

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

**MEETING 07/09**

A meeting of the Academic Programs Committee was held at 10.00am on Friday, 16 October 2009 in the Council Chamber, Old Quadrangle.

**Present:** Professor M Elgar, Ms H Hayman, Ms L Harris, Associate Professor R Misson (Chair), Professor N Olekalns, Associate Professor B Parry, Associate Professor D Shallcross (until 11.00am), Professor R Slocombe, Professor G Stevens, Professor D Young.

**In attendance:** Ms E Koch, Ms A Boland (Secretary).

**MINUTES**

**A FORMAL MATTERS**

**A01 Apologies & Welcome**

Apologies were received from Dr Marion Campbell, Professor A Capling, Ms P Fernandez, Professor L Hawthorne, Professor I Holtham, Professor R James, Ms G Luck, Professor M Morgan, Professor G Webb and Professor J Wyn.

**A02 Updated Terms of Reference**

The committee noted that recent changes in nomenclature to Vice-Principals (and equivalent) and University management positions required the Terms of Reference to be updated. The committee **endorsed** the updated Terms of Reference.

**B MINUTES**

**B01 Minutes of APC meeting 06/09 (11 September 2009)**

The committee approved the minutes of meeting 6/2009 as a true and accurate record of the meeting.

**B02 APC Action Sheet 06/09**

The committee noted the action sheet arising from APC meeting 06/09. It was agreed that Item No. 1, 2, 4, 6, and 7 could be removed from the Action Sheet and that Item 3 should be followed up after the Towards 2011 project is completed.

**C MATTERS ARISING NOT DEALT WITH ELSEWHERE**

**C01 Proposed Articulation Agreement: MSE and Taylor's University College, Malaysia**

The committee noted that the proposal for an articulation arrangement between the Melbourne School of Engineering and Taylor's University College had been considered by the Selection Procedures Committee (SPC) at its 12 October 2009 meeting. Further information has been requested by SPC, particularly in relation to advice on the processes of quality assurance, and comparability of entry standards.

It was noted that such articulation agreements are likely to increase over time and that SPC and APC needed to consider establishing a set of guidelines for these proposals.

## UNCONFIRMED

The committee agreed to defer making a recommendation regarding the articulation agreement, pending the receipt of a satisfactory response to SPC's request for further information. If the response is to the satisfaction of the SPC, and the Chair considers that there are no substantial changes, then the Chair will approve the matter executively.

### **C02 Proposed Assessment – JD subjects**

The Melbourne Law School submitted a request that APC consider a proposal to allow 'redeemable assessment'. The committee noted that redeemable assessment results in the assignment grade only counting towards a student's final result if a student's assignment mark is higher than his or her mark in the examination.

The committee requested that the academic reasons for such an assessment be further justified. The committee also expressed concern that allowing the exam to have a 100% weighting may discourage some students from completing the syndicate task to the best of their ability, and may disadvantage some students who are doing their best in the syndicate task. Further information on the processes the Faculty has in place to avoid disadvantaging students, for example, a minimum hurdle requirement for the syndicate task, was requested.

The committee agreed to defer making a final recommendation on the proposed assessment pending clarification of the above matters from the Melbourne Law School.

*{Secretary's Note: Subsequent to the meeting, clarification was received from the Melbourne Law School, and the Chair agreed that subjects using redeemable assessment could be approved out of session, subject to the syndicate task having a satisfactory completion hurdle requirement.}*

### **C03 Amendment to the Recommendations arising from the Major Changes/Minor Changes discussion paper**

At Meeting 06/09 the committee agreed to a list of recommendations arising from the Major Changes/Minor Changes discussion paper that had been previously circulated. The Chair reported that subsequent to this meeting, the Academic Secretary advised that the following two recommendations would result in the University being non-compliant with the Higher Education Support Act (HESA), if actioned after a certain time:

- a change in delivery from normal semesters to intensive or summer semester no longer be considered a major change;
- a change in semester dates for a program be approved under delegated authority by faculties/graduate schools and be reported in the Quarterly Report.

The above changes are only able to be made up until the end of July of the previous year to allow them to be reported, with permission from the Minister required for any changes after that time.

The committee agreed that the Chair discuss this matter with the Academic Secretary to ensure appropriate timelines be added to the recommendations.

## **D POLICY ISSUES**

### **D01 Accelerated Subject Entry (Advanced Standing) Policy**

The committee **endorsed** the Accelerated Subject Entry (Advanced Standing) Policy.

