

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

**MEETING 5/06**

Minutes of meeting 5/06 of Academic Programs Committee, which was held on Thursday, 1 June 2006, at 2.15 pm in the Jim Potter Conference Room, Conference Centre, Old Physics Building.

**Present:** Professor J Borland (Chair), Ms L Bartolini, Mr A Eddy, Professor M Elgar, Mr R Hillbrich, Professor G Hutchinson, Professor D Jamieson, Ms G Luck, Professor P McPhee, Associate Professor R Misson (Deputy Chair), Ms C O'Dowd, Mr D Rizzetti, Professor R Slocombe, Ms C Smith, Professor L Sterling, Professor R Strugnell, Professor H Watson, Associate Professor G Webb, Mr A Williams

**In attendance:** Dr M Emison, Mr C Reid (Secretary)

**BUSINESS**

**1 Formal Matters**

**1.1 New Member of the Committee**

The Committee noted the appointment of Professor Meg Morris (Physiotherapy) to the Committee as one of the six appointees of Academic Board, replacing Professor Bowes (who has resigned from APC) for the remainder of his term. The Committee also received the resignation of Professor Anne Freadman as an Academic Board nominee and noted that the President of Academic Board would nominate a replacement member for the balance of Professor Freadman's term.

**1.2 Apologies**

Apologies were received from Associate Professor C Falk, Associate Professor J George, Professor D Holm, Associate Professor S James, Professor D Jamieson, Professor M Morris, Professor P Pattison, Professor L Skene, Dr J Stockdale and Associate Professor P Tregloan.

**2 Minutes**

2.1 The Committee confirmed the minutes of meeting 4/06 (4 May 2006) as a correct record.

2.2 The Committee noted the Action Sheet 4/06, as circulated. The Chair reported on the following matters:

- The matter of 150 point masters degrees has been referred to the Curriculum Commission for consideration;
- The matter of whether it is appropriate to restrict eligibility for student awards to Australian citizens, which had been raised at meeting 3/06 in relation to an award proposal, has been discussed further with the University General Counsel, Mr Penman. In recent years, the University has received legal advice on the eligibility conditions, and the matter has also been

discussed at APC meetings, although no formal policy has been promulgated. The Chair will prepare a paper on the matter for a future meeting of APC.

- The Deputy Vice-Chancellor (Academic) will convene a meeting of the chairs of Academic Programs Committee, Selection Procedures Committee and Postgraduate Coursework Programs Committee, together with the President of Academic Board, to discuss the implementation of the Melbourne Model with respect to the timetable for approval of the new courses by those bodies.

The Committee agreed to delete from the action sheet reference to the Working Group on Communication with Students and the Working Group on Cross-Communication Problems experienced by Double-Degree Students. These working groups need not be reconvened as the matters under consideration have been overtaken by the establishment of the Curriculum Commission.

### **3 Matters Arising Not Dealt with Elsewhere**

### **4 Policy Issues**

#### **4.1 Guidelines for the Addition of New Subject, Amendment of Census Dates and EFTSL Values**

The Committee noted the DEST guidelines as circulated and noted that these were already in operation, as required by DEST. It was agreed that these should be noted as appropriate in the Blue Book. Ms Luck undertook to ensure that the guidelines are disseminated appropriately, and noted that faculties have been informed of them. Faculty General Managers will be required to ensure that deadlines for changes to subject enrolment dates and related details are adhered to. Shepherds will also need to be aware of the Guidelines in the consideration of proposed amendments to subject and course details.

It was noted that the process of course approval, including the approval of new courses under the Melbourne Model, would need to be cognisant of the DEST Guidelines.

### **5 University Curriculum Project**

#### **5.1 Report on Curriculum Commission**

Professor McPhee reported on the activities of the Curriculum Commission. The following points were noted:

- A statement of principles for the core programs had been presented to the May meeting of Academic Board.
- Statements will be put to the next Academic Board meeting concerning honours programs and the possible development of a 50-point coursework element in the PhD that would address the conduct of research, for example, research ethics.
- The Vice-Chancellor has addressed a meeting of secondary school careers advisors on the introduction of and transition to the new model.
- The Vice-Chancellor has discussed the model and the transfer of CSPs to postgraduate programs with the Commonwealth Minister of Education.

