

CONFIRMED

**THE UNIVERSITY OF MELBOURNE
UNDERGRADUATE PROGRAMS COMMITTEE**

MEETING 4/08

Meeting 4/08 of the Undergraduate Programs Committee was held on Thursday, 5 June 2008, at 2.15pm in the Jim Potter Room, Old Physics Conference Centre.

Present: Professor I Beveridge, Associate Professor B Downes, Professor R Eckersley, Ms S Griggs, Professor M Hargreaves, Associate Professor I Holtham, Associate Professor R Misson (Chair), Professor N Olekalns, Professor B Parry, Professor R Slocombe.

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

BUSINESS

A Formal Matters

A01 Welcome & Apologies

Apologies were received from Professor I Bishop, Mr R Hillbrich, Professor P Pattison and Ms S Nguyen.

B Minutes

B01 Minutes of UGPC Meeting 3/08 (1 May 2008)

The Committee approved the minutes of meeting 3/08 as a true and accurate record of the meeting.

B02 UGPC Action Sheet 3/08

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

- In relation to Item 1, the President of the Academic Board had discussed the matter with the Melbourne Law School and the matter was now complete.
- Item 2 would be discussed more fully under G02.
- Item 3 was completed (refer B02a and B02b).
- The remainder of the items were currently in progress and would be discussed more fully at a later meeting.

B02a Bachelor of Arts Teach-Out Table

B02b Bachelor of Creative Arts Teach-Out Table

Refer Action Sheet Item 3. Committee members noted that the asterisked course indicated a combined major. In response to a question about whether a more concrete plan for teaching out the Bachelor of Arts would be communicated to the Committee, Ms Griggs noted that assurances had been given that certain majors would continue but that it was not possible to guarantee the continuation of every subject in the majors. She

undertook to follow up whether more information about the teach-out arrangements for the Bachelor of Arts would be forthcoming.

C Matters Arising Not Dealt with Elsewhere

C01 Breadth Subject Analysis

Ms Reese informed the Committee that the breadth subject analysis documents had been sent through the relevant committees, including Academic Board and Council. She advised members that a similar analysis would be undertaken after second semester 2008 and that student comment on breadth subjects would be sought. The Chair noted that it was pleasing that many students were undertaking languages as University breadth subjects.

C02 Teaching Out of Degrees

The Chair informed Committee members that he had discussed the issue of special arrangements in phasing-out degrees with Associate Professor Janet Hergt, who had replaced Professor Liz Sonenberg in overseeing the phasing out of “heritage” degrees. In discussions about the approval processes for phasing out courses, they considered the following three options. Approval for discontinuing courses might be sought via:

- the current course proposal process (as employed by the Faculty of Law earlier this year);
- the late change process;
- delegated authority to the Faculty, the change then being reported via the Quarterly Report mechanism.

The first method was rejected as being unnecessarily time-consuming and the third because it reported on the change after the fact, thus limiting the chance of regulation. The President of the Academic Board indicated her support for the second method, although it would increase the workload of shepherds and in particular, the President of the Academic Board.

The Chair undertook to bring to the next meeting of UGPC a paper outlining the process and guidelines for special arrangements for students in phasing-out courses who, for whatever reason, fell behind their cohort.

In response to a request for clarification as to what would be considered a reasonable request, the Chair noted that such things as the size of the cohort and whether a subject was compulsory would influence the decision. He undertook to include criteria in the guidelines.

D Policy Issues

Mr Michael Coyle, Executive Officer of the Policy and Procedures Working Group, was in attendance for this item. He outlined the main features of the draft policies under consideration.

D01 Students Experiencing Academic Disadvantage

Mr Coyle noted that the policy had not undergone significant change since the Committee had last considered it and that feedback had indicated that policy was generally well received.

The Committee **endorsed** the draft policy and, noting that further comments would be provided by PCPC, agreed to recommend approval by Academic Board.

D02 Commencing Students at Risk

Mr Coyle reported that the revised policy took into account the Committee's feedback. It focused on undergraduate degrees and was a separate process to the unsatisfactory progress policy. He noted that the term "potentially at risk" was used instead of "at risk" because the policy dealt with early identification and intervention. In response to a question about how lecturers with very large classes could identify students at risk, Mr Coyle noted that identification would be driven through tutorials and practical classes and that early assessment tasks were acknowledged in the policy as a key identifier.

The Committee noted that the first bullet point on p 4 of the policy should be deleted and the second re-written to note that all new-generation undergraduate degrees must, and all other degrees should, include an assessment task that is marked and returned to the student within the first six weeks of semester.

