

THE UNIVERSITY OF MELBOURNE
ACADEMIC PROGRAMS COMMITTEE

MEETING 10/05

A meeting of the Academic Programs Committee was held on Thursday, 3 November 2005 at 2.15 pm in the Jim Potter Conference Room, Conference Centre, Old Physics Building.

Present: Professor M Bryan in the Chair, Mr P Donegan, Associate Professor C Falk, Professor D Holm, Dr S James, Professor E Mackie, Professor D Merrett, Associate Professor R Misson, Professor L Skene, Professor R Slocombe, Professor P Taylor, Dr G Webb.

In attendance: Mr R Hillbrich and the Academic Secretary (Mr I L L Powell).

BUSINESS

1. Formal Matters

1.1 Welcome to Visitor

The Committee welcomed Ms Mariann Fee, Executive Dean of the School of Enterprise at Melbourne University Private.

1.2 Apologies

Apologies were received from Dr Emison, Professor Freadman, Professor Hutchinson, Associate Professor Low, Mr McDonald, Associate Professor McDougall, Professor McPhee, Professor Pattison, Ms Reese, Mr Reid, Professor Sterling, Professor Watson.

2. Postgraduate Coursework Programs Sub-Committee Business

There was no report from the Sub-Committee as the meeting scheduled for 28 October had been cancelled.

3. Minutes

3.1 Minutes of Previous Meeting

The minutes of meeting 9/05 held on 6 October 2005 were confirmed.

3.2 Action Sheet 9/05

Members noted the action sheet from meeting 9/05.

The Chair advised that he and the Secretary would be attending to long-term items in the near future.

The Chair said the Working Group on Communication with Students should be listed for the next meeting.

Associate Professor Misson reported that the Working Group on Professional Doctorates had convened and prepared a document for consideration at the next meeting of the Research Higher Degrees Committee. From that meeting an entry for the Blue Book will be finalised. The Working Group document will be provided to the next PCPSC meeting for information.

Associate Professor Misson said that faculty comments on the paper prepared by the Working Group on Pathways to Masters were unlikely to be available in time for consideration of a revised paper in this year's cycle of meetings.

4. Matters Arising from the Minutes Nil

5. Policy Matters

5.1 Melbourne University Private

5.1.1 Policy - Courses Offered in Languages Other than English

The Chair reported that the 28 October meeting of the Board's Melbourne University Private Committee had considered a quality assurance report on the Master of Women's Health which is offered offshore in the Japanese language. He said that as future School of Enterprise activities might include the delivery of courses in languages other than English, it would be necessary for the Committee to develop a policy on this matter during 2006.

Associate Professor Misson reported that in 2002 the MUP Committee had approved a policy on courses delivered in languages other than English at Melbourne University Private.

Secretary's afternote: A copy of the policy was submitted to Academic Board meeting 4/02 (24 May) for information.

5.1.2 School of Enterprise

Ms Fee briefed the Committee on the establishment of the School of Enterprise as a stand-alone school of the University from 1 January and its proposed operations and then answered questions from members on the document, *School of Enterprise – Summary Template - Award Course Policy and Practice*.

The following comments were made about sections of the document:

Section 1

- There should be a statement to the effect that the School would follow the University's quality assurance processes including reporting to Academic Board unless this was varied in later sections of the document.

Section 2

- 'Demonstrate' rather than 'realise' was preferred in the fourth dot point.

Section 3

- The introductory paragraphs in section 3.2, intended to explain the way in which applicants with non-traditional entry qualifications would be assessed for entry, needed to be reworded to capture the idea of both traditional and non-traditional entry.

Section 4

- It was SoE's intention to work within the current University statute on the amount of credit that can be awarded in a particular program.

- The wording of the section should be reviewed to ensure that there is no inconsistency with the statute.

Section 7

- Client demands made it more sensible for student evaluations to take place at the end of a course rather than part-way through as occurs in the University with the QoT process.
- SoE feedback practices also needed to cater for courses which were of a one-off nature.
- The wording of some of the nine student evaluation questions would need to be reviewed by TALQAC.

