

CONFIRMED

THE UNIVERSITY OF MELBOURNE

UNDERGRADUATE PROGRAMS COMMITTEE

MEETING 2/08

Meeting 2/08 of the Undergraduate Programs Committee was held on Thursday, 6 March 2008, at 2.15pm in the Jim Potter Room, Old Physics Conference Centre.

Present: Ms O Bishop, Dr MJ Campbell, Ms S Griggs, Professor M Hargreaves, Mr R Hillbrich, Associate Professor I Holtham, Associate Professor R Misson (Chair), Professor M Morgan, Ms S Nguyen, Professor N Olekalns, Professor R Slocombe, Professor H Watson.

In attendance: Mr M Coyle (for item 4), Ms J Reese, Ms E Koch (Secretary)

BUSINESS

1 Formal Matters

1.1 Welcome & Apologies

The Chair welcomed Ms S Griggs and Ms S Nguyen. Apologies were received from Professor S Baker, Professor I Bishop, Associate Professor B Downes, Professor R Eckersley, Professor L Hawthorne, Dr R Mulder, Professor P Pattison and Professor G Stevens.

2 Minutes

2.1 Minutes of UGPC meeting 1/08 (7 February 2008)

The Committee approved the minutes of meeting 1/08, as circulated.

2.2 UGPC Action Sheet 1/08

The Committee received the action sheet arising from meeting 1/08. In relation to item 8.2 of the action sheet, it was noted that Associate Professor Hughes would speak about new-generation concurrent degrees at the next meeting of the Postgraduate Coursework Programs Committee and that Academic Programs Management Committee were also considering the paper.

3 Matters Arising Not Dealt with Elsewhere

3.1 Teaching Out of Degrees

The Committee noted that the issue of teaching out discontinued degrees was an important one whose significance would continue to grow as faculties and graduate schools phased out old programs. The Chair of the Academic Board was an apology for the meeting and it was agreed that the item should be held over until the next meeting, at which Professor Pattison would be present.

The Committee noted the following issues which required resolution:

- What sign-off would be required in order to make special arrangements for students affected by the teaching-out of degrees? (Would sign-off need to be made by the President of the Academic Board, by the UGPC or could it be delegated to faculties? Would student consent be required?)
- What reporting process should be implemented to ensure transparency?
- How would students who had dropped behind the rest of their cohort (e.g. through taking leave of absence from their course) be managed?

It was agreed that Professor Sonenberg should be invited to the next meeting for the discussion of approval of teaching-out arrangements, given her academic oversight of this process.

3.2 TALQAC Nomination

Dr Campbell agreed to be the UGPC representative on the Teaching and Learning Quality Assurance Committee.

4 Policy Issues

Mr Michael Coyle, Executive Officer of the Policy and Procedures Working Group, was in attendance for this item. He indicated that the Policies and Procedures Working Group was developing a consistent set of academic policies under the Melbourne Model and he outlined the main features of the draft policies under consideration.

4.1 Breadth Policy

The Committee considered the draft policy and, in discussion, the following points were made:

- Breadth subjects at level 3 would be available to students, but there was no requirement that breadth subjects at this level should form part of a sequence.
- The lack of prerequisites made it difficult to determine the level of breadth subjects. A different grading sequence or the opportunity to take more than one subject in a particular area might serve to identify particular subjects as level 3 breadth subjects.
- Where breadth subjects did not form part of a specified sequence, timetabling might become an issue.
- Students who had completed subjects at other institutions would be able to receive credit towards breadth subjects.

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

4.2 Grading Structure Policy

The Committee considered the draft policy and, in discussion, the following points were made:

- The policy could not apply for Semester 2 2008 because it would be inequitable to change the grading structure part-way through an academic year.
- The grade 'GNS – Grade Not Submitted' needed to be reviewed in light of the Academic Board's policy that GNS became a Fail if the grade was not submitted within a specified timeframe.
- The new grading structure did not include an equivalent to the current Conceded Pass. Faculties utilised the leeway this grade provided, although it was discussed that the way in which the grade was applied was at the discretion of the Board of Examiners and varied between faculties.
- The grade 'COMP – Completed' would not include a mark. In order to render them meaningful outside the University, it is vital that a numerical mark be included with grades.