## **D02 Draft Examinations Policy Paper**

The committee noted that the paper has been submitted for discussion and feedback only at this stage, and raised the following points:

- Management of Examinations: 2.3 – should include clarification that alternative exam requirements are not covered by this section.
- Management of Examinations: 2.5 – not only class size should be an influencing factor in determining when in the examination period an exam will be scheduled; there should be a process whereby a case can be made for holding an exam early in the examination schedule.
- Attendance at Examinations: 4.5 – this may be difficult to implement, although it was acknowledged that this is the process that is applicable under current policy. Rather than the coordinator's written authorisation, a suggestion is for the Faculty/Departments/coordinators to specify a list of acceptable dictionaries, or the subject coordinator to specify 'any unmarked dictionary', with this information being added to the examination coversheet.
- Supplementary Examinations: In order to give this section context, it was suggested that section 11.3 be re-ordered to be the first paragraph with, 11.1 to follow.
- Responsibilities of Subject Coordinators 15.2: remove the words 'for students sitting the examination at alternative venues'
- Procedures: Section 2: Examination Venues Section: 2.1 – the university is responsible for creating a fair and serviceable environment in which candidates can perform to the best of their ability. Students need to be aware of this policy and their right to appeal in situations where the environment is not compliant with the policy.
- The policy is silent on the quality of the exam, as this is covered by the Assessment Policy; however, a reference to the Assessment Policy in Section 14: Examination Documents would be useful.
- Procedures Section 2: Clinical examinations undertaken in hospitals may not necessarily be consistent with the draft policy. Professor Young agreed to discuss this further with Ms Koch.
- Procedures Section 6: Complaints and Appeals 6.1 Need to ensure the reference to the 'University's Complaint, Grievance & Appeals Resolution Procedures', is named consistently across policies (for example in the draft Course Discontinuation and Teaching-Out policy this is referred to as the 'Student Grievance Policy').

The committee agreed that any member with further feedback on the policy should contact Emma Koch, Academic Policy Project Officer.

## **D03 Course Discontinuation and Teaching-Out Policy**

The committee noted that the paper has been submitted for discussion and feedback only at this stage, and provided the following feedback:

- Procedures: 1.4e – move this matter higher up in section 1.4

Further discussion took place regarding the implementation of the policy, and concern was raised as to the extent to which a course could be varied. Ms Hayman agreed to discuss the wording of 2.9 of the Policy section further with Ms Koch.

Additional concerns were raised in relation to students' lack of awareness of the grievance policy procedures in relation to discontinuations of courses and majors, and how discontinuations affect students whose original expectations of future course/major availability are unable to be met.

## UNCONFIRMED

It was agreed that the President of the Academic Board and Ms Harris would have discussions regarding student concerns.

The committee agreed that when the final draft version of the policy is submitted to APC, Professor Janet Hergt be invited to attend that meeting, in her role of monitoring the phasing-out of undergraduate degrees.

### E COMMITTEE REPORTS

#### E01 TALQAC Report

Nil.

#### E02 TALDEC Report

Nil.

#### E03 Melbourne Model Committee

Nil.

#### E04 Coursework Examinations Sub-Committee

Nil

#### E05 Selection Procedures Committee

Professor Slocombe reported the main item considered at SPC was the proposed articulation agreement between the Melbourne School of Engineering and Taylor's University College, which was previously discussed at Item C01.

#### E06 Indigenous Studies Teaching and Learning Programs Sub-Committee

Nil.

### F STUDENT MEMBERS REPORTS

Nil.

### G WORKING GROUP REPORTS

Nil.

### H COURSE AND SUBJECT PROPOSALS

#### H01 In-principle Support: Doctor of Physiotherapy H01a Shepherd's Report

The committee sought clarification regarding the advanced selective in physiotherapy lasting 8 weeks, which can focus on a clinical area, research, clinical education or business and management. The proposal outlined that not all students can undertake a clinical advanced selective. Professor Young advised that the capacity for students to undertake a clinical advanced selective is limited by the availability of projects. The committee agreed to request that the proposal be amended to clarify the advanced selective and how students will be allocated to a particular focus area.

*{Secretary's Note: Subsequent to the meeting, a revised proposal that included clarity on the advanced selective was received and recommended to the Academic Board}*

The committee agreed to **recommend** in-principle support for the Doctor of Physiotherapy **subject to** Melbourne Model Committee approval.

