

THE UNIVERSITY OF MELBOURNE
ACADEMIC PROGRAMS COMMITTEE

MEETING 9/04

A meeting of the Academic Programs Committee was held on Thursday, 30 September 2004 at 2:15pm in the Jim Potter Conference Room, Conference Centre, Old Physics Building.

Present: Professor M Bryan (in the Chair), Dr M Emison, Associate Professor C Falk, Associate Professor N Low, Professor G Marchant, Professor P Pattison, Professor L Sterling, Professor H Watson and Mr W Watson.

In attendance: Ms S Greve (Secretary), Dr A Grigg and Ms J Stephens.

BUSINESS

1. Formal Matters

1.1 Apologies

Apologies were received from Dr B Howlett, Professor E Mackie, Ms L Martin, Associate Professor A McDougall, Associate Professor S Elliott, Professor L Skene, Ms G Webb, Professor R Brown, Associate Professor S Baker, Professor P McPhee, Mrs J Reese, Professor P Taylor, Professor D Jamieson, Mr R Hillbrich and Professor D Holm.

1.2 Visitors

The Chair welcomed Dr Anthony Grigg, newly appointed Academic Registrar of the Victorian College of the Arts, and Ms Jenny Stephens who is the acting Vice-Principal and Academic Registrar while Ms Martin is on leave.

1.3 2005 meeting dates

Members received and noted the meeting dates for 2005.

2. Postgraduate Coursework Programs Sub-Committee Business

2.1 Unconfirmed Minutes of PCPSC Meeting 6/04

The Committee received and noted the unconfirmed minutes of the previous PCPSC meeting held on 24 September 2004.

2.2 PCPSC recommendations

The Committee adopted the Sub-Committee's recommendations on the following course proposals, considered at the meeting held on 24 September 2004:

- a) Addition of new stream (International Clinical) to Master of Psychology -
CONDITIONAL
- b) Major change to the GradDip/Cert in Adolescent Health and Welfare -
CONDITIONAL
- c) Major change to the Doctor and Master of Psychology

3. Minutes

3.1 Minutes of Previous Meeting

The minutes of meeting 8/04 held on 2 September 2004 were confirmed.

3.2 Action Sheet 7/04

Members noted the action sheet from meeting 8/04. The Chair and Secretary will discuss the long-term items and put them on the agenda for the next meeting of the Committee if necessary.

4. Matters Arising from the Minutes

4.1 Semesterisation of year-long subjects

The Chair referred to an email circulated to all academic staff by the President of the Academic Board in which it is stated that, "If a year-long subject is semesterised, the first of the two new subjects need not be assessed at the end of first semester." The Committee discussed a range of issues related to this policy and referred the matter to the Vice-Principal and Academic Registrar for clarification.

4.2 Review of the Guidelines for the Submission of Course Proposals

The Chair reported that he had met with the Secretary and Associate Professor R Misson to discuss the review of the guidelines and course proposal form. There will be new information added to the guidelines and a number of sections will be revised to reflect new policy including:

- Selection
- Assessment
- Higher degrees
- Articulation of courses
- Student awards

A draft revised version of the course proposal form will be presented to the 4 November meeting of the Committee and the revised draft guidelines will be presented to the 2 December meeting.

5. Policy Issues

5.1 Zero point subjects

The Chair reported that the APC recommendations on zero credit point subjects had been adopted at the last meeting of Academic Board.

5.2 Review of student awards process

The Chair reported on the recent meeting about student awards, attended by himself, Mr S Lawson (Trust Officer, Legal Services), and Mr C Penman (Vice-Principal and General Counsel), and advised that he will present a paper on the conclusions drawn from that discussion to the next meeting of the Committee.

5.3 Cross-communication problems experienced by combined degree students

The recent TALQAC review of the Bachelor of Arts identified a problem with cross-communication between faculties in relation to combined degrees with students reporting difficulties in obtaining advice on cross-faculty combinations of subjects. Professor Marchant reminded members that all combined degrees should have course objectives specific to the combined degree and this problem may indicate that those objectives are not being met.

Members discussed whether there should be a combined degree advisor appointed by the administering faculty. Dr Emison suggested that it may be useful to resurrect the Faculty General Manager's guidelines for assisting combined degree students. The Chair agreed to discuss this matter with Mrs J Reese.

It was agreed to refer the matter to the Vice-Principal and Academic Registrar to consider the administrative issues and to establish a joint TALQAC/APC working party to discuss the academic issues, including problems such as the sequencing of subjects. Membership will include:

- Professor M Bryan
- Professor P Pattison
- A representative from the Office of the Vice-Principal and Academic Registrar
- A Faculty General Manager
- Professor L Sterling

5.4 Unsatisfactory progress processes

The Chair advised that the draft revisions to Statute 11.5 have been referred to Research Higher Degrees Committee and will be considered at their November meeting.

