

THE UNIVERSITY OF MELBOURNE
ACADEMIC PROGRAMS COMMITTEE

MEETING 10/04

A meeting of the Academic Programs Committee was held on Thursday, 4 November 2004 at 2:15pm in the Jim Potter Conference Room, Conference Centre, Old Physics Building.

Present: Professor M Bryan (in the Chair), Professor Glenn Bowes, Associate Professor Sue Elliott, Dr M Emison, Professor D Holm, Associate Professor N Low, Associate Professor Anne McDougall, Professor P Pattison, Mrs J Reese, Professor R Slocombe, Professor P Taylor, Professor H Watson and Mr W Watson.

In attendance: Ms H Ng (Secretary), Mr Lachlan Cameron, Associate Professor S Baker.

BUSINESS

1. Formal Matters

1.1 Tabled Papers

The Committee received the following tabled papers

Item 4.2 Semesterisation of year-long subjects (Revised)

Item 9.2.1.(a) Shepherd's Report- Faculty of Science – comments on zero credit points

A new item 10.1.1 ANZ Group Strategic Development Scholarship;

Item 11.1 (b) Shepherd's Report on Faculty of Science quarterly report;

Item 11.1 (d) Shepherd's report on Faculty of Science quarterly report

Item 11.4 (b) Shepherd's report on SGS –Office for Environmental Programs quarterly report;

Item 11.7 (b) Shepherd's Report on Faculty of Law quarterly report;

Item 11.11 (b) Shepherd's Report Faculty of Medicine, Dentistry and Health Sciences quarterly report;

1.2 Apologies

Apologies were received from Professor Loane Skene, Ms Lin Martin, Ms Sally Greve, Professor Leon Stirling and Ms G Webb, Associate Professor Eleanor Mackie.

1.3 Welcome

The Chair welcomed Mr Lachlan Cameron, who was attending in place of the Vice-Principal and Academic Registrar Ms Lin Martin, and Ms Helayne Ng who was acting as Secretary for the meeting, during Ms Greve's absence.

1.4 New members for 2005

The Committee noted that the new members for 2005 are

- Professor Anne Freadman (School of Languages)
- Professor Graham Hutchinson (Engineering)
- Dr Stephen James (Criminology)

The Chair advised that further new members would also be required and that he was undertaking discussion with the President of the Academic Board to finalise membership for 2005.

2. Postgraduate Coursework Programs Sub-Committee Business

2.1 Unconfirmed Minutes of PCPSC Meeting 7/04

The Committee noted that the minutes of the recent Postgraduate Coursework Programs Sub Committee, held on Friday 29 October were not yet available.

2.2 PCPSC recommendations

2.2.1 Items for endorsement

The Committee adopted the Sub-Committee's recommendations considered at the meeting held on 29 October 2004 for referral to the Academic Board.

- (a) Endorsement of the report *Infrastructure Support for Postgraduate Coursework Students: The Responsibilities of Academic Departments*. The Committee also agreed to refer the report to TALQAC for endorsement.
- (b) New course for delivery by distance education, Postgraduate Certificate in Avian Health.
- (c) New course Postgraduate Diploma in Opera.
- (d) Restructured course, Graduate Diploma in Agricultural Science – CONDITIONAL .
- (e) Change to English language (IELTS) requirements Master of Applied Linguistics – CONDITIONAL .
- (f) Change of name to Master of Arts (German Studies).
- (g) Change in Entry requirements, Master of Arts (Publishing and Editing) -100 credit points and Master of Arts (Editing and Communications) 100, 150 and 200 credit points.
- (h) Offering of electives by distance education, Master of Public Health.
- (i) Restructure of the Postgraduate Certificate in Physiotherapy – DEFERRED, pending further advice from the Chair of the Sub Committee.
- (j) Introduction of a new stream, Master of Veterinary Studies (Avian Health) by coursework – distance delivery.
- (k) Suspension of Master of Veterinary Studies (Avian Health).
- (l) Semesterisation of research projects in Masters and Honours courses – Architecture, Planning and Building.
- (m) Change to entry requirements, Postgraduate Certificate in Business Forensics. Also approved by SPC.

3. Minutes

3.1 Minutes of Previous Meeting

The minutes of meeting 9/04 held on 30 September 2004 were confirmed.

