

THE UNIVERSITY OF MELBOURNE
ACADEMIC PROGRAMS COMMITTEE

MEETING 2/06

A meeting of the Academic Programs Committee was held on Thursday, 2 March 2006, at 3.15 pm in the Jim Potter Conference Room, Conference Centre, Old Physics Building.

Present: Professor J Borland in the Chair, Ms L Bartolini, Associate Professor C Brown, Professor K Dovey, Mr A Eddy, Professor M Elgar, Associate Professor C Falk, Professor A Freadman, Professor D Holm, Professor G Hutchinson, Associate Professor S James, Professor D Jamieson, Ms G Luck, Professor P McPhee, Associate Professor R Misson, Ms C O'Dowd, Professor P Pattison, Mr D Rizzetti, Professor M Singh, Professor R Slocombe, Ms C Smith, Professor L Sterling, Professor R Strugnell, Professor H Watson, Dr G Webb, Mr A Williams

Observers: Dr J Stockdale, Associate Professor P Tregloan

In attendance: Mr C Reid (Secretary), Mr R Hillbrich

BUSINESS

1. Formal Matters

1.1 Apologies

Professor G Bowes, Associate Professor C Duffield, Professor L Skene

1.2 Welcome to new members

The Committee welcomed the following new members:

Ms Loretta Bartolini (nominee of President of UMPA)

Ms Caitlyn O'Dowd (nominee of UMSU)

Mr Dean Rizzetti (nominee of UMSU)

Mr Alan Eddy (Faculty General Manager nominated by the President of Academic Board)

1.3 Acting Chair for March, April and May Meetings

The Committee was advised that Associate Professor Ray Misson had been appointed Acting Chair.

2 Minutes

2.1 Minutes of meeting 1/06 (2/2/06)

The Committee received and confirmed the minutes of meeting 1/06 of the Committee, with clarification, under item 3.2, of the review of examinations being conducted by Professor Pattison under the auspices of the Assessment Implementation Working Group established in 2005 by APC and TALQAC to consider examinations policies and procedures on an ongoing basis.

2.2 Action Sheet 1/06

The Committee reviewed the action sheet arising from meeting 1/06. The Committee noted the following:

- The School of Enterprise template, considered at the previous meeting (item 5.2), is being amended, in consultation with the School, to take into account comments made by the Committee, and a final version will be submitted to Academic Board in due course.
- In relation to the review of the weighting of examinations in assessment, Professor Pattison has written to faculties advising them of the Academic Board decisions of November 2005, and asking faculties to review in 2006 the assessment of all subjects. Faculties have been asked to justify the use of examination as the sole means of assessment and to respond by 31 July.
- Following consultation with the Chair, the Deputy President of Academic Board and the Acting Dean of Faculty, the proposed amendments to the Bachelor of Food Science, considered at the previous meeting (under item 9.1.1) have been withdrawn by the Faculty of Land and Food Resources. The proposals will be reconsidered and resubmitted for implementation in 2007 and, in the meantime, changes will be made to the teaching of the Microbiology subject to accommodate students' requirements.
- The title of the proposed AMPLA Award, considered at the previous meeting (item 10.1.2), is appropriate as the company, AMPLA, uses an acronym as its company name.
- The Chair reported on action being taken to develop guidelines on courses being delivered in languages other than English. A working group, to be chaired by Professor Mark Elgar, has been established to develop policy on teaching in languages other than English.

3 Matters Arising Not Dealt with Elsewhere

3.1 Faculty of Science Quarterly Report 3/05

The Committee received as a tabled paper a memorandum from Professor Slocombe to which was attached a response to the matters raised in relation to the Faculty of Science undergraduate quarterly report 3/05. The Committee agreed to accept the quarterly report with the amendments made and noted that further subjects are being reviewed and further amendments are planned by the Faculty. The Committee also noted that advice in the Blue Book needs to be clearer in respect of guidelines for stating assessment requirements, and Professor Pattison undertook to provide advice to the Committee on necessary amendments to the Blue Book to make the guidelines clearer.

3.2 Commerce Alumni Final Year Postgraduate Scholarship

The Committee noted the statement submitted by the Faculty of Economics and Commerce clarifying the new award proposal considered at the previous meeting, and noted that this would be referred to the shepherd for advice.

