

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

**MEETING 9/06**

Meeting 9/06 of the Academic Programs Committee was held on Thursday, 5 October 2006, at 2.15 pm in the Jim Potter Conference Room, Conference Centre, Old Physics Building.

**Present:** Professor J Borland (Chair), Ms L Bartolini, Associate Professor C Duffield, Professor M Elgar, Professor C Falk, Associate Professor S James, Professor D Jamieson, Ms G Luck, Associate Professor R Misson, Professor M Morris, Ms C O'Dowd, Associate Professor E Ozanne, Mr D Rizzetti, Professor R Slocombe, Ms C Smith, Professor L Sterling, Ms T Tjia, Professor H Watson, Associate Professor G Webb

**In attendance:** Dr S Arkoudis, Dr M Emison, Mr R Hillbrich, Mr C Reid (Secretary)

**BUSINESS**

**1 Formal Matters**

**1.1 Apologies**

Apologies were received from Associate Professor C Brown, Associate Professor J George, Professor D Holm, Professor G Hutchinson, Professor P McPhee, Professor P Pattison, Professor L Skene, Associate Professor P Tregloan and Mr A Williams.

**1.2 Welcome to New Member**

The Committee welcomed Ms Teresa Tjia, Faculty General Manager, Land and Food Resources, who has joined the Committee in place of Mr Alan Eddy as the Faculty General Manager appointed to the Committee by the President of Academic Board.

**2 Minutes**

**2.1 Minutes of meeting 8/06 (31 August 2006)**

The minutes of meeting 8/06 were confirmed and signed as a correct record.

**2.2 Action Sheet 8/06**

The Committee noted the circulated action sheet. In relation to item 6 of the action sheet, Ms Luck reported that the proposed award had been referred back to Unilodge but that Unilodge has chosen not to submit a revised award proposal.

**3 Matters Arising Not Dealt with Elsewhere**

**3.1 Business Plans for New Course Proposals**

Ms Luck indicated that the question of whether business cases were still required to accompany all proposals for the establishment of new courses had arisen as a result of the 2005 AUQA audit, in which it had been noted that the University

confirmed

had not always enforced its own requirement for business cases to be submitted. After discussion of this matter at meeting 3/06 of the Committee, Ms Luck had sought advice from the Senior Vice-Principal on whether the University should maintain its requirement that business cases be submitted with all proposals for new courses. He has suggested that business cases are not relevant for undergraduate courses under the Melbourne Model. However, he proposed that business cases should still be required for all new postgraduate courses, particularly those that are fee-paying.

The Committee agreed to continue to require business cases to be submitted with all proposals for new postgraduate courses and agreed that the course approval form for postgraduate courses should state this requirement.

### **3.2 Academic Misconduct**

#### **3.2.1 Letter from Dean, Faculty of Economics & Commerce**

The Committee noted the circulated letter from Professor Abernethy.

#### **3.2.2 Response from Deputy Vice-Chancellor (Academic)**

The Committee noted the circulated letter from Professor McPhee, addressing matters raised by Professor Abernethy. The Committee endorsed the view taken by Professor McPhee that matters of academic misconduct of the kind discussed should be dealt with informally in the first instance, where possible. The Committee agreed that Professor McPhee's letter provided valuable advice on the matter. It was agreed that, with Professor McPhee's approval, his letter should be attached to the Committee's report to Academic Board for noting and should be circulated to faculties.

The Committee was informed that TALQAC is establishing a working group to look at the implementation of the Academic Misconduct policy.

### **3.3 Assessment Processing – Best Practice Guide**

The Committee noted the circulated Guide to assessment processing. Mr Hillbrich reported that the Guide had been developed by the Examinations Working Group and that it is intended to place it on the University's web-site. Section 6 of the Guide incorporates revisions that are intended to improve the handling of errors in examination papers. In discussion, it was noted that the reference to currently enrolled students processing results (page 20), refers to students processing results data, not those employed as examination markers. The Committee endorsed the guide and commended its use, and agreed to recommend its approval by Academic Board.

