

THE UNIVERSITY OF MELBOURNE
ACADEMIC PROGRAMS COMMITTEE

MEETING 02/09

A meeting of the Academic Programs Committee was held at 10.00am on Friday, 20 March 2009 in the Council Chamber, Old Quadrangle.

Present: Professor A Capling, Ms C Drakeford, Dr R Edis, Professor M Elgar, Ms P Fernandez, Professor L Hawthorne, Associate Professor R Misson (Chair), Professor N Olekalns, Associate Professor B Parry, Associate Professor G Webb.

In attendance: Associate Professor M Livett, Ms E Koch (Secretary).

MINUTES

A FORMAL MATTERS

A01 Apologies & Welcome

The Chair welcomed new members Ms Carla Drakeford and Professor Ann Capling.

Apologies were received from Mr P Coats, Ms L Harris, Professor M Morgan, Associate Professor D Shallcross, Professor R Slocombe, Professor R Speed, Professor G Stevens, Professor J Wyn and Professor D Young.

A02 Shepherds 2009

The Committee noted the revised 2009 list of shepherds.

The Chair requested that any member of APC who was interested in being a member of the Coursework Examinations Subcommittee, or who wished to nominate a non-member from their faculty, should contact the Chair, Professor Gillian Webb. Professor Webb is particularly interested in appointing a member with an interest in undergraduate examinations.

B MINUTES

B01 Minutes of APC meeting 01/09 (6 February 2009)

The Committee approved the minutes of meeting 1/2009 as a true and accurate record of the meeting.

B02 APC Action Sheet 02/09

In relation to Item 1 of the Action Sheet, the Chair noted that the APC would hold off establishing a working group to consider a policy for the supervision and assessment of minor theses and honours theses until the draft policy on the matter came to the Committee for consideration next meeting. The Secretary undertook to circulate to APC members the current draft of this policy document.

C MATTERS ARISING NOT DEALT WITH ELSEWHERE

Nil.

D POLICY ISSUES

D01 Advanced Standing Policy

The Chair welcomed Associate Professor Michelle Livett, who was in attendance for this item. The Committee considered whether a student could receive full credit for subjects cross-credited for two degrees when the student changed from one of those degrees to the other. It was noted that this was a particular issue for Science degrees. The Committee noted that the Advanced Standing Policy stated that the maximum credit a student could receive was 150 points for core subjects and 50 points for breadth subjects.

The Committee moved that the Advanced Standing Policy be amended to allow cross-listed University of Melbourne subjects to be automatically credited to the degrees for which they are cross credited. The Committee further agreed that students transferring from another institution could not have those studies credited toward the total breadth component of their University of Melbourne degree, noting that if breadth was a fundamental part of the new-generation degrees, at least part of the breadth study should be undertaken at the University of Melbourne.

The Committee noted that up to 50% of international applications were for lateral entry. The Committee agreed that it would consider bridging arrangements further at the May meeting of APC. The Committee further agreed to request a report on the outcome of the Melbourne Model Committee's discussion of the Advanced Standing Policy.

D02 Low Enrolment Exemption

The Committee noted that the paper on exemptions from the penalties for low-enrolment was not a policy but rather a codification of good practice. Four common scenarios for which exemption would be granted, if requested, were listed in the guidelines, but these were by no means the only scenarios for which exemption would be granted. The Committee agreed to add a fifth scenario of subjects in new courses that had not had a chance to establish themselves.

The Committee endorsed the Low Enrolment Exemption paper.

E COMMITTEE REPORTS

E01 TALQAC Report

Professor Hawthorne reported that preliminary Quality in Teaching reports for Semester 2 2008 were largely positive and indicated a more positive student response to breadth subjects. The reports indicated that student advising was perceived as an aggravation by students and that there was poor academic involvement in advising. Professor Hawthorne noted that concerns about the advisor:student ratio had been raised as a matter of concern. An ideal ratio was 1:250 but in one faculty the ratio was closer to 1:1000.

A major focus for 2009 would be the development of an appropriate means of course evaluation for the Melbourne Model degrees. A draft model would be put before TALQAC in April and was scheduled to go to the Academic Board in June.

E02 TALDEC Report

Nil report – TALDEC had not met since the last meeting of APC.

E03 Melbourne Model Committee

Associate Professor Misson reported that MMC had endorsed the paper on University Breadth Subjects, and after a couple of minor amendments, it would be forwarded to the April 2009 meeting of the Academic Board.

F STUDENT MEMBERS REPORTS

Nil to report.

