

THE UNIVERSITY OF MELBOURNE
ACADEMIC PROGRAMS COMMITTEE

MEETING 9/05

A meeting of the Academic Programs Committee was held on Thursday, 6 October 2005 at 2.15 pm in the Jim Potter Conference Room, Conference Centre, Old Physics Building.

Present: Professor M Bryan in the Chair, Professor G Bowes, Mr P Donegan, Associate Professor C Falk, Professor A Freadman, Professor D Holm, Dr S James, Professor D Jamieson, Associate Professor N Low, Ms L Luo, Professor E Mackie, Associate Professor A McDougall, Professor P McPhee, Professor D Merrett, Associate Professor R Misson, Professor P Pattison, Mr R Reid, Professor L Skene, Professor R Slocombe, Professor L Sterling, Professor H Watson.

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

BUSINESS

1. Formal Matters

1.1 Welcome to Visitor

The Committee welcomed Mr Matthew Brett from the Disability Liaison Unit who was attending for discussion of the report of the Working Group on Assessment and Students with Disabilities.

Mr Laura Luo, who was attending the meeting in place of the UMPA President (Mr Watson), was also welcomed.

1.2 Apologies

Apologies were received from Associate Professor Elliott, Dr Emison, Associate Professor George, Professor Hutchinson, Ms Reese, Ms Smith, Professor Taylor, Associate Professor Tregloan, Mr Watson and Dr Webb.

1.3 Re-arrangement of Agenda

The Committee agreed that agenda item 7.1 (Report of the Working Group on Assessment and Students with Disabilities) be taken immediately after agenda item 4.

2. Postgraduate Coursework Programs Sub-Committee Business

2.1 Minutes of Meeting 6/05

Members received the tabled unconfirmed minutes of meeting 6/05 of the Postgraduate Coursework Programs Sub-Committee meeting held on 30 September 2005.

A member of PCPSC who was not at the meeting indicated that minute 4.2 was factually wrong in part and said that she would pass on corrections to the Chair.

2.2 PCPSC Recommendations

The Committee adopted the Sub-Committee's recommendations on the following course proposals, subject to any changes, corrections or clarifications required by the shepherd and/or members:

- (a) New course: Graduate Diploma in Economics
- (b) Changes to Graduate Diploma in Property Valuation
- (c) Changes to Master of Property and Construction
- (d) Cancellation of Graduate Diploma in Information Systems
- (e) Changes to Postgraduate Diploma in History and Philosophy of Science
- (f) Changes to Paediatrics stream of Master of Medicine – CONDITIONAL
- (g) Suspension of 2006 intake into Child Clinical and Health streams of the Doctor of Psychology

3. Minutes

3.1 Minutes of Previous Meeting

The minutes of meeting 8/05 held on 1 September 2005 were confirmed.

3.2 Action Sheet 8/05

Members noted the action sheet from meeting 8/05.

4. Matters Arising from the Minutes

4.1 BSc (Hons) Academic Year (minute 4.1, meeting 8/05)

The Chair said that the Faculty of Science had advised him that “negotiable” or “flexible” start or finish dates were only proposed in honours courses with one or two students in the particular entry cohort. He had agreed therefore that fixed start and/or finish dates need not apply in such circumstances.

5. Policy Matters

5.1 School of Enterprise

The shepherd for courses from the School of Enterprise, Associate Professor Misson reported that he would be meeting with School staff on the following day to discuss the format of a proforma for submission of School course proposals.

The Academic Board President commented that one of the challenges facing the Board was to ensure that its course approval processes were not mismatched with the School's current capability of moving quickly in response to market opportunities.

5.2 Weighting of Examinations in Assessment

The Committee considered a paper prepared in the CSHE at the request of the Assessment Implementation Working Group which proposed three recommendations relating to the linkage between examinations and learning objectives.

The following points were made in discussion:

- It was important to distinguish between practical examinations, periodic tests and written examinations
- It should be made clear in recommendation 3 that the norm being proposed referred to 12.5 point subjects
- Dot point references to joint work/plagiarism and cultural diversity would be helpful
- Although the recommendations were motivated by the same concerns which had led to the production of the CSHE publication *Guide for Reviewing Assessment* it was not intended that the recommendations be incorporated in the *Guide*.

The paper is to be revised for later consideration by the Committee.

5.3 U21 Diploma in Global Issues

The Committee considered a paper from the Acting Vice-Principal and Academic Registrar which proposed a statement for adoption by Academic Board about the recently-approved U21 Certificate in Global Issues (and the foreshadowed Diploma) so that the University's actions could be seen as complying with arrangements for Commonwealth Supported Places and Australian Quality Framework definitions.

Following discussion, the Committee to recommend to Academic Board the adoption of the following statement about undergraduate diplomas:

The University offers two levels of concurrent undergraduate diploma courses to students enrolled in a Bachelor's degree program -

- *An eight subject (100 points) diploma*

For students who opt to complete only four subjects (50 points), a 'certificate' will be awarded.

