

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

**MEETING 8/05**

A meeting of the Academic Programs Committee was held on Thursday, 1 September 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, Dr M Emison, Associate Professor C Falk, Associate Professor J George, Professor D Holm, Dr S James, Associate Professor N Low, Associate Professor A McDougall, Professor E Mackie, Professor P McPhee, Professor D Merrett, Associate Professor R Misson, Professor P Pattison, Mrs J Reese, Ms C Smith, Professor L Sterling, Professor H Watson, Dr G Webb.

**In attendance:** Dr A Grigg, acting Committee Secretary (Ms S Greve).

**BUSINESS**

**1. Formal Matters**

**1.1 Apologies**

Apologies were received from Professor A Freadman, Professor G Hutchinson, Professor D Jamieson, Mr D McDonald, Mr R Reid, Professor R Slocombe, Professor P Taylor and Mr W Watson.

**1.2 New Member**

Members noted that the President of the Academic Board had appointed Associate Professor Jenny George (Melbourne Business School) to replace Associate Professor Sue Elliott on the Committee and the Postgraduate Coursework Programs Sub-Committee and that she will take over the role as Postgraduate Shepherd for the Faculty of Arts and School of Graduate Studies. Members welcomed Associate Professor George to her first meeting of the Committee.

Professor McPhee advised that he will continue to attend APC.

**1.3 Shepherding**

Members noted that the School of Enterprise has been transferred to the University from Melbourne University Private and that it will be separate from any existing faculty and will therefore need its own shepherd. Associate Professor Ray Misson has kindly agreed to undertake that task.

**1.4 Appointment of Assistant Vice-Chancellor (Teaching, Learning and Equity)**

See item 1.2

**2. Postgraduate Coursework Programs Sub-Committee Business**

**2.1 Minutes of meeting 5/05 held on 26 August**

Members received and noted the tabled unconfirmed minutes of the last Sub-Committee meeting held on 26 August 2005.

Professor E Mackie reported that the Faculty of Economics and Commerce had expressed concern about the lack of consultation and overlap between teaching programs in the Faculty and Melbourne Business School with regard to the Graduate Certificate and Graduate Diploma in Organisational Leadership. The Faculty, however, did not wish to hold up approval of those courses.

## 2.2 PCPSC Recommendations

The Sub-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: Master of Workplace Design
- b) New course: Postgraduate Diploma in Workplace Planning and Design
- c) New course: Postgraduate Certificate in Strategic Workplace Planning
- d) New course: Master of Educational Psychology/Doctor of Philosophy
- e) New course: Master of Education (Student Wellbeing)
- f) New course: Graduate Diploma in Islamic Legal Studies
- g) New course: Graduate Diploma in International Economic Law
- h) New course: Graduate Diploma in Sports Law
- i) New course: Graduate Certificate and Graduate Diploma in Organisational Leadership
- j) Change to Graduate Diploma in Building Surveying – **CONDITIONAL**
- k) Change to Graduate Diploma in Property Valuation – **CONDITIONAL**
- l) Change to Master of Urban Planning – **CONDITIONAL**
- m) Change to Master of Architecture - **CONDITIONAL**
- n) Change to Master of Landscape Architecture
- o) Change to Master of Urban Design – **CONDITIONAL**
- p) Change to Master, Postgraduate Certificate and Postgraduate Diploma of Environment
- q) Change to Postgraduate Certificate and Postgraduate Diploma in Educational Studies (Inclusion and Special Education) – **CONDITIONAL**
- r) Change to Postgraduate Certificate and Postgraduate Diploma in Educational Studies (Special Education) – **CONDITIONAL**
- s) Change to Postgraduate Certificate and Postgraduate Diploma in Educational Studies (Hearing Impaired) – **CONDITIONAL**
- t) Changes to Doctor and Master of Educational Psychology – **CONDITIONAL**
- u) Change to Master of Legal Systems

**Secretary's Note:** *Subsequent to the meeting, the Faculty of Architecture, Building and Planning agreed to change the name of the Master of Workplace Design to match the Postgraduate Diploma in Workplace Planning and Design. The course will be recommended to Academic Board with the name, Master of Workplace Planning and Design.*

## 2.3 Professional Doctorates

The Committee received and discussed a discussion paper on *Guidelines for Professional Doctorates*, prepared by Associate Professor R Misson for the Postgraduate Coursework Programs Sub-Committee. Professor Misson advised that the paper will be presented to a meeting of Research Higher Degrees Committee (RHDC) the following week.