G WORKING GROUP REPORTS

Nil.

H COURSE AND SUBJECT PROPOSALS

H01 Graduate Certificate in Garden Design H01a Shepherd's Report

The Committee **endorsed** the establishment of the Graduate Certificate in Garden Design.

H02 Master of Supply Chain Management H02a Shepherd's Report

The Committee agreed to seek further information about the compatibility of the course with international standards of supply chain management. The Committee **endorsed** the establishment of the Master of Supply Chain Management subject to assurances that the program covered international standards satisfactorily.

H03 Specialist Certificate in Paediatric Orthopaedic Physiotherapy H03a Shepherd's Report

The Committee **endorsed** the establishment of the Specialist Certificate in Paediatric Orthopaedic Physiotherapy.

H04 Major Change: Master of Psychology (Neuropsychology) H04a Shepherd's Report

The Committee **endorsed** the major change to the Master of Psychology (Neuropsychology).

H05 Discontinuation: Master of Arts (Asian Societies) H05a Shepherd's Report

The Committee **endorsed** the discontinuation of the Master of Arts (Asian Societies).

H06 Discontinuation: Master of International Politics H06a Shepherd's Report

The Committee **endorsed** the discontinuation of the Master of International Politics.

H07 Discontinuation: Master of International Studies H07a Shepherd's Report

The Committee **endorsed** the discontinuation of the Master of International Studies.

H08 In-Principle Approval: Master of International Relations
H08a Shepherd's Report

The Committee noted that the proposal for the Master of International Relations promoted it as having a focus on Asian studies but the proposed structure of the course was such that students could complete the course without taking any Asian studies.

The Committee gave its **in-principle endorsement** for the establishment of the Master of International Relations.

H09 In-Principle Approval: Executive Master of Arts
H09a Shepherd's Report

The Committee gave its **in-principle endorsement** for establishment of the Executive Master of Arts.

I QUARTERLY REPORTS

I01 Economics & Commerce
I01a Quarterly Report 4/08
I01b Shepherd's Report

The Committee **endorsed** the Economics and Commerce Quarterly Report 4/08.

I02 Melbourne Consulting and Custom Programs
I02a Quarterly Report 4/08
I02b Shepherd's Report

The Committee **endorsed** the Melbourne Consulting and Custom Programs Quarterly Report 4/08.

I03 Victorian College of the Arts
I03a Quarterly Report 4/08
I03b Shepherd's Report

The Committee **endorsed** the Victorian College of the Arts Quarterly Report 4/08.

I04 Law
I04a LLB & JD Quarterly Report 4/08
I04b Shepherd's Report
I04c MLM Quarterly Report 4/08
I04d Shepherd's Report

The Committee adopted the reports, subject to a recommendation from the Shepherd.

I05 Architecture, Building & Planning
I05a Quarterly Report 4/08
I05b Shepherd's Report

The Committee adopted the report, subject to a recommendation from the Shepherd.

I06 Medicine, Dentistry & Health Sciences
I06a Quarterly Report 4/08
I06b Shepherd's Report

The Committee **endorsed** the Medicine, Dentistry and Health Sciences Quarterly Report 4/08.

**J MATTERS DEALT WITH BY THE CHAIR AND/OR PRESIDENT, ACADEMIC BOARD,
SINCE MEETING 01/2009**

The Committee noted the following matters approved executively since meeting 01/2009:

Change of Semester of Offer: 476-656; 705 633; 460-719; 514-759;

Change of Semester of Offer and Change of Assessment: 514-760

Change of Subject Coordinator: 800-205; 325-689; 325-201; 121-110; 121-026/671-345; 510-111; 620-635; 306-108; 306-201; 306-208; 306-304; 306-330; 306-462; 306-466; 306-490; 306-661; 306-662; 306-663; 306-665; 306-670; 306-672; 306-674; 306-684; 306-687; 306-690; 306-762; 306-766; 512-428; 600-658; 600-657

Change of Course Coordinator: Postgraduate Certificate in Arts (Editing and Communications); Postgraduate Diploma in Arts (Editing and Communication); Master of Publishing and Communications;