5.4 Student Access to Examination Scripts

The Committee received a paper from the Vice-President proposing a policy on student access to examination papers. In speaking to the paper Professor Pattison said that the proposals had been endorsed at the last meeting of the Academic Policy Forum.

The following points were made in discussion:

- The paper clarified the timing of student access to exam scripts but was silent on the process by which access was to be sought
- It would be useful to mention in the document that the purpose of allowing access was to promote feedback on performance
- Existence of an automatic right to access might make the marking process more onerous for examiners if they felt obliged to spend more time recording comments on all papers in order to be able to 'satisfy' the small percentage of students who sought access to their scripts
- The procedures needed to be flexible in order to cater for students who went overseas or were absent through illness
- The document should be seen as 'guiding' rather than 'prescriptive'.

The Committee agreed to adopt the paper for recommendation to the Academic Board. Professor Pattison undertook to revise the document to incorporate members' comments.

5.5 Re-establishment of Examinations Working Group

The Committee received a paper from the Assessment Implementation Working Group which proposed membership and terms of reference for an ongoing Examinations Working Group of APC and TALQAC.

In agreeing to support the establishment of the Working Group in the terms proposed, the Committee noted that the paper would also go to TALQAC and TALMET for consideration.

6. Chair's Report

6.1 APC Report

There was no report by the Chair.

6.2 Teaching and Learning Quality Assurance Committee Report

There was no report by the Chair.

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

In the absence of the Chair, there was no report.

7. Working Group Reports

7.1 Assessment and Students with Disabilities

In inviting Matthew Brett (Manager, Disability Liaison Unit) to speak to the report, the Chair advised members that the Working Group had been established in 2004 to report on assessment/special consideration matters affecting disabled students but that its focus had changed to that of reviewing University compliance arrangements upon the release by the Commonwealth Government of its Disability Standards for Education later that year.

After a presentation by Mr Brett, a wide ranging discussion took place during which the following comments were made:

- Working definitions were needed for particular items of legal terminology in the Standards
- Parts of the Report would benefit from being rewritten in plain language
- The issue of exclusion of disabled students particularly from professional degrees with external registration/recognition requirements was particularly fraught given that it was often possible to work professionally in areas where possession of a particular disability was irrelevant
- It was difficult to give good examples of situations where exclusion from a course was justifiable or not justifiable

- The requirement in Appendix C for ‘inherent academic requirements’ to be stated at the course, program and subject level would be difficult to achieve unless faculties and departments were well supported with expert advice
- The report was silent on the issue of providing supplementary/special tuition to disabled students
- To avoid disabled students ‘falling through the cracks’ or otherwise failing to identify themselves as disabled, multiple points of information were essential
- For equity reasons it was essential that disabled students in receipt of special arrangements specific to their disability did not receive a further allowance for that same disability through the Special Consideration process
- The issue of students suffering a disability that was not static needed to be addressed
- The University’s selection resolutions might need to be amended to incorporate details of ‘inherent academic requirements’ associated with particular courses of study.

The Committee agreed that rather than refer the report back to the Working Group for revision, its revision should be undertaken by a group comprising Associate Professor Elliott, Professor Bryan, Professor Pattison and Mr Brett. The revised report is to be submitted to both APC and Selection Procedures Committee as soon as possible.

7.2 Cultural Diversity

The Chair reported that following first discussion of the report on Cultural Diversity at the August Academic Board Professor Holm had made a number of revisions to the report which had then been presented at the Board’s September meeting. At the second meeting a number of issues, different from those referred to at the August meeting, had been raised. As Professor Holm was not able to be present at the Board meeting to respond, the Chair said that he had withdrawn the report for a second time.

Members discussed the critiques made at the two Board meetings and both Professor Holm and Professor Jamieson responded to their comments. The Committee agreed that it would be useful if input to the report could be obtained from Dr Patricia McLean, Director of Equity, Language and Learning Programs.

Professor Holm undertook to prepare a further version which will be submitted directly to Academic Board or the Committee depending on the extent of the amendments and the need for broader consultation about them.

8. New Courses

Nil

9. Course Changes

9.1 Faculty of Economics and Commerce

9.1.1 Bachelor of Commerce (Honours)

The Committee approved changes to the Research Essay component in all streams of the Bachelor of Commerce (Honours).

9.2 Faculty of Science

9.2.1 Bachelor of Science (Honours) in History and Philosophy of Science

The Committee approved changes to the structure of the Bachelor of Science (Honours) in History and Philosophy of Science and noted that the Faculty would be required to submit a revised subject description for the Research Project/Thesis in the next quarterly report.

9.2.2 Bachelor of Science (Honours) in Pharmacology

The Committee approved changes to the structure of the Bachelor of Science (Honours) in Pharmacology.

9.3 Faculty of Law

9.3.1 Bachelor of Laws (Honours)

Noting that a shepherd's report was not yet available, the Committee agreed to leave it to the shepherd to decide whether the changes to the weighting of subject results for the calculation of honours in the Bachelor of Laws should be approved as proposed or be resubmitted to the Committee if there were significant issues that needed to be addressed.

