

Confirmed

**THE UNIVERSITY OF MELBOURNE
UNDERGRADUATE PROGRAMS COMMITTEE**

MEETING 10/07

Meeting 10/07 of the Undergraduate Programs Committee was held on Thursday, 30 August 2007, at 2.15 pm in the Jim Potter Meeting Room Old Physics Conference Centre.

Present: Professor J Borland (Chair), Professor I Beveridge, Professor I Bishop, Professor R Eckersley, Professor L Hawthorne, Ms H Hayman, Mr R Hillbrich, Associate Professor S James, Associate Professor R Misson, Dr R Mulder, Professor M Morgan, Professor P Pattison, Professor M Singh, Professor L Skene, Ms T Tjia, Professor H Watson

In attendance: Ms B Ahrens, Ms J Reese, Mr C Reid (Secretary), Professor L Sonenberg (for item 8), Ms H Thomas (for item 4.1)

BUSINESS

1 Formal Matters

1.1 Apologies

Apologies were received from Ms E Buckingham, Professor C Hardy, Associate Professor I Holtham, Ms C Smith, Professor G Stevens and Professor J Stockdale.

2 Minutes

2.1 Minutes of UGPC meeting 9/07 (2 August 2007)

The Minutes of meeting 9/07 were confirmed.

2.2 UGPC Action Sheet 9/07

The Committee noted the action sheet arising from the previous meeting.

3 Matters Arising Not Dealt with Elsewhere

Nil

4 Policy Issues

4.1 Policy Draft – Over-enrolment

The Committee received the draft policy on over-enrolment and was advised that it had been designed to comply with the Higher Education Support Act (HESA). The draft policy had been discussed with faculties during preparation.

The Committee agreed to endorse the circulated policy with two amendments:

- In line 3, paragraph 3, page 1, the bracketed phrase should be amended to read “normally up to a maximum of 25 points”.

- The final dot point at the foot of page 2 should be amended to read “...together with an indication that the over-enrolment meets legislative guidelines...”

5 Chairs’ Reports

5.1 PCPC Report

Associate Professor Misson reported that Postgraduate Coursework Programs Committee has established a working group to report on appropriate nomenclature for postgraduate coursework programs.

5.2 TALQAC Report

Nil

6 Student Members Reports

Nil

7 Working Group Reports

Nil

8 Course Proposals

8.1 Faculty of Science

8.1.1 Amendment to Bachelor of Information Systems, and BSc/ BIS, BCom/ BIS, BGeom/ BIS

The Committee received the proposed amendments to the above courses. The Committee noted the report from the shepherd questioning whether it was appropriate to offer a subject for an additional year in the form of Power Point presentations and Lectopia recordings instead of normal teaching, as proposed. A specific issue was with regard to the amount and type of contact with academic staff that would occur. In relation to teaching-out generally, the Committee noted the question of whether a reduced form of teaching would ensure subject objectives were met and provide an equivalent opportunity for performance in the subject. The Committee agreed to refer the above proposal back to the Faculty for clarification in regards to the adequacy of the teaching that is proposed.

8.1.2 Bachelor of Biomedical Science

The Committee received the proposal to discontinue the Bachelor of Biomedical Science and the shepherd’s report, and noted that the teaching-out plan involves the discontinuation of subjects specific to Biomedical Science and their replacement by other subjects. The Committee queried whether the replacement subjects identified in the proposal were equivalent to the subjects they will replace, for example, the Calculus I subject, and the general Physics subjects 640-131/640-171 and 640-172, which are to replace the Physics subjects specific to Biomedical Science, namely 640-151 and 640-152. The Committee also queried whether new generation Biomedicine subjects might be better replacements for the subjects being discontinued. The Committee agreed to refer

these matters back to the Faculty for advice. The Committee also noted the general question of how student failure in a substitute subject should be considered in terms of the University's Unsatisfactory Progress Policy.