### **3.4 Weighting of Examinations in Assessment**

The Chair reported on a meeting that he and Professor Pattison had held with the Deputy Dean and Associate Dean (UGS) of the Faculty of Law concerning the use of a single examination to comprise 100% of the assessment in some subjects. He said that the Faculty, as well as providing a verbal report on their assessment practices, had also presented a range of examples of their feedback and assessment instruments. The Faculty made three main points in discussion: (i) That for undergraduate students, subjects with 100% exam would generally constitute a minor share of all subjects, and not normally occur until at least the third year of studies; (ii) That in subjects with 100% exam other feedback

confirmed

mechanisms are used; and (iii) That the course program for undergraduate students – judged as a whole – does involve a wide variety of assessment practices that are integrated with subject objectives, and major opportunities for student feedback. On the basis of the discussion at the meeting, the Chair stated that he and Professor Pattison believed that the Faculty's case for having subjects with 100% exam should be accepted.

In discussion concern was expressed by several members of the Committee about accepting the Faculty's case.

- It was noted that having multiple types of assessment during the semester serves the objectives of providing feedback, developing skills (beyond cramming for exams), and 'insures' students against their final mark depending on just one piece and type of assessment; and these objectives are not satisfied by subjects with 100% final examination.
- It was argued – notwithstanding the points made by the Faculty – that for each specific subject for which the Faculty wishes to retain 100% exam it should make a case for how 100% exam achieves the learning objectives of the subject (which it was felt had not been done in the original submission to the Examinations Working group).
- It was raised that in those subjects that provide feedback exercises – but are 100% exam – an alternative would be to include those exercises as part of the assessment.

The Chair expressed the view that it was important to have a strong element of collegiality in dealing with these types of matters with Faculties, in a way that respected their discipline expertise and responsibility for course delivery.

It was agreed that the Chair should discuss further steps with Professor Pattison, including the possibility of seeking further submissions on the matter from the Faculty of Law.

### **3.5 Discrimination in Awards**

The Committee noted the circulated copy of email correspondence from the Vice-Principal and General Counsel concerning the issue of potential discrimination in the provisions for some student awards. The Chair reported that the proposal for the Eleanor and Joseph Wertheim Scholarship, which was considered at meeting 6/06 of the Committee, had already been approved by Legislation and Trusts Committee and a regulation for it had already been established by Council. It was suggested that the question of whether the terms of a proposed student award are potentially discriminatory should be considered at the point where the regulation is developed and approved and, in that case, Academic Programs Committee should be concerned only with the academic aspects of the proposal. This would obviate the need for the Committee to refer to the Vice-Chancellor proposals that appeared to contravene University equity (or other) policy.

In discussion it was noted that the Eleanor and Joseph Wertheim Scholarship provides scholarships for disadvantaged students and that there are ways of testing disadvantage that can be used to identify prospective scholarship recipients.

## **4 University Curriculum Project**

### **4.1 Curriculum Commission**

#### **4.1.1 Final Report**

The Committee noted the circulated copy of the report to Academic Board from the Curriculum Commission and noted that, with exception of recommendation 7, which is under discussion with faculties, Academic Board had adopted the report and submitted it to Council for consideration.

#### **4.1.2 Implementation of the Melbourne Model**

The Committee noted the circulated copy of the report to Academic Board from Planning and Budget Committee on the implementation of the Melbourne Model.

The Director of the Curriculum Project, Dr Emison, was present for the discussion of these reports. She noted the following:

- The first meeting of the Interim Board of Undergraduate Studies has been held, and further meetings are planned for November and December.
- The interim course standing committees are being established.
- A Melbourne Model Implementation Steering Group has been established.
- A paper discussing the establishment of graduate schools has been submitted to the Vice-Chancellor's Advisory Group.

In discussion, it was noted that the distinction between 'graduate' and 'postgraduate' needs to be made clear in the implementation of the Melbourne Model and particularly in the role of graduate schools and the development of new curricula. It was agreed that the advice of the Postgraduate Coursework Programs Sub-Committee should be sought on this matter and transmitted to Academic Board.

### **4.2 Course Approval Process Working Group**

#### **4.2.1 Course Approval Form**

The Committee noted the circulated paper from the Chair outlining the content of a new course approval form. The Chair indicated that the form would be accompanied by guidelines drawn from the report of the Curriculum Commission and these would also be included in a revised version of the Blue Book. Comments will be sought from Professor McPhee, Professor Pattison and Professor Skene on the form and the guidelines. It will be sent to chairs of standing committees in the near future.