3.2 Action Sheet 7/04

Members noted the action sheet from meeting 9/04. The Chair advised that he would review the long term items so as to have as many as possible resolved by year's end.

4. Matters Arising from the Minutes

4.1 Suggested amendments to the Quarterly Report Form

The Committee considered Professor Low's concerns on how a shepherd is to assess the impact of the suspension or cancellation of subjects with the information currently provided by Faculties. There was agreement that the form should contain all the information required by shepherds to make their assessment.

Following further discussion, Ms Reese agreed to consult with other Faculty General Managers to see if questions could be more focussed to improve the information provided to shepherds. It was suggested that when subjects were discontinued shepherds needed information on the subject offerings that remained within the course; how many students would be affected by the cancellation/suspension of the subject and; whether there were sufficient, alternative subjects available to students for them to satisfy course requirements.

It was noted that once the form was revised, the 'Blue Book' entry would also need revision.

4.2 Semesterisation of year-long subjects

The Committee considered the tabled paper prepared by Professor Pattison and noted that for administrative reasons it was preferable for subjects to be either year long or semesterised. Partially semesterised subjects were difficult to administer and problematic for both staff and students. The Committee noted that current University policy called for subjects to be semesterised, unless Academic Board approved as an exception year-long subjects.

In the discussion that followed, it was pointed out that some year long subjects were taught July to June and these subjects needed to be accommodated for students admitted into courses mid-year. It was acknowledged that, for pedagogical reasons, year long subjects were necessary for research based subjects, eg. fourth year honours theses.

The increased impetus for semesterising subjects, where ever possible, was a direct consequence of the Nelson reforms and the change to a subject based fee structure. Semesterisation provided additional flexibility in the delivery of the curriculum and facilitated mid-year enrolments. Notwithstanding these advantages, the Committee agreed that the main determinant of the structure of the curriculum should be academic considerations and this might mean, in some instances, approving year-long subjects and subjects which were partially semesterised.

The Committee **agreed** to request Faculties to review their subjects offerings and where there were year long or partially semesterised subjects, not previously approved, seek their endorsement from the Committee. The Chair also advised he would include in his report to the Board, the Committee's views on semesterisation and the provision of semester, year long and partially semesterised subjects..

5. Policy Issues

5.1 Review of student awards process

The Chair advised the Committee on the Report of the Working Group, and commented that in reviewing the awards process the working group had found that

there was no body within the University with an overview of all of the awards offered, whether they were scholarships, prizes or endowments. The review revealed that different committees were responsible for different types of awards with no one committee coordinating them. In some instances, there were awards which had not received official University approval.

The improvements to this system recommended by the working party included:

- expanding the entry in the Blue Book to provide more details, by the end of this year;
- standardising the terminology for awards within the University, wherever possible. The Committee noted that for some endowments the terminology used could not be changed as it was part of the donor's specifications;
- redefining the committee's terms of reference to cover all awards associated with courses and subjects even those that did not have academic criteria;
- drawing to the attention of the University executive that, in some instances, there is no established process for approving the terms of some awards;
- ensuring that committees/selection panels for awards have University staff as the majority of their membership;
- clarifying the discretionary criteria used when making some awards and including these details in the Blue Book;
- defining any restrictions which may exist regarding eligibility for an award and including it in the Blue Book.

Following a brief discussion the Committee **resolved** to refer the paper for comment to the University's Executive Committee and the Endowments and Trusts Committee.

5.2 Cross-communication problems experienced by combined degree students

The Chair reported that there had not been much progress on this item since the previous meeting.

There followed discussion on how to proceed and the Committee **reaffirmed** its decision to hold discussions with TALQAC to review academic considerations. It also **agreed** to request the Vice-Principal and Academic Registrar to confer with the Faculty General Managers, to identify the Faculty administering each degree and make recommendations on how to improve communications.

5.3 Unsatisfactory progress processes

The Chair advised that the draft revisions to Statute 11.5 had been referred to the Research Higher Degrees Committee but that as yet comments had not been referred back.

5.4 Review of the guidelines for the submission of course proposals

The Committee discussed the revised course proposal form, noting the changes that had been made. The Chair advised that comments had been requested from the Selection Procedures Committee and the Postgraduate Coursework Programs Sub Committee and that their advice would be taken into account in finalising the revised form.