**H02 In-principle Support: Doctor of Medicine**  
**H02a Shepherd's Report**

The committee commented that this proposal was an impressive document that clearly articulates the objectives and broad structure of the MD. It was noted that this course ensured that application for internships will be synchronised for rural and non-rural participants.

The committee agreed to **recommend** in-principle support for the Doctor of Medicine **subject to** Melbourne Model Committee approval.

**H03 In-principle Support: Doctor of Dental Surgery**  
**H03a Shepherd's Report**

The committee requested that the following points be given as feedback to the Faculty:

- it may be a challenge to incorporate the comprehensive course structure into 12.5 pt subjects;
- completion of a Doctor of Dental Surgery can lead to admission to a Research Masters or PhD enrolment. By the end of Year 2 students will have completed 25 points of the research project including research methods. How will evidence be provided that the research has been completed to a particular standard?

*{Secretary's Note: Subsequent to the meeting, the Faculty provided a satisfactory response to the feedback, noted by the Chair.}*

The committee agreed to **recommend** in-principle support for the Doctor of Dental Surgery **subject to** Melbourne Model Committee approval.

**H04 Major Change: Master of Commerce (Marketing)**  
**H04a Shepherd's Report**

The committee noted that originally the Master of Commerce (Marketing) and the Master of Commerce (Management) had common objectives. This proposal is to have specific objectives for the Marketing stream.

The committee agreed to **recommend** the major change to the Master of Commerce (Marketing) to Academic Board.

**H05 Major Change: Master of Commerce (Management)**  
**H05a Shepherd's Report**

The committee noted that originally the Master of Commerce (Marketing) and the Master of Commerce (Management) had common objectives. This proposal is to have specific objectives for the Management stream.

The committee agreed to **recommend** the major change to the Master of Commerce (Management) to Academic Board.

**H06 Major Change: Master of Science (Nanotechnology program)**  
**H06a Shepherd's Report**

## UNCONFIRMED

The committee noted that this major change increases the core component from 62.5 to 75 points and decreases the elective component from 37.5 to 25 points.

The committee agreed to **recommend** the major change to the Master of Science (Nanotechnology program) to Academic Board.

**H07 University Breadth Subject: Sex, Race and Social Justice (previously submitted as Sex, Race and Social Justice in Everyday Life)**  
**H07a Shepherd's Report**

The committee agreed to **recommend** the University Breadth Subject to Academic Board **subject to** Melbourne Model Committee approval and to the satisfactory revision of the subject details, as per the Shepherd's Report, for the following items:

- the scope of the subject may need to be limited in the delivery in order to be more than superficial
- the title is too long, and it is suggested the words 'in everyday life' be deleted
- the length of the oral presentation needs to be specified in terms of minutes

*{Secretary's Note: Subsequent to the meeting, a revised version of the subject was received, as requested}*

**H08 University Breadth Subject: Sex; Science and the Community (previously submitted as Sex: The Big Picture)**  
**H08a Shepherd's Report**

The committee noted that this subject had previously come to the Academic Programs Committee (meeting 05/2009) with the final recommendation deferred pending submission of the University Breadth Subject: Sex, Race and Social Justice, which has now been submitted.

The committee agreed that the name of the title of the subject should be changed to 'Sex: Science and the Community'.

Ms Hayman agreed to email the academic contact Dr Jillian Shaw regarding her concerns in relation to the text on gender dysphoria.

The committee agreed to **recommend** the University Breadth Subject *Sex: Science and the Community* to Academic Board.

**H09 Major Change: Master of Education subjects:**  
**H09a Identity, Equity and Social Change**  
**Diversity Inclusion and Practice**  
**Success and Failure at School**  
**How Countries Tackle Low Achievement**  
**H09b Shepherd's Report**

The committee agreed to **recommend** the above Master of Education subjects to Academic Board **subject to** the satisfactory revision of the assessment statements, as per the Shepherd's Report, for the following subjects:

- Success and Failure at School
- How Countries Tackle Low Achievement

*{Secretary's Note: Subsequent to the meeting, revised versions of the subject description were received, as requested}*

## I QUARTERLY REPORTS

## UNCONFIRMED

### \*101 Quarterly Report Processes

The committee agreed to defer this discussion.

### I02 Architecture, Building & Planning

#### I02a Quarterly Report 02/09

#### I02b Shepherd's Report

The committee **endorsed** the Architecture, Building & Planning Quarterly Report 02/09, subject to minor points of clarification as per the Shepherd's Report.