In discussion, the following points were noted:

- Questions 11, 13 and 14 are intended for undergraduate programs and the form will need to be adapted for postgraduate program proposals.
- The requirements for inclusion of a breadth component in an undergraduate course will not apply to a second undergraduate course taken sequentially, as the combination of courses will provide the breadth.

The Committee approved the form in outline and agreed that it should be finalised as proposed and circulated for implementation.

#### **4.2.2 Postgraduate Courses, Subjects and Student Awards Approval Process 2007-2008 and**

confirmed

#### **4.2.3 Undergraduate Courses, Subjects and Student Awards Approval Process 2007-2008**

The Committee noted the circulated draft summaries of the approval processes that are likely to apply as part of the implementation of the Melbourne Model. These have been developed to try to clarify the approval processes for staff in faculties and in Student Administration. It was noted that there will need to be separate processes for existing undergraduate programs and new generation undergraduate programs. The roles of departments and schools in submitting proposals to faculties, BUGS and standing committees need to be described. The role of the proposed Postgraduate Coursework Programs Committee in considering, for example, student awards, is not yet determined.

### **5 Policy Issues**

#### **5.1 Extension Program Selection Guidelines 2007**

The Committee noted the circulated guidelines proposed for selection of students into the Extension Program. The Committee noted that there is a wide range of selection criteria, and suggested simplifying the criteria, for example, adopting a minimum score of 33 for all subjects and then setting additional subject-specific requirements as needed. The question of whether the related year 12 subjects are required co-requisites was also raised. The Chair undertook to raise the issues with the Program Coordinator. The Committee agreed to endorse the guidelines and recommend them to Academic Board for approval.

#### **5.2 Early Qualification and Lesser Awards**

The Committee noted the circulated paper proposing guidelines for the recognition of studies by students withdrawing early. The question of the impact on student eligibility for concessions was raised, and it was noted that students who are enrolled in graduate certificates and diplomas can be eligible for concessions for which masters students are not, which is an incentive for students to enrol in nested awards where possible. It was noted that the change of program would appear on students' academic transcripts.

The Committee agree to endorse the proposed policy and procedures and recommend their approval by Academic Board.

### **6 Postgraduate Coursework Programs Sub-Committee Business**

#### **6.1 Minutes of meeting 3/06 held on 29 September 2006**

The Committee noted the circulated minutes of the Postgraduate Coursework Programs Sub-committee meeting 3/06.

#### **6.2 PCPSC Recommendations**

The Committee approved the following course proposals, subject to any changes, corrections or clarifications required by the shepherd and/or members, and agreed to recommend approval by Academic Board:

#### **Proposals for New Courses/Streams**

##### **School of Enterprise**

Specialist Certificate in Clinical Research (Oncology)

confirmed

### **Faculty of Veterinary Science**

Revision to the Postgraduate Certificate in Avian Health and Master of Avian Health and Medicine, to enable it to be offered as a jointly badged degree with the University of Georgia, USA.

### **Proposals for Discontinuation of Existing Courses**

#### **Victorian College of the Arts**

Graduate Diploma in Animateuring  
Graduate Diploma in Dramatic Art (Direction)  
Postgraduate Diploma in Dramatic Art (Methodologies for Actor Training)  
Postgraduate Diploma in Dramatic Art (Voice)  
Graduate Diploma in Dramatic Art (Design)  
Graduate Diploma in Production (Design)  
Graduate Diploma in Dramatic Art (Sound Design)  
Graduate Diploma in Production (Sound Design)  
Graduate Diploma in Dramatic Art (Production and Events Management)  
Graduate Diploma in Production (Production and Events Management)  
Graduate Diploma in Dramatic Art (Lighting Design)  
Graduate Diploma in Production (Lighting Design)  
Postgraduate Diploma in Puppetry  
Graduate Diploma in Visual Art  
Postgraduate Certificate in Classical Ballet Teaching  
Graduate Diploma in Opera (Vocal)  
Graduate Diploma in Opera (Repetiteur)

### **Proposal for Substantial Change to Existing Courses**

The Committee approved the following course change proposals, subject to any changes, corrections or clarifications required by the shepherd and/or members, and agreed to report them to Academic Board:

