

Confirmed

**THE UNIVERSITY OF MELBOURNE
UNDERGRADUATE PROGRAMS COMMITTEE**

MEETING 4/07

Meeting 4/07 of the Undergraduate Programs Committee was held on Thursday, 5 April 2007, at 3.15 pm in the Jim Potter Meeting Room Old Physics Conference Centre.

Present: Professor I Beveridge, professor I Bishop, Professor J Borland (Chair), Ms E Buckingham, Associate Professor R Eckersley, Professor C Hardy, Professor M Hargreaves, Professor L Hawthorne, Ms H Hayman, Mr R Hillbrich, Associate Professor S James, Associate Professor R Misson, Professor M Morgan, Dr R Mulder, Professor P Pattison, Professor M Singh, Professor G Stevens (Deputy Chair), Ms T Tjia

In attendance: Mr C Reid (Secretary)

BUSINESS

1 Formal Matters

1.1 Apologies

Apologies were received from Associate Professor I Holtham, Professor L Skene, Professor J Stockdale and Ms C Smith.

2 Minutes

2.1 Minutes of APC meeting 3/07 (15 March 2007)

The Committee confirmed the minutes of the previous meeting as circulated, with the note that the final paragraph under item 4.1.1 should be amended to read as follows (additional text underlined):

“The student members of the Committee indicated that they did not endorse the reduction of the range of major studies available in the new generation BA by comparison with the existing BA, especially the removal of Gender Studies from the list of available major study areas, and asked that this be minuted.”

2.2 APC Action Sheet 3/07

The Committee noted the action sheet as circulated.

3 Matters Arising Not Dealt with Elsewhere

Nil

4 Policy Issues

Nil

5 Chairs' Reports

5.1 PCPC Report

Associate Professor Misson reported on discussion at Postgraduate Coursework Programs Committee, with particular reference to the consideration of proposals for new professional masters programs and to the review of the Guidelines for Higher Degrees that is to be undertaken.

5.2 TALQAC Report

Professor Hawthorne reported on the following matters:

- The preparation by TALQAC of a model for the provision of student advice, which is intended to be completed by September and which will include quality assurance processes
- A review of the quality of teaching
- A preliminary review of honours programs, for which a draft statement of 12 parameters has been prepared.

5.2.1 Report: TALQAC Working Group on Faculty Assessment Practices

The Committee noted the circulated report.

5.3 T&L(MM&ET)C Report

Nil

6 Student Members Reports

6.1 Teaching in Creative Arts

The student members indicated their concern that the quality of the Creative Arts program is being compromised in the teaching-out phase. The students indicated that academic staff members who have left the School of Creative Arts are not being replaced, some subjects are no longer being offered, and there has been a reduction in studio space. It was noted that the matter is the subject of discussion between the Dean of the Faculty of Arts and the Senior Vice-Principal. The President of Academic Board indicated that this is an important matter and that the student members of the Committee should be invited to report further on the matter to the next meeting of the Committee.

7 Working Group Reports

Nil

8 Course Changes

Faculty of Engineering

8.1 Bachelor of Engineering

The Committee received the circulated proposal for significant change to the Bachelor of Engineering and received the tabled Shepherd's report. The Committee noted that the Bachelor of Engineering would be continued for the present, until it is phased out and replaced by postgraduate professional programs

in Engineering. In the meantime, some changes to the existing undergraduate program are proposed be made to reflect the philosophy of the Melbourne Model.

The Committee noted the following concerns:

- There is an intention to establish a subject with 0 point value.
- Some statements concerning the phasing out of existing majors, and the availability of comparable studies in other degrees such as the Bachelor of Environments, are unclear. It is also not clear whether students will be able to complete major studies that are being phased out.
- It is not clear what will happen to the programs of students currently completing double degree programs that include Engineering.
- There is a related issue of course advice that is to be given to students in the Bachelor of Engineering.

The Committee agreed to ask the Faculty of Engineering to submit a course discontinuation form in respect of each of the major streams being phased out and to indicate the teaching out arrangements and the provisions being made for students in those streams, particularly double degree students.

The Committee also agreed to seek advice from Student Administration, through Mr Hillbrich, on the practicability of establishing subjects with 0 point value. It is proposed that the subject run over four years of the degree.

The Committee agreed to approve the proposed amendments to the Bachelor of Engineering and to recommend approval by Academic Board, subject to the above matters being addressed satisfactorily.

The Committee also agreed to consider generally the issue of the teaching out of double degree programs and agreed to ask faculty general managers for an indication of faculty planning in this regard.