8.2 Faculty of Engineering and Faculty of Science

8.2.1 Diploma in Informatics

The Committee noted the circulated proposal for the Diploma in Informatics and the shepherd's report. The course structure had been revised to conform to the guidelines for concurrent diplomas adopted recently by Academic Board, and the course is nominally 100 points rather than 125, although in two of the available streams, students would undertake 112.5 points. The Committee agreed to approve the proposal and recommend approval by Academic Board.

8.3 Faculty of Arts

8.3.1 Bachelor of Arts Honours in Islamic Studies

The Committee received the revised proposal for the above honours program and agreed to approve it subject to the Faculty specifying more clearly the assessment in 110-448, as requested in the shepherd's report.

8.3.2 Diploma in Languages

The Committee received the revised proposal for the Diploma in Languages and noted the shepherd's report. The Committee noted that to qualify for advanced standing in the Diploma after two years, and to meet the NG degree requirement of having one third year subject as breadth, the structure of the Diploma could ultimately require students to take all 75 breadth subject points in languages related to the Diploma, which would preclude enrolment in other breadth subjects. It was noted that one alternative would be to allow students to count a third year language subject completed in their Diploma as meeting the third year subject breadth requirement, thereby allowing them to take 25 points of non-language breadth. Another possibility would be not to seek advanced standing in the Diploma after only two years of study. The Committee agreed that students wishing to undertake the Diploma in Languages should be advised at enrolment of the implications for the completion of the breadth component of their degree. The Committee also agreed that some flexibility would need to be allowed in the choice of third year breadth subjects, as the new generation degrees had been designed without reference to concurrent diplomas. With these provisos, the Committee approved the proposal.

8.4 Faculty of Land and Food Resources – Course Discontinuation

The Committee received the proposals for course discontinuations in the Faculty of Land and Food Resources listed under items 8.4.1 – 8.4.7 below, and noted that these proposals had been revised to take into account comments made by the shepherd on earlier discontinuation proposals. The proposals now included information on how the Faculty would communicate the phasing out process to students.

8.4.1 Bachelor of Animal Science and Management

The Committee noted that the revised proposal addressed questions raised previously by the Committee, but that the plan for the discontinuation of the fourth year of the program was still unclear. The Committee approved the proposal, noting that the Faculty should make clear the plan for the discontinuation of the fourth year.

8.4.2 Bachelor of Food Science

The Committee noted that the revised proposal addressed questions raised previously by the Committee, but that the plan for the discontinuation of the honours year of the program was still unclear. The Committee agreed to approve the proposal subject to the Faculty indicating whether there are any honours students, and, if so, submitting a statement indicating how the honours year would be phased out.

8.4.3 Bachelor of Natural Resources Management

The Committee approved the proposal as circulated.

8.4.4 Bachelor of Resource Management

The Committee approved the proposal as circulated.

8.4.5 Bachelor of Agricultural Science

The Committee approved the proposal as circulated.

8.4.6 Bachelor of Forest Science and Bachelor of Forest Science/ Bachelor of Science Double Degree

The Committee approved the proposal as circulated.

8.4.7 Bachelor of Horticulture

The Committee questioned whether there are honours students in the program, and agreed to approve the proposal subject to the Faculty providing advice as necessary on the discontinuation plan for the honours year.

8.5 Faculty of Economics and Commerce

8.5.1 Amendments to (Heritage) Bachelor of Commerce

The Committee approved the proposed amendments to the Bachelor of Commerce as outlined.

8.5.2 Phasing out of the Current Bachelor of Commerce

The Committee noted the advice from the Associate Dean (Academic Programs) in the Faculty of Economics and Commerce concerning planning for the discontinuation of the present Bachelor of Commerce program.

8.6 Report from Interim Board of Undergraduate Studies

The Committee received the report from the Interim Board of Undergraduate Studies and also received a shepherd's report from the President of Academic Board on two proposals for University Breadth subjects from the Faculty of Economics and Commerce. The Committee approved the following:

- The revised subject description for 880-107 Urban Environments
- The revised subject description for 800-175 An Ecological History of Humanity
- The revised subject proposal for Generating the Wealth of Nations as a University breadth subject.