#### **Faculty of Science**

Postgraduate Certificate in Information Systems, Postgraduate Diploma in Information Systems, Master of Information Systems (MIS)

#### **Faculty of Education**

Master of Education (Special Education, Inclusion and Early Intervention)

#### **Faculty of Arts**

Postgraduate Diploma of Creative Arts

## **7 Teaching International Students: Strategies to Enhance Learning**

The Committee noted the circulated paper prepared by Dr Sophie Arkoudis, who was present for this agenda item. She indicated the intention is to provide academic staff with advice on teaching non-English speaking background international students, and that the focus is on language rather than culture. She invited feedback on the report and members

confirmed

were asked to forward any comments to her. It was agreed that, once the report was finalised, it would be recommended to Academic Board.

## **8 Chairs' Reports**

### **8.1 TALQAC Report**

Professor Sterling reported on the Committee's current activities and plans for 2007. He indicated that the Committee will defer course reviews while the Melbourne Model is being introduced and will focus instead on the quality of the experience of students in courses being phased out. It will also be considering advice from the Disability Liaison Unit on support for students with disabilities.

### **8.2 T&L(MM&ET)C Report**

On behalf of Associate Professor Tregloan, the Chair reported on the allocation of \$50,091 on small projects and on the nomination of subjects for delivery via the LMS in semester 1, 2007.

## **9 Student Members Reports**

Nil

## **10 Working Group Reports**

### **10.1 Assessment Implementation Working Group**

Nil

### **10.2 Working Group on Special Consideration**

Nil

### **10.3 Working Group on Teaching in Languages Other than English**

The Committee noted the circulated report from the Working Group. Professor Elgar proposed that Academic Programs Committee seek Academic Board approval for the offering of subjects in a language other than English before undertaking the work involved in developing guidelines for such offerings. The Committee was informed that there are already some cases where subjects are offered in languages other than English, and was also informed that overseas undergraduate clinical placements may involve delivery in languages other than English. The Committee agreed to endorse recommendation 1 of the report, with the addition of the phrase 'continue to', viz., 'That the University continue to allow subjects or courses to be taught in a language other than English.' The Committee asked the Working Group to develop appropriate guidelines for consideration at a future meeting.

### **10.4 Examinations Working Group**

Nil

### **10.5 Working Group on Eligibility for Student Awards**

Nil

confirmed

## **11 New Courses**

### **Faculty of Arts**

#### **11.1 Bachelor of Arts (Honours) in International Studies**

The Committee noted the tabled proposal and agreed to approve the establishment of the program and recommend its approval by Academic Board.

## **12 Course Changes**

### **Victorian College of the Arts**

#### **12.1 Proposal for Discontinuation of Bachelor of Dramatic Art (Production Stream)**

The Committee approved the proposal as circulated.

### **Faculty of Education**

#### **12.2 Proposal for Discontinuation of Bachelor Music/Bachelor of Teaching**

The Committee received the circulated proposal and noted an error in the statement of when the last student will complete, which will be in semester 2, 2009. The Committee approved the proposal with this proviso, and agreed to recommend approval by Academic Board subject to submission of a satisfactory shepherd's report. The question was raised as to whether students in the program had been adequately informed of plans for its discontinuation.

### **Faculty of Engineering**

#### **12.3 Bachelor of Biomedical Engineering (Biocellular Stream)**

The Committee approved the proposed changes to the course, as circulated.

#### **12.4 Bachelor of Engineering (Biomedical)**

The Committee approved the proposed changes to the course, as circulated.

### **Faculty of Arts**

#### **12.5 Discontinuation of the Bachelor of Arts/Bachelor of Theology Double Degree**

The Committee approved the proposal as circulated and agreed to recommend approval by Academic Board. It was noted that student names had inadvertently been included in the proposal and that these should be kept confidential.

#### **12.6 Postgraduate Certificate in Arts (History) and Postgraduate Diploma in Arts (History)**

The Committee approved the proposal as circulated and agreed to recommend approval by Academic Board, subject to endorsement by the shepherd.

#### **12.7 Discontinuation of Graduate Certificate in Arts in History Education and Graduate Diploma in Arts in History Education**

confirmed

The Committee approved the proposal as circulated and agreed to recommend approval by Academic Board.