In the discussion of the revised form members commented as follows:

- the form would be improved by the use of contrasting fonts for emphasis ;
- revise the form so that some responses were formatted in a box;

- the Faculty of Engineering would like to see some additional questions on the form;
- Question 19 was not necessary and could be dropped, however an explanation in the Blue Book would be appropriate;
- Question 18 needed rewording so as to provide a series of questions, rather than a statement with questions following;
- The questions (20 and 21) relating to programs shared with other institutions should include a definition of the relationship and should be in a separate appendix;

The Chair thanked members and advised that he and the Secretary would undertake the final revisions on behalf of the Committee.

5.5 Implications of the Draft Disability Standards for Education 2004

The Committee discussed briefly the memorandum from the Chair of the Access and Equity Committee, Ms Lin Martin, regarding the implication of the Draft Disability Standards for Education 2004, noting that the Committee's working group on Assessment and Students with Disability was also considering the issues of the standards bill. Associate Professor Elliot advised that she hoped to have something to report to the next meeting.

The Committee **agreed** to defer discussion of this item until the next meeting when Ms Martin would be available to advise the Committee and a report would be available from Associate Professor Elliot.

5.6 Associate Degrees

The Chair reported to the Committee that the issue of Associate Degrees was likely to come up again for discussion in relation to the restructuring of the ILFR offerings. The Committee was reminded that previously it had recommended to the Academic Board that the University should not offer Associate Degrees.

The Committee discussed this matter briefly and **agreed** that ILFR should structure its programs to meet its need and refer the proposals to the Committee, which would consider them without prejudice.

5.7 Victorian Qualifications Authority (VQA)

The Committee noted the advice received from the VQA and agreed to hold this item over until its next meeting, when the Vice-Principal and Academic Registrar would be available to comment.

6 Chair's Report

The Chair advised that he had not matters for report, other than those on the agenda.

6.1 Teaching and Learning Quality Assurance Committee (TALQAC) Report

The Chair reported that TALQAC was continuing its review of course programs across Faculties and was considering a proposal to reorient its future reviews so that respondents were asked to outline changes and achievements since the previous review.

6.2 Teaching and Learning (Multimedia and Educational Technologies) Committee – (TALMET Report

The Committee received a brief report on the previous meeting of TALMET, noting that the Committee was monitoring the implementation of the Learning and Management System, (LMS) quite closely.

The Committee was also advised regarding METTLE, scheduled to be held on 11 November and encouraged to attend to learn more about the new LMS.

7 Reports from Working Groups

7.1 Cultural Diversity in Curriculum

Professor Holm reported that interviews were underway and that he hoped for have a fuller report for the next meeting.

7.2 Assessment and Students with Disabilities

Associate Professor Elliot reported that the working group was considering the Draft Disability Standards in Education 2004 and had reviewed the recommendations in the draft bill to the Disability Liaison Unit for comment.

7.3 Communication with Students

Mr Cameron advised that the working group had not met since the last meeting of the Committee.

7.4 Implementation of the Review of Assessment – Convenor, Professor P Pattison.

Professor Pattison advised that the Working Group had not met since the last meeting of APC but would meet in time for her to report to the next meeting of the Committee.

8 New Courses

Nil

9 Course Changes

9.1 Institute of Land and Food Resources

9.1.1 Change to honours score calculation rules ILFR courses

The Committee **approved** the changes to honours scores calculation rules in the following ILFR courses:

- Bachelor of Agricultural Science (Honours)
- Bachelor of Agriculture (Honours)
- Bachelor of Animal Science and Management (Honours)
- Bachelor of Food Science (Honours)
- Bachelor of Forest Science (Honours)
- Bachelor of Horticulture (Honours)
- Bachelor of Resource Management (Honours)
- Bachelor of Rural Business (Honours)

- Bachelor of Forest Science/Bachelor of Science
- Bachelor of Forest Science/Bachelor of Commerce
- Bachelor of Agricultural Science/Bachelor of Commerce
- Bachelor of Agriculture/Bachelor of Commerce.

