

# THE UNIVERSITY OF MELBOURNE

## Undergraduate programs committee

### Meeting 7/07

Meeting 7/07 of the Undergraduate Programs Committee was held on Thursday, 5 July 2007, at 2.15 pm in the Jim Potter Meeting Room Old Physics Conference Centre.

**Present:** Professor J Borland (Chair), Ms E Buckingham, Associate Professor R Eckersley, Mr R Hillbrich, Associate Professor S James, Professor M Morgan, Ms C Smith, Professor H Watson

**In attendance:** Ms B Ahrens, Associate Professor B Hughes (for item 4.2), Ms Katherine Van Loon (for item 12), Ms J Reese, Mr L McFarland (for item 4.3), Mr C Reid (Secretary), Professor R Slocombe, Ms K Stevenson-McBride (for item 4.3)

## BUSINESS

### 1 Formal Matters

#### 1.1 Apologies

Apologies were received from Professor I Beveridge, Professor I Bishop, Professor C Hardy, Ms H Hayman, Associate Professor I Holtham, Associate Professor R Misson, Dr R Mulder, Professor P Pattison, Professor L Skene, Professor G Stevens, Professor J Stockdale and Ms T Tjia.

### 2 Minutes

#### 2.1 Minutes of UGPC meeting 6/07 (31 May 2007)

The Committee confirmed the minutes of the previous meeting.

#### 2.2 UGPC Action Sheet 6/07

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

### 3 Matters Arising Not Dealt with Elsewhere

#### 3.1 UGPC nominee on SEPSC

The composition of Committee Student Entry Pathways Sub-committee includes a member of UGPC. The Secretary was asked to email members to invite nominations.

### 4 Policy Issues

#### 4.1 Guidelines for Course Discontinuation

The Committee noted the guidelines for course discontinuation that had been finalised since the previous meeting of the Committee and approved by the President of Academic Board. The Committee was advised that the MM08 Task Force had delegated to Professor Liz Sonenberg responsibility for overseeing the

development of teaching-out planning relating to the implementation of the Melbourne Model.

## **4.2 Concurrent Diplomas in the Melbourne Model**

The Committee received Associate Professor Barry Hughes's proposal outlining principles for the design of concurrent diplomas. Associate Professor Hughes noted that the University has offered concurrent diplomas before but there has been a high attrition rate, and the present proposal is intended to overcome this problem and to accommodate the Melbourne Model. The proposal has been considered by Selection Procedures Committee and will be submitted to the Board of Undergraduate Studies. The proposed model for concurrent diplomas would require students to undertake an additional fifty points of study, building on preparatory studies in the first year of their undergraduate degree program, to complete the diploma. Students would thus complete 350 points of study to gain the degree and the diploma. In discussion, the following points were noted:

- The proposed concurrent diploma structure would be suitable for a diploma in languages, although it would need to be modified to suit a diploma in music.
- Undertaking a concurrent diploma would involve some reduction in subject choice, either in the range of elective subjects in the core program of study or in the range of breadth subjects that can be taken. Students will be able to complete breadth requirements.
- The grounds for establishing concurrent diplomas need to be argued in each case. The Secretary was asked to investigate the cases that had been made to Academic Board in earlier years for their establishment.

The Committee was advised that Selection Procedures Committee had suggested deleting the second sentence of recommendation 5, which proposes that diplomas should only be available in a small number of selected disciplines. The Committee endorsed the deletion of this sentence and, with this amendment, endorsed recommendations 1 – 6 of the circulated paper. It was noted that the remaining recommendations were concerned with the establishment of the Diploma in Mathematical Sciences, and the proposal for this course would be brought forward in due course through the Faculty of Science and the BSc Course Standing Committee.

## **4.3 Proposed Changes to Subject Codes and Grouping of 'Areas of Study'**

The Committee received and noted the circulated paper outlining proposed changes to the system for coding subjects. The Committee was advised that the introduction of the new codes is necessary as the existing six-digit coding system is unable to cope with additional subjects. The proposed nine-character alphanumeric system has been circulated to faculties for comment. It was noted that the proposed coding system would reflect year level and area of study, and that it would be linked to a table that identifies subject ownership and DEST fields of study.

# **5 Chairs' Reports**

## **5.1 PCPC Report**

The Committee was advised that Postgraduate Coursework Programs Committee is considering a high volume of course proposals and is also considering a draft policy for the recognition of professional experience for entry purposes.