The Committee endorsed the recommendation that a joint working group of Academic Programs Committee and RHDC be established to prepare and recommend University guidelines on professional doctorates. Board Officers, APC and PCPSC Chairs will discuss and arrange membership of the new working group.

## 2.4 Pathways to Masters

The Committee received and noted an initial discussion paper prepared by Associate Professor R Misson, on behalf of the new Masters Program Working Group.

The Committee agreed with the recommendation that a revised version of the paper be sent to faculties for comment.

## 3. Minutes

### 3.1 Minutes of Previous Meeting

The minutes of meeting 7/05 held on 4 August 2005 were confirmed.

### 3.2 Action Sheet 7/05

Members noted the action sheet from meeting 7/05.

The Chair advised that he and the Secretary will review the long-term action items and report back to the next meeting.

## 4. Matters Arising from the Minutes

### 4.1 BSc (hons) academic year (min ref. Item 13.1, Mtg 5/05)

Members received and **approved** a list of the starting and finishing dates of the honours programs in the Bachelor of Science (hons), as required by the policy on Variations to the Academic Year, subject to clarification of the subjects with a “negotiable” or flexible” start or finish date.

## 5. Policy Matters

### 5.1 School of Enterprise

The Committee noted that the School of Enterprise has been transferred to the University from Melbourne University Private and there are a number of existing and new courses that will need approval by the Committee over the coming months.

### 5.2 Processes and penalties for academic misconduct: Plagiarism and collusion

The Committee received and discussed the revised paper, *Processes and penalties for academic misconduct: Plagiarism and collusion*. A number of changes were suggested and issues discussed including:

- Make wording on Turnitin declaration and proforma assignment coversheet the same
- Highlight that punishments for plagiarism listed on page 15 are suggested only
- Clarify difference between major- and minor+ in the table on page 15
- Highlight pathways to good behaviour as well as punishments
- Non-English speaking background students find paraphrasing difficult and this must be taken into account when considering action
- Punishment of “restricted access to library” should be reviewed

Professor McPhee advised that a revised version of the paper will be referred to TALQAC and to the Vice-Principal and General Counsel for comment. The paper will be disseminated to faculties through the Academic Policy Forum.

The Committee agreed to **recommend** the paper and its recommendations to Academic Board. Professor McPhee will arrange for the paper to be revised in time for the September Academic Board meeting.

### **5.3 Melbourne Abroad Outgoing Exchange Policy**

The Committee received and **approved** the recommendation to change the outgoing student exchange eligibility criteria, submitted by Stuart Hibberd from Melbourne Abroad, as follows:

*Where combined degree student are seeking credit on exchange for only one of their degrees, they must have completed at least 50 points in the degree for which they are seeking credit while on exchange, with the exception of students who have completed the minimum 75 points split equally between both degrees, in which cases only 37.5 points is necessary.*

Professor L Sterling queried whether there might be circumstances where students had a track record that might indicate success, and the stricter rule might not be necessary. The issue was referred to Stuart Hibberd.

## **6. Chair's Report**

### **6.1 APC Report**

The Chair reported briefly on his meeting with the Australian Universities Quality Agency's review panel during the audit visit in August. The Deputy Vice-Chancellor (Academic) reported that feedback received so far from the panel had been positive and the University is expecting the audit report later this year or early in 2006.

### **6.2 Teaching and Learning Quality Assurance Committee Report**

Professor Sterling reported that the Teaching and Learning Quality Assurance Committee is continuing work on the faculty reviews and progressing the work of its working groups.

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

The Chair reported on behalf of Associate Professor Tregloan, Chair of TL(M&ET)C who was an apology for the meeting. Members noted that a staff forum on the Blackboard Learning Management System Pilot will be held at 3:15pm on 5 September 2005.