The Committee agreed that it was not ready to recommend approval of the policy to the Academic Board and requested that it be resubmitted for further discussion after the above points were addressed.

4.3 Remission of Debt Policy

The Committee considered the draft policy and, in discussion, the following points were made:

- The additional external costs incurred by the University in the recruitment of international students would be deducted from any refund amount an international student in their first year of study receives. These costs included items such as health insurance cover, from which the student had received benefit during their study.
- Under item 11, 'written confirmation' should be amended to 'written acknowledgement'.

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

4.4 Workload Policy

The Committee considered the draft policy and, in discussion, the following points were made:

- The University and the Government defined part-time study differently. The University defined as part-time study a load of less than 37.5 points in either or both semesters. An annual load including less than 37.5 points in either semester was considered by the University to be part-time for the entire academic year.
- The Workload Policy should link to the Course Duration Policy.
- Setting a minimum workload might infringe on the rights of students with difficulties or disabilities.
- The fifth bullet point under 'Summary of change' should be amended to read 'International Students must complete their studies by the completion date on their Confirmation of Enrolment (COE)...'
- Overloading first year in order to increase options before choosing a major would no longer be possible.

- The majority of students who overloaded in first year in order to increase their options before choosing a major had historically withdrawn from or failed their additional subjects.
- The new Workload Policy would require changes to the statute on student workload.

The Committee agreed that it was not ready to recommend approval of the policy to the Academic Board and requested that it be resubmitted after the points above were addressed.

4.5 Defence Reservists & Emergency Volunteers Policy

4.6 Elite Athletes & Performers Policy

The Committee noted the similarities between the draft Defence Reservists and Emergency Volunteers Policy and the draft Elite Athletes and Performers Policy and elected to consider them together. In discussion, the following points were made:

- Where minimum attendance was required for particular subjects, faculties would retain the discretion to waive that requirement for defence reservists, emergency volunteers, elite students and elite athletes.
- The Course Duration policy would need to include provision for the discretion of faculties in accommodating absences of defence reservists, emergency volunteers, and elite athletes and performers.

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

4.7 Course Code Convention Discussion Paper

The Committee noted the proposed course code convention discussion paper. The Committee noted that the proposed changes to course codes were more relevant to the business of the Postgraduate Coursework Programs Committee. At the members' request, Mr Coyle undertook to circulate to the Committee current list of course codes.

5 Committee Reports

5.1 PCPC Report

Associate Professor Misson reported on discussion at meeting 1/08 of PCPC. He indicated that PCPC had reviewed the policies reviewed by this committee at its previous meeting.

5.2 TALQAC Report

Professor Slocombe reported that TALQAC had at its February 2008 meeting considered a review of the University's honours programs. It discussed the difficulties of scheduling reviews and the best ways to review performance.

5.3 Teaching and Learning Development Committee

Professor James was not in attendance to provide a report. The Chair reported that there had been discussion at the meeting on, the Information Futures Commission, and whether the University should consider becoming involved with the virtual world 'Second Life'.

5.4 Academic Programs Management Committee

The Chair reported that the Academic Programs Management Committee had discussed breadth subjects and how broad a subject's content needed to be before it could be considered a breadth subject.

6 Student Members Reports

In her verbal report to the Committee, Ms Bishop raised a number of matters:

- She noted the value of the forthcoming revised University policy on assessment. She reported that students were concerned that double marking of failed assessments was not employed university-wide.
- Students had complained to her about online handbook enrolments not correlating with the student system. Mr Hillbrich requested that she provide details of the subjects in question so that the matter could be properly investigated.
- She had received complaints from students that the Horwood Language Centre would shortly be closed. Dr Campbell indicated that this was not, to the best of her knowledge, the case, in which opinion she was supported by other Committee members.
- Students had advised her that the Arts Faculty had in a number of circumstances combined two previously independent subjects into a single subject. Students who had previously completed one of the subjects were not eligible to enrol in that combined subject. Students felt that they were disadvantaged in being denied access to the other subject making up the combined subject. Dr Campbell requested that she provide details of the subjects in question so that the matter could be properly investigated.