4 Report on Curriculum Commission

The Deputy Vice-Chancellor (Academic) reported on the deliberations of the Curriculum Commission, and noted the following:

- The Commission is considering the range of core undergraduate programs that should be made available, and their common characteristics as 'new generation' courses.

- The Commission will report by September on the process of transition to the new model, including the process of discontinuation of courses to be phased out and the transfer of undergraduate to postgraduate programs.
- The impact on the research higher degrees program is also being considered.
- Senior management will be consulting representatives of DEST on a number of matters necessary to enable the transition to graduate entry.
- A major issue in relation to the design of the undergraduate three-year programs is the balance of depth and breadth and the preparation for fourth and subsequent years.
- The Commission is considering the retention of the honours year as a discrete program, to enable students to articulate undergraduate programs and research degrees both within and outside the University. There is discussion over whether the honours year should be seminar-based or retain the thesis dissertation component.

In response to questions, the Deputy Vice-Chancellor noted that:

- The shift of places from undergraduate to postgraduate in the non-professional disciplines would not be significant in the short term.
- There will need to be discussion with the relevant professions over the transfer of professional training to postgraduate programs and the timing of the change.
- The Commission is considering the matter of entry to research degrees, and whether the 3+1+1+3 model is in effect a 4+4 model for students pursuing research training.

5 Policy Issues

5.1 Eligibility for Melbourne Abroad Scholarships

The Committee noted the request from the President of Academic Board to review the criteria for eligibility for Melbourne Abroad Scholarships, specifically in relation to waiving the requirement that students achieve a minimum of 70% weighted GPA over their course. The Committee noted that the statement of eligibility criteria for the award is preceded by the phrase “students normally must...” However, it was agreed to recommend to Academic Board that the criteria be amended to permit the dean of faculty to make a recommendation for the waiving of the 70% rule to be made in an individual case.

In the course of discussion, it was noted that there had been previous consideration of the issue of the consistency of grading across the University, and the Committee asked the Chair to investigate this matter and report back.

5.2 Review of Guidelines for Special Consideration

The Committee agreed to establish a short term working group to review the guidelines for special consideration. The group will be chaired by Associate Professor Christine Brown and Mr Eddy will be a member. Professor Pattison invited members of the Committee to join the working group.

5.3 Action items being considered by Chair

This matter was deferred to the next meeting.

6 Postgraduate Coursework Programs Sub-Committee Business

No PCPSC meeting was held in February.

7 Chairs' Reports

7.1 TALQAC Report

Professor Sterling reported that the Teaching and Learning Quality Assurance Committee was reconsidering its normal cycle of course reviews in light of the establishment of the Curriculum Commission and the impending move to the Bologna Model. The Committee is considering what quality assurance principles might be established for a 3+2+3 model. In response to a question, Professor Sterling noted that quality assurance processes would need to be cognisant of external accreditation requirements.

Professor Sterling also reported on the Committee's consideration of the implementation of the *Turnitin* plagiarism software and the management of its use.

7.2 T&L(MM&ET)C Report

The Committee had not met.

8 Student Members Reports

The Committee noted that the Chair had asked for this matter to be included routinely in the agenda to enable students to raise any issues under the purview of APC that were not otherwise listed on the agenda. No matters were raised.

9 Working Group Reports

9.1 Assessment Implementation Working Group

The Committee noted the Assessment Implementation Working Group's Implementation Status Report, as circulated. Professor Pattison indicated that the report identified issues to be resolved and those now resolved. The group is resuming meeting to consider outstanding issues, including assessment through the LMS and revision of the statute governing assessment.

10 New Courses

Nil

11 Course Changes

11.1 Faculty of Land and Food Resources

11.1.1 Bachelor of Food Science

This matter was considered under item 2.2 above.