## **7. Working Group Reports**

### **7.1 Cross-Communication Issues and Combined Degree Students**

The Chair reported on progress of the working group and advised that responses have been received from all faculties and most had reported problems with cross-communication with combined degree students. The Chair advised that he planned to consolidate the responses, analyse Course Experience Questionnaire data, and meet with student representatives

Dr Emison informed the Committee combined degree enrolments will be disaggregated from 2006 because of an amendment to the Higher Education Act. Combined degrees will be called double degrees. Dr Emison suggested that the changes to the Act will create other issues including credit recognition and identification of “home” faculty and suggested that it would be more sensible to put the work of the working group on hold until next year when the impacts of the changes are more apparent.

The Committee agreed to refer the issue to TALQAC for further discussion.

## **8. New Courses**

Members noted that a number of postgraduate course proposals had not been ready in time for consideration by PCPSC so had been forwarded directly to APC for consideration, with the approval of the Chair.

### **8.1 Faculty of Medicine, Dentistry and Health Sciences**

#### **8.1.1 Doctor of Clinical Physiotherapy**

The Committee received a tabled Shepherd’s report and agreed to **recommend** conditional approval of the new course, Doctor of Clinical Physiotherapy, subject to the faculty addressing the issue raised in the Shepherd’s report, inclusion of a 70% hurdle in the entry requirements, submission of a business plan and final consideration by APC and PCPSC Chairs out-of-session.

### **8.2 Faculty of Music**

#### **8.2.1 Postgraduate Certificate in Music**

The Committee received a tabled Shepherd’s report and agreed to **recommend** conditional approval of the new course, Postgraduate Certificate in Music, subject to approval by SPC.

Members discussed whether it was necessary to have both postgraduate and graduate certificates and diplomas as they all involve the same subjects taught at the same level. The Committee agreed that the case presented by the Faculty of Music was acceptable but also agreed to refer this issue to PCPSC for further discussion.

Members also discussed whether the Faculty should consult with the Victorian College of the Arts about the course content and Associate Professor Falk advised that the Faculty of Music had never consulted about overlap in course content in the past.

#### **8.2.2 Graduate Diploma in Music**

The Committee received a tabled Shepherd’s report and agreed to **recommend** conditional approval of the new course, Graduate Diploma in Music, subject to approval by SPC.

### 8.2.3 Graduate Certificate in Music

The Committee received a tabled Shepherd's report and agreed to **recommend** conditional approval of the new course, Graduate Certificate in Music, subject to approval by SPC.

## 9. Course Changes

### 9.1 Faculty of Medicine, Dentistry and Health Sciences

#### 9.1.1 Bachelor of Nursing Science (Accelerated)

The Committee noted that the proposal for the new stream in the Bachelor of Nursing Science (Accelerated) had been **withdrawn** by the faculty before the meeting.

#### 9.1.2 Doctor of Public Health

The Committee received the tabled Shepherd's report and agreed to **approve** the major course change to the Doctor of Public Health involving the updating of core and elective subjects, subject to final consideration by APC and PCPSC Chairs out-of-session.

#### 9.1.3 Master of Physiotherapy (by coursework)

The Committee received the tabled Shepherd's report and agreed to **approve** the major course change to the Master of Physiotherapy (by coursework), involving replacement of core subjects in the Musculoskeletal Physiotherapy and Sports Physiotherapy streams, subject to final consideration by APC and PCPSC Chairs out-of-session.

#### 9.1.4 Master of Nursing (by coursework)

The Committee received the tabled Shepherd's report and agreed to **approve** the major course change to the Master of Nursing (by coursework), involving replacement of subjects, change of name to Master of Advanced Practice Nursing, and amendment of pathways for meeting degree requirements, subject to final consideration by APC and PCPSC Chairs out-of-session.

#### 9.1.5 Master of International Mental Health (100 point program only)

The Committee received the tabled Shepherd's report and agreed to **approve** the major course change to the Master of International Mental Health, involving movement of the 100 point program to mid-year entry from 2006 and movement of core subjects, subject to final consideration by APC and PCPSC Chairs out-of-session.

