended adoption of the recommendations contained in the proposal subject to the addition of wording to recommendation 4 to explicitly state that the total credit granted for studies undertaken prior to selection into the Melbourne degree, and for exchange study, must not exceed the total credit allowable under the statutes relating to credit in order to take out the degree.

## 7. New Courses

### 7.1 Victorian College of the Arts

#### 7.1.1 Bachelor of Music Theatre

The Committee **deferred** consideration of the new Bachelor of Music Theatre and requested that the faculty submit a revised proposal to the next meeting addressing the following issues:

- Clarification of assessment for subjects that are offered over two or three years
- Deletion of 3<sup>rd</sup> dot point under question 3 on the APC course proposal form
- Specific generic skills statements for each year level within multi-year subject
- Further explanation of course structure with regard to multi-year subjects
- Clarification of response to question 22 on the APC course proposal form

## 8. Course Changes

### 8.1 Faculty of Arts

#### 8.1.1 Change to the Bachelor of Arts majors in Classical Studies and Archaeology, Art History and History

The Committee **approved** the change to the Bachelor of Arts majors in Classical Studies and Archaeology, Art History and History, subject to clarification of assessment weightings in some subjects.

#### 8.1.2 Change to the Bachelor of Arts majors and Bachelor of Creative Arts majors – *revised proposal*

The Committee **approved** the change to the Bachelor of Arts and Creative Arts majors, subject to clarification of assessment weightings in some subjects.

#### 8.1.3 Change to the Bachelor of Arts majors Classical Studies and Archaeology and English – *revised proposal*

The Committee **approved** the change to the Bachelor of Arts majors in Classical Studies and Archaeology, and English.

#### 8.1.4 Change to structure of the GradDip in Arts (Australian Indigenous Studies)

The Committee **approved** the change to the change to the structure of the Graduate Diploma in Arts (Australian Indigenous Studies), noting that the Shepherd had requested and received clarification on the pedagogical intention on balance between specialist and comparative subjects, clarification of the assessment in the “health” subjects and a number of minor changes to the wording of the course structure.

#### **8.1.5 Change to structure of the GradCert in Arts (Australian Indigenous Studies)**

The Committee **approved** the change to the change to the structure of the Graduate Certificate in Arts (Australian Indigenous Studies), noting that the Shepherd had requested and received clarification on the pedagogical intention on balance between specialist and comparative subjects, clarification of the assessment in the “health” subjects and a number of minor changes to the wording of the course structure.

#### **8.1.6 Change to structure of the Bachelor of Arts (co-major in Australian Indigenous Studies)**

The Committee **approved** the change to the change to the structure of the Bachelor of Arts (co-major in Australian Indigenous Studies), noting that the Shepherd had requested and received clarification on the pedagogical intention on balance between specialist and comparative subjects, clarification of the assessment in the “health” subjects and a number of suggested changes to the wording of the course structure to make it clearer.

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

#### **8.2.1 Change to the Bachelor of Food Science**

The Committee **approved** the change to the structure of the Bachelor of Food Science.

## **9. Student Awards**

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

#### **9.1.1 Alastair Nicholson Law Scholarship**

The Committee **deferred** consideration of the new Alastair Nicholson Law Scholarship, pending clarification of the selection criteria and selection panel. Proposal to be revised and resubmitted to the next meeting of the Committee, after consultation with the Shepherd.

## **9.2 Minor changes to awards – for noting only**

Nil

## **10. Quarterly Reports**

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

The Committee **approved** the Faculty of Medicine, Dentistry and Health Sciences postgraduate quarterly report for the first quarter of 2004, subject to clarification of contact hours for 513 661 *Applied Physiology*.

### **10.2 Faculty of Arts**

The Committee noted the Faculty of Arts undergraduate and postgraduate quarterly reports for the first quarter of 2004.

## **11. Chair's Report**

### **11.1 Teaching and Learning Quality Assurance Committee Report (TALQAC)**

In the absence of the Chair of TALQAC, Professor Bryan reported that the main issues discussed at the last meeting of that Committee were:

- Finalising the review of assessment and coordination with the other working group reports before recommendation to Academic Board
- Faculty visits and composition of teams for visits to VCA, Science and Engineering (postgraduate programs).
- Classification of errors in examination papers

### **11.2 Teaching and Learning (Multimedia and Educational Technologies Committee) Report (TALMET)**

In the absence of the Chair of TALMET, Professor Bryan reported that the main issues discussed at the last meeting of that Committee were:

- University of Melbourne online teaching program
- The Learning Management System

## **12. Higher Education Reforms**

The Committee received and noted a paper presented to the previous meeting of Selection Procedures Committee on selection issues arising from the University response to the Higher Education reforms. Members noted that the paper had been referred to Academic Board by SPC.

## **13. Matters Dealt with by the Shepherd and the Chair**

The Committee endorsed action taken by the Chair and/or Shepherd in approving the following urgent changes. The Committee noted that the President of the Academic Board had subsequently approved these changes on behalf of the Academic Board, as set out below:

- **Change to assessment and/or subject description in Sem2, 2004:** 730-348, 325-649
- **Repeat of Sem1 subject in Sem2, 2004:** 175-123
- **Change to assessment in Sem1, 2004:** 730-352
- **Change to semester of offer in 2004:** 512-994
- **Major course change:** Bachelor of Public Policy and Management
- **Change to semester of entry:** Master of Applied Commerce (Accounting) 16 subject program
- **Suspension of subjects in Sem2, 2004:** 730-678, 730-764, 730-713

**14. Any other business**

Nil

**15. Next meeting**

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

The meeting closed at 4:05pm

-----  
Chair

-----  
Date