

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

**MEETING 4/05**

A meeting of the Academic Programs Committee was held on Thursday, 5 May 2005 at 2.15 pm in the Jim Potter Room, Old Physics.

**Present:** Professor M Bryan (in the Chair)

Professor G Bowes, Mr P Donegan, Dr M Emison, Associate Professor C Falk, Dr S James, Professor D Jamieson, Associate Professor N Low, Professor E Mackie, Mr D McDonald, Associate Professor A McDougall, Professor P McPhee, Professor D Merrett, Mr R Reid, Professor L Skene, Professor R Slocombe, Ms C Smith, Professor L Sterling, Professor P Taylor, Professor H Watson, Mr W Watson, Dr G Webb.

**In attendance:** Dr A Grigg, Mr R Hillbrich, Associate Professor P Tregloan, and the Academic Secretary (Mr I L L Powell).

**BUSINESS**

**1. Formal Matters**

**1.1 Apologies**

Apologies were received from Associate Professor S Elliott, Professor A Freadman, Professor D Holm, Associate Professor R Misson, Professor P Pattison, Ms J Reese.

**1.2 Thanks to Acting Chair at Last Meeting**

The Chair expressed his thanks to Professor Hutchinson for taking the Chair at the previous meeting.

**2. Postgraduate Coursework Programs Sub-Committee Business**

**2.1 Meeting 1/05**

The Committee received and noted the unconfirmed minutes of meeting 1/05 of the Postgraduate Coursework Programs Sub-Committee held on 29 April 2005.

**2.2 Sub-Committee Recommendations**

The Committee adopted the Sub-Committee's recommendations on the following course proposals considered at meeting 1/05:

- (a) New course – Graduate Diploma in Choreography for the Screen –  
CONDITIONAL
- (b) New course – Graduate Diploma/Graduate Certificate in Screen Cultures –  
CONDITIONAL
- (c) Major change – Postgraduate Diploma in Music Performance – CONDITIONAL
- (d) Major change – Graduate Diploma in Production (Design) – CONDITIONAL
- (e) Major change – Graduate Diploma in Production (Production/Events  
Management) – CONDITIONAL
- (f) Major change – Graduate Certificate in Indigenous Arts Management –  
CONDITIONAL
- (g) Major change – Graduate Diploma in Film and Television (Narrative and  
documentary streams) - CONDITIONAL

- (h) Major change - Postgraduate Diploma in Film and Television (Producing) -  
CONDITIONAL
- (i) Major change – Postgraduate Diploma in Contemporary Dance Teaching
- (j) Major change – Postgraduate Diploma in Classical Ballet Teaching
- (k) Major change – Graduate Diploma in Biotechnology.

### **2.3 Multiple Qualifications for Students Undertaking a Nested Postgraduate Program**

Professor Mackie briefed the Committee on the Sub-Committee's discussions. She referred to the draft entry on Guidelines for Higher Degrees that Associate Professor Misson had prepared late last year for inclusion in the "Blue Book" and which would be discussed further at the next Sub-Committee meeting.

A member raised the issue of articulation of professional (coursework) doctorates and suggested that at least in some disciplines there was a need for a process for moving from a coursework masters to a coursework doctorate.

The Committee agreed that PCPSC's review should encompass coursework doctorates.

The Chair reminded members that there were three interlinked issues in nested postgraduate programs – (a) articulation, (b) carry forward of qualifications, (c) credit – and it was essential in discussions to keep them separate.

## **3. Minutes**

### **3.1 Minutes of Previous Meeting**

The minutes of meeting 3/05 held on 7 April 2005 were confirmed.

### **3.2 Action Sheet 3/05**

Members noted the action sheet from meeting 2/05.

#### **3.2.1 U21 Certificate in Global Issues**

Dr Emison reported that although the Australian Qualifications Framework did not provide for undergraduate certificates in the tertiary sector, Melbourne as a self-accrediting university could choose to offer such awards if it wished.