11.2 Faculty of Medicine, Dentistry and Health Sciences

11.2.1 Bachelor of Oral Health

The Committee received a proposal for change to the Bachelor of Oral Health, correspondence with the shepherd concerning the proposal and the shepherd's report. Professor Dovey indicated that, while he had no objection to the proposed changes, there had been a lack of clarity over the detail and

over the need for the change to be made for the 2006 academic year. The Committee considered that it was undesirable to make changes to a course at the commencement of the semester. However, it was possible that there was an expectation amongst students that the course would be changed. The Committee agreed to recommend to Academic Board the approval of the changes.

11.3 Faculty of Education

11.3.1 Doctor of Education

The Committee noted the proposal currently before RHDC for the amendment of the Doctor of Education program.

12 Student Awards

12.1 New student awards

The Committee noted the following proposed new student awards, details of which were circulated. The Committee noted that they have been referred to the shepherd for advice and agreed that they should be processed as late changes.

12.1.1 Department of Economics Honours Prize for Econometric Techniques

12.1.2 Department of Economics Honours Prize for Macroeconomics

12.1.3 Department of Economics Honours Prize for Advanced Microeconomics

12.2 Major changes to existing awards

Nil

12.3 Minor changes to existing awards

The Committee noted the following minor changes to awards:

12.3.1 Minter Ellison Prize in *Trusts*

Renewal of prize and increase in award from \$500 to \$1000

12.3.2 Minter Ellison Prize in *Electronic Communications Law*

Discontinued

12.3.3 Clayton Utz Prize in *Property 1*

Prize now offered in two semester length subjects

12.3.4 Clayton Utz Prize in *Property 2*

Prize now offered in two semester length subjects

12.3.5 Australian Institute of Banking and Finance Prize for Management of Financial Institutions

Change of name to *Financial Services Institute of Australia Prize for Management of Financial Institutions*

12.3.6 UBS Warburg Prize for Business Finance

Change of name to *UBS Prize for Business Finance*

13 Quarterly Reports 4/05

The Committee received and noted the following quarterly reports:

13.1 Faculty of Architecture, Building & Planning

Nil

13.2 Faculty of Arts

The Committee approved the Faculty of Arts undergraduate and postgraduate reports for quarter 4/05.

13.3 Faculty of Economics and Commerce

The Committee approved the Faculty of Economics and Commerce undergraduate report for quarter 4/05.

13.4 Melbourne Business School

Nil

13.5 School of Enterprise

Nil

13.6 Victorian College of the Arts

Nil

13.7 Faculty of Music

The Committee approved the Faculty of Music undergraduate report for quarter 4/05.

13.8 Faculty of Law

The Committee approved the Faculty of Law undergraduate and postgraduate reports for quarter 4/05.

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

The Committee noted the following matters approved by the Chair and/or President of Academic Board since meeting 1/06:

Suspension/cancellation of subject offered in Semester 1, 2006:

705-630, 730-671, 730-613, 131-415, 740-318, 421-611, 433-651, 183-201, 183-503, 183-506, 760-427, 466-613, 466-848, 472-658, 476-661, 476-685, 476-895, 481-806, 482-606, 482-678, 482-848, 483-637, 483-648, 483-649, 485-621, 485-714, 485-835, 110-230, 730-211, 730-360, 730-461, 730-467, 730-391, 705-601, 705-640

Suspension/cancellation of summer intensive subject 191-510

Suspension/cancellation of subject offered in Semester 2, 2006: 116-030, 760-423, 110-422, 110-224, 110-462, 730-205, 730-405, 730-466

Reschedule of subject from semester 1 to semester 2, 2006: 513-910, 730-207

New subject for 2006: Guidance and Control of Air Vehicles

Change to assessment: 730-516, 730-212, 433-341, 433-443, 521-211, 521-212, 702-137, 131-050

Change to teaching period: 514-816, 514-845, 730-222

Change of subject coordinator: 730-112, 730-114, 730-214, 730-365, 730-341, 730-368, 730-307, 730-454, 730-222

Change of name of subject: 483-612 Minor Project in Education (formerly Minor Project in LLAE); 483-613 Negotiated project in Education (formerly Negotiated Project in LLAE)

Significant Change to Course: Master of Educational Management

15 Other Business

Nil.

16 Next Meeting

Thursday 6 April 2006 at 3.15 pm in Jim Potter Conference Room, Old Physics Building.

Signed:

Chair

_____/_____/_____
date