

THE UNIVERSITY OF MELBOURNE
ACADEMIC PROGRAMS COMMITTEE
MEETING 2/04

A meeting of the Academic Programs Committee was held on Thursday, 4 March 2004 at 2:15pm in the Jim Potter Conference Room, Conference Centre, Old Physics Building.

Present: Professor M Bryan (in the Chair), Professor R Brown, Professor D Holm, Associate Professor D Jamieson, Mr A Lamb, Ms G Letten, Associate Professor A McDougall, Associate Professor E Mackie, Professor P Pattison, Mrs J Reese, Professor R Slocombe, Professor L Sterling, Professor P Taylor, Professor H Watson, Ms G Webb and Mr L Williams.

In attendance: Ms S Greve (Secretary), Associate Professor S Baker, Mr L Cameron, Mr R Hillbrich

BUSINESS

1. Formal Matters

1.1 Apologies

Apologies were received from Professor G Bowes, Associate Professor S Elliott, Dr M Emison, Dr B Howlett, Professor G Marchant, Ms L Martin and Professor L Skene.

1.2 Welcome to new members for 2004

The Chair welcomed the following new members to their first meeting of the Committee:

- Mr Alex Lamb – MUSU Representative
- Ms Georgia Letten – MUSU Representative

The Chair advised that the following three members had resigned from the Committee:

- Professor P Goad
- Professor B Broadstock
- Mr J Plested

Professor P Pattison confirmed that she had approached two potential replacement members and is waiting on their response.

2. Postgraduate Coursework Programs Sub-Committee Business

2.1 Unconfirmed Minutes of PCPSC Meeting

The Chair advised that the scheduled 27 February 2004 meeting of the Sub-Committee had been cancelled due to lack of business.

3. Minutes

3.1 Minutes of Previous Meeting

The minutes of meeting 1/04 held on 29 January 2004 were confirmed.

3.2 Action Sheet 1/04

Members noted the action sheet from meeting 1/04.

4. Matters Arising from the Minutes

4.1 Shepherding duties

The Chair reported that he would act as undergraduate shepherd for the Faculty of Medicine, Dentistry and Health Sciences until a new shepherd is assigned. He advised that Associate Professor S Elliott had been approached to be shepherd for the School of Graduate Studies which administers the University's Graduate Environment Program.

4.2 Zero point subjects

The Chair advised that the data on zero point subjects being collected by Dr Emison would hopefully be ready for the next meeting of the Committee.

5. Chair's Report

5.1 Teaching and Learning Quality Assurance Committee Report (TALQAC)

The Chair of TALQAC, Professor L Sterling, reported that the Committee will be looking at a number of areas in the Teaching and Learning Management Plan in 2004, including small-group teaching and performance-based research evaluation.

5.2 Teaching and Learning (Multimedia and Educational Technologies Committee) Report (TALMET)

The APC representative on TALMET, Professor P Taylor, advised that he had raised concern about the role of the committee at the previous meeting of TALMET and the matter was discussed in detail.

The Chair of TALMET, Associate Professor P Tregloan reported that the committee's role could be as a reference and advisory body, acting as a conduit between academics and IT professionals. He continued by explaining that the functions of the committee had changed over time but there is a clear role identified in the Teaching and Learning Management Plan with regard to the Learning Management System.

6. 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 semester of offer for subject in 2004:** 554-632, 554-863, 554-866, 505-428/505-528, 554-618, 476-884, 183-504

