

CONFIRMED

THE UNIVERSITY OF MELBOURNE
UNDERGRADUATE PROGRAMS COMMITTEE

MINUTES
MEETING 8/08

A meeting of the Undergraduate Programs Committee was held at 2.15pm on Thursday, 2 October 2008 in the Jim Potter Meeting Room, Old Physics Conference Centre.

Present: Associate Professor B Downes, Professor L Hawthorne, Mr R Hillbrich, Professor R James, Associate Professor R Misson (Chair), Professor M Morgan, Dr R Mulder, Ms S Nguyen, Professor N Olekalns, Associate Professor B Parry, Professor P Pattison, Professor R Slocombe.

In attendance: Ms E Koch (Secretary).

BUSINESS

A Formal Matters

A01 Apologies

Apologies were received from Professor Ian Beveridge, Professor Mark Hargreaves, Professor Ian Holtham, Professor Pip Pattison, Professor Geoff Stevens, Ms Joan Reese,

B Minutes

B01 Minutes of UGPC meeting 7/08 (4 September 2008)

Subject to an amendment to item E02, the Committee approved the minutes of meeting 6/08 as a true and accurate record of the meeting.

B02 UGPC Action Sheet 7/08

The Committee received the action sheet. In relation to item 3 of the action sheet, the Chair advised that he would circulate the revised paper on assessment statements to members for endorsement out of session.

In relation to item 4, the Chair undertook to confirm what material was sent to the Academic Board regarding whether the assessment policy imposed a standard penalty for items submitted late without extension.

In relation to item 2 of the long-term actions, the Secretary undertook to seek a progress report from the Melbourne School of Land and Environment regarding the relocation of the first year of the Bachelor of Agriculture from Dookie to the Parkville campus.

C MATTERS ARISING NOT DEALT WITH ELSEWHERE

C01 Breadth Subjects

C01a Revised Principles of Breadth

The Committee noted the following matters in relation to the revised Principles of Breadth.

- Academic oversight of breadth subjects was within the remit of UGPC.

- Student feedback indicated their experience of University Breadth Subjects (UBS) was fragmented.
- It was vital to ensure that the student experience of UBS was seamless.
- Which faculty/department delivered a UBS was not the most significant concern: the breadth of the content was what matters.
- There was no compulsion for students to take UBS as opposed to core or non-core breadth subjects.
- Would a subject lose its UBS status if, for example, a scientist who taught into the subject left and was replaced by a staff member who was not a scientist?
- Non-core breadth subjects could effectively be interdisciplinary, but under the current definition would not be considered UBS.

The Committee agreed that it was not yet ready to endorse the paper. The Chair undertook to send a memo to MMC outlining the issues raised by UGPC and seek further information.

C01b Breadth Policy

The Committee noted that Breadth Policy.

D POLICY ISSUES

Nil.

E COMMITTEE REPORTS

E01 PCPC Report

Associate Professor Misson advised that PCPC had considered the same policies that UGPC had considered at its previous meeting. He noted that prospective students had not been able to make an informed decision on their study for next year because the postgraduate handbook had not yet been finalised. In future the handbook should be made available for University's postgraduate information evening.

E02 TALQAC Report

Professor Hawthorne reported that the Quality of Teaching report had been forwarded to the previous meeting of the Academic Board.

E03 TALDEC Report

Professor James reported that a paper on training sessional staff had been forwarded to the Academic Board and that a paper on English-language support for international students would be forwarded to the Board shortly.

E04 Melbourne Model Committee

Nil.

F Student Members Reports

Ms Nguyen reported that students had expressed dissatisfaction with the layout of the undergraduate handbook and asked what improvements had been implemented for 2009. Mr Hillbrich reported that the handbook had not radically changed but its searching tools were improved.

G Working Group Reports

Nil.

H COURSE AND SUBJECT PROPOSALS

H01 Bachelor of Film and Television

H01a Shepherd's Report

The Committee **endorsed** the changes to the Bachelor of Film and Television.

H02 Bachelor of Arts Progression Rules

The Committee **endorsed** the changes to the Bachelor of Arts Progression Rules.

I STUDENT AWARDS

I01 Karl David Yeomans Prize

I01a Shepherd's Report

The Committee **endorsed** the changes to the Karl David Yeomans Prize.

I02 Deutsche Bank Scholarship in Finance

I02a Shepherd's Report

The Committee noted that the award criteria were unsatisfactorily vague, particularly in relation to the composition of the selection committee and the application process. The Committee resolved to request clarification from the faculty.

I03 Deutsche Bank Honours in Finance Exhibition

I03a Shepherd's Report

The Committee **endorsed** the changes to the Deutsche Bank Honours in Finance Exhibition.

I04 Deutsche Bank Finance Exhibition

I04a Shepherd's Report

The Committee **endorsed** the changes to the Deutsche Bank Finance Exhibition.

J QUARTERLY REPORTS

Nil.

K MATTERS DEALT WITH BY THE CHAIR AND/OR PRESIDENT, ACADEMIC BOARD, SINCE MEETING 6/08

The Committee noted the following:

New course for 2009: BA (Extended)

L ANY OTHER BUSINESS

L01 Meeting Schedule 2009

The Committee noted the 2009 Meeting Schedule.

M NEXT MEETING

The next meeting of the Committee was scheduled for 2.15pm on Thursday 30 October 2008 in the Jim Potter Meeting Room, Old Physics Conference Centre.

The meeting closed at 3.15pm.

_____ / _____ / _____
Chair

_____ / _____ / _____
Date

Circulation

Professor I Beveridge
Professor I Bishop
Ms O Bishop
Associate Professor B Downes
Dr MJ Campbell
Professor R Eckersley
Ms S Griggs
Professor M Hargreaves
Professor L Hawthorne
Mr R Hillbrich
Associate Professor I Holtham
Professor R James
Associate Professor R Misson (Chair)
Professor M Morgan
Dr R Mulder
Ms S Nguyen
Professor N Olekalns
Professor P Pattison
Professor R Slocombe
Professor G Stevens
Professor H Watson
Ms E Koch, Committee Secretary

For Information (Full Sets of Papers)

Chairperson, Selection Procedures Committee
Director, Melbourne Business School
General Manager, Architecture, Building & Planning
General Manager, Arts
General Manager, Education
General Manager, Economics & Commerce
General Manager, Land & Food Resources
General Manager, Law
General Manager, Medicine, Dentistry & 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
Tables Officer, Student Administration
Ms G Willoughby, Enrolment Management Services
Chair, Academic Programs Management Committee
Ms J Reese

Minutes & 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