

THE UNIVERSITY OF MELBOURNE
UNDERGRADUATE PROGRAMS COMMITTEE

MEETING 5/07

Meeting 5/07 of Undergraduate Programs Committee was held on Thursday, 3 May 2007, at 3.15 pm in the Jim Potter Meeting Room Old Physics Conference Centre.

Present: Professor I Beveridge, Professor J Borland (Chair), Ms E Buckingham, Associate Professor R Eckersley, Professor C Hardy, Professor M Hargreaves, Ms H Hayman, Associate Professor S James, Associate Professor R Misson (Deputy Chair), Professor M Morgan, Dr R Mulder, Professor L Skene, Ms C Smith, Professor H Watson

In attendance: Mr C Reid (Secretary)

BUSINESS

1 Formal Matters

1.1 Apologies

Apologies were received from Professor L Hawthorne, Mr R Hillbrich, Associate Professor I Holtham, Professor P Pattison Professor M Singh, Professor G Stevens, Professor J Stockdale and Ms T Tjia.

2 Minutes

2.1 Minutes of UGPC meeting 4/07 (5 April 2007)

The Committee approved the minutes of the meeting 4/07 with the amendment that, under item 8.3, Ms Buckingham should have been identified as the student member of the sub-committee established to consider the proposed changes to the Bachelor of Agriculture. The Committee noted that Ms Buckingham could not attend at the time the sub-committee met and that Ms Hayman had attended instead.

2.2 UGPC Action Sheet 3/07

The Committee noted the action sheet arising from meeting 4/07, as circulated.

3 Matters Arising Not Dealt with Elsewhere

3.1 Report: TALQAC Working Group on Faculty Assessment Practices

The Committee agreed to the proposal from Postgraduate Coursework Programs Committee to establish a joint working group with UGPC to respond to the TALQAC Report on Faculty Assessment Practices. The working group would need to consider the implementation of the review of assessment policies. The Chair invited members interested in joining the group to advise him of their interest. Ms Buckingham agreed to join the group.

3.2 Diploma in Mathematical Sciences (Concurrent)

The Committee was reminded that questions were raised at the previous meeting about undertaking the Diploma in conjunction with the BSc and subject choices in the Diploma when taken in conjunction with the Bachelor of Biomedicine. Professor Hargreaves reported that these questions had been referred to Associate Professor Barry Hughes, and he will report on the matter in due course. It was noted that many departments might wish to establish concurrent diplomas to attract students and that this might defeat the purpose of the inclusion of the breadth component in undergraduate degrees. It was suggested that guidelines for developing concurrent diplomas might be needed.

3.3 Proposed Changes to Bachelor of Engineering

The Committee received the circulated course discontinuation forms submitted by the Faculty in respect of the specialties in the Bachelor of Engineering program that are to be discontinued.

3.3.1 Zero Points Subjects

The Committee received advice from Mr Hillbrich concerning constraints on the design and use of zero point subjects.

3.3.2 Response from Faculty of Engineering

The Committee received a copy of a statement of answers from the Faculty of Engineering to questions raised by the President of Academic Board, and a subject proposal for a revised zero point subject.

Professor Morgan reported on discussions he and the Chair had had with the Faculty on the matters raised at the previous meeting of the Committee. In discussion, the following points were noted:

- The Faculty has amended the proposed zero point subject so that it is taken in the final semester rather than across the three years of study. Students will submit a portfolio summarising their work experience at the end of the semester, for assessment. The Committee questioned whether there is another strategy possible, besides a zero point subject, for recording students' work experience component.
- The Faculty has provided information on its teaching-out plans and has indicated that it will negotiate with other faculties to ensure that students can complete double-degrees, where necessary, up to 2013. Individual enrolment plans will be tailored for students as necessary. First year subjects will be available until 2010, which should provide adequate opportunity for students commencing in 2007 to complete first year requirements.
- The Committee noted that, although the range of subject options available to students may reduce as the phasing out process continues, the professional accreditation process should ensure quality control of this process.
- While it would be desirable to try to identify plans for the phasing out of individual subjects, this may be impracticable. Instead, it may be possible to identify typical pathways that will be available to students as the programs phase out. The University does not require that, when

course changes occur, all subjects will continue to be available until the last student completes.

The Committee agreed to recommend to Academic Board approval of the changes to the Bachelor of Engineering conditional on subsequent satisfactory resolution of the inclusion of the zero point subject. The Committee asked that the Faculty of Engineering provide course advice to continuing students in programs that are being phased out, with detailed information on how the phasing out will occur and how they will still be able to meet their degree requirements.

The Committee noted that it should establish guidelines for faculties concerning the phasing out of 'heritage' degrees.

3.4 Proposed Changes to Bachelor of Agriculture

Associate Professor James reported on the outcome of the meeting of the sub-committee established to consider the proposed changes to the Bachelor of Agriculture and its recommendations to Academic Board. He indicated that the sub-committee had met with representatives of the Faculty of Land and Food Resources and that the following points had been noted:

- The transfer of the first year of the program to Parkville, and gaining assistance from the Faculty of Science in delivering that element of the program, was important in ensuring the continuation of the program.
- The Associate Degree in Agriculture would still be available at Dookie for students wishing to study there, and students could articulate into the final elements of the Bachelor of Agriculture upon satisfactory completion if they wished.
- Students spending a year at Parkville would have the opportunity for Melbourne Experience.
- Living costs for students studying at Parkville would potentially be higher than at Dookie, but there are forms of financial assistance for which they might be eligible.
- The Faculty intends to provide additional tutorial assistance to students attending Parkville.

