

CONFIRMED

THE UNIVERSITY OF MELBOURNE
UNDERGRADUATE PROGRAMS COMMITTEE

MEETING 5/08

A meeting of the Undergraduate Programs Committee was held on Thursday, 3 July 2008, at 2.15pm in The Jim Potter Meeting Room, Old Physics Conference Centre.

Present: Dr MJ Campbell, Professor L Hawthorne, Professor I Holtham, Associate Professor R Misson (Chair), Associate Professor B Parry, Professor P Pattison, Professor R Slocombe.

In attendance: Mr M Coyle, Mr J Reese, Ms E Koch (Secretary)

BUSINESS

A Formal Matters

A01 Welcome and Apologies

The Chair congratulated Ian Holtham on his recent promotion to professor.

Apologies were received from Professor I Beveridge, Associate Professor B Downes, Professor R Eckersley, Ms S Griggs, Professor M Hargreaves, Mr R Hillbrich, Professor R James, Ms S Nguyen, Professor N Olekalns and Dr R Mulder.

B Minutes

B01 Minutes of UGPC Meeting 4/08 (5 June 2008)

The Committee approved the minutes of meeting 4/08 as a true and accurate record of the meeting.

B02 UGPC Action Sheet 4/08

The Committee received the Action Sheet and noted the following points.

- In relation to Item 1, the Group Work Policy was put before the last meeting of the Teaching and Learning Development Committee and would be forwarded to the August meeting of UGPC.
- The remainder of the items were currently in progress and would be discussed more fully at a later meeting.

B02a Special Arrangements for Phasing Out Courses

The Committee noted the paper, submitted in response to Item 3 of the action sheet. The Chair reported that the paper had also been submitted to PCPC and had been approved at the June meeting of Academic Board. It will be communicated to faculties.

C Matters Arising Not Dealt with Elsewhere

C01 Level 2/3 Arts Subjects

Dr Campbell reported that the Faculty of Arts had approved a White Paper stipulating that no Arts subject should be offered at more than one level; this paper would shortly be submitted to the Academic Board. In agreeing to the terms of the paper, the Faculty Board had negotiated that more time be allowed for implementation because level 2/3 subjects had been offered in the Faculty for many years and significant work would be required to develop subjects at a single level. It was not possible to implement all subjects as single-level subjects in 2009, but the Faculty undertook to implement them by 2010.

At the last UGPC meeting, the Committee had not approved several course proposals from the Faculty of Arts because they included level 2/3 subjects. Dr Campbell requested that these proposals be approved on the understanding that the principles of the Faculty White Paper would be implemented by 2010. UGPC **endorsed** the following course proposals from the Faculty of Arts:

- Bachelor of Arts minor in English
- Bachelor of Arts major in English
- Bachelor of Arts minor in Linguistics and Applied Linguistics
- Bachelor of Arts major in Linguistics and Applied Linguistics
- Bachelor of Arts minor in Gender Studies

The Committee discussed the need for a mechanism to ensure that items identified as requiring review in the future be re-examined.

Dr Campbell gave her reassurances that all Arts majors would conform to the Arts Faculty's White Paper from 2010.

D Policy Issues

D01 Extensions Policy

Mr Coyle informed the Committee that the Extensions Policy was a University-wide policy intended to guide and regulate the granting of extensions for items of assessment. He explained that it had been written with the intention that student centres would manage extensions for assessment. The Committee raised concerns that the policy required professional staff to make judgements on the grounds for extensions. The Committee discussed the definition of "longer piece of assessment" and the impact that the definition might have on the workload of staff. It was suggested that a longer piece of assessment be defined as assessment worth 40% or more, or the final piece of assessment. Mr Coyle informed the Committee that the Extension Policy dovetailed with the Special Consideration Policy, which would be submitted to the August meeting of UGPC. The Extension Policy applied only to assignments within the normal period of teaching and assessment; students would need to apply for Special Consideration on assignments to be submitted outside that period or for examinations.

My Coyle reported that the Faculty of Economics and Commerce had already implemented a similar process and thus this policy proposed a practice already tested and evaluated. It was suggested that Mr Coyle meet with staff from the

Faculty of Arts to gather feedback on the practicalities of implementing this policy.

The Committee agreed to reconsider the policy once it had been revised to take into account the matters raised above.

E Committee Reports

E01 PCPC Report

Associate Professor Misson reported that PCPC had considered the new Master of Science, which would be put before the committee again at its next meeting. PCPC had discussed what constituted reasonable assessment and Associate Professor Misson undertook to write a paper to provide guidance to faculties on this matter.

E02 TALQAC Report

Professor Hawthorne reported that an active working group was determining interim guidelines for TALQAC's cycle of reviews. These guidelines would be presented to the next meeting of the Academic Board. The committee had discussed the UMPA "Response to the Implementation of the Arts Renewal Strategy" and the Dean of the Faculty of Arts, Professor Mark Considine, had addressed the meeting. A survey of student satisfaction had highlighted issues around students' sense of connectedness. Faculties had varied widely in their take up of student advisor training for the Melbourne Model. More discussion around incentives for academic staff to undertake this training was required.