## **5.2 TALQAC Report**

Professor Hawthorne reported on the activities of TALQAC, including the progress of working groups considering a range of matters including quality of teaching, breadth and depth in new generation undergraduate degrees, the Melbourne Student Advice Model and a review of honours programs.

## **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 Committee was advised that the working group jointly established by UGPC and PCPC is reviewing the Blue Book with a view to finalising revisions to it by the end of 2007. The Blue Book will reflect changes to approval processes that are attendant on changes to the committee structures agreed at the June Planning and Budget Committee conference. It was suggested that information on the progress of the review of the Blue book should be placed on the UGPC and PCPC web-pages, together with advice on interim procedures.

## **8 Course Proposals**

### **8.1 Faculty of Arts Changes to Existing Programs**

The Committee received the course change proposals listed in 8.1.1 – 8.1.9 below and noted that further changes to these courses might be proposed at a later stage. It was noted that, in many cases, the statements of objectives should be amended to state that students “should”, rather than “will” achieve the outcomes specified.

#### **8.1.1 Bachelor of Arts Major in Australian Indigenous Studies**

The Committee noted that it is proposed to use a new breadth subject to replace two existing subjects, and a question was raised as to whether the breadth subject would cover the same material as the subjects it is intended to replace. Subject to satisfactory clarification of this matter, the Committee agreed that the Chair could executively approve the proposal.

#### **8.1.2 Bachelor of Arts Major in Gender Studies**

It was suggested that the subject descriptions for the new subjects require more detailed statements of objectives. Subject to the provision of these, the Committee agreed that the proposal should be approved.

#### **8.1.3 Bachelor of Arts (Honours) in Anthropology**

The Committee noted that the Anthropology thesis is 15,000 words, while the thesis in many other honours programs is shorter. The Committee was advised

that the Faculty is moving towards standardising the length of honours theses. It was agreed that this matter should be raised with the Faculty.

#### **8.1.4 Bachelor of Arts (Honours) in Chinese**

The Committee noted that the proposed changes to the honours program in Chinese, and also the honours programs in Japanese and Indonesian (below), involve significant changes in the way languages are taught, for example in the introduction of 'honours A' and 'honours B' programs and in the change of contact hours. The Committee agreed to seek further information from the Faculty on the details of changes being made to the honours programs in Chinese, Japanese and Indonesian, including an indication of which subjects the new subjects are replacing and how the standards of teaching will be maintained. The Committee sought an indication of how the contact hours for the supervised reading subjects would be spent and details of the 'ongoing written assessment' in those subjects.

#### **8.1.5 Bachelor of Arts (Honours) in Japanese**

This matter was considered under 8.1.4 above.

#### **8.1.6 Bachelor of Arts (Honours) in Gender Studies**

The Committee noted that the subject outline for 121-408 is incomplete and the weighting of each piece of assessment needs to be provided. The Committee also noted that the subject 121-545 is stated to be a prerequisite for 121-408, and the question was raised as to whether 121-545 is at a higher level, as its coding suggests. Subject to clarification of these details, the proposal was approved.

#### **8.1.7 Bachelor of Arts (Honours) in Indonesian**

This matter was considered under 8.1.4 above.

#### **8.1.8 Bachelor of Arts (Honours) in Arabic Studies**

The Committee approved the proposal as circulated.

#### **8.1.9 Bachelor of Arts (Honours) in Islamic Studies**

The Committee approved the proposal as circulated.

### **8.2 Faculty of Arts Course Discontinuations**

The Committee received the course discontinuation proposals listed in 8.2.1 to 8.2.8 below and noted that these had been submitted using the old discontinuation proposal form.

#### **8.2.1 Bachelor of Creative Arts**

The Committee questioned whether the quality of the program would be maintained given the change to the content being made in the teaching-out phase. It was suggested that BA subjects would not be adequate as replacements for elective subjects, for example in the area of Visual Media, which provide practical training. The Committee agreed that the matter should be referred to Professor Sonenberg and that Ms Buckingham and Professor Sonenberg should

consult with students in the Creative Arts program. Consideration of the proposal should be deferred pending their advice.

### **8.2.2 Bachelor of Social Work**

The Committee approved the proposal in principle, but noted the Shepherd's concern that shortages of staff might adversely affect the teaching-out of Social Work programs, and it was agreed that this matter should be referred to Professor Sonenberg for consideration.