#### 9.1.6 New Stream: Master of Physiotherapy (Advanced Practice)

The Committee received the tabled Shepherd's report and agreed to **approve** the new stream in the Master of Physiotherapy (Advanced Practice), subject to final consideration by APC and PCPSC Chairs out-of-session.

Members discussed a problem with the articulation to the Doctor of Clinical Physiotherapy. It was noted that the APC Guidelines for the Submission of Course Proposals does not allow credit to be given for Masters subjects in a

Professional Doctorate but the Statute does allow it. Professor Pattison advised that the existing Doctor of Clinical Psychology sets a precedent for the articulation pathway proposed by the School of Physiotherapy.

Members agreed to refer this issue to the joint working group on Professional Doctorates.

## **9.2 Faculty of Science**

### **9.2.1 New major in Reproduction and Development for the Bachelor of Science and combined courses and Bachelor of Arts and Science**

Due to the absence of a Shepherd's report, the Committee agreed to allow the Chair to approve the proposal out-of-session.

## **9.3 Faculty of Architecture, Building and Planning**

### **9.3.1 Revised proposal for change to Bachelor of Urban Planning and Development**

The Committee received the tabled Shepherd's report and agreed to **approve** the major course change to the Bachelor of Urban Planning, involving changes to core subjects and requirements for honours students, subject to clarification of structure of subject, *Research Project A* (including approval from Student Administration) and change to semester of offer for *Advanced Urban Planning and Design* from Semester 2 to Semester 1.

Members noted that this proposal was originally approved at the 4 August meeting of the Committee but due to a number of subsequent staff changes, a revised proposal was submitted for consideration.

## **10. Student Awards**

### **10.1 New student awards/Major changes to existing awards**

#### **10.1.1 The Earth Tech Prize**

The Committee received a tabled Shepherd's report and **recommended** approval of The Earth Tech Prize, proposed by the Faculty of Arts. The Secretary agreed to make a minor wording change to the eligibility criteria.

#### **10.1.2 Graduate Taxation Law Prize**

The proposal for this prize was considered at the 4 August meeting of the Committee but because no Shepherd's report was received, it was deferred to the next meeting. The Committee received the Shepherd's report and **recommended** approval of Graduate Taxation Law Prize, proposed by the Faculty of Law

**Secretary's Note:** *Subsequent to the meeting, the Faculty requested a change of title for the new student award so the prize will be recommended to Academic Board and Council with the title "Graham Hill Taxation Law Prize".*

### **10.2 Minor changes to awards**

Nil

## **11. Quarterly Reports**

### **11.1 Faculty of Law**

The Committee received and **approved** the Faculty of Law undergraduate, postgraduate and Melbourne JD quarterly reports for the second quarter of 2005. Approval of the undergraduate report is conditional upon correction and clarification of the issues raised by the Shepherd in her report.

### **11.2 Faculty of Land and Food Resources**

The Committee received a tabled Shepherd's report and **approved** the revised undergraduate quarterly report 2/05 from the Faculty of Land and Food Resources. The Shepherd advised that the original report, submitted to the last meeting of the Committee had been revised according to advice from the Shepherd.

### **11.3 Faculty of Engineering**

The Committee **approved** the Faculty of Engineering postgraduate quarterly report 2/05, subject to the Faculty addressing the Shepherd's queries listed in his report.

Members noted that the report had been submitted to the Secretary by the Shepherd but was not included in the agenda papers.

## **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:

- **Late change of course name:** Postgraduate Certificate and Postgraduate Diploma in Educational Studies (Special Education) to Postgraduate Certificate and Postgraduate Diploma in Educational Studies (Inclusion and Special Education)
- **Late change to assessment:** 730-513 Legal Research and Method and 730-510 Procedure (for Trimester 3 2005), 730-528 Intellectual Property

## **13. Any Other Business**

### **13.1 2004/5 Report on Melbourne Extension Program**

The Committee received and noted a comprehensive and detailed report on the Melbourne Extension Program in 2004/5. The Chair reported on the work of the program and challenges for the coming year.

## **14. Next meeting**

Thursday, 6 October 2005 at 2.15pm in Jim Potter Conference Room, Old Physics Building.

The meeting closed at 4.30 pm