

Confirmed

THE UNIVERSITY OF MELBOURNE
UNDERGRADUATE PROGRAMS COMMITTEE

MEETING 1/08

Meeting 1/08 of the Undergraduate Programs Committee was held on Thursday, 7 February 2008, at 2.15pm in Moot Court, Old Quad.

Present: Associate Professor S Baker, Ms O Bishop, Dr MJ Campbell, Professor M Hargreaves, Mr R Hillbrich, Associate Professor I Holtham, Associate Professor R Misson (Chair), Professor M Morgan, Professor N Olekalns

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

BUSINESS

1 Formal Matters

1.1 Welcome to New Members

1.2 Apologies

Apologies were received from Professor I Beveridge, Professor I Bishop, Associate Professor B Downes, Professor R Eckersley, Professor L Hawthorne, Dr R Mulder, Professor P Pattison and Professor G Stevens.

1.3 Terms of Reference of UGPC

The Committee noted its terms of reference as circulated.

1.4 2008 Meeting Schedule

The Committee noted its meeting schedule for 2008 as circulated.

1.5 Appointment of Shepherds for 2008

The Committee noted that academic members would be required to undertake shepherding duties and that a proposed allocation of shepherding roles would be made shortly. The statement of the role of shepherds should be updated to take into account the revised approval processes for course and subject changes.

1.6 Nominations to Committees

The Committee agreed to make the following nominations to committees in the University that include nominees of UGPC:

- Selection Procedures Committee – Professor Morgan
- Student Entry Pathways Sub-Committee – Mr Hillbrich
- Postgraduate Coursework Programs Committee – Professor Olekalns

The Committee also noted that it has a representative on the Teaching and Learning Quality Assurance Committee.

1.7 Electronic Distribution of Committee Meeting Papers

The Committee was advised that meeting papers would in future be made available on-line, and members could request paper copies if they so wished. Members generally indicated that they would prefer to receive papers via the Committee's web-page.

2 Minutes

2.1 Minutes of UGPC meeting 13/07 (29 November 2007)

The Committee approved the minutes of meeting 13/07, as circulated.

2.2 UGPC Action Sheet 13/07

The Committee received the action sheet arising from meeting 13/07. It was agreed that the Academic Programs Committee items from 2005 and 2006 could be deleted. Of the long-term items, item 1 had been overtaken by the development of the New Generation undergraduate degrees.

3 Matters Arising Not Dealt with Elsewhere

Nil

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 Leave of Absence Policy

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

- The definition of unapproved leave needed to be reworded to make clear the distinction between leave and withdrawal.
- The circumstances under which a returning student might need to meet hurdles such as reaudition needed to be clarified.
- The maximum period of leave from some postgraduate courses, which may be much shorter in duration, may be less than two years.

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

4.2 Course Duration Policy

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

- The policy should not be introduced until 2009.

- There may need to be differences in the provisions for undergraduate programs and postgraduate programs, as program duration can be much shorter at postgraduate level.
- The third last dot point on page 3 of the draft proposal needed to be reworded to make clear that it was the integrity of the student's study program that could be compromised rather than the course itself.
- There were typographical errors that needed to be corrected, including the deletion of a spurious reference to a table 1.

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

4.3 Unsatisfactory Progress Policy

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

- The new triggers for unsatisfactory progress should not be introduced until 2009, but the proposed administrative procedures that relate to existing triggers could be introduced from semester 2, 2008.
- The consideration given to students enrolled in courses being phased out should be informed by the teach-out plans for those courses.

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

4.4 Subject Variation Dates Policy

The Committee endorsed the draft policy, and, noting that the policy would also be considered by PCPC, recommended approval by Academic Board.

5 Committee Reports

5.1 PCPC Report

Nil

5.2 TALQAC Report

Nil

5.3 Teaching and Learning Development Committee

Nil

5.4 Academic Programs Management Committee

Nil

6 Student Members Reports

The Committee was advised that the Student Union is in the process of selecting student nominees for membership of University committees and the process should be completed in the near future.

7 Working Group Reports

7.1 Academic Programs Approval Process Working Group

The Committee adopted the report of the Working Group and noted the new approval processes and associated forms and guidelines to be used for the course approval process.

8 Course Proposals

8.1 Approval Process and Timetable – Undergraduate Courses to be offered from 2009

The Committee noted the circulated paper summarising the timelines and external reporting requirements associated with the course approval process.

8.2 New Generation Concurrent Diplomas – General Principles

The Committee noted the circulated paper summarising the principles for the design and operation of concurrent diplomas under the Melbourne Model. It was noted that the statement allowed for concurrent diplomas to be undertaken upon completion of the related undergraduate degree and it was suggested that this matter might be considered in relation to general provisions for postgraduate programs. The Committee agreed to let the matter lie on the table until the next meeting and to invite Associate Professor Hughes to attend to speak to it.

8.3 New Subjects in Bachelor of Laws

The Committee noted the circulated proposal to create two new subjects, Trusts A and Property A, in the Bachelor of Laws. The Committee was advised that, as a result of the teaching out of the LLB program, there were a small number of students who had not yet met core requirements but for whom enrolment in the usual subjects covering this content was not practicable. These students would be required to complete the two new subjects to meet professional admission requirements. The Committee noted that, while the proposal technically constituted a major change to the course, it could be processed as a late change and it was agreed to recommend that the President of Academic Board executively approve the request so that it could be implemented for 2008.

9 Student Awards

9.1 New Student Awards

9.1.1 John and Alison Kearney Overseas Scholarship

The Committee noted the proposal for the scholarship and considered that the selection criteria needed to be defined more clearly. The Committee agreed that the Chair should speak to the Law School on this matter and that, subject to satisfactory resolution of this matter to the

Chair's satisfaction, the proposal should be submitted to Academic Board for approval.

9.2 Major Changes to Student Awards

Nil

9.3 Minor Changes to Student Awards

Nil

10 Quarterly Reports

Nil

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: 730-337; 514-323, 880-102, 730-358

Suspension of subject for 2008: 730-389, 730-332, 730-316, 730-262, 166-014, 106-417, 110-229, 110-233/673-368, 110-316, 126-471

Offer subject additionally in semester 2, 2008: 108-542

Offer subjects in semester 2 instead of year long and reduce contact hours: 485-220, 485-229

12 Any Other Business

Nil

The meeting closed at 3.50 pm.

13 Next Meeting

The next meeting of the Committee is scheduled for Thursday 7 March 2008 at 2.15pm in the Jim Potter Meeting Room, Old Physics Conference Centre.