

THE UNIVERSITY OF MELBOURNE
ACADEMIC PROGRAMS COMMITTEE
MEETING 10/06

Minutes of meeting 10/06 of the Academic Programs Committee, which was held on Thursday, 2 November 2006, at 2.15 pm in the Jim Potter Conference Room, Conference Centre, Old Physics Building.

Present: Professor J Borland (Chair), Ms L Bartolini, Professor K Dovey, Associate Professor C Duffield, Professor M Elgar, Professor C Falk, Associate Professor J George, Associate Professor S James, Professor D Jamieson, Professor P McPhee, Associate Professor P Tregloan Associate Professor E Ozanne, Professor P Pattison, Professor L Skene, Professor R Slocombe, Professor L Sterling, Professor H Watson, Associate Professor G Webb

In attendance: Mr R Hillbrich, Mr C Reid (Secretary)

BUSINESS

1 Formal Matters

1.1 Apologies

Apologies were received from Professor D Holm, Ms G Luck, Associate Professor R Misson, Ms T Tjia and Mr A Williams.

2 Minutes

2.1 Minutes of meeting 9/06 (5 October 2006)

The minutes of meeting 9/06 of the Committee, held on 5 October 2006, were confirmed and signed as a correct record.

2.2 Action Sheet 9/06

The action sheet arising from meeting 9.06 was noted as circulated.

3 Matters Arising Not Dealt with Elsewhere

3.1 100% Assessment by Examination

The Chair reported on the discussions he and Professor Pattison had held with representatives of the Faculty of Law concerning the use of a final examination to provide 100% of assessment in a subject. There are approximately 15 subjects offered by the Faculty that use one examination to provide 100% of the assessment. He suggested that the Faculty had made strong arguments for such assessment regimes, though these had not been fully detailed in the submission the Faculty had made to the Committee on the matter. In discussion, the following points were noted:

- In subjects that are assessed in this manner, the Faculty has well developed methods for providing feedback to students during semester.

- The University's policy requires a range of forms of assessment to ensure that assessment correlates with the specified aims and graduate attributes for the subject, as well as to provide feedback.
- The question of how the use of 100% assessment by examination meets the objectives of the subject concerned needs to be considered. There can be cases where it is appropriate, for example, to test students' ability to solve problems quickly, under pressure.
- The committee noted the potential for psychological stress related to 100% examinations.
- Whether feedback-related components could contribute to the final grade in subjects with 100% examinations needs to be addressed, as does the situation where students get good feedback but perform poorly in the examination.
- Academic Programs Committee could recommend to Academic Board that the University policy on assessment should be enforced, but it is preferable that such matters should be resolved through negotiation. The Faculty is steadily reducing the number of subjects it offers that use 100% assessment by examination.
- In some subjects, students have the opportunity do on-line quizzes and gain feedback on their work through this means, but the LMS is insufficiently developed as yet to ensure the reliable delivery of such quizzes, and so such quizzes are recommended not to be included for assessment. It is planned to enable on-line quizzes to be included for assessment in subjects via the LMS across the University in 2007.
- Few Faculties had made submissions seeking exemption from the requirement for multiple forms of assessment, and the extent of the use of an examination as 100% of the assessment in subjects across the University is thus unclear.

The Committee agreed to seek advice from those Faculties that did not respond to the survey on whether they use 100% assessment by examination in any subjects. It was also agreed to seek advice on what policies Faculties have in place for assessment by examination and for the nature of assessment to be consistent with subject aims.

4 Implementation of Melbourne Model

4.1 Implementing Course Advice under the Melbourne Model: a Headstart Discussion Paper

The Committee noted the circulated discussion paper on course advice to students. The Committee was advised that Associate Professor Lesley-Anne Hawthorne is chairing a working group of TALQAC that is considering the matter of course advice. Matters to be considered include:

- the establishment of a staff induction program to assist staff to provide affective course advice
- the different kinds of advice needed at postgraduate and undergraduate levels and the need for improvement in advice given to honours students
- the uneven quality of the advice, across the University, presently given.