- **Suspension of subject in Sem1, 2004:** 306-411/659/759, 107-526, 107-444, 126-074, 126-014, 431-626, 481-806, 482-634, 482-636, 482-639, 482-899, 106-528, 107-409, 107-444, 107-526, 126-074, 640-356, 476-881, 481-806, 482-634, 482-636, 482-639, 482-899, 615-571, 730-662, 730-713, 730-769, 730-717, 196-506, 760-224, 760-225, 760-238, 760-216, 760-403, 760-423, 760-427
- **Suspension of subject in Sem2, 2004:** 106-529, 126-014, 110-548, 760-224, 760-211, 121-524
- **Change to Semester of offer:** 472-168, 476-886, 466-839, 472-618, 476-886, 466-839, 433-620, 433-621,
- **Reinstatement of subject in 2004:** 705-607, 705-585, 702-433, 702-642, 615-572
- **Repeat of Sem1 subject in Sem2, 2004:** 325-642, 306-686
- **Suspension of courses in 2004:** Postgraduate Diploma of Palliative Medicine, Graduate Certificate of Palliative Medicine, Postgraduate Diploma of Psycho-Oncology, Graduate Certificate of Psycho-Oncology
- **New prizes for 2004:** FMSA Award for the best graduating student, SJB Architects Design Award, The Ledger Prize in Urban Planning
- **Retrospective name change to 1 Jan 2003:** Graduate Diploma in Film and Television (Visual Effects)
- **Change to subject assessment;** 250-104, 250-207, 250-101, 250-206, 333-308
- **Change to subject details:** 730-422, 730-386

Mr L Williams raised concern about how students are affected when faculties suspend subjects at the beginning of a semester. The Chair explained that faculties must provide advice to the President of the Academic Board about how students will not be disadvantaged by the suspension and alternative arrangements for students. He also referred Mr Williams to item 15 on the agenda.

Mr Williams was invited to discuss with Professor Pattison issues he had raised concerning the adequacy of the arrangements for subject supervision.

7. Reports from Working Groups

7.1 Assessment Parameters and Course Loads

The Convenor of the working group was absent from the meeting and there was no report.

7.2 Cultural Diversity in Curriculum

The Convenor, Professor D Holm, explained the terms of reference of the working group and confirmed the following members:

Professor D Holm (Convenor)

Ms L Martin

Mr L Williams

Associate Professor D Jamieson offered to join the working group and was accepted.

The Chair advised that external members may be coopted if necessary and requested that the deadline for the findings of the working group be no later than mid-year.

7.3 Associate Degrees

The Convenor, Ms G Webb, advised that the working group will meet for the first time on 11 March to discuss terms of reference of the working group and the scope of the report. Membership of the working group includes:

Ms G Webb (Convenor)
Professor R Slocombe
Professor P Taylor
Mr L Williams

Members received and discussed a proposal from the President of the Academic Board regarding an idea to offer Associate Degrees at the University's Shepparton campus. The Chair explained the background of the proposal. The Committee agreed that there was no objection to the University pursuing the idea, but that it would be premature to endorse it before a full proposal had been submitted.

Professor Sterling advised that there had already been a precedent for allowing Associate Diploma students to enter into the third year of an undergraduate Bachelors degree, giving the example of the Adacel course in software engineering.

8. New Courses

8.1 New Combined Course

8.1.1 Bachelor of Music/Bachelor of Commerce

The Committee **recommended approval** of the revised proposal for the combined course, Bachelor of Music/Bachelor of Commerce, noting that it had received approval from Selection Procedures Committee and that the objectives had been revised to make them more specific to the combined degree. The course will commence in 2005.

A member raised concern that the Faculty of Economics and Commerce has no objectives or outcomes for its graduates which makes it difficult to find linkages to the course objectives. The Chair will follow up this matter with the faculty.

8.2 Faculty of Medicine, Dentistry and Health Sciences

8.2.1 Bachelor of Oral Health (Therapy/Hygiene)

The Committee **recommended approval** of the revised proposal for the new Bachelor of Oral Health (Therapy/Hygiene). The course will commence in 2005.

9. Course Changes

9.1 Faculty of Education

9.1.1 Reinstatement of Postgraduate Diploma in Educational Studies (Reading Recovery)

The Committee **approved** the reinstatement in 2004 of the Postgraduate Diploma in Educational Studies (Reading Recovery).

9.2 Faculty of Science

9.2.1 Variation to the Academic Years

The Committee **deferred** consideration of the Faculty of Science variation to the academic year for subject 606-314, pending submission of a statement on how the faculty will ensure that students are not disadvantaged by this change and alternative arrangements for students who are not able to attend the intensive instruction period.

