

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

**MEETING 03/2009**

A meeting of the Academic Programs Committee was held at **10.00am** on **Friday, 15 May 2009** in the **Council Chamber, Old Quadrangle**.

**Present:** Professor Ann Capling, Dr Robert Edis, Professor Mark Elgar, Ms Paula Fernandez, Ms Laura Harris, Ms Hannah Hayman, Professor Ian Holtham, Associate Professor Ray Misson (Chair), Professor Nilss Olekalns, Associate Professor Bruce Parry, Professor Ron Slocombe, Professor Geoff Stevens, Professor Joanna Wyn, Professor Doris Young.

**In attendance:** Ms Alice Boland, Ms Penelope Pepperell (Academic Secretary),

**MINUTES**

**A FORMAL MATTERS**

**A01 Apologies and Welcome**

The Chair welcomed the new student member, Ms Hannah Hayman and Ms Alice Boland, the incoming committee secretary.

Apologies were received from Dr Marion Campbell, Mr Paul Coats, Professor Richard Speed, and Associate Professor Gillian Webb.

**B MINUTES**

**B01 Minutes of APC meeting 02/2009 (20 March 2009)**

After requesting that Professor Holtham be included in the list of apologies, the committee confirmed the minutes as a true and correct record.

**B02 APC Action Sheet 02/2009**

The committee noted item 2 on the action sheet, *establish a working group to review principles for professional masters programs and propose policy*, and agreed to check the scope of the TALDEC working group on a similar topic, though the APC would be looking at a broader range of issues. It was agreed to reactivate this group with a membership of Associate Professor Misson, Ms Fernandez and Professor Speed. The Chair requested that one of the committee join the group and to forward their name to the secretary. If no nomination was received over the next week the Chair would invite a member to join. The Chair noted that the work of the group may be superseded if a curriculum commission on postgraduate programs was established.

**C MATTERS ARISING NOT DEALT WITH ELSEWHERE**

Nil.

## **D POLICY ISSUES**

### **D01 Late Changes**

The committee noted the paper arose from the last round of late changes and considered a number of changes designed to hasten the process while maintaining scrutiny. After lengthy discussion it was agreed that where the matters would need to change anyway, subject coordinator, texts (with some reporting requirements), change to configuration of contact time and minor editorial changes to content description would be delegated to faculties.

Further discussion over proposed changes to the paper, particularly in relation to subject discontinuations and assessment, and the need for students to be notified of any late changes, would be made.

The committee agreed to approve the paper in principle and that, following the changes discussed, the paper was approved in principle and should be forwarded to the Board for approval and implementation.

### **D02 Credit for Undergraduate Subjects in Masters Courses**

The committee received the paper and after lengthy discussion agreed to recommend the following principles to Academic Board:

That credit for undergraduate subjects be permitted for subjects in a professional entry masters course when:

- the course is longer than two years (200 points);
- the subjects for which credit is being given are not in the final two years of the course; and
- where possible, the undergraduate subjects for which credit is given are part of a planned pathway in the NG degree, leading to the masters program.

## **E COMMITTEE REPORTS**

### **E01 TALQAC Report**

The committee noted that the major items of business discussed at the recent TALQAC meeting were the:

1. Reviews of the faculty of Architecture, Building and Planning and the Melbourne School of Engineering.
2. AUQA audit and how to measure quality of the new generation degrees; a paper on that would be forthcoming.

### **E02 TALDEC Report**

The committee noted that TALDEC had established a number of working groups, one of which would consider undergraduate programs, quality and AUQA issues. Other matters considered included IT matters, LMS, Sakai and ePortfolios.

### **E03 Melbourne Model Committee**

The committee received the report on the implementation of the DELA in 2009, arising from the Academic Board decision to make the DELA compulsory for students in certain categories. The committee agreed that the paper would be discussed at the next meeting; Laurie Ranson from the Academic Skills unit would be invited to speak to the paper.

### **E04 Coursework Examinations Subcommittee**

The committee noted the report and in particular the reduced number of reported errors in the papers

## **F STUDENT MEMBERS REPORTS**

Nil

## **G WORKING GROUP REPORTS**

Nil.

## **H COURSE AND SUBJECT PROPOSALS**

### **H01 Master of Actuarial Science**

The committee received the proposal for a new course and noted that the MMC had approved the course for implementation subject to the agreement between the Faculty of Economics and Commerce and the Faculty of Science, which was subsequently received. The committee asked that the subject description that listed the total time as 10 hours be reviewed, as it probably was referring to the amount of time per week.

The committee agreed to **recommend** the Master of Actuarial Science to Academic Board.

### **02 Master of Music Therapy**

The committee noted the comments in the shepherd's report and agreed to recommend the course to Academic Board subject to the requested changes to the assessment tasks. It was noted that the different arrangements for online students, as compared to those studying on campus, must be very clear in the online publications including the handbook and the student system. The committee noted that the changes requested referred to subjects currently delivered and that the changes related to making these available online.

The committee agreed to **recommend** the change to the Master of Music Therapy to Academic Board.