Secretary's afternote: Following receipt of a positive shepherd's report, the change to the Bachelor of Laws (Honours) has been approved.

9.4 Faculty of Land and Food Resources

9.4.1 All Bachelor Honours Programs

Following consideration of a tabled shepherd's report, the Committee approved the introduction of a common honours structure for all Bachelor courses.

10. Student Awards

10.1 New student awards/Major changes to existing awards

10.1.1 Faculty of Medicine, Dentistry and Health Sciences

(a) Clinical Deans Student Prize for Professionalism

Following consideration of a tabled shepherd's report, the Committee approved the introduction of the Clinical Deans Student Prize for Professionalism subject to provision of a revised proposal form with the Nature and Value of Award and Selection Criteria sections completed correctly.

The Committee agreed that as non-University persons would sit on the selection committee for the award and as comments from student files comprised part of the material assessed by the selection committee, it would be necessary for students nominated for the

award to give written authority for extracts from their student files to be provided to non-University members of the selection committee.

(b) Goulburn Valley Imaging Rural Travel Fellowship

Following consideration of a tabled shepherd's report, the Committee gave provisional approval for the introduction of the Goulburn Valley Imaging Rural Travel Fellowship subject to the following:

- (a) provision of a revised proposal form with the Nature and Value of Award and Selection Criteria sections completed correctly
- (b) an explanation, satisfactory to the Chair, why the usual 5-year period of commitment cannot be given.

The Committee agreed that as non-University persons would sit on the selection committee for the award and as comments from student files comprised part of the material assessed by the selection committee, it would be necessary for students nominated for the award to give written authority for extracts from their student files to be provided to non-University members of the selection committee.

(c) Simon Furphy Prize

Following consideration of a tabled shepherd's report, the Committee approved the introduction of the Simon Furphy Prize subject to provision of a revised proposal form with the Nature and Value of Award and Selection Criteria sections completed correctly.

The Committee agreed that as non-University persons would sit on the selection committee for the award and as comments from student files comprised part of the material assessed by the selection committee, it would be necessary for students nominated for the award to give written authority for extracts from their student files to be provided to non-University members of the selection committee.

(d) Applied Psychology Exhibition

Following consideration of a tabled shepherd's report, the Committee approved changes to the Applied Psychology Exhibition.

(e) Royal Australasian College of Physicians Prize

Following consideration of a tabled shepherd's report, the Committee approved changes to the Royal Australasian College of Physicians Prize.

(f) Matthew W McKenzie Award

Following consideration of a tabled shepherd's report, the Committee approved the cancellation of the Matthew W McKenzie Award.

(g) **Pharmacia and Upjohn Award in Clinical Pharmacology and Therapeutics**

Following consideration of a tabled shepherd's report, the Committee approved the cancellation of the Pharmacia and Upjohn Award in Clinical Pharmacology and Therapeutics.

10.1.2 Faculty of Architecture, Building and Planning

(a) **Romano Foundation Prize in Architectural Heritage**

The Committee approved changes to the Romano Foundation Prize in Architectural Heritage.

(b) **Romano Foundation Prize in Building and Design**

The Committee approved changes to the Romano Foundation Prize in Building and Design.

(c) **Romano Foundation Prize in Urban Planning and Design**

The Committee gave provisional approval for changes to the Romano Foundation Prize in Urban Planning and Design subject to the provision of a revised proposal, satisfactory to the Chair, which clarified the Eligibility and Criteria sections.

Secretary's afternote: This change has now been approved following consideration of a revised proposal.

10.2 Minor changes to awards

10.2.1 Faculty of Medicine, Dentistry and Health Sciences

(a) **Peter G Jones Elective Essay Prize**

The Committee approved changes to the Peter G Jones Elective Essay Prize.

11. Quarterly Reports – Quarter 3/05

11.1 Faculty of Economics and Commerce

The Committee approved the Faculty of Economics and Commerce postgraduate report for the third quarter of 2005.

11.2 Victorian College of the Arts

The Committee approved the VCA undergraduate report for the third quarter of 2005.

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:

Renaming of courses : Graduate Certificate/Diploma in Educational Studies (Special Education) renamed as the Graduate Certificate/Diploma in Educational Studies (Inclusion and Special Education)

Cancellation of course streams : cancellation of the following three streams of the Graduate Certificate in Criminology - Crime & Violence Prevention, Enforcement Studies, Policy Studies

New subjects for 2005 in the MBS – Leadership of Self, Leadership of Teams, Leading Change

13. Indigenous Studies Sub-Committee

The Committee received for information the minutes of meetings 1/05 (7 April), 2/05 (11 July) and 3/05 (15 September) of the Indigenous Studies Sub-Committee.

14. Next meeting

Thursday, 3 November 2005 at 2.15 pm in the Jim Potter Conference Room, Old Physics Building.

The meeting closed at 4.05 pm