It was suggested that comments on the paper should be directed to Associate Professor Hawthorne.

4.2 Discussion Paper: Majors and Capstone Subjects in the New Generation Undergraduate Degrees

The Committee received the circulated discussion paper for information. The Committee was advised that it had been submitted to the Curriculum Commission and elements of it had been taken up in the Curriculum Commission's final report.

4.3 Course Approval Form for New Generation Courses

The Committee noted the final version of the course approval form that had been developed for the new generation undergraduate degrees and noted the correspondence to chair of standing committees for new generation undergraduate degrees.

4.4 New Generation Degree Shepherding Teams

The committee noted the circulated list of shepherding teams for new generation undergraduate degrees, as circulated. Standing Committees should call on the shepherding teams as necessary in the development stage of the new generation undergraduate degrees.

4.5 APC Course Approval Process – Ideas for Next Stages

The Committee received the circulated paper from the Chair, suggesting steps that might now be taken in the course approval and amendment process and the review of the Blue Book. The Chair suggested that a review of the course approval process might be in order and that consideration could be given to developing an on-line approval and amendment process. The Committee noted that, a few years earlier, an on-line process has been considered and it was agreed that the matter should be reconsidered. It was agreed that Janet Beard, who is coordinating Shared Services implementation and Joan Reese, who is coordinating the implementation of the Melbourne Model, should be consulted on these matters. It was agreed that the possibility of obtaining some funding to assist in the review of the approval process and the development of an on-line system should be investigated.

4.6 Report from Deputy Vice-Chancellor (Academic)

In relation to the implementation of the Melbourne Model Professor McPhee reported on the following matters:

- All of the standing committees for the new generation undergraduate degrees are now meeting.
- The first meeting of a forum for the graduate schools has been held.
- The Boston Consulting Group has been engaged to assist in the implementation of the Melbourne Model over the next 15 months and is identifying unresolved matters of policy and procedure.
- A proposal is being put to Planning and Budget Committee to bring all postgraduate courses into faculty-based graduate schools. This will include research masters and professional doctorates. The role of the School of Graduate Studies may be modified to emphasise PhD candidature and overall coordinative and policy responsibility for higher degrees.

In discussion, it was noted that Academic Board had accepted the recommendation from the Curriculum Commission to establish the Postgraduate Coursework Programs Sub-Committee as a committee of Academic Board in its right rather than as a sub-committee of Academic Programs Committee. It was noted that the terms of reference and composition of the proposed Postgraduate Coursework Programs Committee would need to be considered and recommendations made to Academic Board for approval. Professor Skene indicated that this could be achieved by including appropriate recommendations in the President's report to Academic Board. In developing terms of reference, it would be necessary to make clear how the roles of APC and PCPC complemented each other and how their consideration of broad policy matters should be coordinated, for example, by cross-membership or joint sittings.

5 Policy Issues

5.1 Revisions to Blue Book

This matter was discussed under item 4.5 above.

5.2 Policy for Publications Requirements for Commercial Training Arrangements

The Committee noted the policy document as circulated.

6 Postgraduate Coursework Programs Sub-Committee Business

Nil

7 Chairs' Reports

7.1 TALQAC Report

Professor Sterling reported that TALQAC is considering the following matters:

- the definition of quality assurance in relation to the new generation undergraduate degrees;
- the promulgation of Academic Board policies in consultation with the Information Division;
- its role in 2007, particularly in relation to quality assurance for the existing undergraduate degrees to be phased out.

7.2 T&L(MM&ET)C Report

Associate Professor Tregloan reported on the implementation of the Learning Management System. He noted that a target of 1800 subjects has been set for on-line delivery in semester 1, though that target might not be reached. A reference group and a change management group have been established to assist in implementation of the LMS, and T&L(MM&ET)C is assisting as a communication link in the process.