9.2 Faculty of Education

9.2.1 Introduction of zero credit points subjects

The Committee noted that the proposal from the Faculty did not conflict with the Academic Board guidelines concerning zero credit point subjects and **approved** the six new zero credit point subjects to be offered by the Faculty of Science for inclusion in the undergraduate handbook. The subjects are:

- 615-101 Information Systems 101
- 615-103 PSP: Business Communication
- 615-203 PSP: Teamwork
- 615-303 PSP: Workplace Transition
- 640-311 Physics Undergraduate Seminar A
- 640-312 Physics Undergraduate Seminar A

9.2.2 Semesterisation of a subject in the Bachelor of Optometry

The Committee **approved** the semesterisation of the year-long subject 655-440 *Diagnosis of Ocular Disease* into two semester subjects to be offered sequentially - 655-441 *Diagnosis of Ocular Disease I* and 655-442 *Diagnosis of Ocular Disease II*.

9.3 Faculty of Architecture, Building and Planning

9.3.1 Reinstatement of core subject in the Bachelor of Architecture

The Committee **approved** the reinstatement for the core subject 702-574 *Design Investigation* within the Bachelor of Architecture and the broadening of the of the elective program in the second year of the Bachelor of Architecture to include –

702-574 *Design Investigation*
 702-446 *Political Economy of Design*
 702-447 *Design Approaches and Methods*
 702-402 *Digital Speculations*

10 Student Awards

10.1 New award- ANZ Strategic Development Scholarship

The Chair advised the Committee that he wished to clarify certain aspects of the proposed award including:

- changing the membership of the award selection committee to include additional members of the University; and
- recommending the selection committee report to the Chair of the Undergraduate Scholarships Sub Committee.

The Committee **endorsed** these changes and suggested some further modifications –

- the criteria for selection needed to be clarified,
- para 11 (a) should be deleted and the remaining necessary details included in the regulation and;
- para 6 (b) should be amended to read ‘at least 80%’.

The Committee **agreed** to approve the award for referral to the Academic Board, subject to the Chair resolving the matters listed above out of session.

11 Quarterly Reports

11.1 Faculty of Science

The Committee **approved** the third Quarterly Report, 2004 of the Faculty of Science, subject to amendments being made to the undergraduate report, to take on board the matters raised in the shepherd’s report.

11.2 School of the Victoria College of the Arts

The Committee **approved** the third Quarterly Report, 2004 of the School of the Victorian College of the Arts.

11.3 Faculty of Music

The Committee **approved** the third Quarterly Report, 2004 of the Faculty of Music.

11.4 School of Graduate Studies – Office of Environmental Programs

The Committee **approved** the third Quarterly Report, 2004 of the School of Graduate Studies – Office of Environmental Programs

11.5 Faculty of Economics and Commerce

The Committee **approved** the third Quarterly Report, 2004 of the Faculty of Economics and Commerce.

11.6 Faculty of Architecture, Building and Planning

The Committee **approved** the third Quarterly Report, 2004 of the Faculty of Architecture, Building and Planning, subject to amending the report to take on board the matters raised in the shepherd’s report.

11.7 Faculty of Law

The Committee **approved** the third Quarterly Report, 2004 of the Faculty of Law on condition that the Faculty provide the Committee with a report on the work overload referred to in the shepherd’s report on postgraduate

programs and the matters raised in the shepherd's report on undergraduate courses.

11.8 Faculty of Engineering

The Committee **approved** the third Quarterly Report, 2004 of the Faculty of Engineering.

11.9 Institute of Land and Food Resources

The Committee **approved** the third Quarterly Report, 2004 of the Institute of Land and Food Resources, subject to specification of the continuous assessment examination and non-examination components.

11.10 Faculty of Veterinary Science

The Committee **approved** the third Quarterly Report, 2004 of the Faculty of Veterinary Science.

11.11 Faculty of Medicine, Dentistry and Health Sciences

The Committee **approved** the third Quarterly Report, 2004 of the Faculty of Medicine, Dentistry and Health Sciences.

13. Indigenous Studies Sub-Committee

Members received and noted the minutes of a Special meeting of the Indigenous Studies Sub-Committee held on 14 October 2004.

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 matters. The Committee noted that the President of the Academic Board had subsequently approved these change on behalf of the Academic Board, as set out below:

- New student award: Goulburn Valley Health Prize
- Change to assessment for subject in Sem2, 2004: 505-690,505-960, 705-171
- Change to teaching dates in Semester 1 2005: 131-222
- Change to assessment statement for subject in Sem1, 2005: 650-111

13 Any other business

Nil

14 Next meeting

The next meeting of the Committee will be held on Thursday **2 December 2004** at 2:15pm in Jim Potter Conference Room 1, Old Physics Building.

The meeting closed at 4:30pm