

THE UNIVERSITY OF MELBOURNE
ACADEMIC PROGRAMS COMMITTEE
MEETING 4/04

A meeting of the Academic Programs Committee was held on Thursday, 6 May 2004 at 2:15pm in the Jim Potter Conference Room, Conference Centre, Old Physics Building.

Present: Professor M Bryan (in the Chair), Associate Professor C Falk, Associate Professor D Jamieson, Associate Professor N Low, Associate Professor E Mackie, Professor G Marchant, Professor P Pattison, Professor L Skene, Professor R Slocombe, Professor L Sterling, Professor P Taylor, Professor H Watson, and Mr L Williams.

In attendance: Ms S Greve (Secretary), Associate Professor S Baker, Associate Professor P Tregloan and Mr R Hillbrich

BUSINESS

1. Formal Matters

1.1 Apologies

Apologies were received from Professor G Bowes, Associate Professor A McDougall, Professor R Brown, Associate Professor S Elliott, Dr M Emison, Ms L Martin, Mrs J Reese, Dr B Howlett, Professor D Holm, Ms G Letten and Ms G Webb.

1.2 Welcome to visitor

The Chair welcomed Dr Ann Roberts from the Department of Physics. The Chair explained that Dr Roberts was participating in the 2004 Women in Leadership Program.

2. Postgraduate Coursework Programs Sub-Committee Business

2.1 Unconfirmed Minutes of PCPSC Meeting 1/04

The Committee received and noted the unconfirmed minutes of the previous PCPSC meeting held on 30 April 2004.

2.2 PCPSC recommendations

The Committee adopted the Sub-Committee's recommendations on the following course proposals, considered at the meeting held on 30 April:

- New stream: Graduate Diploma in Arts (Anthropology and Development)
- New stream: Graduate Certificate in Arts (Anthropology and Development)
- New stream: Graduate Diploma in Arts (Russian)
- New stream: Master of Arts (Science, Communication and Society)
- New stream: Master of Arts (Applied Ethics)
- Change to the Master and Graduate Certificate of Agribusiness
- Change to the Postgraduate Diploma in Arts (Sociology)
- Change to the Master of Creative Writing (Coursework and minor thesis)
- Change to the Master of Arts Management
- Change to the Postgraduate Diploma in Arts (Arts History)

- Change to the Postgraduate Diploma in Arts (Cinema Studies)
- Change to the Master of Arts (Cinema Management)
- Change to the Graduate Certificate in Arts (Development Studies)
- Change to the Graduate Diploma in Arts (Development Studies)
- Change to the Postgraduate Certificate in Arts (Development Studies)
- Change to the Master of Development Studies (Coursework and/or minor thesis)
- Change to the Graduate Diploma in Arts (Linguistics and Applied Linguistics)
- Course name changes in the Public History Program
- Change to the Graduate Diploma in Arts (German)
- Change to entry requirements for the Postgraduate Diploma in Arts Management
- Change to entry requirements for the Postgraduate Certificate in Arts Management
- Suspension in 2005 of the Master of Arts in Islamic Studies (Coursework and minor thesis by distance education)
- Suspension in 2005 of the International Masters (Asia)
- Cancellation of the Graduate Certificate and Diploma in Arts (Medieval Studies)

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.

2.3 Wording of course objectives and generic skills statements

The Chair of PCPSC advised that the Sub-Committee had noted that many course objective and generic skills statements in the Faculty of Arts state that “students ... will be able ...” rather than “students ... should be able ...”. Members agreed that this could create unrealistic expectations for students and should be amended.

3. Minutes

3.1 Minutes of Previous Meeting

The minutes of meeting 3/04 held on 1 April 2004 were confirmed.

3.2 Action Sheet 3/04

Members noted the action sheet from meeting 3/04.

4. Matters Arising from the Minutes

4.1 Communication with students

Professor Taylor advised that the report, discussed at a previous meeting of APC, had subsequently been referred to the University Planning Office and Student Administration for comment.

It was agreed that the responses from Student Administration and the Planning Officer and the final report would be presented to the next meeting of the Committee for consideration before recommendation to Academic Board.