#### **3.2.2 Communications with Students**

The Committee noted that the Information Division review of electronic communication with students was not yet completed. However, it was expected that a proposal based on the outcome of the review would be submitted to the Lindenderry Planning and Budget Conference in June. The Committee's own working group on communications with students is to be held over until such time as the ID review is completed.

#### **3.2.3 Generic Skills Working Group**

The Committee noted that the Academic Board President and Vice-President and the Committee Chair had met recently to discuss how to proceed with the review of generic skills. It had been decided that the issue should be addressed outside the structure of a working group. The Academic Board Vice-President has carriage of the matter and is seeking advice from outside experts on generic skills. She will make periodic reports to the Committee.

#### **4. Matters Arising from the Minutes**

Nil

#### **5. Policy Matters**

##### **5.1 Associate Degrees**

The Academic Board President advised that there had been extensive discussions in the Faculty of Land and Food Resources towards the end of 2004 on converting the Faculty's existing advanced diplomas to associate degrees. The then APC shepherd, Professor Slocombe, had been involved in discussions about the Advanced Diploma of Agriculture at Dookie the outcome of which was the paper before the Committee on an articulated agriculture program at that campus. The President said that the Dean of the Faculty now saw the conversion of its advanced diplomas to associate degrees as an urgent imperative for the Faculty.

Members discussed the history of the associate degree issue and noted the Chair's comment that it was important to distinguish between the Faculty of Land and Food Resources which offered the only tertiary-level advanced diplomas in the University and other faculties which might be able to develop sustainable associate degrees if permitted to do so.

After noting comments from Mr Reid, the Committee agreed that the Faculty should endeavour to submit course change proposals to the June meeting.

##### **5.2 Semesterization**

The Committee considered a paper from Student Administration and Systems describing the difficulties now facing the University as a result of the urgent changes made last year to semesterize year-long subjects to meet the requirements of the Nelson reforms. The paper proposed the semesterization of all full-year subjects using a model which accommodated pairs of semester-length subjects which were really year-long subjects.

The following points were made in discussion:

- The failure to achieve 100% semesterization of subjects for 2005 potentially placed almost 5,000 students at a HECS disadvantage if studies in a year-long subject had to be interrupted in one year and resumed in the next
- It was appropriate to revisit the semesterization issue at this time as the decision to act as the University did in 2004 in response to the Nelson reforms had been taken with much reluctance and at great speed
- The proposal in the paper that the first semester subject of a pair be marked on a pass/fail basis only ran contrary to University policy which required marks and grades to be given for all subjects unless there were very special circumstances which precluded the award of marks
- If adopted, the model proposed in the paper would not require departments to review subjects semesterized in 2004 if the changes were working effectively
- Adoption of the pass/fail practice for first semester subjects would require a great amount of additional work by honours co-ordinators in some faculties.

The Committee requested that the paper be revised to further clarify the issues and be brought back to the Committee at a later date.

### **5.3 Amendments to Quarterly Report Form**

There was no report on this matter in the absence of Ms Reese.

### **5.4 Teaching-Research Nexus**

The Committee received an updated version of Associate Professor Gabrielle Baldwin's January 2005 paper "The Teaching – Research Nexus: How research informs and enhances learning and teaching in the University of Melbourne".

The Deputy Vice-Chancellor (Academic) commented that the report was not a policy document requiring Committee and Academic Board approval but rather a good practice guide which academic staff should be encouraged to follow. He said that in due course the CSHE web site would list good practice examples from across the University.

A member commented that in promoting the guidelines the University must not lose sight of a more fundamental question - why don't more academics embody aspects of their research in their teaching?

Responding to a question, the Deputy Vice-Chancellor (Academic) said that in disciplines (such as mathematics) where it is difficult to build research outcomes into teaching materials, the focus could be on exposing students to research methods and techniques.

Members agreed that the document was an extremely useful adjunct to the *Nine Principles Guiding Teaching and Learning at the University of Melbourne* and should be strongly endorsed and referred to the Academic Board.