8 Student Members Reports

Nil

9 Working Group Reports

9.1 Assessment Implementation Working Group

Nil

9.2 Working Group on Special Consideration

Nil

9.3 Working Group on Teaching in Languages Other than English

The Committee received the circulated paper proposing guidelines for teaching in languages other than English. In discussion, the following points were noted:

- It would not be possible to record on testamurs whether a degree had been undertaken in a language other than English. Once the new Student One student information system is installed, it should be possible to record on students' transcripts the studies they have undertaken in a language other than English.
- The need to scrutinise LOTE subjects or programs for quality assurance purposes applies more to subjects and programs taught outside the University, for example by contractors. Where taught by a contractor, and independent English language expert should be engaged to make an assessment of quality.
- The question of quality assurance also arises in relation to studies in a LOTE taken by students at another university, for example on exchange. The process of recognition of other universities should ensure adequate quality.
- Those responsible for designing programs must ensure that quality can be assured and the design should build in appropriate quality assurance provisions and checks.

It was agreed that Professor Elgar would make modifications to the draft guidelines for consideration by the Chair and Professor Pattison, and that they would then be submitted to Academic Board for approval.

9.4 Examinations Working Group

Associate Professor Webb summarised the outcome of a recent meeting of the Examinations Working Group, and reported on the following:

- There has been ongoing discussion with Chemistry on the matter of two and three hour examinations. On this matter, Associate Professor Tregloan reported that, from 2007, all Chemistry examinations would be three hours' duration.
- The Guidelines for Assessment Processing have now been approved by Academic Board and will be made available on-line. Any concerns with the Guidelines are to be referred to the General Manager, Student Administrative Services, Mr Hillbrich.
- Mr Matthew Brett, Director of the Disability Liaison Unit has been coopted to the Group and the Group is considering the provision of print materials for students with disabilities.
- The matter of the management by departments of alternative examination arrangements is under discussion.

- In relation to policy for the use of electronic devices in examinations, the group is considering graphics calculators, which have extended capabilities such as text storage.
- The University has determined that it will not cover the cost of installing heating in the Royal Exhibition Buildings, and other alternatives to providing heating, and the possibility of using other examination venues, will have to be considered.

9.5 Working Group on Eligibility for Student Awards

Nil

10 New Courses

Nil

11 Course Changes

Melbourne Business School

11.1 Reconciliation of MBS Subject Weights with University Standard

The Committee received the circulated proposal from the Melbourne Business School to amend its subject point values to bring them into line with the rest of the University. The shepherd, Associate Professor Duffield, indicated that the proposal is global in nature, covering all courses offered by the School, and that it would be considered by PCPSC. The Committee agreed that a global proposal could be considered and that submissions for each course need not be made. Associate Professor Duffield also raised the question of whether the matter of the total load requirements was internal to the School. In discussion, it was noted that, students have the option of taking four or five subjects per semester, and while many take five, overloading is not required. Associate Professor Duffield is looking at the comparability of workload, including contact hours and assessment requirements, in a sample of programs, and will provide advice to PCPSC on the proposal.

Faculty of Education

11.2 Master of School Leadership

The Committee received the proposal for substantial change to the Master of School Leadership, and approved the change subject to a satisfactory shepherd's report being received.

11.3 Master of Education (Educational Management)

The Committee received the proposal for substantial change to the Master of Educational Management and approved the change subject to a satisfactory shepherd's report being received.

Faculty of Medicine, Dentistry and Health Sciences

11.4 Postgraduate Diploma in Palliative Medicine

The Committee received the proposal for substantial change to the Postgraduate Diploma in Palliative Medicine and asked that the Faculty submit a course discontinuation form. Subject to receipt of the form and to a satisfactory shepherd's report being received, the Committee approved the discontinuation of the course.

11.5 Discontinuation of Master of Psychiatry

The Committee received the proposal for suspension of the Master of Psychiatry and agreed to await the advice of the shepherd on the proposal.