Section 10

- In cases where it is necessary for fees to be set, SoE will meet DEST requirements.
- Unlike other faculties SoE was not providing for central University approval of fees.

Section 20

- Either in this section or in section 1 the process by which School course proposals were to be considered by APC, SPC, perhaps TALQAC, and the Academic Board needed to be spelt out.

Section 22

- The provisions in section 18.2.7 were intended to safeguard the quality assurance aspects of courses delivered in languages other than English.
- Because the SoE was driven by client demands it could envisage situations where it would not be practical for all or any possible effects on other faculties to be negotiated before a course was submitted for approval.

Section 23

- All existing SoE awards fell within one of the eight award categories set out in this section. No new award categories were under consideration.

Other matters

- The School offered no distance education courses at the present time.
- The School will follow University conventions in setting class contact times for subjects and expected hours spent out of class.

The Chair pointed out that when finally adopted the Summary Template would be incorporated into Committee's Guidelines for the Submission of Course Proposals.

The President said that although the School's document was described as a summary template it was not the sort of template that she envisaged APC and SPC would need to refer to when considering School proposals for new courses or changes to existing courses.

The Committee agreed that the document, incorporating changes agreed by the Committee, be referred to the next meetings of SPC (28 November) and TALQAC (10 November) for consideration.

The Committee further agreed that, subject to comments from SPC and TALQAC, the Summary Template should go forward to the 8 December Academic Board meeting.

5.2 Weighting of Examinations in Assessment

The Committee received a revised document on the weighting of examinations in assessment and noted that it had incorporated most but not all of the suggestions made at the previous meeting.

The Committee agreed that it was desirable for the document to distinguish between practical examinations, periodic tests and written examinations as suggested at the last meeting and requested that Professor Pattison arrange for a further revision of the document.

The Committee agreed that the updated document be forwarded to Academic Board or be returned to the Committee, as determined by Professor Pattison.

5.3 AV-VC Common Non-Teaching Weeks

The Committee received a paper from Mr Hillbrich which set out a proposal from the AV-VC for changes to common non-teaching weeks from 2007 onwards.

The Committee noted that ordinarily there would be broad University consultation on a matter such as a change to AV-VC non-teaching weeks but that in this particular case University committee meeting schedules did not permit this to occur.

Members noted that the proposed changes would cut the nexus between the non-teaching week in Semester 1 and the Easter festival which follows the lunar calendar. Also, the realignment would bring the non-teaching breaks more into the middle of both semesters which was seen as desirable. However, unlike the present arrangements where the common weeks and school holidays coincide, there would be no overlap under the revised model. For this and other reasons the Committee agreed that the disadvantages of the change outweighed the advantages.

The Committee advised Mr Hillbrich that in formulating a University response to the AV-VC he should note that the Committee did not support any change to the current model for determining common non-teaching weeks.

6. Chair's Report

6.1 APC Report

The Chair reported that the MUP Committee meeting that he had attended the previous week would be its last as it would be recommending its abolition.

6.2 Teaching and Learning Quality Assurance Committee Report

The Committee has concluded its course reviews for the year and will be presenting reports to the next Academic Board meeting.

6.3 Teaching and Learning (Multimedia and Educational Technologies Committee) Report

Three major items were considered at the last meeting:

- Scope of the LMS in 2006
- Committee to take on the role of an academic reference committee for the LMS Reference Board
- Reactivation in 2006 of meetings of Associate Deans (IT).

7. Working Group Reports

7.1 Students with Disabilities

The Chair reported that the review group appointed at meeting 9/05 would meet on the following day to review the report, Strategy for Disability Standards for Education, with a view to converting the document into a form suitable for use at departmental level. Throughout the report technical and legal language relating to disability will be changed into plain English.