## **6. Chair's Report**

### **6.1 Action Taken by Chair**

The Chair reported that he and Professor Mackie had approved or endorsed the following matters on behalf of the Committee:

- renaming of the Architecture stream of the Bachelor of Planning and Design as the Bachelor of Architectural Studies
- establishment of the Phillips Fox Prize in Asian Law
- approval of lateral entry arrangements for admission to the Bachelor of Optometry course. (This is formally a matter for SPC which will provide advice to the Academic Board in due course.)

### **6.2 Teaching and Learning Quality Assurance Committee Report**

Professor Sterling advised the main item of business in coming months was the program of faculty visits which will commence in August. An ongoing matter under active consideration is the manner in which both the Committee and the Academic Board interact with evaluation cycle reports.

### **6.3 Teaching and Learning (Multimedia and Educational Technologies) Committee**

Associate Professor Tregloan advised there were three substantial matters discussed at the Committee's meeting earlier in the week – (a) Blackboard 6 implementation, (b) evaluation of the impact of IT on teaching programs, and (c) preparation by a working group of guidelines to assist departments involved in the delivery of on-line subjects.

## **7. Working Group Reports**

### **7.1 Assessment and Students with Disabilities**

The Committee noted advice from Working Group member, Dr Webb, that the working Group's present intention is to submit a report in June or July.

### **7.2 Cultural Diversity in Curriculum**

The Committee received a tabled written progress report which was presented by Professor Jamieson in the absence of Professor Holm. The working Group expects to present its report in June.

## **8. New Courses**

Nil

## **9. Course Changes**

### **9.1 Victorian College of the Arts**

#### **9.1.1 Bachelor of Film and Television**

The Committee approved changes to the Bachelor of Film and Television.

#### **9.1.2 Bachelor of Music Performance**

The Committee approved changes to the Bachelor of Music Performance.

#### **9.1.3 Bachelor of Music Performance (Honours)**

The Committee approved changes to the Bachelor of Music Performance (Honours)

#### **9.1.4 Bachelor of Production**

The Committee gave conditional approval for changes to the Bachelor of Production subject to clarification of the proposal that students undertake a St John's First Aid Level 2 Certificate as part of the subject, 757-XXX Production Placement 1A.

### **9.2 Faculty of Engineering**

#### **9.2.1 Bachelor of Engineering – Jointly Badged Program in Civil Engineering**

The Chair, in his role as shepherd for Engineering, said that he had only received the proposal a few days earlier and had not yet had time to review the proposal in the light of the University's policy on shared programs.

The Committee agreed to the Chair's request that he be permitted to handle the matter on the Committee's behalf.

### **9.3 Faculty of Medicine, Dentistry and Health Sciences**

The Committee received oral shepherd's reports on the following postgraduate courses which PCPSC had requested be dealt with by APC in view of their urgency.

### **9.3.1 Postgraduate Certificate in Health Services Research**

The Committee gave conditional approval for the cancellation of the Postgraduate Certificate in Health Services Research subject to an assurance that all current students will be able to complete this distance education course.

### **9.3.2 Graduate Diploma in Social Health**

The Committee gave conditional approval for changes to the Graduate Diploma in Social Health subject to clarification that subject descriptions for all new subjects had been provided along with any other required appendices.

### **9.3.3 Master of Social Health**

The Committee gave conditional approval for changes to the Master of Social Health subject to clarification that subject descriptions for all new subjects had been provided along with any other required appendices.

### **9.3.4 Postgraduate Diploma of Epidemiology**

The Committee approved the cancellation of the Postgraduate Diploma of Epidemiology.

### **9.3.5 Master of Epidemiology**

The Committee approved major changes to the Master of Epidemiology by coursework.

### **9.3.6 Master of Public Health**

The Committee approved major changes to the Master of Public Health.

### **9.3.7 Master of Social Health (Aboriginal Health)**

The Committee approved a major change to the Master of Social Health (Aboriginal Health).

An amendment is required to the ambiguous wording of the assessment statement for the new subject, Koori Health: Past to Present.