Members discussed a number of wider issues related to varying the academic year including:

- Whether APC should give ongoing approval, require annual approval, or review on a case by case basis
- Whether the policy should apply to courses and/or subjects
- Whether variations to the academic year should be a matter for report only

The Committee agreed that variations to the academic year should be approved by APC and that faculties should provide information on how they will ensure that students are not disadvantaged and alternative arrangements for students who are unable to attend classes outside of semester.

Professor Pattison agreed to write a paper on some of the wider issues related to variations of the academic year and clarification of the approval process for faculties.

9.3 Faculty of Education

9.3.1 Course change to the Graduate Diploma of Education (Secondary)

The Committee **approved** the proposal to deliver the existing Graduate Diploma of Education (Secondary) in Shepparton. The course will commence in 2005.

9.4 Institute of Land and Food Resources

9.4.1 Reinstatement of and major change to Bachelor of Forest Science

The Committee **approved** the reinstatement of and major change to the Bachelor of Forest Science in 2005.

9.4.2 Restructure of the Bachelor of Forest Science/Bachelor of Science

The Committee **approved** the restructure of the Bachelor of Forest Science/Bachelor of Science, subject to clarification of the honours requirements.

10. Student Awards

10.1 New awards/Major changes to awards

10.1.1 ACE Radio Agricultural Business Management Residential Scholarship

The Committee **recommended approval** of the new student award, the ACE Radio Agricultural Business Management Residential Scholarship.

10.1.2 Anthropology Fieldwork Scheme

The Committee **recommended approval** of the new student award, Anthropology Fieldwork Scheme, subject to clarification of the selection and eligibility criteria and the title of the award.

A member suggested that a contact person and phone number be added to the new student award proposal form to make it easier for shepherds to query proposals. The Secretary agreed to make this change.

10.1.3 Marconi Medal

The Committee **recommended approval** of the new student award, the Marconi Medal.

10.1.4 Society of Petroleum Engineers Prize

The Committee **recommended approval** of the new student award, the Society of Petroleum Engineers Prize.

The Chair raised the issue of student award selection panels and suggested that it might be appropriate to specify that at least 50% of the panel must be made up of University of Melbourne staff. Members discussed this issue and the Chair agreed to write a paper on that and a number of other issues such as excluding international students from being eligible for awards.

10.1.5 Golder Associates Award in Geotechnical/Environmental Engineering

The Committee **recommended approval** of the new student award, the Golder Associates Award in Geotechnical/Environmental Engineering.

10.1.6 Megan Klemm Postgraduate Research Award

The shepherd advised that he was still liaising with the Faculty of Science regarding changes to this student award and requested that it be considered at the next meeting of the Committee.

10.1.7 Ethel McLennan Award

The shepherd advised that he was still liaising with the Faculty of Science regarding changes to this student award and requested that it be considered at the next meeting of the Committee.

10.1.8 The Plant Pathology and Mycology Scholarship

The shepherd advised that he was still liaising with the Faculty of Science regarding changes to this student award and requested that it be considered at the next meeting of the Committee.

10.2 Minor changes to awards

Nil

11. Quarterly Reports

11.1 Faculty of Veterinary Science

The Committee **approved** the Faculty of Veterinary Science undergraduate and postgraduate quarterly reports for the 4th quarter of 2003.

11.2 Faculty of Music

The Committee **approved** the Faculty of Music postgraduate quarterly report for the 4th quarter of 2003.

11.3 Faculty of Education

The Committee **approved** the Faculty of Education postgraduate quarterly report for the 4th quarter of 2003.

12. Professional Certificates

The Chair reported that advice had been sought from Legal Services on the Commonwealth requirements regarding Professional Certificates but a response had not yet been received.

The Chair requested that Associate Professor S Elliot and Professor M Britz prepare a paper on Professional Certificates for discussion at the next meeting.

13. Use of dictionaries in examinations

Members received and discussed the previously approved APC working group recommendations on the use of dictionaries in examinations, the minutes of the University's Examinations Working Group including recommendations for changes to the original resolution, and a response from MUOSS to the APC working group report.