### **H03 Graduate Certificate in Social Impact**

The committee agreed to **recommend** the Graduate Certificate in Social Impact to Academic Board subject to the timing of the assessment tasks being clearly defined in the assessment statements.

### **H04 Global Health, Sustainability and Security**

The committee agreed to **recommend** to Academic Board the introduction of the University Breadth Subject (UBS), Global Health, Sustainability and Security, noting that the Faculty of Medicine, Dentistry and Health Sciences would ensure that the subject continued to fit the criteria for a UBS.

### **H05 Bachelor of Optometry**

The committee agreed to **recommend** to Academic Board the discontinuation of the bachelor of Optometry and approved the discontinuation plan.

### **H06 Specialist Certificate in Social Policy (Social Inclusion)**

The committee agreed to **recommend** the Specialist Certificate in Social Policy (Social Inclusion) to Academic Board.

In discussion the committee noted the limited engagement of the Melbourne Consulting and Custom Programs with the University and agreed that some clarification was required, particularly in regard to course development and consultation in that process. The committee noted that Professor Slocombe would draft a memorandum for the President to take to Senior Executive

#### **H07 Bachelor of Commerce – Engineering Sequence**

The committee noted the proposed revised pathways for Bachelor of Commerce (BComm) students wishing to continue on to Master of Engineering degrees for 2010 implementation. The proposal included a request to change the course rules to allow students in the BComm to take up to 112.5 points of breadth and 187.5 points of the BComm course. This would only be available to those students in particular engineering streams. The School of Engineering proposed to offer the following sequences through the Bachelor of Commerce:

- Bachelor of Commerce (Civil Systems breadth sequence), 3 years, followed by a Master of Engineering (Civil) or Master of Engineering (Environmental) or Master of Engineering (Structural);
- Bachelor of Commerce (Electrical Systems breadth sequence), 3 years, followed by Master of Engineering (Electrical), 2 years;
- Bachelor of Commerce (Mechanical Systems breadth sequence), 3 years, followed by Master of Engineering (Mechanical), 2 years;
- Bachelor of Commerce (Software Engineering breadth sequence), 3 years, followed by Master of Engineering (Software), 2 years;
- Bachelor of Commerce (Bioengineering Systems breadth sequence), 3 years, followed by Master of Engineering (Biomedical), 2½ years;
- Bachelor of Commerce (Chemical Systems breadth sequence), 3 years, followed by Master of Engineering (Chemical), 2½ years.

The aim was to maximise the number of students eligible to move into the Master of Engineering. The committee agreed to **recommend** the proposal to Academic Board

#### **H08 Bachelor of Veterinary Science – Progression Rules**

The committee received revised progression rules for the Bachelor of Veterinary Science noting that previously if students failed a subject they were required to repeat that subject and any other subject for which they received less than 65%. These rules were required to change following a decision of the Board's Appeals Committee. The intention was to bring forward a restructuring of the subjects to allow students to repeat only the failed subjects by merging the required practical component into the theoretical component.

The committee requested that the paper be reworded in section 2, 'Repeat' to make clear to the students what the requirements are. The paper should also clearly state that the hurdle requirement is to pass each element of assessment. The committee agree to **recommend** the progression rules to Academic Board subject to the clarifications requested.

### **I QUARTERLY REPORTS**

Nil

### **J MATTERS DEALT WITH BY THE CHAIR AND/OR PRESIDENT, ACADEMIC BOARD, SINCE MEETING 2/2009**

The committee noted the matters dealt with executively as follows:

*Change of Subject Coordinator:* 325-339; 705-641; 702-533; 702-523; 705-640; 705-657; 705-658; 705-818; 705-835; 702-697; 702-699; 702-589; 705-622; 705-625; 705-337; 705-345; 705-460; 705-461; 705-331; 705-313; 705-322; 705-325

*Suspension of Subject:* 600-610; 600-657; 600-658; 640-616; 121-543

*Change of Delivery of Subject:* 333-636; 333-670; 333-686; 705-322; 513-415; 586-101; 208-244; 116-214;

*Reinstate Correct Subject Details in Handbook:* 702-453; 702-854; 702-353

*Change of Contact Information in Handbook:* 705-669; 325-327;

*Reinstatement of Master of Education (Reading Recovery)*

*Correction of Incorrect Subject Code in the Handbook:* 800-121;

*Change of Assessment:* 513-120; 131-405; 950-612; 950-613; 950-615

*Change of Prerequisites:* 512-226; 512-228;

*New subject:* Managerial Judgement (MBS), Transnational Democratic Education (MGSE)

## **K ANY OTHER BUSINESS**

### **K01 University of Melbourne Extension Program**

The committee noted the report and approved the selection guidelines for 2010.

## **L MEETING DATES**

### **L01 Additional Meeting Thursday 2 July 2009**

The committee noted that an additional meeting was scheduled for Thursday 2 July to consider course proposals/changes in advance of the 3 July meeting of the Academic Board (the cut off for new courses/course changes).

The meeting schedule for the remainder of 2009 is:

Friday 3 July  
7 August  
11 September  
16 October  
13 November