The issue of what advice is given to students that are terminated by the University was referred to the Academic Policy Forum and it was identified that faculties deal with this issue in different ways. It was suggested that this matter could become a Head Start project in 2005.

6. Chair's Report

6.1 Teaching and Learning Quality Assurance Committee (TALQAC) Report

The Chair reported that the course review documentation will be considered at the October meeting of TALQAC.

6.2 Teaching and Learning (Multimedia and Educational Technologies) Committee (TALMET) Report

Professor Pattison reported that TALMET is currently involved in the implementation of the Blackboard Learning Management System and is particularly interested in the support of academics during the implementation phase.

6.3 Report on discussion at Academic Policy Forum

The Chair reported that one of the main issues discussed at the recent Academic Policy Forum was a report on the integration of Chinese students into academic and non-academic life. Members discussed the many issues with transition for Chinese students particularly problems with visa delays and arriving in Melbourne early enough to prepare properly for the academic year.

7. Reports from Working Groups

7.1 Cultural Diversity in Curriculum

Nil report.

7.2 Associate Degrees

The Chair reported that he had referred the AVCC Board paper, discussed at the last meeting of the Committee, to the Academic Policy Forum for consideration. Professor McPhee was unaware of the status of the paper but explained that the University is not bound by the recommendations within it.

7.3 Impact of Assessment on Students with Disabilities

Professor Pattison reported that the working group had met once since the last meeting of the Committee and that the major issue discussed was the current Disability Liaison Unit (DLU) guidelines. Concern was raised about some gaps in the guidelines and Mr M Brett from the DLU has since drafted additional sections for consideration at a meeting of the working group next week.

The Committee agreed to add an additional item to the terms of reference of the working group to permit consideration of the assessment and curriculum provisions of the *Disability Act 2004*.

Professor Sterling raised the issue of selection and whether it could be used to select only students that are capable of completing a course. It was agreed that all courses descriptions should include an indication of the demands of a course.

7.4 Communication with Students

The Secretary advised that the working group had met since the last meeting of the Committee and although work is progressing there is nothing to report at this time.

8. New Courses

Nil

9. Course Changes

9.1 Faculty of Music

9.1.1 Semesterisation of core subjects in the Diploma of Music (Practical)

The Committee **approved** the semesterisation of year-long core subjects within the Diploma of Music (Practical).

9.1.2 Semesterisation of core subjects in the Bachelor of Music (Composition)

The Committee **approved** the semesterisation of year-long core subjects within the Bachelor of Music (Composition), subject to the faculty addressing the Shepherd's concerns and changes to wording in the subject handbook statements to reflect the change from a year-long to single semester subject.

9.2 Faculty of Education

9.2.1 Major change to the Bachelor of Learning Development and Training

The Committee **approved** the change to the sequencing of subjects in the recently established Bachelor of Learning Development and Training. Members noted that this course will commence in Semester 1, 2005.

9.3 Faculty of Architecture, Building and Planning

9.3.1 Replacement of core subjects in the Bachelor of Landscape Architecture

The Committee **approved** the replacement of core subjects in the Bachelor of Landscape Architecture due to suspension of subjects in the Faculties of Arts and Science. The Committee asked the Faculty of Science to provide percentage weighting for assessment components in subject 650-111.

9.4 Faculty of Medicine, Dentistry and Health Sciences

9.4.1 Name change for the Postgraduate Diploma in Advanced Clinical Nursing – Child Health

The Committee **recommended approval** of a change to the name of the Postgraduate Diploma in Advanced Clinical Nursing – Child Health. From 2005 the course will be known as the Postgraduate Diploma in Advanced Clinical Nursing – Paediatrics.

9.4.2 Restructure of the Bachelor of Physiotherapy (Honours)

The Committee **approved** the restructure of the Bachelor of Physiotherapy and Honours program, subject to the faculty addressing the Shepherd's concerns.

Members noted that some faculties have difficulties with the distinction between generic skills, objectives and subject descriptions and discussed whether there is a need to review generic skills statements and subject objectives across all faculties in 2005. It was agreed that the Chair of APC and TALQAC will meet to discuss the matter further.

9.4.3 Change to compulsory subjects in the Postgraduate Diploma in Physiotherapy

The Committee **approved** the change to compulsory subjects in the Postgraduate Diploma in Physiotherapy.

9.5 Faculty of Economics and Commerce

9.5.1 Addition of a new compulsory subject in the Bachelor of Commerce

The Committee **approved** the addition of a new compulsory subject to the Bachelor of Commerce.

10. Student Awards

10.1 New awards/Major changes to awards

10.1.1 Change to the T.F. Ryan Prize for Anatomy

The Committee **approved** the change of administering faculty and selection criteria for the T.F Ryan Prize for Anatomy. The prize was previously administered by the Faculty of Medicine, Dentistry and Health Sciences and will now be administered by the Faculty of Science.