The sub-committee had recommended to Academic Board that the proposed changes be approved, subject to resolution of some matters of detail concerning the subjects to be offered. Academic Board has approved the recommendation.

It was suggested that the Faculty should be asked to report back on the following matters:

- The financial support that can be made available to Bachelor of Agriculture students at Parkville;
- The progress of Bachelor of Agriculture students at Parkville in 2008, with a view to making any necessary changes to the operation of the program;
- An assessment of the impact on other programs and students at Dookie of the transfer of the first year of the Bachelor of Agriculture away from the campus.

4 Policy Issues

4.1 Introduction of the Melbourne Model – Implications for Later Year Entry 2008

The Committee received for information a statement outlining provisions for later year entry into undergraduate courses in 2008. The Committee was advised that Ms Carmel Murphy, Director, Student Access, had prepared the statement in consultation with Faculty General Managers. It was noted that Ms Murphy is preparing some revisions to the statement to take into account the need for flexible arrangements within particular faculties. The statement had been drawn to the Committee's attention as it was relevant to a question raised at the previous meeting concerning the revision of entries in the VTAC Guide arising from the planned discontinuation of heritage undergraduate programs. In discussion, the following points were made:

- Later year entry provisions need to be cognisant of the statute providing for the minimum number of points a student must complete at the University to gain a University degree.
- CAP and UMEP students transferring to new generation degrees can gain 50 points' credit and could also potentially transfer to heritage degrees, also with 50 points' credit.

The Committee agreed to ask faculties to include in their course discontinuation plans an indication of later year entry provisions, so as to ensure that later year entry could be accommodated in the phasing out process.

4.2 Policy and Procedures Working Group Workplan 2007

The Committee noted the circulated plan for the review of academic policies and procedures in the University and noted that the outcomes of the review would affect policies and procedures under which the committee operated.

5 Chairs' Reports

5.1 PCPC Report

Associate Professor Misson reported on the following:

- The Committee has recommended to Academic Board revised guidelines for masters degrees;
- The Committee has been considering the use of the title 'doctor' for professional masters degrees;
- The Committee has established a working group to consider student group work and group assessment.

5.2 TALQAC Report

On behalf of Professor Hawthorne, the Acting Chair reported on the following:

- TALQAC has established a review of honour programs;
- Two small groups have been established: one is considering training for staff in the operation of the Melbourne Student Advice Model; the other is looking at quality assurance in relation to the Melbourne Student Advice model.

5.3 T&L(MM&ET)C Report

Nil

6 Student Members Reports

Nil

7 Working Group Reports

7.1 Blue Book Working Group

The Acting Chair reported that a joint working group of PCPC and UGPC has been established and is reviewing the Blue book. The working group has suggested that the Blue Book should be set out in terms of a set of standard tasks or processes. The project is ongoing.

8 Course Changes

8.1 Call for Proposals for Discontinuation of Courses

The Committee noted that faculties should submit course discontinuation forms for all courses being phased out. It was agreed that the form should be redesigned to require more detailed teaching-out plans, and it was agreed that a working group should be formed to undertake the redesign of the form and to suggest guidelines for the phasing out of courses.

9 Student Awards

9.1 New Student Awards

Centre for Indigenous Education

9.1.1 The Towards a Just Society Bursaries

The Committee received the award proposal and the Shepherd's report as circulated and agreed to approve the proposal as set out.

Faculty of Arts

9.1.2 Chinese Lions Club Scholarship

The Committee received the award proposal and the Shepherd's report as circulated and agreed to approve the proposal as set out.

9.2 Major changes to existing awards

Nil

9.3 Minor Changes to existing awards

Faculty of Veterinary Science

9.3.1 CSL Animal Health Prize

The Committee noted that CSL merged with Pfizer and the name of the prize has therefore been changed to the Pfizer Animal Health Prize in Microbiology. The prize would now be available to second year students in Veterinary Microbiology 250-210 and 250-211 (formerly 250-20), because of changes to the curriculum. The prize would be awarded to the student with the highest aggregate mark. It would be an annual award for which the prize is now to be books instead of a monetary prize.

10 Undergraduate Quarterly Reports

10.1 Faculty of Science Report 1/07

Nil report

10.2 Faculty of Arts Report 1/07

The Committee adopted the report as circulated.

10.3 Faculty of Law Report 1/07

The Committee adopted the report as circulated.

10.4 Faculty of Economics and Commerce Report 1/07

Nil report

10.5 Faculty of Education Report 1/07

Nil report

10.6 Faculty of Music Report 1/07

Nil report

10.7 Faculty of Land and Food Resources Report 1/07

Nil report

11 Matters dealt with by the Chair and/or President, Academic Board since meeting 4/07

The Committee noted the following matters:

Additional offering of Subject: 730-111 (semester2, 2007)

Creation of new subject: WTO: Moot Court Competition

12 Any Other Business

Nil

13 Next Meeting

The next meeting of the Committee will be held on Thursday 31 May 2007 at 3.15 pm in the Jim Potter Room, Old Physics Conference Centre.

The meeting closed at 4.45 pm.