### I03 Arts

#### I03a Quarterly Report 02/09

#### I03b Shepherd's Report

The committee noted that this report included a number of cancellations from the School of Culture and Communications, which is in line with the Faculty's efforts to remove the previous high proliferation of elective subjects, whilst maintaining sufficient subjects for completion of majors.

Ms Hayman and Ms Harris indicated that students' perceptions were that the course planning advice from course advisors was inadequate. It was noted that the availability of course advice and ways to improve the process were matters that the University is currently considering.

The committee **endorsed** the Arts Quarterly Report 02/09, subject to clarification of one assessment, as per the Shepherd's Report.

*{Subsequent to the meeting, the Faculty provided satisfactory clarification on the assessment in question}*

### I04 Economics and Commerce

#### I04a Quarterly Report 02/09

#### I04b MGSM Quarterly Report 02/09

#### I04c Shepherd's Report

The committee **endorsed** the Economics and Commerce Quarterly Report 02/09, subject to clarification of some assessments, as per the Shepherd's Report.

*{Subsequent to the meeting, the Faculty provided clarification regarding assessments, and revised assessment statements where necessary, and the Chair was satisfied that the response addressed the committee's concerns}*

### \*105 Engineering

#### I05a Quarterly Report 02/09

#### I05b Shepherd's Report

The committee **endorsed** the Engineering Quarterly Report 02/09, subject to the following clarifications and amendments:

- 431-693 explanation of assessment statement '100% continuous assessment'
- 411-339; 411-393 - timing and weight of the assessment needs to be specified
- 421-632 - 70% of assessment needs to be included
- 431-671 - timing of assessments needs to be included
- 431-621; 431-623 - timing of project report and presentation needs to be included

### I06 Law

#### I06a LLB Quarterly Report 02/09

#### I06b Shepherd's Report

#### I06c MLM Quarterly Report 02/09

#### I06d Shepherd's Report

#### I06e JD Quarterly Report 02/09

#### I06f Shepherd's Report

## UNCONFIRMED

The committee **endorsed** the Law Quarterly Report 02/09, subject to clarification of some assessments, as per the Shepherd's Reports:

For LLB:

- 730-365
- 730-108
- 730-389
- 730-396 (for students undertaking placements)
- 730-362
- 730-478 Deals
- 730-477 International Capital Markets
- 730-476 Practising Law Workshop (for 30 minute mock client interview and 1 hour mock pre-trial hearing)

For MLM:

- Timing of assessments is required for those subjects that had a change to subject details
- for new subjects, check the possibility of replacing exact dates for the assessment tasks with generic semester dates
- Timing for the assignment assessments of 732-756; 732-757; and 732-758

*{Subsequent to the meeting, the Faculty provided an explanation of these missing details, and the Chair was satisfied that the response clarified these issues}*

For JD:

- Timing of assessments is required for 733-533; 733-518; 733-549; 733-512; Advocacy, Climate Change Law, Cyberlaw and Colloquium.

*{Subsequent to the meeting, the Faculty provided revised assessments for 733-533 and 733-518}*

### **I07 Medicine, Dentistry & Health Sciences**

**I07a Quarterly Report 02/09**

**I07b Shepherd's Report**

The committee **endorsed** the Medicine, Dentistry & Health Sciences Quarterly Report 02/09.

### **I08 Melbourne Consulting and Customs Programs**

**I08a Quarterly Report 02/09**

**I08b Shepherd's Report**

The committee **endorsed** the Melbourne Consulting and Customs Programs Quarterly Report 02/09.

### **I09 Melbourne School of Land and Environment**

**I09a Quarterly Report 02/09**

**I09b Shepherd's Report**

The committee **endorsed** the Melbourne School of Land and Environment Quarterly Report 02/09.

### **\*110 Science**

**I10a Quarterly Report 02/09**

**I10b Shepherd's Report**

The committee **endorsed** the Science Quarterly Report 02/09. However, with regard to changes being made to a course/major/specialisation, the Chair advised that he would confirm with the Chair of the Bachelor of Science Course Standing Committee the changes that must come to the committee as major changes in the future.

### **\*111 VCA & Music**

**I11a Quarterly Report 02/09**

**I11b Shepherd's Report**

The committee **endorsed** the Bachelor of Music subject changes contained in the Quarterly Report 02/09.

## UNCONFIRMED

The committee did not endorse the proposed non-core breadth subjects of Brass, Flute, Guitar, Saxophone Choir and Chamber Players.