10.1.2 New award: MUPHAS Prize for Academic Excellence in English Literature

The Committee **recommended** approval of the each of the Melbourne University Program for High Achieving Students (MUPHAS) student awards, noting that a change of name for the program (University of Melbourne Extension Program) had recently been approved by Academic Board. The prizes were approved with the previous name of the program because they will be awarded in 2004 to students who were enrolled in the MUPHAS program, not the University of Melbourne Extension Program.

The Committee also agreed to approve the change of name for all MUPHAS student awards to incorporate the new name of the program in 2005.

10.1.3 New award: MUPHAS Prize for Academic Excellence in Modern Greek

Refer to item 10.1.2

10.1.4 New award: MUPHAS Prize for Academic Excellence in History

Refer to item 10.1.2

10.1.5 New award: MUPHAS Prize for Academic Excellence in Indonesian

Refer to item 10.1.2

10.1.6 New award: MUPHAS Prize for Academic Excellence in Psychology

Refer to item 10.1.2

10.1.7 New award: Goulburn Valley Health Prize

As no Shepherd's report had been submitted for this student award proposal it was agreed that the Chair and Shepherd would consider it out of session and make a recommendation to Academic Board.

10.1.8 New award: Simon Furphy Prize

The Committee **recommended conditional approval** of the new Simon Furphy Prize, subject to the faculty addressing the Shepherd's concerns, submission of revised selection criteria and review of the selection panel.

10.1.9 New award: Shepparton Surgeons and Physicians Prize

The Committee **recommended conditional approval** of the new Shepparton Surgeons and Physicians Prize, subject to the faculty removing the first sentence under the heading "Nature and Value of the Award".

10.1.10 Change to the T.F. Ryan Roentgen Prize

The Committee **approved** the change of administering faculty and change to the selection criteria for the T.F. Ryan Roentgen Prize. The prize was previously administered by the Faculty of Medicine, Dentistry and Health Sciences and will now be administered by the Faculty of Science.

10.1.11 New award: Honours Scholarships in Physics for Interstate Students

The Committee **recommended approval** of the new Honours Scholarships in Physics for Interstate Students but queried whether APC is the appropriate Committee to consider and approve such scholarships. The Chair asked the Secretary to consult with the Undergraduate Scholarships Committee and Scholarships Office about this matter.

10.1.12 Major change: Royal Australian College of Practitioners Prize in Community Medicine

The Committee **recommended approval** of the revised proposal for a change to the Royal Australian College of Practitioners Prize in Community Medicine. The Chair explained that the Committee had approved an incorrect version of the proposal at the last meeting and it had subsequently been withdrawn by the Dean of Medicine at Academic Board.

10.1.13 New award: Victorian Metropolitan Alliance Prize in General Practice

The Committee **recommended approval** of the revised proposal for the Victorian Metropolitan Alliance Prize in General Practice. The Chair explained that the Committee had approved an incorrect version of the proposal at the last meeting and it had subsequently been withdrawn by the Dean of Medicine at Academic Board.

10.1.14 New award: The Philip Barclay Memorial Prize

The Committee **recommended approval** of the new Philip Barclay Memorial Prize.

10.1.15 New award: The RFI Industries Pty Ltd Undergraduate Prize

The Committee **recommended approval** of the new RFI Industries Pty Ltd Undergraduate Prize.

10.2 Minor changes to existing awards – for noting only

Nil

11. Quarterly Reports

11.1 Faculty of Medicine, Dentistry and Health Sciences

The Committee approved the undergraduate and postgraduate quarterly reports for the 2nd quarter of 2004 from the Faculty of Medicine, Dentistry and Health Sciences.

11.2 Suggested amendments to the Quarterly Report Form

Members received a paper, prepared by Associate Professor N Low, suggesting a number of changes to the quarterly report proforma to make it easier for Shepherds to consider the subject changes. Due to the large number of absent members it was decided to defer discussion of the issue to the next meeting of the Committee.

12. Indigenous Studies Sub-Committee

Members received and noted the minutes of the Indigenous Studies Sub-Committee meeting 2/04 held on 26 August 2004.

13. 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 change. The Committee noted that the President of the Academic Board had subsequently approved this change on behalf of the Academic Board, as set out below:

- **Change to assessment for subjects in Sem2, 2004:** 705-358 and 705-458

14. Any other business

14.1 Thanks to Professor G Marchant

The Committee noted that Professor Garry Marchant was leaving the University and expressed their gratitude for the many years of substantial contribution to the activities of the Committee, particularly as Shepherd and Convenor and member of a number of important working groups.

15. Next meeting

Thursday **4 November 2004** at 2:15pm in Jim Potter Conference Room 1, Old Physics Building.

The meeting closed at 4:20pm

Chair

Date