Cancellation of Subject: 460-659; 600-205; 705-664; 316-681; 505-510; 207-202; 207-211; 220-407; 436-423; 451-200; 451-203; 451-206; 411-326; 411-417; 411-217; 411-218; 411-317; 411-603; 900-626; 411-334; 411-335; 411-338; 411-330; 411-450; 400-100; 400-101; 400-102; 400-103; 421-103; 421-122; 421-140; 421-208; 421-209; 421-210; 421-350; 421-401; 421-410; 421-411; 421-420; 421-447; 421-490; 421-491; 421-610; 421-620; 421-630; 421-423; 421-439; 421-457; 421-460; 421-477; 421-496; 421-511; 421-512; 421-513; 421-514; 421-515; 421-517; 421-518; 421-520; 421-521; 421-547; 421-548; 421-609; 421-611; 421-619; 421-623; 421-624; 421-625; 421-635; 421-636; 421-637; 421-646; 421-648; 421-683; 421-696; 421-825; 325-491; 325-492;

Suspension of Subject: 485-137; 702-363; 472-106; 600-608; 654-636; 110-588; 505-955; 615-686; 705-618; 433-252; 433-361; 433-431; 433-433; 433-446; 433-448; 433-460; 433-465; 433-483; 433-484; 433-633; 433-646; 433-653; 433-683; 433-684; 436-570; 436-602; 436-603; 436-676; 436-421; 436-566; 600-658; 451-208; 411-254; 411-255; 400-306; 431-684; 431-691; 421-285; 421-286; 421-207; 421-615; 421-668; 740-015; 740-118/740-218; 740-154/740-249; 740-164/740-270; 740-167/740-263; 740-170/740-283; 740-174/740-210; 740-182; 730-859;

Addition of Subject for 2009: Urban Design Studio B; 732-683; MVSC (Clinical) Practicum; 732-706; 730-880; 732-683; Research Dissertation Minor Thesis; High Resolves Leadership Project; 516-608;

Change to Assessment: 705-640; 460-541; 100-181; 100-182; 100-183; 100-104; 100-105; 100-107; 526-222; 514-831; 100-186; 600-619; 208-741; 577-865; 625-222; 577-861; 534-831; 554-844; VETS40006;

Change of Delivery of Subject: 705-322; 472-646; 485-837; 702-502; 460-629; 460-551; 460-537; 460-634; 460-682; 800-201; 483-725; 202-502; 208-749; 702-502; 732-828; 465-223; 732-076; 730-880; 472-323; 482-832; 472-101; 472-221; 472-327; 472-222; 472-326; 472-121; 472-324; 472-122; 730-212; 586-101; 208-244; 400-306; 250-500; 250-501; 250-646; 250-647; 730-389;

Change to Prescribed Texts: 526-222; 116-035; 116-036; 740-366/740-538;

Make Subject Available as Breadth in Any Degree: 451-217; 451-237; 451-238;

Make Subjects Available as Breadth in the Bachelor of Biomedicine and the Bachelor of Science: 615-281; 615-282;

Make Subject Not Available as Breadth in Any Degree: 702-251

Change of Prerequisites: 521-211; 702-214; 207-412; 411-447; 411-452; 702-245; 740-091;

Change of Subject Description: 512-335; 702-244; 880-101; 702-696; 705-624;

Change of Subject Name: 571-683; 585-896; 585-893; 585-894; 585-895; 460-521; 451-625; 421-694;

Change of Subject Name, Code and Credit Points: 577-610/577-615;

Change of Credit Points: 577-628

Change of Credit Points in Handbook Only: 514-761; 175-418;

Offer Courses on Both a Part-time and Full-time Basis: Master of Enterprise (Executive); Postgraduate Certificate in Clinical Dentistry;

Removal of Subject Quota and Permit Full-time and Part-time Students to Enrol in Subject: 100-001

Update of Grading System: Master of Commerce (Management); Master of Commerce by Research (Actuarial);

Remove Core Subject from Degree: Bachelor of Animal Science and Management (200-001 removed)

Special Arrangements for Phasing Out Subject: 730-113

Movement of Subject from Arts to MSLE: 121-110

Change of Clinical Hours: 514-847; 514-849

Add Two Subjects to the 2009 Handbook for the Environmental Science major in the Bachelor of Environments

The Chair noted that the extreme number of late change requests had resulted from a number of factors, including problems with the student system and handbook and poor management by faculties. The Committee agreed to write a letter to faculties advising them of the appropriate circumstances for making late change requests. The Committee also agreed to raise the matter at the April meeting of the Academic Board.

K ANY OTHER BUSINESS

A briefing for shepherds was held directly after the meeting.

L NEXT MEETING

The next meeting of the APC was scheduled for 10.00am on Friday 15 May 2009 in the Council Chamber, Old Quadrangle.

The meeting schedule for 2009 is:

2 July (Part I of a two-part meeting)

3 July (Part II of a two-part meeting)

7 August

11 September

16 October

13 November