In response to questions, Professor McPhee noted that, at least initially, the reduction in undergraduate places would be modest. Faculties will have flexibility in how they use CSPs in postgraduate programs.

## **5.2 Checklist, Publication Schedule and Important dates**

Dr Emison was in attendance for this item. The Committee received the revised checklist of actions to be undertaken in the implementation of the Melbourne Model. Dr Emison indicated that a schedule for the implementation of new courses has been developed, and a schedule for the phasing out of existing courses is also being determined. The Committee noted proposals regarding the teaching out of existing courses, and noted that part-time students may need many years to complete programs; for example, some architecture programs will not be phased out until 2013. In the transitional period, some subjects will have only small numbers of students, which will increase the cost of teaching. The University may have to set deadlines by which courses will be phased out and make alternative study arrangements for students who have not yet completed.

## **6 Postgraduate Coursework Programs Sub-Committee Business**

No PCPSC meeting was held in May.

## **7 Indigenous Studies Sub-Committee**

The Committee noted the minutes of the Indigenous Studies Sub-Committee 1/06 as circulated.

## **8 Chairs' Reports**

### **8.1 TALQAC Report**

Professor Sterling reported on TALQAC's activities and noted that it is considering the quality of course advice that is being given.

### **8.2 TALMET Report**

On Associate Professor Tregloan's behalf, the Chair reported the following:

- The Online Subjects Working group is preparing a 'subject readiness check list'; a draft will be considered at the June meeting of TaLMET.
- The Impact Evaluation Working Group is now collating faculty responses to program of interviews regarding TaLMET programs; a summary of this will be considered at the June meeting of TaLMET.
- The nomination and implementation process for up to 600 Blackboard-LMS subjects, involving up to 25000 students for Semester 2, 2006, is on track; 509 subjects have been nominated to date; subject sites were made available in mid-May for staff to use as part of their Semester 2 preparation; coordinators have been notified.
- TaLMET is actively involved in discussions with MIT and iCampus network members about participation in this program; a 'Pan-Australian network' meeting is planned at University of Queensland for mid-June.
- Melbourne/Monash collaborative program has a project to develop on-line resources for staff concerning Plagiarism issues.

## **9 Student Members Reports**

Nil.

## **10 Working Group Reports**

### **10.1 Assessment Implementation Working Group**

Nil.

### **10.2 Working Group on Special Consideration**

The Committee noted that the Working Group will meet shortly to consider faculty submissions, and a report is expected at the July meeting of Academic Programs Committee.

### **10.3 Working Group on Teaching in Languages Other than English**

Nil.

### **10.4 Examinations Working Group**

Nil.

## **11 New Courses**

### **11.1 Faculty of Land and Food Resources – Proposed Joint Degree Program with China Agricultural University**

The Committee considered the proposal to establish a joint Bachelor of Agricultural Science and Bachelor of Agricultural Science (Honours) program with the China Agricultural University from semester 2, 2006. The Committee noted that the shepherd, Associate Professor James, had raised concerns in relation to an initial proposal and that the Faculty had sought additional information and revised the proposal accordingly. It was noted that the proposal was for a pilot program, involving 10 students, and that the program would be offered at Melbourne in English, with some instruction in Chinese as well. In discussion, the following points were raised:

- With the introduction of the Melbourne Model, the undergraduate Agricultural Science program would become a major in the BSc;
- It is not known if Chinese students have been selected and can obtain visas in time to commence in semester 2, 2006;
- The subjects to be offered need to be appropriately evaluated and student English language competency requirements must be met.

It was agreed that the proposal should be referred back to the Faculty for further consideration in consultation with Associate Professor James. In the meantime, if there are Chinese students at the CAU who are ready to come to Australia to study, they could be enrolled in the existing Bachelor Agricultural Science and then be given credit appropriately towards completion of the CAU degree, thus enabling them to gain overseas study experience.