E03 Teaching and Learning Development Committee

Professor Slocombe reported that TALDEC had considered a paper on the inclusion of English-language support programs in the undergraduate curriculum. The committee had endorsed a paper outlining principles for group work and recommended it to the Policy and Procedures Working Group. The committee also received an update on the refurbishment of existing and the development of new teaching spaces.

E04 Academic Programs Management Committee

Associate Professor Misson reported that at its final meeting the committee had considered a range of postgraduate coursework proposals. The committee had been superseded by the Melbourne Model Committee, which was scheduled to meet for the first time on 11 July 2008.

F Student Members Reports

Nil.

G Working Group Reports

Nil.

H Course and Subject Proposals

H01 Creativity & Learning Communities

H01a Shepherd's Report: Story, Symbol & Meaning in the Arts

H01b Shepherd's Report: Creativity, Arts Practice & Community

The Committee **endorsed** the proposals for the following breadth subjects in the sequence Creativity and Learning Communities:

- Story, Symbol and Meaning in the Arts;
- Creativity, Arts Practice and Community.

H02 Creativity, Play & Children's Learning

H02a Shepherd's Report: Youth/Arts: Expressing Cultural Identity

H02b Shepherd's Report: Engaging Youth: Art/Media/Performance

The Committee **endorsed** the proposals for the following breadth subjects in the sequence Creativity, Play and Children's Learning:

- Youth/Arts: Expressing Cultural Identity;
- Engaging Youth: Art/Media/Performance.

H03 Knowledge, Thinking & Learning

H03a Shepherd's Report: Knowledge Learning & Culture

H03b Shepherd's Report: Creativity & Knowledge Enhancement

The Committee **endorsed** the proposals for the following breadth subjects in the sequence Knowledge, Thinking & Learning:

- Knowledge Learning and Culture;
- Creativity and Knowledge Enhancement.

H04 Childhood, Families & Citizenship

H04a Shepherd's Report: Concepts of Childhood

H04b Shepherd's Report: Ethics, Gender & the Family

The Committee **endorsed** the proposals for the following breadth subjects in the sequence Childhood, Families and Citizenship:

- Concepts of Childhood;
- Ethics, Gender and the Family.

H05 Language & Computation

H05a Shepherd's Report

The Committee **endorsed** the proposal for the new University breadth subject, Language and Computation.

H06 Learning Cultures: Minds, Ideas, Objects

H06a Shepherd's Report

The Committee suggested that the subject content description for this subject be expanded. The Committee **endorsed** the proposal for the new University breadth subject, Learning Cultures: Minds, Ideas, Objects.

I Student Awards

I01 Ilana Rischin Award for Outstanding Achievement by an International Student in Medicine

I01a Shepherd's Report

The Committee queried what would happen in the case of a three-way tie. Professor Hawthorne informed the Committee that the prize would be awarded to the student with the highest mark for the current year. Professor Hawthorne undertook to seek further information and have a modified version submitted to the committee. The Committee gave its in-principle approval to the award, pending final clarification of issues discussed.

J Quarterly Reports

Nil.

K Matters Dealt with by the Chair and/or President, Academic Board, Since Meeting 4/08

The Committee noted the following:

Addition of subject for Semester 2 2008: 702-352

Change of assessment for subject: 655-321; 705-313; 730-404; 880-102

Suspension of subject for 2008: 116-470; 110-254/673-376; 316-451; 316-466

Cancellation of subject: 627-367; 208-107; 208-101

Breadth Subject: Water for Sustainable Futures

K01 Subject Codes

The Committee noted the new subject codes executively approved by the Chair.

L Any Other Business

L01 Extension Program Report

The Committee noted the report.

L02 Concurrent Diplomas Policy

Mr Coyle reported that the tabled Concurrent Diplomas Policy was submitted to the Committee for comment. Issues discussed included:

- the high drop-out rate for students undertaking concurrent language diplomas;
- the difficult situation whereby a student who undertook two languages as part of a BA as well as a concurrent Diploma in Modern Languages and then decided to discontinue the diploma would have effectively utilised all the available credit points at first- and second-year level but have insufficient prerequisites for undertaking other subjects towards a major;
- selection and load implications of concurrent diplomas;

- the timing of entry to concurrent diplomas (i.e. whether students would be given free choice to enrol in the diploma at the start of their undergraduate degree or after having completed fifty points as breadth); and
- the implications of concurrent diplomas for the Student System.

Noting that the policy would need to be forwarded to SPC for comment, the Committee gave its in-principle support for the draft policy.

M Next Meeting

The next meeting of the Committee is scheduled for Thursday 7 August 2008 at 2.15pm in the Jim Potter Meeting Room, Old Physics Conference Centre.