Faculty of Architecture, Building and Planning

11.6 Discontinuation of Bachelor Architecture/Bachelor of Landscape Architecture

This matter was considered together with item 11.7 below. The Committee noted that the proposal for discontinuation of the Bachelor Architecture/Bachelor of Landscape Architecture and the Bachelor Architecture/Bachelor of Building and Construction had been considered at APC meetings 5/06 and 6/06 and had now been resubmitted on the course discontinuation form. It was agreed that the proposals should be discussed with the student representatives, Mr Rizzetti and Ms O'Dowd, to ensure that concerns raised at meetings 5/06 and 6/06 had been satisfactorily resolved. The Chair could then make a recommendation to Academic Board on the proposals.

11.7 Discontinuation of Bachelor Architecture/Bachelor of Building and Construction

This matter was considered under item 11.6 above.

12 Student Awards

12.1 New Student Awards

Faculty of Science

12.1.1 M L Urquhart Third Year Prize in Operations Research

The Committee received the proposal for the above award and noted that the proposed value of the prize is the net annual income of the trust fund. The Chair reported that he had consulted the previous Chair of APC, Professor Bryan, on the appropriateness of such a prize specification, and Professor Bryan had indicated that it is not essential for the precise amount to be specified. The indicative value of the prize proposed for this award is \$300 and for the M L Urquhart honours prize, proposed under 12.1.2 below, \$1200. The Committee agreed to approve the prize proposal as set out and recommend its approval by Academic Board.

It was agreed that guidelines for award proposals should be developed. The review should include consideration of the shepherding process for proposals for

student awards. The Committee noted that many awards specify particular courses or subjects in which prospective winners should be enrolled and the specification of the courses and subjects concerned will need to be translated to the new generation degrees when they are introduced. The review should take into account the possibly significant number of amendments to award provisions that will arise as a result of the implementation of the new generation degrees.

12.1.2 M L Urquhart Honours Prize

The Committee approved the proposal as set out and agreed to recommend its approval by Academic Board.

12.1.3 Alcorn Award for Cell Biology

The Committee approved the proposal as set out and agreed to recommend its approval by Academic Board.

12.1.4 Darian-Smith Award for Introductory Neuroscience

The Committee approved the proposal as set out and agreed to recommend its approval by Academic Board.

Faculty of Arts

12.1.5 French History Research Higher Degree Scholarship

The Committee noted that, while the scholarship is described as a higher degree scholarship, the eligibility criteria indicate that it is only available for PhD candidates. The Committee agreed that, subject to a satisfactory shepherd's report being received, the Chair could approve the proposal and recommend it to Academic Board.

12.1.6 A F Davies Prize

The Committee noted that the specification of the selection committee is not clear and the criteria for selection are not clear. The Committee agreed that, subject to a satisfactory shepherd's report being received, the Chair could approve the proposal and recommend it to Academic Board.

Asia Institute

12.1.7 Sakata Scholarships

The Chair advised the Committee that he had discussed the proposal with the Faculty and the proposal had been revised as a result. However, some matters still require resolution, for example, the language in which the interview will be conducted and the requirement that the winner must be 'an independent and mature person'. The Committee agreed that, once appropriate amendments are made, the Chair could approve the proposal executively for recommendation to Academic Board. [*Secretary's note: the Chair has subsequently approved a revised version of the proposal.*]

Faculty of Medicine, Dentistry and Health Sciences

12.1.8 Graduate Diploma in Psychology Scholarship

The Committee received the proposal for the above award and noted that it may be necessary to require that the recipient be enrolled as a student before the award could be made. The Committee agreed to await advice from the shepherd on the proposal and agreed that, if the shepherd's report is satisfactory, the Chair could approve the proposal executively for recommendation to Academic Board.

12.1.9 Psychology Research Scholarship

The Committee received the proposal for the above award and noted that it is not clear whether eligibility is restricted only to those commencing in 2007. The Committee agreed to await advice from the shepherd on the proposal and agreed that, if the shepherd's report is satisfactory, the Chair could approve the proposal executively for recommendation to Academic Board.