The Committee **endorsed** the draft policy and, noting that further comments would be provided by PCPC, agreed to recommend approval by Academic Board.

D03 Assessment Policy

Mr Coyle advised the Committee that the summary had been redrafted as a result of feedback received. The Committee considered the policy and noted the following points.

- The policy should be interpreted using common sense and that it would sometimes be reasonable to have exceptions.
- Electronic submission of assignments was not always possible.
- Best practice around the University included the submission of cover sheets stating that the accompanying student assignment had not been plagiarised (either signed or submitted electronically using check boxes). This served as a valuable reminder to students and ensured that students were aware of the University policy relating to plagiarism.
- Point 20.3 of the policy stipulated that reassessment be may be offered to students who had a borderline failure in a compulsory subject. The Committee discussed that a subject may be a compulsory subject in one course but a core subject in another, which could potentially give rise to a situation in which two students in the same subject would be treated differently. It was noted that this was currently the case.
- A policy about theses and coursework assessment was also required.
- Scaling of marks may need to take place under certain circumstances.
- A statement in the handbook regarding the timing of assessment would be useful for students. The Committee agreed to discuss this further at a future meeting.

The Committee **endorsed** the draft policy and, noting that further comments would be provided by PCPC, agreed to recommend approval by Academic Board.

E Committee Reports

E01 PCPC Report

Associate Professor Misson reported that at its last meeting, PCPC had considered much the same issues as UGPC. PCPC was expecting to receive proposals for new postgraduate degrees from Arts and Science shortly.

E02 TALQAC Report

Professor Slocombe reported that TALQAC had discussed an update on the implementation of the Student Services Model, and worked further on their program of forthcoming reviews.

E03 Teaching and Learning Development Committee

Associate Professor Misson reported that the University was now a member of iTunes U, a program offered by Apple iTunes whereby universities could make lectures and other course material available to students for download onto their mp3 players. Some material would be freely available and other material would be password protected. It was intended that the University's involvement in iTunes U would supplement the LMS.

E04 Academic Programs Management Committee

The Chair reported that APMC would meet for the last time on 20 June. Key matters considered at its most recent meeting included new University breadth subjects, Dr Arkoudis' presentation on English for international students, class registration and the availability of Dookie for department retreats.

F Student Members Reports

Nil.

G Working Group Reports

G01 Examinations Working Group Report

The Committee noted its concern that timetabling examinations for University breadth subjects would potentially prove very difficult.

G02 UGPC/PCPC Working Group on the TALQAC Assessment Report

Associate Professor Misson reported that the working group had noted the Assessment Policy and drew the following points to the Committee's attention.

- Communication of the policy was of paramount importance. Best practice would be to hold moderation session with tutors and other assessment markers.
- Hurdle requirements should be indicated in the handbook. This would be implemented over time.

- The Policy and Procedures Working Group would consider whether it was necessary to develop a policy relating to alternative examination arrangements for students wishing to travel overseas during the examination period.
- It was difficult to ensure comparability of assessment of practicums and internships. The matter had been referred to the PCPC working group on professional masters programs and would be discussed further.
- The LMS policy on online assessment had been referred to TALDEC for review.
- Additional assessment should take place as soon after the original assessment period as practicable (special circumstances excepted).

H Course and Subject Proposals

H01 Bachelor of Arts minor in English

H01a Shepherd's Report

H02 Bachelor of Arts major in English

H02a Shepherd's Report

The Committee considered both proposals together. It noted that Academic Board had stipulated that subjects should not be offered at level 2/3 – subjects should be either at level 2 or at level 3. Committee members agreed that the matter required further discussion and agreed to refer to it to the President of the Academic Board and APMC.

The Committee did not endorse the Bachelor of Arts minor in English or the Bachelor of Arts major in English.

H03 Bachelor of Arts minor in Politics and International Studies

H03a Shepherd's Report

H04 Bachelor of Arts major in Politics and International Studies

H04a Shepherd's Report

The Committee **endorsed** the Bachelor of Arts minor in Politics and International Studies and the Bachelor of Arts major in Politics and International Studies.

H05 Bachelor of Arts minor in Linguistics and Applied Linguistics

H05a Shepherd's Report

H06 Bachelor of Arts major in Linguistics and Applied Linguistics

H06a Shepherd's Report

The Committee noted that both proposals included level 2/3 subjects. It agreed not to endorse the Bachelor of Arts minor in Linguistics and Applied Linguistics or Bachelor of Arts major in Linguistics and Applied Linguistics pending further advice.