7.2 Cultural Diversity

The Committee noted that the 27 October meeting of Academic Board had adopted the report from the Working Group on Cultural Diversity in Curriculum. The report had incorporated suggestions and comments made at the August and September Board meetings.

Members received a list of the eight recommendations from the Report adopted by Academic Board and noted that recommendations 2, 3 and 4 were action items for faculties and departments.

In relation to recommendation 2 which provide for the commencement of faculty subject reviews in 2005, the Committee agreed that it was more realistic to plan for a 2006 introduction. One way of reporting the outcome of subjects reviews would be to include information in quarterly reports but that would require greater academic input into their preparation than occurs at present where the task is normally handled by administrative staff.

The Committee agreed that the Chair should consult with Associate Deans (Academic) and faculty programs managers about the best way to proceed with implementation of the new policies and the reporting of outcomes to the Committee.

8. New Courses

8.1 Melbourne Business School

8.1.1 Master of Management (Innovation), Postgraduate Diploma of Management (Innovation)

The Committee approved the introduction of a Master of Management (Innovation) and a Postgraduate Diploma of Management (Innovation) subject to the School providing a statement from the Faculty of Economics and Commerce indicating that it had no objections to the proposals.

9. Course Changes

9.1 Faculty of Law

9.1.1 Master of Common Law and Graduate Diploma in Managing Legal Organisations

The Committee approved the cancellation of the Master of Common Law and the suspension of a 2006 intake into the Graduate Diploma in Managing Legal Organisations.

10. Student Awards

10.1 Faculty of Veterinary Science

(a) Dr William Peter Richards Veterinary Award

The Committee approved the establishment of the Dr William Peter Richards Veterinary Award subject to the receipt of a positive shepherd's report.

10.2 Faculty of Law

(a) David Bruce Memorial Prize

The Committee approved the establishment of the David Bruce Memorial Prize.

10.3 Faculty of Engineering

(a) Bill Meinhardt Memorial Scholarship

The Committee approved the establishment of the Bill Meinhardt Memorial Scholarship.

11. Quarterly Reports

11.1 Faculty of Architecture, Building and Planning

The Committee approved the Faculty of Architecture, Building and Planning undergraduate and postgraduate reports for quarter 3/05.

11.2 Faculty of Arts

The Committee approved the Faculty of Arts undergraduate and postgraduate reports for quarter 3/05.

11.3 Faculty of Land and Food Resources

The Committee approved the Faculty of Land and Food Resources undergraduate report for quarter 3/05.

11.4 Faculty of Law

The Committee approved the Faculty of Law undergraduate, postgraduate and Juris Doctor reports for quarter 3/05.

11.5 Faculty of MD&HS – School of Physiotherapy

The Committee approved the School of Physiotherapy undergraduate report for quarter 3/05.

The Committee deferred consideration of the postgraduate report until such time as a shepherd's report is available.

11.6 Melbourne Business School

The Committee approved the Melbourne Business School's postgraduate report for quarter 3/05.

11.7 Faculty of Music

The Committee approved the Faculty of Music undergraduate and postgraduate reports for quarter 3/05.

11.8 Faculty of Science

The Committee approved the Faculty of Science postgraduate report for quarter 3/05.

The Committee approved the undergraduate report for quarter 3/05 with the exception of a number of subjects where further discussions are necessary with the Faculty in order to clarify assessment arrangements

The Committee authorised the Chair to act on its behalf once the shepherd was satisfied with the revised assessment arrangements.

11.9 Faculty of Economics and Commerce

The Committee deferred consideration of the Faculty of Economics and Commerce undergraduate report until such time as a shepherd's report is available.

11.10 Faculty of Education

The Committee deferred consideration of the Faculty of Education undergraduate and postgraduate reports until such time as a shepherd's report is available.

12. Matters Dealt with by the Shepherd and the Chair

Nil

13. Next meeting

Thursday, 1 December 2005 at 2.15 pm in the Jim Potter Conference Room, Old Physics Building.

The meeting closed at 3.55 pm