### **13 Student Awards**

#### **13.1 New Student Awards**

##### **Faculty of Science**

##### **13.1.1 The Klein Prize in Experimental Physics**

The Committee approved the proposal as circulated and agreed to recommend approval by Academic Board.

##### **13.1.2 The Maurice Belz Honours Scholarship**

The Committee approved the proposal as circulated and agreed to recommend approval by Academic Board.

##### **13.1.3 The CiSRA Prize in Physics**

The Committee noted the circulated proposal, and the Chair, who is shepherding the proposal, informed the Committee of concerns he had with it. He indicated that he has referred his concerns to the Faculty.

#### **13.2 Major changes to existing awards**

##### **Faculty of Law**

##### **13.2.1 Herbert Geer and Rundle Prize**

The Committee approved the proposed changes as circulated and agreed to recommend approval by Academic Board.

#### **13.3 Minor changes to existing awards – for noting only**

##### **Faculty of Law**

##### **13.3.1 The Frank Galbally Prize**

The Committee noted the change of name of the Prize to The Frank Galbally Memorial Prize and the increase in value of the prize to \$1000, approved under delegated authority by the Faculty.

### **14 Quarterly Reports**

#### **Faculty of Engineering**

The Committee accepted the Faculty's Undergraduate Report 2/06.

### **15 Matters dealt with by the Chair and/or President, Academic Board**

The Committee noted matters approved by the Chair and/or the President of Academic Board since meeting 8/06:

confirmed

*Creation of New Subject – semester 2 intensive: 620-614 Statistics for Research Workers*

**16 Indigenous Studies Sub-Committee**

The Committee noted the circulated the Sub-committee's minutes 4/06 as tabled.

**17 Any Other Business**

Nil

**The meeting closed at 4.40 pm.**

**18 Next Meeting**

The next meeting of the Committee will be on Thursday 2 November 2006 at 2.15 pm in Jim Potter Conference Room, Old Physics Building.

\\uom\dfs\groupfolders\University Secretary\Secretariat\APC\APC2006\MinutesandActionSheets\APC minutes 9.06.doc

confirmed

**Circulation**

Professor J Borland (Chair)  
Associate Professor C Brown  
Professor K Dovey  
Associate Professor C Duffield  
Professor M Elgar  
Professor C Falk  
Associate Professor J George  
Professor D Holm  
Professor G Hutchinson  
Associate Professor S James  
Professor D Jamieson  
Ms G Luck (Mr L Cameron – alternate)  
Professor P McPhee  
Associate Professor R Misson  
Professor M Morris  
Associate Professor E Ozanne  
Professor P Pattison  
Professor M Singh  
Professor L Skene  
Professor R Slocombe  
Ms C Smith  
Professor L Sterling  
Professor R Strugnell  
Ms T Tjia  
Professor H Watson  
Dr G Webb  
Mr A Williams  
Ms Loretta Bartolini (nominee of UMPA)  
Two nominees of UMSU:  
    Ms Caitlyn O'Dowd  
    Mr Dean Rizzetti

Dr J Stockdale (VCA observer)  
Associate Professor P Tregloan (T&L(MM&ET)C observer)  
General Manager, Student Administrative Services (observer)  
Mr C Reid, Committee Secretary

**For Information (full sets of papers)**

Chairperson, Selection Procedures Committee  
Director, Melbourne Business School  
General Manager, Architecture, Building and Planning  
General Manager, Arts  
General Manager, Education  
General Manager, Economics and Commerce  
General Manager, Land and Food Resources  
General Manager, Law  
General Manager, Medicine, Dentistry and Health Sciences  
General Manager, Music  
General Manager, Science  
Faculty Executive Officer, Veterinary Science  
Manager, International Admissions  
Research Assistant, President of the Academic Board  
Research Higher Degrees Manager, School of Graduate Studies  
Academic Registrar, VCA  
Tables Officer, Student Administration  
Ms Gloris Willoughby, Enrolment Management Services  
Dr G Duke, University Secretary's Department

**Minutes and Agendas only**

Deputy Principal, Information Technology Services  
General Manager, School of Graduate Studies  
Manager, Office of Environmental Programs  
Associate Dean (Academic Programs), Faculty of Science