H07 Bachelor of Arts minor in Sociology

H07a Shepherd's Report

H08 Bachelor of Arts major in Sociology

H08a Shepherd's Report

The Committee noted that Social Science Research methods would be a core subject from 2010. The Committee **endorsed** the Bachelor of Arts minor in Sociology and the Bachelor of Arts major in Sociology.

H09 Bachelor of Arts major in Cinema and Cultural Studies

H09a Shepherd's Report

The Committee noted that the penalty for the late submission of assessment was not in accord with the University's Assessment Policy. The Committee **endorsed** the Bachelor of Arts major in Cinema and Cultural Studies subject to the amendment of the late assessment penalty.

H10 Bachelor of Arts major in Japanese

H10a Shepherd's Report

The Committee noted that the all of the subjects in the course were already in existence. The Committee **endorsed** the Bachelor of Arts major in Japanese.

H11 Bachelor of Arts minor in Gender Studies

H11a Shepherd's Report

The Committee noted that the proposal included level 2/3 subjects. It agreed not to endorse the Bachelor of Arts minor in Gender Studies pending further advice.

H12 Bachelor of Arts (Honours) in English

H12a Shepherd's Report

The Committee **endorsed** the Bachelor of Arts (Honours) in English.

H13 Bachelor of Arts (Honours) in Creative Writing

H13a Shepherd's Report

The Committee noted that the 50-point thesis was in two parts, a thesis and a creative writing element. The Committee **endorsed** the Bachelor of Arts (Honours) in Creative Writing.

H14 Bachelor of Arts Honours (Media and Communications)

H14a Shepherd's Report

The Committee noted that the proposal included changed entry requirements and should be referred to SPC. The Committee **endorsed** the Bachelor of Arts Honours (Media and Communications) subject to advice from SPC.

H15 Bachelor of Arts (Honours) in French Studies

H15a Shepherd's Report

The Committee **endorsed** the Bachelor of Arts (Honours) in French Studies.

H16 Bachelor of Arts Honours in Cultural Studies

H16a Shepherd's Report

The Committee **endorsed** the Bachelor of Arts Honours in Cultural Studies.

H17 Bachelor of Arts Honours in Development Studies

The Chair reported that the proposal stated that a subject would replace an existing subject but that this had not been included in the course plan. He was awaiting advice from the faculty regarding this matter. The Committee noted that it was not clear that the Faculty of Land and Food Resources, which taught the

subject to be replaced, had signed off on its replacement. The Committee agreed to reconsider the proposal once these matters had been addressed.

H18 Bachelor of Arts Honours in Russian
H18a Shepherd's Report

The Committee noted that the course had a reasonable-sized cohort, who had enrolled under the expectation that Honours would be available. The Committee did not endorse the proposal for the Bachelor of Arts Honours in Russian.

H19 Bachelor of Arts minor in Socio-legal Studies
H19a Shepherd's Report

The Committee **endorsed** the Bachelor of Arts minor in Socio-legal Studies.

H20 Poetics of the Body 2
H21 Poetics of the Body 3

The Committee received the revised breadth subject proposals, noting that the subjects were now better described and better differentiated. The Committee **endorsed** the breadth subjects Poetics of the Body 2 and Poetics of the Body 3.

I Student Awards

I01 Head of School Undergraduate Prize – Shepparton
I01a Shepherd's Report

The Committee noted that the Bachelor of Nursing Science was no longer offered at the University's Shepparton campus, and **endorsed** the discontinuation of the Head of School Undergraduate Prize – Shepparton.

J Quarterly Reports

J01 Melbourne Law School
J01a Quarterly Report 1/08
J01b Shepherd's Report

The Committee adopted the report as circulated.

K Matters Dealt with by the Chair and/or President, Academic Board, Since Meeting 2/08

The Committee noted the following:

*Addition of subject for 2008: CTLS Program,
Change of assessment for subject: 730-404;
Suspension of subject for 2008: 740-149; 740-173/273/373/473; 207-209
Cancellation of subject: 674-305; 161-219; 702-445
Awards: Department of Primary Industries Honours Scholarship*

K01 Faculty of Arts Application for Subject Codes

The Chair reported that the Faculty of Arts had applied to UGPC for changes to subject codes to be used in the student system. He informed the Committee that he had received advice from Christine Priestley that this was indeed the process. The Committee agreed that the Chair of UGPC should executively approve course code changes and report them to the Committee for recommendation to the Academic Board.

L Any Other Business

Nil.

M Next Meeting

The next meeting of the Committee is scheduled for Thursday 3 July 2008 at 2.15pm in the Jim Potter Meeting Room, Old Physics Conference Centre.