The Committee considered the shepherd's report for the proposal that the subject Your Money and Your Life should be designated as a University breadth subject, and after discussion decided not to approve the proposal as it was considered that it would not constitute breadth for Bachelor of Commerce students. It was decided that the proposal should be referred back to the Bachelor of Commerce Course Standing Committee with the note that the subject would remain designated as 'other breadth' until it could be demonstrated that it would be genuinely a breadth subject for students in the NG Commerce degree. It was noted that, if the subject is to be offered as University Breadth in 2008, it would need to be revised and approved in early September, and it was agreed that, if the Course Standing Committee resubmits it, it could be executively approved as appropriate by the Chair of iBUGS, the Chair of UGPC and the President of Academic Board.

The Committee endorsed the recommendation from the Interim Board of Undergraduate Studies for the final approval of the new generation Bachelor of Commerce and the Bachelor of Arts, noting that any further changes to the course proposals would be submitted as amendments to the course concerned. The Committee noted that the Faculty of Arts would address matters raised by the shepherd in relation to the Bachelor of Arts.

8.7 Faculty of Music

8.7.1 Diploma of Music (Practical)

The Committee approved the proposal for the Diploma in Music (Practical) subject to receipt of a satisfactory shepherd's report.

8.7.2 Discontinuation of Bachelor of Music

The Committee approved the proposal for the Bachelor of Music subject to receipt of a satisfactory shepherd's report.

8.7.3 Discontinuation of Bachelor of Arts/Bachelor of Music

The Committee approved the proposal for the Bachelor of Arts/ Bachelor of Music subject to receipt of a satisfactory shepherd's report.

8.7.4 Discontinuation of Bachelor of Creative Arts/Bachelor of Music

The Committee approved the proposal for the Bachelor of Creative Arts/ Bachelor of Music subject to receipt of a satisfactory shepherd's report.

8.7.5 Discontinuation of Bachelor of Music/Bachelor Commerce

The Committee approved the proposal for the Bachelor of Music/ Bachelor of Commerce subject to receipt of a satisfactory shepherd's report.

8.7.6 Discontinuation of Bachelor of Music/Bachelor of Teaching

The Committee approved the proposal for the Bachelor of Music/ Bachelor of Teaching subject to receipt of a satisfactory shepherd's report.

8.8 Faculty of Law

8.8.1 Discontinuation of Bachelor of Laws

The Committee received the proposals for discontinuation of the Bachelor of Laws and of Law double degrees and noted the shepherd's report concerning the Bachelor of Laws. The Law Shepherd, Professor Hargreaves, indicated that he had consulted other shepherds (with the exception of Professor Hardy, who was away) and they had noted that the plan for the teaching-out the Law components of the double degrees appeared satisfactory. Concerns had been expressed over the teaching-out of the Bachelor of Arts component of the LLB/BA, but these concerns needed to be taken up in relation to the teaching-out of the BA.

In relation to the teaching-out of the Bachelor of Laws, the Committee expressed concern over the following, and asked that the Faculty respond:

- That there should be a more precise statement of the circumstances in which the core subjects would be offered beyond the timeline stated in the proposal (for example, minimum number of students needing to repeat);
- That it would not be desirable to alter prerequisite or progress provisions in order to accommodate completion of the degree by some students as seems to be suggested in the dot points on page 3 of the proposal;
- Given that students who did not progress at the rate of a full-time single degree Law student would be advised to 'front-load' core subjects, whether those students would then have available a satisfactory range of elective subject options to enable them to pursue areas of interest (no information on the range of optional subjects that would be available having been provided in the proposal);
- How part-time students would be provided for, particularly those in double degrees.

The Committee agreed to seek advice from the Faculty of Law on these matters.

8.8.2 Discontinuation of Bachelor of Laws/Bachelor of Creative Arts

The Committee agreed to defer consideration of this proposal pending advice on the matters raised under 8.8.1 above.

8.8.3 Discontinuation of Bachelor of Laws/Bachelor of Arts (Media and Communications)

The Committee agreed to defer consideration of this proposal pending advice on the matters raised under 8.8.1 above.

