

Confirmed

THE UNIVERSITY OF MELBOURNE
UNDERGRADUATE PROGRAMS COMMITTEE

MEETING 12/07

Meeting 12/07 of the Undergraduate Programs Committee was held on Thursday, 1 November 2007, at 2.15 pm in the Jim Potter Meeting Room Old Physics Conference Centre.

Present: Professor J Borland (Chair), Professor I Bishop, Professor R Eckersley, Professor C Hardy, Professor M Hargreaves, Mr R Hillbrich, Associate Professor R Misson, Professor M Morgan, Professor H Watson

In attendance: Ms J Reese, Mr C Reid (Secretary)

BUSINESS

1 Formal Matters

1.1 Apologies

Apologies were received from Professor I Beveridge, Professor L Hawthorne, Associate Professor I Holtham, Associate Professor S James, Dr R Mulder, Professor P Pattison, Professor M Singh, Professor G Stevens and Professor J Stockdale.

2 Minutes

2.1 Minutes of UGPC meeting 11/07 (5 October 2007)

The Committee confirmed the minutes of meeting 11/07, noting that Associate Professor Holtham should be listed among those present.

2.2 UGPC Action Sheet 11/07

The Committee noted the action sheet arising from meeting 11/07.

3 Matters Arising Not Dealt with Elsewhere

**3.1 Discontinuation of Bachelor Science and BSc Double Degrees:
Response to UGPC Questions**

The Committee noted and endorsed the explanatory information provided by the Faculty of Science concerning the teaching-out of Chemistry subjects associated with the discontinuation of the Bachelor of Science and BSc double degrees.

3.2 Working Groups to be Established

The Committee agreed to establish, jointly with Postgraduate Coursework Programs Committee, a working group to respond to issues raised in the TALQAC Report on Faculty Assessment Practices. It was agreed that the Working Group should comprise the Chairs of UGPC and PCPC and Ms Reese and would be chaired by Associate Professor Misson. It was noted that, earlier in

the year, Ms Buckingham had expressed an interest in joining such a working group and it was agreed that, if she is still able to join, she should be invited to do so. The Working Group is to report to UGPC and PCPC on matters identified in the TALQAC report that need to be followed up.

4 Policy Issues

4.1 Establishment of Committee of Deans

The Committee noted that the Committee of Deans has been established and also that the Academic Programs Management Committee (APMC) is being established. APMC will coordinate the operation of undergraduate programs and Course Standing Committees will submit recommendations for courses through APMC to UGPC.

5 Committee Reports

5.1 PCPC Report

Associate Professor Misson reported on the activities of Postgraduate Coursework Programs Committee, which included the approval of course proposals.

5.2 TALQAC Report

Nil

5.3 Teaching and Learning Development Committee

Nil

5.4 Academic Programs Management Committee

Nil

6 Student Members Reports

Nil

7 Working Group Reports

7.1 Examinations Working Group

The Committee noted the report of the Examinations Working Group.

8 Course Proposals

8.1 Faculty of Economics and Commerce

8.1.1 Major Change to Bachelor of Commerce (Management)

The Committee approved the proposed change to the Bachelor of Commerce (Management) and agreed to recommend approval by Academic Board.

8.2 Faculty of Economics and Commerce and /Faculty of Engineering

8.2.1 Major Change to Bachelor of Engineering/Bachelor of Commerce and Bachelor of Engineering (Information Technology)/ Bachelor of Commerce

The Committee approved the proposed changes to the Bachelor of Engineering/Bachelor of Commerce and Bachelor of Engineering (Information Technology)/Bachelor of Commerce as proposed and agreed to recommend approval by Academic Board.

9 Student Awards

9.1 New Student Awards

9.1.1 Geriatric Medicine (Aged Care) Prize

The Committee received and approved a tabled revised version of the proposal, and resolved to recommend approval by Academic Board.

9.1.2 Rehabilitation Medicine Prize

The Committee received and approved the proposal, and resolved to recommend approval by Academic Board.

9.1.3 The Mildura Alumni Scholarship

The Committee received and approved the proposal, and resolved to recommend approval by Academic Board.

9.1.4 RANZCOG Women's Health Award

The Committee received and approved the proposal, and resolved to recommend approval by Academic Board.

10 Quarterly Reports

With respect to the operation of new generation undergraduate degrees, the Committee considered the question of the location of authority to make minor changes and the responsibility to report them in quarterly reports. The Committee noted that APMC and Course Standing Committees have responsibilities for course management comparable with the current faculty responsibilities for existing courses. The Committee considered that Course Standing Committees should be able to make minor changes with respect to new generation degrees and should report these in quarterly reports to UGPC, with copies to APMC. In the case of University Breadth Subjects, the faculty responsible for coordinating the subject would make recommendations for minor changes to APMC, which would approve them and report them to UGPC. The Blue Book Working Group should take up the matter of developing the guidelines for minor changes and the associated quarterly report forms to take account of the management of new generation degrees. Faculties would continue to exercise delegated authority to make and report minor changes to existing degrees.

10.1 Faculty of Arts Report 3/07

The Committee received and adopted the report.

10.2 Faculty of Economics and Commerce Report 3/07

The Committee received and adopted the report.

10.3 Faculty of Engineering Report 3/07

The Committee received and adopted the report.

10.4 Faculty of Architecture, Building and Planning Report 3/07

The Committee received and adopted the report.

10.5 Faculty of the VCA Report 3/07

The Committee received and adopted the report. The Committee noted that there is no specific number of words for assessment exercises prescribed for subjects of a given point value.

11 Matters dealt with by the Chair and/or President, Academic Board since meeting 11/07

The Committee noted the following:

- The Chair's executive approval of:
 - Discontinuation of intake into Bachelor Commerce and Bachelor of Commerce double degrees
 - Discontinuation of intake into Bachelor of Science and BSc double degrees
 - UMEP Selection Guidelines
 - The President's approval of reinstatement of subject for semester 1, 2008: 625-307.

12 Meeting Schedule 2008

The Committee noted the meeting schedule for UGPC for 2008 as circulated.

13 Any Other Business

Nil

The meeting closed at 3.00 pm.

14 Next Meeting

The next meeting of the Committee is scheduled for **Thursday 29 November 2007 at 2.15 pm** in the Jim Potter Room, Old Physics Conference Centre.