## **10. Student Awards**

### **10.1 New Awards**

#### **10.1.1 Faculty of Land and Food Resources**

The Committee approved the following new awards:

- 2005 Lions Club of Strezlecki Bursaries
- 2005 Gardiner Foundation Establishment Bursaries
- Land and Food Services Scholarship.

#### **10.1.2 Faculty of Medicine, Dentistry and Health Sciences**

The Committee approved the following new awards:

- Harry and Lotto Bench Bursaries
- Musculoskeletal Physiotherapy Prize.

### **10.1.3 Faculty of Arts/Faculty of Economics and Commerce**

The Committee approved the following new award:

- Australian Industrial Relations Commission Centennial Prize.

The Committee noted that trust funds which support prizes need to be managed in a way which preserves the capital value of the fund.

## **10.2 Changes to Existing Awards**

### **10.2.1 Faculty of Medicine, Dentistry and Health Sciences**

The Committee approved changes to the following awards:

- Adrian Scholes Memorial Prize (previously UMPAS Prize) subject to clarification of tie-breaking arrangements
- Cardiothoracic Physiotherapy Prize
- Physiotherapy Research Prize (replacing the APA (Vic) Honours Research Prize and the Research Foundation Research Prize)
- Neurological Physiotherapy Prize (replacing the Neurological Physiotherapy Clinical Prize and the Neurological Physiotherapy Prize)
- Paediatric Physiotherapy Prize (replacing the Royal Children's Hospital Paediatric Prize and the Paediatric Physiotherapy Prize) subject to rewording of the Selection Criteria
- Gerontology Physiotherapy Prize (replacing the MECRS Hospital Gerontology Prize and the Gerontology Physiotherapy Prize) subject to rewording of the Selection Criteria
- Novartis Prize for Behavioural Science (previously Novartis Prize) subject to rewording of the Selection Criteria
- St Vincent's /Geelong Hospital Clinical School Prize
- Freda Kimpton Prize in Anatomy.

## **11. Quarterly Reports**

### **11.1 Faculty of Architecture, Building and Planning**

The Committee approved the Faculty of Architecture, Building and Planning postgraduate quarterly report 1/05.

The Faculty is to be reminded that new subjects descriptions must show total contact hours.

The Committee noted that there were no undergraduate changes in the quarter.

### **11.2 Faculty of Arts**

The Committee approved the Faculty of Arts undergraduate quarterly report 1/05.

Consideration of the postgraduate report was deferred pending receipt of the shepherd's report.

*Secretary's afternote:* The shepherd subsequently forwarded a report recommending approval of the postgraduate quarterly report 1/05.

### **11.3 Faculty of Economics and Commerce**

The Committee approved the Faculty of Economics and Commerce undergraduate quarterly report 1/05.

### **11.4 Faculty of Land and Food Resources**

The Committee approved the Faculty of Land and Food Resources undergraduate quarterly report 1/05.

Clarification is required about mid-year teaching arrangements at Parkville for 208-205.

### **11.5 Faculty of Law**

The Committee approved the Faculty of Law undergraduate and postgraduate quarterly reports 1/05.

The Committee noted that there were no JD changes in the quarter.

### **11.6 Faculty of Music**

The Committee approved the Faculty of Music undergraduate and postgraduate quarterly reports 1/05.

740-440 is to be revised in line with the shepherd's comments.

### **11.7 Victorian College of the Arts**

The Committee approved the Victorian College of the Arts undergraduate and postgraduate quarterly reports 1/05.

### **11.8 Faculty of Engineering**

The Committee approved the Faculty of Engineering postgraduate quarterly report 1/05.

## **12. 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:

Suspension of subject for 2005: 730-615, 730-864, 730-752, 110-552

New subject for Semester 2, 2005: 433-699

Appointment of co-ordinator: 730-422, 730-308

Change to assessment: 730-531, 730-527

## **13. Any Other Business Nil**

## **14. Next meeting**

Thursday, 2 June at 2.15 pm in the Jim Potter Conference Room.

The meeting closed at 4.10 pm

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