5. Chair's Report

5.1 Teaching and Learning Quality Assurance Committee Report (TALQAC)

The Chair of TALQAC reported that the main item of business at TALQAC currently is the review of assessment which is discussed under item 7.1.

He advised that the course reviews are underway and the reports of those reviews will be referred to APC for discussion when they are ready.

Members noted that TALQAC is preparing some changes to the recording of examination errors and those recommendations will also be referred to APC for consideration.

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

The Chair of TALMET advised that his Committee had been working on the review of online assessment and that he will arrange for the report to be circulated to APC members for comment before it is presented to Academic Board.

He reported that as a result of APC's consideration of an online Swedish language subject at the last meeting, TALMET had begun to consider guidelines to help faculties with the development of new online subjects. TALMET will, in particular, investigate a policy on software requirements for HECS students who are undertaking online subjects. TALMET will report back to APC on this matter.

5.3 Academic Policy Forum

The Chair reported that the Academic Policy Forum, whose members include Associate Deans (Academic) and Faculty Academic Programs Managers, had met on the previous Friday. Many of the items on the APC agenda were discussed at that forum, particularly online special consideration and changes to the deadline for variations to student enrolment. The Chair advised that he would provide feedback on the Forum discussions on each specific item as it was discussed on the APC agenda.

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 assessment for subject in Sem1, 2004:** 510-110, 511-121, 513-111
- **New prize:** JD Edwards Prize for Enterprise Information Systems
- **Changes to assessment in Sem2 2004:** 730-521,
- **Changes to assessment in Sem1 2004:** 730-352
- **Suspension of subject in Sem2 2004:** 325-322

7. Reports from Working Groups

7.1 Assessment Parameters and Course Loads

(a) TALQAC working group on assessment report

Members received and discussed the draft TALQAC working group report on assessment. Professor Sterling introduced the report and the Chair requested feedback from members.

Professor Sterling pointed out that Recommendations 5 and 6 regarding the articulation of an assessment policy are not intended to make faculties undertake an exhaustive review. Members suggested that guidelines for the preparation of the faculty assessment policies be prepared and Professor Sterling agreed to refer the matter to the Centre for the Study of Higher Education.

The Chair advised that he had received feedback from the Vice-Principal and Academic Registrar on the TALQAC report and she expressed concern that there is lack of comparability of standards in assessment and marking across the faculties. It was noted that this issue could also impact on the central awarding of student scholarships and it was suggested that the Chair of the Postgraduate Scholarships Committee, be included in discussions on this matter.

Members discussed the timing of the presentation of the reports to Academic Board and it was agreed that they would be presented to the 24 June meeting of the Board for consideration.

(b) Draft report on assessment parameters and course loads

Members received and discussed the tabled working group report on assessment parameters and course loads, prepared by Professor G Marchant. The Chair requested that members take the time to read the paper and provide feedback to Professor Marchant over the next few weeks so that a final draft can be discussed at the next meeting of APC.

Professor Skene suggested combining the recommendations of the TALQAC, TALMET and APC working group reports into one document to reduce overlap and re-ordering them so that they follow a logical sequence. The Convenors of the three working groups will meet to do this and prepare a staged implementation plan. Professor Skene also asked that any changes to Statutes be highlighted at the beginning of the reports.

Members discussed the timing of the presentation of the reports to Academic Board and it was agreed that they would be presented to the 24 June meeting of the Board for consideration.

In relation to the working group report, members briefly discussed recommendation 2 and noted that to reduce the level of prescription in the definition of a 12.5 point subject, the words “normally” or “typically” could be used to allow faculties more flexibility.

In relation to recommendation 5, Professor Sterling raised concern about the setting of assessment in the final week of semester. It was decided that it would be appropriate for postgraduate students to be assessed at that time but not undergraduate students. Professor Marchant will amend the recommendation.

7.2 Cultural Diversity in Curriculum

The Chair advised that the working group on cultural diversity in curriculum had not yet met.