The committee noted that these performance subjects for instrumentalists consist of two hours of rehearsal classes a week, performances, and a requirement to attend and report on three concerts. It was also noted that these subjects were proposed to be assessed as pass/fail, the only case in New Generation undergraduate degrees where subjects are assessed as such. The committee was concerned that this may have implications for students in terms of their entry into graduate programs, since these subjects would only count as 50%.

The committee agreed to request an explanation from the Faculty as to why no grade can be given for these subjects.

### I12 Veterinary Science

#### I12a Quarterly Report 02/09

#### I12b Shepherd's Report

The committee **endorsed** the Veterinary Science Quarterly Report 02/09.

## J MATTERS DEALT WITH BY THE CHAIR AND/OR PRESIDENT, ACADEMIC BOARD

The committee noted the following matters approved executively:

*Discontinuation:* Postgraduate Diploma in Forest Science; Advanced Diploma in Viticulture; Advanced Diploma in Forestry Management; Advanced Diploma in Applied Science; Advanced Diploma in Equine Management; Associate Degree in Wood Products Management; Associate Diploma in Applied Science; Bachelor of Agriculture and Bachelor of Commerce; Bachelor of Applied Science (Honours); Bachelor of Forest Science and Bachelor of Commerce; Bachelor of Forestry; Bachelor of Forestry and Bachelor of Commerce; Bachelor of Science and Bachelor of Forest Science; Diploma in Applied Science; Diploma in Forest Technology; Diploma in Forestry; Graduate Certificate in Forest Industries; Graduate Certificate in Applied Science; Graduate Diploma in Applied Science; Graduate Diploma in Dairy Technology; Graduate Diploma in Forest Industries; Graduate Diploma in Soil Science; Master of Applied Science; Master of Environment (411); Master of Food Science (439BB); Master of Forest Industries. **(26)**

*Major Change Proposal:* Master of Science (Zoology program); Master of Science (Environmental Science) change 600-303 to 600-604; Master of Science (Earth Science stream); Bachelor of Science (Degree with Honours) Physiology stream – replacement of one 25 credit point subject with two 12.5 credit point subjects; Bachelor of Science (Degree with Honours) Physiology stream – discontinuation of the “umbrella” subjects replacing the coursework component with 2 x 12.5 point subjects; Bachelor of Computer Science (Honours) - updating the coursework subjects able to be taken in the program. **(6)**

*Reinstatement of course:* Graduate Diploma in Actuarial Studies **(1)**

*Change to Subject Coordinator:* 460-591; 460-525 **(2)**

*Offer of subject in Semester 2, as a Term 3 subject:* 460-729; 483-736 **(2)**

*Suspension of a stream for 2010:* 754AA: Physiotherapy stream of the BSc Honours for 2010 **(1)**

*Change to delivery date:* 757-144 **(1)**

*Correction of details in the Handbook:* Bachelor of Arts (Degree with Honours) – International Studies Specialisation **(1)**

*Amend eligibility for exit award:* Postgraduate Diploma in International Business **(1)**

## UNCONFIRMED

*New Area of Study Code: Bioinformatics (1)*

*Change of level from Level 2 to Level 3 to correct an administrative error: 702-369 (1)*

*Offering of year-long subject over two semesters in several semester patterns: 730-118 (1)*

*Re-offering of subject for Semester 2: 740-880 (1)*

*Correction of a timetabling system error: 702-513 (1)*

*Change to teaching pattern: 730-543 (1)*

*Suspension of subject: 740-432; 615-695 (2)*

*Change to delivery of subject: 106-477 (1)*

*Removal of optional half day seminar and clinical demonstration: 655-805 (1)*

*Cancellation of subject: 136-216 (1)*

*Change to assessment: 950-613 (1)*

*Change to subject description: 950-613 (1)*

## **K ANY OTHER BUSINESS**

The Committee Secretary advised that shepherding documents would now be available on MIM for Shepherds to download and review, and Shepherds can now also upload their reports. The Secretary agreed to send the instruction sheet to Shepherds and set up some dummy documentation in order that Shepherds can run through the new process.

## **L NEXT MEETING**

The next meeting of the APC was scheduled for 10.00am on Friday 13 November 2009 in the Council Chamber, Old Quadrangle.

The meeting schedule for 2009 is:  
13 November

The committee approved the following meeting schedule for 2010:

5 February  
26 March  
30 April  
11 June  
2 July (if required)  
23 July  
27 August  
8 October  
12 November

**The meeting closed at 12.25 pm**