### **8.2.3 Bachelor of Creative Arts & Bachelor of Social Work**

This proposal was referred to Professor Sonenberg for consideration in relation to the matters raised in items 8.2.1 and 8.2.2 above.

### **8.2.4 Diploma in Arts**

The Committee was advised that some students had raised with the Union concerns that information on the Faculty of Arts web-site implied that the Diploma in Arts would be open to new enrolments in 2008. The Committee agreed to approve the proposal in principle, subject to clarification from the Faculty on this matter. The question was also raised as to whether the University was obliged to maintain concurrent diploma programs while the degrees with which they are offered are phased out.

### **8.2.5 Diploma in Creative Arts**

The Committee noted that the shepherd's report for this proposal had not been circulated and agreed to defer consideration of this proposal pending the circulation of the shepherd's report.

### **8.2.6 Bachelor of Arts and Bachelor of Social Work**

This proposal was referred to Professor Sonenberg for consideration in relation to the matters raised in item 8.2.2 above.

### **8.2.7 Bachelor of Arts and Bachelor of Geomatics**

The Committee approved the proposal as circulated.

### **8.2.8 Bachelor of Arts and Bachelor of Engineering**

The Committee approved the proposal as circulated.

## **9 Student Awards**

### **9.1 New Student Awards**

#### **Faculty of Engineering**

#### **9.1.1 The Bilfinger Berger Services Scholarship for Tomorrow's Engineering Leaders**

The Committee noted that the Chair had referred back the Faculty of Engineering questions concerning the proposal, including whether a majority of University of Melbourne staff will be members of the judging panel, as is required and the

closing date for applications. The Committee noted that students must authorise the disclosure of any information concerning them to parties outside the University such as members of judging panels.

## **9.2 Major changes to existing awards**

### **Faculty of Medicine, Dentistry and Health Sciences**

#### **9.2.1 The Thomas and Elizabeth Ross Scholarship**

The Committee approved the proposal as circulated.

#### **9.2.2 The Harold Attwood Prize**

The Committee approved the proposal as circulated.

#### **9.2.3 The Keith Levi Prize**

The Committee approved the proposal as circulated.

#### **9.2.4 The Edgar Rouse Prize**

The Committee approved the proposal as circulated.

#### **9.2.5 The Dr Kate Campbell Prize**

The Committee approved the proposal as circulated.

#### **9.2.6 The Edgar and Mabel Coles Prize**

The Committee approved the proposal as circulated.

#### **9.2.7 Three prizes named The Robert Gartly Healy Prizes**

The Committee approved the proposal as circulated.

#### **9.2.8 The Clara Myers Prize**

The Committee approved the proposal as circulated.

## **9.3 Minor Changes to existing awards**

### **Faculty of Economics and Commerce**

#### **9.3.1 Katharine Woodruff Memorial Exhibition for Long Run Economic Change**

The Committee noted the change of title to The Katherine Woodruff Memorial Exhibition for Australian Economic History, arising from the discontinuation of the subject for which the exhibition had been awarded.

## **10 Undergraduate Quarterly Reports**

Nil

**11 Matters dealt with by the Chair and/or President, Academic Board since meeting 6/07**

The Committee noted the following:

*Change of subject coordinator: 512-224*

*Change to assessment requirements in a subject for semester 2, 2007: 730-214, 106-033*

*Change to list of published references for a subject: 730-113*

*Suspension of subject for semester 2, 2007: 436-465, 436-443, 436-419*

**12 University of Melbourne Extension Program**

**12.1 Report 2006/7 to UGPC**

The Committee received the report for 2006/7 on the University of Melbourne Extension Program. The Committee noted that students participating in the program generally do well. It was suggested that the Program might be reviewed in relation to the implementation of the Melbourne Model with a view to wider recruitment.

**12.2 Extension Program Linguistics**

The Committee approved the proposed change to entry scores requirements as outlined in the circulated paper.

**12.3 Extension Program Earth Sciences**

The Committee approved the proposed change to entry scores requirements as outlined in the circulated paper.

**13 Any Other Business**

Nil

**14 Next Meeting**

The next meeting of the Committee is scheduled for Thursday 19 July 2007 at 2.15 pm in the Jim Potter Room, Old Physics Conference Centre.

The meeting closed at 4.15 pm.