Secretary's note: *A working group meeting has been arranged for 28 May and the Convenor will report on progress at the next meeting of the Committee.*

7.3 Associate Degrees

(a) Proposed Associate Degree in Social Science

Members received and noted the proposal for an Associate Degree in Social Science, prepared by the Deputy Vice-Chancellor (Academic).

The Chair advised that Associate Professor Steve Read (ILFR) had agreed to join the working group.

8. New Courses

8.1 Institute of Land and Food Resources

8.1.1 Advanced Diploma in Wood Products Management

The Committee **recommended** approval of the new Advanced Diploma in Wood Products Management for commencement in Semester 2, 2004.

9. Course Changes

9.1 Faculty of Veterinary Science

9.1.1 New subject for Semester 2, 2004 only: Veterinary Pharmacology and Toxicology B

The Committee **approved** the new Veterinary Pharmacology and Toxicology B subject in the Bachelor of Veterinary Science for Semester 2, 2004 only. Members noted that this subject is being created to accommodate a single student who would otherwise be disadvantaged by transitional arrangements.

9.2 Faculty of Arts

9.2.1 Bachelor of Arts majors and Bachelor of Creative Arts major

The Committee agreed to **defer** consideration of changes to the Bachelor of Arts majors and Bachelor of Creative Arts major, and requested that a revised proposal be resubmitted to the next meeting of the Committee. The revised proposal should include handbook statements for all new subjects and clarification of the rationale for the proposal.

9.2.2 Bachelor of Arts majors in Classical Studies, Archaeology and English

The Committee agreed to **defer** consideration of changes to the Bachelor of Arts majors in Classical Studies, Archaeology and English, and requested that a revised proposal be resubmitted to the next meeting of the Committee. The revised proposal should include handbook statements for all new subjects and clarification of the rationale for the proposal.

9.2.3 Bachelor of Arts (Honours) in Art History

The Committee **approved** the changes to the Bachelor of Arts (Honours) in Art History.

9.2.4 Bachelor of Arts major in Socio-legal Studies

The Committee **approved** the changes to the Bachelor of Arts major in Socio-legal Studies.

9.2.5 Bachelor of Arts major in Linguistics and Applied Linguistics

The Committee **approved** the changes to the Bachelor of Arts major in Linguistics and Applied Linguistics.

9.2.6 Bachelor of Public Policy and Management

The Committee **deferred** consideration of the Bachelor of Public Policy and Management and requested that the proposal be resubmitted to the next meeting of the Committee with extra information regarding the pedagogical implications of the proposed course change.

Secretary's note: *The faculty subsequently provided an explanation to the Shepherd who then recommended approval. The Chair approved the proposal on behalf of the Committee and the course change was reported to the May meeting of Academic Board.*

9.2.7 Bachelor of Arts major in Development Studies

The Committee **approved** the changes to the Bachelor of Arts major in Development Studies.

9.2.8 Bachelor of Arts major in Geography

The Committee **approved** the changes to the Bachelor of Arts major in Geography, subject to clarification of the compulsory/core subjects and a handbook statement for the new subject.

9.2.9 Bachelor of Arts major in Environmental Studies

The Committee **approved** the changes to the Bachelor of Arts major in Environmental Studies.

9.2.10 New combined degree: Bachelor of Creative Arts/Bachelor of Social Work

The Committee **recommended approval** of the new combined course, Bachelor of Creative Arts/Bachelor of Social Work, subject to clarification of the Bachelor of Creative Arts requirements.

9.2.11 Combined Honours program in Sociology

The Committee **approved** the changes to the combined Honours program in Sociology.

9.2.12 Bachelor of Arts major in History and Philosophy of Science

The Committee **approved** the changes to the Bachelor of Arts major in History and Philosophy of Science.

10. Student Awards

10.1 New awards/Major changes to awards

10.1.1 Pearson Education Prize for Customer Behaviour

The Committee **recommended approval** of the Pearson Education Prize for Customer Behaviour.

10.1.2 Australians Studying Abroad History Prize

The Committee **recommended conditional approval** of the Australians Studying Abroad History Prize, subject to revision of the selection criteria to include the Head of Department (or nominee) as the decision-maker and clarification of the wording "...best piece of work".