8.8.4 Discontinuation of Bachelor of Laws/Bachelor of Arts

The Committee agreed to defer consideration of this proposal pending advice on the matters raised under 8.8.1 above.

8.8.5 Discontinuation of Bachelor of Laws/Commerce

The Committee agreed to defer consideration of this proposal pending advice on the matters raised under 8.8.1 above.

8.8.6 Discontinuation of Bachelor of Laws/Bachelor of Computer Science

The Committee agreed to defer consideration of this proposal pending advice on the matters raised under 8.8.1 above.

8.8.7 Discontinuation of Bachelor of Laws/Bachelor of Engineering (IT)

The Committee agreed to defer consideration of this proposal pending advice on the matters raised under 8.8.1 above.

8.8.8 Discontinuation of Bachelor of Laws/Bachelor of Engineering

The Committee agreed to defer consideration of this proposal pending advice on the matters raised under 8.8.1 above.

8.8.9 Discontinuation of Bachelor of Laws/Bachelor Music

The Committee agreed to defer consideration of this proposal pending advice on the matters raised under 8.8.1 above and pending advice from the shepherd.

8.8.10 Discontinuation of Bachelor of Laws/Bachelor of Science

The Committee agreed to defer consideration of this proposal pending advice on the matters raised under 8.8.1 above.

8.9 Faculty of Architecture, Building & Planning – Melbourne Model Implementation Plan

The Committee noted the plan submitted by the Faculty for the implementation of the Melbourne Model. The Committee was advised that, in 2006, the former Academic Programs Committee had raised the question of how students in the gap year between double degrees would be accommodated upon re-enrolment. The Committee noted that the circulated proposal indicated that such students would be able to be accommodated in appropriate masters programs and that HECS places would be available.

The Committee considered that the statement in paragraph 6 of page 3 was not well worded, as it suggested that the Faculty would have no obligation to continuing students at the expiry of the defined transition period. The Committee agreed that, at the end of the transition period, the Faculty should negotiate individual enrolment with any remaining students to enable them to complete their courses satisfactorily.

It was suggested that, where a subject is to be taught for the last time or is to be taught in a revised form, this should be made clear in student information such as the Handbook.

8.9.1 Discontinuation of Bachelor of Architectural Studies

The Committee approved the proposal as circulated.

8.9.2 Discontinuation of Bachelor of Planning and Design (Property and Construction)

The Committee approved the proposal as circulated.

8.9.3 Discontinuation of Bachelor of Landscape Architecture

The Committee approved the proposal as circulated.

8.9.4 Discontinuation of Bachelor of Urban Planning and Development

The Committee approved the proposal as circulated.

8.9.5 Discontinuation of Bachelor of Architecture

The Committee approved the proposal as circulated.

9 Student Awards

Proposed Amendment to Student Award

9.1 Faculty of Engineering

9.1.1 The Elene and David Wood & MUEF Chemical Engineering Scholarship

The Committee approved the proposal as circulated

9.2 Faculty of Medicine, Dentistry and Health Sciences

9.2.1 The Norma Grieve Prize

The Committee approved the proposal as circulated.

10 Quarterly Reports

Nil

11 Matters dealt with by the Chair and/or President, Academic Board since meeting 9/07

The Committee noted the following:

Cancellation of subject: 121-227

Change of Assessment requirements: 511-305

Chair's executive approval of final details of student award:

- Faculty of Engineering – The Society of Petroleum Engineers Prize – Penultimate Year (APC 6/06 minute 13.1.2)
- Faculty of VCA – Bachelor of Music Theatre (UGPC 9/07 minute 8.1.1) and Bachelor of Film and Television (UGPC 9/07, minute 8.4.1)

12 Any Other Business

Nil

13 Next Meeting

The next meeting of the Committee is scheduled for Thursday 4 October 2007 at 2.15 pm in the Jim Potter Room, Old Physics Conference Centre.

The meeting closed at 4.35 pm.