7 Working Group Reports

Nil.

8 Course Proposals

Nil.

9 Student Awards

9.1 New Student Awards

9.1.1 ANZ Honours Prize for Advanced Financial Mathematics I & II

The Committee noted the proposal for the prize and agreed to recommend it to the Academic Board for approval.

9.1.2 Department of Primary Industries Honours Scholarship

The Committee noted the proposal for the prize and agreed to seek further clarification from the Faculty of Economics and Commerce before reconsidering the award. Items to be clarified included the relative weighting of academic merit and interest in public policy, the length of the proposed internship and when it might be scheduled, and the length and type of presentation to be made on completion of the research essay.

9.2 Major Changes to Student Awards

Nil

9.3 Minor Changes to Student Awards

Nil

10 Quarterly Reports

10.1 Victorian College of the Arts Quarterly Report 4/07

Nil report.

10.2 Faculty of Architecture, Building & Planning Quarterly Report 4/07

The Committee was awaiting the shepherd's report before considering the quarterly report.

10.3 Faculty of Economics & Commerce Quarterly Report 4/07

The Committee was awaiting the shepherd's report before considering the quarterly report.

10.4 Faculty of Science Quarterly Report 4/07

Nil report.

10.5 Faculty of Arts Quarterly Report 4/07 10.5(a) Shepherd's Report

The Committee adopted the report as circulated.

10.6 Faculty of Medicine, Dentistry & Health Sciences Quarterly Report 4/07 10.6(a) Shepherd's Report

The Committee adopted the report as circulated.

10.7 Melbourne Law School Quarterly Report 4/07

The Committee was awaiting the shepherd's report before considering the quarterly report.

11 Matters Dealt with executively by the Chair and/or President, Academic Board, since Meeting 13/07

The Committee noted the following:

Amendment of assessment requirements: 800-121, 740-122

Suspension of subject for 2008: 116-200, 671-328, 116-451, 1175-009, 672-392, 131-203, 131-423, 208-327

Reinstatement of subject for 2008: 702-446

Amendment of prescribed texts: 732-303

12 Any Other Business

Nil

The meeting closed at 3.50pm.

13 Next Meeting

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

Circulation

Associate Professor S Baker
Professor I Beveridge
Professor I Bishop
Ms O Bishop
Dr MJ Campbell
Professor B Downes
Professor R Eckersley
Ms S Griggs
Professor M Hargreaves
Professor L Hawthorne
Mr R Hillbrich
Associate Professor I Holtham
Associate Professor R Misson (Chair)
Professor M Morgan
Dr R Mulder
Ms S Nguyen
Professor N Olekalns
Professor P Pattison
Ms C Smith
Professor G Stevens
Professor H Watson
Ms E Koch, Committee Secretary

For Information (Full Sets of Papers)

Professor R James
Chairperson, Selection Procedures Committee
Director, Melbourne Business School
General Manager, Architecture, Building & Planning
General Manager, Arts
General Manager, Education
General Manager, Economics & Commerce
General Manager, Land & Food Resources
General Manager, Law
General Manager, Medicine, Dentistry & Health Sciences
General Manager, Music
General Manager, Science
Faculty Executive Officer, Veterinary Science
Manager, International Admissions
Research Assistant, President of the Academic Board
Research Higher Degrees Manager, School of Graduate Research
Tables Officer, Student Administration
Ms G Willoughby, Enrolment Management Services
Chair, Academic Programs Management Committee
Director, Academic Programs

Minutes & Agendas Only

Deputy Principal, Information Technology Services
General Manager, School of Graduate Research
Manager, Office of Environmental Programs
Associate Dean (Academic Programs), Faculty of Science