10.2 Minor changes to awards – for noting only

10.2.1 Name change to the Bachelor of Medical Science Prize

The Committee noted the name change for the Bachelor of Medical Science Prize to the Advanced Medical Science Prize.

10.2.2 Subject name change to the Corrs Chamber Westgarth Prize

The Committee noted the subject name change for the Corrs Chambers Westgarth Prize. The prize will now be awarded to students enrolled in 730-364 *Electronic Communications: Law and Policy* (previously 730-363 *Electronic Communications and Commerce*).

11. Quarterly Reports

11.1 Faculty of Science

Nil report.

11.2 Victorian College of the Arts

Nil report.

11.3 Faculty of Economics and Commerce

The Committee approved the Faculty of Economics and Commerce undergraduate and postgraduate quarterly reports for the 1st quarter of 2004.

11.4 Faculty of Law

The Committee approved the Faculty of Law undergraduate and postgraduate quarterly reports for the 1st quarter of 2004.

11.5 Faculty of Music

The Committee approved the Faculty of Music undergraduate quarterly report for the 1st quarter of 2004.

The Committee approved the Faculty Music postgraduate quarterly report for the 1st quarter of 2004, subject to clarification of the two levels of assessment in subjects 740-722 and 740-723.

11.6 Faculty of Engineering

The Committee approved the Faculty of Engineering postgraduate quarterly report for the 1st quarter of 2004.

11.7 Institute of Land and Food Resources

The Committee approved the Institute of Land and Food Resources undergraduate and postgraduate quarterly reports for the 1st quarter of 2004.

12. Indigenous Studies Sub-Committee

The Committee received and noted the minutes of the Indigenous Studies Sub-Committee meeting held on 25 March 2004 and the report to Academic Board.

13. Development of higher education courses in dual sector universities

The Committee received and noted a memo to the Vice-Chancellor from the State Government Office of Training and Tertiary Education, regarding the development of higher education courses in dual sector universities.

14. Special consideration

Members received and discussed the response from Student Administration to Professor Bryan's recommendations on special consideration that were tabled at the last meeting of the Committee.

Members also received further recommendations, prepared by Professor Bryan regarding future actions that will need to be implemented.

Professor Bryan advised that he had received feedback from Mrs J Reese regarding recommendation A 1 which relates to faculty responsibility for determining the outcome of

special consideration applications made by students enrolled by students in subjects offered by that faculty and others.

He explained that the Faculty of Engineering takes into consideration performance in the whole course when considering an application for special consideration in a single subject and the new recommendations may cause difficulties for the Faculty, particularly with regard to engineering students that are enrolled in subjects in the Departments of Physics and Chemistry in the Faculty of Science. Professor Bryan agreed to meet with both faculties to find a resolution to this problem.

Members agreed that once the issue is resolved, the recommendations will be forwarded to Academic Board for adoption.

The Committee agreed to a recommendation by the Chair to establish a new APC working group to examine the impact of assessment on students with a disability. The Chair explained that the matter had been raised at the last Academic Policy Forum. Professor Rickards has agreed to be a member of the working group.

15. Changes to the deadline for variations to student enrolment

Members received and noted the original APC issues paper on changes to the deadline for variations to enrolment and the response from General Managers.

The Chair advised that this issue had been discussed at the Academic Policy Forum and the Academic Program Managers are now happy with the proposal. It was agreed to forward the proposal to Academic Board for adoption and that the new procedures would commence in 2005.

16. Zero point subjects

Members received and noted the original APC issues paper on zero point subjects and data prepared by Dr M Emison showing that many of the zero point subjects that she was able to identify are no longer taught.

Members discussed whether zero point subjects should be assessed or act as a hurdle requirement for courses and it was decided to ask all faculties to provide a list and brief description of all their zero point subjects determine current practice. The Secretary will contact faculties regarding this request and report back to the next meeting.

17. Any other business

Nil

18. Next meeting

Thursday **3 June 2004** at 2:15pm in Jim Potter Conference Room 1, Old Physics Building.

The meeting closed at 4:45pm

Chair

Date