## **12 Course Changes**

### **12.1 Cancellation of Courses – Faculty of Architecture, Building and Planning**

#### **12.1.1 Bachelor of Architecture/Bachelor of Property and Construction**

The Committee received the proposal to discontinue the joint Bachelor of Architecture and Bachelor of Building and Planning program, and discussed the implications of the discontinuation of the course on students. The Committee was advised that, in line with other undergraduate professional programs in the Faculty of Architecture, Building and Planning, students in this program complete three years of study in one degree, then spend a year in a work placement, and then return for two years to study to complete the second, professional degree. Students who are currently enrolled in the Bachelor of Architecture/Bachelor of Building and Planning double degree program will be able to complete it. Students in the program who have completed the first degree and who are not enrolled because they are on work placement can return in 2007 to complete the second degree, which will also take two years, but they will be completing separate degrees rather than the double degree program. Students who return in 2008 will enter a new Masters program under the Melbourne Model, also taking a further two years, although they will have to have completed the first degree at the necessary level to gain entry to the masters program.

The Committee was advised that there are students in the course who are unaware of or unclear about the options available to them and the implications of the discontinuation of the present double degree program. There may also be fee implications for students who are part way through the program, depending on the pathway they choose to complete. It was agreed that the shepherd, Associate Professor Webb, should discuss with the Faculty the options for the phasing out of the double degree, the advice given to students, and the question of fees, and report back to the Committee. The Committee noted that it has already endorsed the cancellation of other double degree programs in the Faculty, but these are not professional programs and the implications for students are different, as the students do not take a year of professional practice after the first three years.

#### **12.1.2 Bachelor of Architecture/Bachelor of Landscape Architecture**

The Committee considered the proposed cancellation of the Bachelor of Architecture/Bachelor of Landscape Architecture under item 12.1.2 above, and the matter was deferred pending advice from the shepherd on the phasing out of the double degree, the advice to students, and the fee implications for students.

## **13 Student Awards**

### **13.1 New Student Awards – Faculty of Arts**

#### **13.1.1 The Melbourne Rome Scholarship**

The Committee considered the proposal for the Melbourne Rome Scholarship and noted that donor contact details should be deleted before the proposal can be put forward to Academic Board. It was noted that children cannot be accommodated in the British School in Rome, and that the scholarship would effectively be open only to people without children. It was agreed that the proposal should be referred to the Equal Opportunity Officer, Professor Abernethy, for advice, before it is considered further.

#### **13.1.2 The Hamish Malcolm Memorial Bursary**

The Committee considered the proposal for the Hamish Malcolm Memorial Bursary and noted that it is intended that the scholarship be available only to international students. The Committee agreed to defer consideration of this proposal pending consideration of advice on eligibility provisions generally.

### **13.2 Major changes to existing awards**

Nil

### **13.3 Minor changes to existing awards**

For noting:

#### **13.3.1 Australian Industrial Relations Commission Centennial Prize**

The Committee noted the proposal to amend the eligibility provisions for the Prize to reflect the change in course title from the Master of Commerce in Employment Relations and Human Resource Management to the Master of Commerce (Management).

## **14 Quarterly Reports 1/06**

Nil

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

The Committee noted the following matters approved by the Chair and/or the President of Academic Board since meeting 4/06:

*Late suspension/cancellation of semester 2, 2006 subject:*  
316-670, 316-672, 316-657, 316-405, 316-407, 740-439, 740-503

*Introduction of new subject:*  
New elective subject in the LLB, 730-XXX Legal Foundations of the European Union, from Semester 2, 2006

*Change to assessment provisions of a subject:*  
513-910

*Course Cancellations from 2007:*  
Bachelor of Learning, Development and Training  
Bachelor of Science/Bachelor of Teaching

**16 Any Other Business**

**17 Next Meeting**

Thursday 6 July 2006 at 2.15 pm in Jim Potter Conference Room, Old Physics Building.

The meeting closed at 4.10 pm.