Mr R Hillbrich explained that the recommendations of the APC working group that were adopted by Academic Board in April 2003 were to be implemented by Student Administration for Semester 1, 2004 but the Examinations Working Group identified a number of problems including:

- Every student in need cannot be guaranteed immediate access to a supplied dictionary
- Students cannot have continuous access to dictionaries

- Enrolment data from Merlin could provide inaccurate numbers due to differences between languages spoken at home and written language

The Examinations Working Group made the following recommendations:

- Subject coordinators permit the use of foreign language dictionaries in specific exams by including such an instruction on the heading of the question paper or, if considered more appropriate, issue individual students authorisations to use dictionaries
- Where the use of dictionaries is allowed, students be informed that only unannotated dictionaries will be permitted and that random checks will be conducted in the exam venue.

Due to differing opinions on the issue, the Chair called for a vote and the majority of members agreed to **recommend** adoption of the recommendations by Academic Board and added that the decision whether to allow the use of foreign language dictionaries should remain with the subject coordinator.

14. Communication with students

Members received and discussed a report prepared by a Head Start team on communication with students. Professor P Taylor, a member of that team, explained the background of the issue and invited members to give feedback on the report

Mr Cameron advised that there are Federal guidelines on how formal correspondence must be communicated to students and explained that those guidelines would need to be taken into consideration and referred to in the final report.

Concern was also raised that implementation of the recommendations could be difficult with the current information technology in use at the University.

Members agreed that the report should be circulated widely so that the implications can be thoroughly discussed. The Committee requested that the report be referred to TALQAC, Student Administration, and the Planning Office for consideration before being presented to APC and Legislation Committee in its final form.

15. Late suspension of subjects

Member received a paper on subjects not offered and suspended, prepared by the Chair, and an email from Professor R Brown suggesting some changes to the Guidelines for the Submission of Course Proposals.

The Chair briefly introduced his paper and deferred discussion of the item to the next meeting of the Committee.

16. Proposed changes to period of student variations to enrolment

Members received a previously circulated paper on changing the deadline for variations to enrolment prepared by the Secretary, and a response to the issues raised in that paper from administrative staff, including two recommendations on how to implement the new policy.

Mrs J Reese advised that the former paper had been circulated to General Managers for comment but they had not yet seen the latter. The Committee agreed that the recommendations in the response from administrative staff should be circulated to General

Managers and Associate Deans (Academic) for comment and then back to APC for further discussion.

Concern was raised that there are problems with the current systems used by the University that could make implementation of the recommendations difficult.

17. Implementation of the new special consideration process

Members received and noted the review of the implementation of the new special consideration process and Mr R Hillbrich reported on some of the findings. He highlighted a number of areas that still need clarification including the problem with applications lapsing if HCAP forms are not submitted within 5 days. Mr Hillbrich advised that more work was still needed on the process and the system to improve its functionality.

The Chair asked Mr Hillbrich and Mr Cameron to provide feedback from health professionals on the HCAP form to the next meeting of the Committee.

The Chair advised that at the Academic Policy Forum he had invited Associate Deans (Academic) to provide him with feedback on the process.

It was agreed that this item will be discussed further at the next meeting of the Committee.

18. Change to regulation on English language requirements

The Committee received and noted a recommendation to Academic Board from Selection Procedures Committee to amend Regulation 11.1 R3 on English language requirements.

19. Examination arrangements and guides

Members received and discussed a recommendation to vary the July 2003 Academic Board resolution and regulation 12.2.10R1 on examination arrangements.

The Committee approved and recommended adoption of the draft resolution that two examination sessions be held on each day with 3-hour examinations in the morning session commencing at 9:30am and 2-hour sessions in the afternoon commencing at 2:15pm.

Members received and noted a best practice guide on assessment processing, prepared by Student Administration. Mr Hillbrich advised that he is seeking comments and feedback on this document. The Committee agreed to refer the guide to TALQAC and suggested that it also be circulated to faculties for comment.

20. Any other business

Nil

21. Next meeting

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

The meeting closed at 4:35pm

Chair

Date