Faculty of Law

12.1.10 B J Shaw Law Prize

The Committee received the proposal for the above award and noted that the shepherd has raised the question of eligibility with the Faculty. The Committee agreed that, once appropriate amendments are made, the Chair could approve the proposal executively for recommendation to Academic Board. [*Secretary's note: the Chair has subsequently approved a revised version of the proposal.*]

12.2 Major changes to existing awards

Nil

12.3 Minor changes to existing awards – for noting only

12.3.1 Faculty of Economics and Commerce

12.3.1(a) Deutsche Bank Prize for Issues in Corporate Reporting

The Committee noted the Faculty's approval for the name of the award to be changed to Deutsche Bank Prize for Studies in Corporate Reporting, due to subject name change.

12.3.1(b) Economics Honours Prize in Macroeconomics

The Committee noted the Faculty's approval for the name of prize to be changed to Economics Honours Prize in Advanced Macroeconomics; due to new prize having been approved with incorrect subject name;

12.3.1(c) Australian Chamber of Manufacturers Honours Prize in Advanced Employee Relations

The Committee noted the Faculty's approval for the name of prize to be changed to Australian Chamber of Manufacturers Honours Prize in Advanced Employment Systems, due to subject name change.

13 Quarterly Reports

13.1 Faculty of Law

The Committee accepted the Faculty's Undergraduate Quarterly Report 3/06 and Juris Doctor Quarterly Report 3/06. The Committee agreed to await the shepherd's report on the Faculty's Postgraduate Quarterly Report 3/06.

13.2 Faculty of Arts

The Committee accepted the Faculty's Undergraduate Quarterly Report 3/06 and Postgraduate Quarterly Report 3/06

13.3 Faculty of Economics and Commerce

The Committee accepted the Faculty's Undergraduate Quarterly Report 3/06, noting the comment made by the shepherd on the report.

13.4 Faculty of Education

The Committee accepted the Faculty's Undergraduate Quarterly Report 3/06.

In the relation to the Faculty's Postgraduate Report 3/06, the Committee was advised that the Faculty had cancelled 112 subjects and made changes to a significant number of subjects, raising the question of whether these changes collectively changed the nature of the courses in which they are listed. The Committee agreed to refer the report to PCPSC for consideration. It was suggested that the process of quarterly reporting of changes made by faculties under delegated authority might need to be reviewed, given the high volume of changes that will arise as a result of the transition to the Melbourne Model.

13.5 Melbourne Business School

Nil

13.6 Faculty of Music

The Committee agreed to await the shepherd's report on the Faculty's Postgraduate Quarterly report. [*Secretary's note: the shepherd has subsequently provided a report recommending approval of the Postgraduate Quarterly report.*]

13.7 Faculty of Veterinary Science

Nil

13.8 Faculty of Science

The Committee agreed to await the shepherd's report on the Faculty's Undergraduate and Postgraduate Quarterly reports 3/06. [*Secretary's note: the Chair has subsequently approved the Faculty of Science Undergraduate and Postgraduate Quarterly reports 3/06.*]

13.9 Faculty of Engineering

The Committee accepted the Faculty's Quarterly Report 3/06, noting the comments made by the shepherd on the report.

14 Matters dealt with by the Chair and/or President, Academic Board

The Committee noted the matter approved by the Chair and/or the President of Academic Board since meeting 9/06:

Late request to suspend a subject for semester 2, 2006: 730-865 (November intensive)

15 Any Other Business

Nil

16 Next Meeting

The next meeting of the Committee will be on Thursday 30 November 2006 at 2.15 pm in Jim Potter Conference Room, Old Physics Building.

17 Academic Programs Committee Meeting Dates 2007

The Committee noted the schedule of meeting dates for the Committee for 2007.

The meeting closed at 4.55 pm.