Faculty of Medicine, Dentistry and Health Sciences

8.2 Scheduling of Clinical Placements in 514-226 Clinical Nursing 1

The Committee received the proposal for change to the scheduling of the above subject. It was noted that any students undertaking Nursing as part of a double degree program, and international students, might experience timetabling difficulties as a result of the change. It was also noted that the proposed scheduling would overlap the AVCC common vacation weeks and may create difficulties because of its juxtaposition with examinations. It was noted that the timing of clinical placements is an ongoing problem and it was suggested that the Faculty should discuss the matter with the Victorian Health Department. The Committee agreed that, subject to satisfactory resolution of the above issues by the Chair and Secretary, the Chair could approve the proposal executively and recommend it to Academic Board.

Faculty of Land and Food Resources

8.3 Bachelor of Agriculture

The Committee received the proposal for change to the Bachelor of Agriculture and received a tabled Shepherd's report. The Committee noted that the proposal was not complete and had been submitted to the Shepherd for preliminary advice, and it been submitted to the Committee at this stage as it was intended to

introduce the changes from 2008 and to advert to them in the VTAC Guide. The proposal involves transferring the teaching of the first year of the program from Dookie to Parkville and teaching the first year in cooperation with the Faculty of Science. In discussion, the following points were noted:

- the Faculty of Science's endorsement of the proposal is required;
- the Board of the Faculty of Land and Food Resources has yet to endorse the proposal;
- subject details need to be submitted;
- the program contains no provision for electives;
- the program will be phased out in the near future with the introduction of the professional masters program in the area;
- there needs to be consultation with students and with the community concerning the implications of transferring part of the program to the metropolitan area.

It was agreed that the Shepherd, Associate Professor James, should discuss the matters raised above and his report with the Faculty of Land and Food Resources, and should propose that the changes be implemented from 2009 rather than 2008. If the Faculty then still wishes to implement the changes from 2008, a sub-committee would be established to consider the above issues and the Shepherd's report and, as necessary, to take executive action on the matter on behalf of UGPC. The sub-committee, if needed, would comprise the President and Vice-President of Academic Board, Associate Professor James and a student member of UGPC.

9 Student Awards

9.1 New Student Awards

Faculty of Arts

9.1.1 Association of Women on Campus at the University of Melbourne Prize

The Committee received the proposal for the establishment of the above prize and noted that the subject in which potential prize winners might be enrolled would change from year to year. This was considered an unusual arrangement and may not be practicable. It was agreed to defer further consideration of the proposal pending receipt of the shepherd's report.

9.2 Major changes to existing awards

9.2.1 Goulburn Valley Health Prize

The Committee approved the proposal to amend the Goulburn Valley Health Prize, as circulated.

9.3 Minor Changes to existing awards

Nil

10 Undergraduate Quarterly Reports

Nil

11 Matters dealt with by the Chair and/or President, Academic Board since meeting 3/07

The Committee noted the following approvals made executively:

Suspension of subject: 730-440 (Semester 2, 2007)

Cancellation of subject: 126-308, 126-309, 126-310

Major Course Change:

11.1 Accounting and Business Information Systems Honours Program in the Bachelor of Commerce

New Course:

11.2 Diploma in Mathematical Sciences (Concurrent)

In relation to the proposed program for the Diploma in Mathematical Sciences, the Committee was advised that it is intended that the program can be taken together with the Bachelor of Biomedicine but that the subjects that would be taken in conjunction the Bachelor of Biomedicine need to be clarified. It was also noted that, in light of the principle that students would be able to take three languages by completing a Diploma in Modern Languages in conjunction with a Bachelor of Arts, consideration should be given as to whether students could take the Diploma in Mathematical Sciences together with a Bachelor of Science. The Committee agreed that the President of Academic Board should investigate and report back on the matter of undertaking the Diploma in conjunction with the BSc and that Professor Hargreaves should take up and report back on the matter of subject choices in the Diploma when taken in conjunction with the Bachelor of Biomedicine.

12 Indigenous Studies Sub-Committee: Reporting

The Committee noted the circulated statement proposing revised terms of reference for the Indigenous Studies Sub-Committee. It was proposed that the terms reference of the Indigenous Studies Sub-Committee be broadened to require it to advise on research and knowledge transfer matters in respect of indigenous students. The ISSC would also report to Academic Board through UGPC and PCPC. The Committee agreed to endorse these amendments to the ISSC's terms of reference.

13 Any Other Business

13.1 Late Change Request – Moot Court Competition

As Shepherd for late change proposals in the Faculty of Law, Professor Hargreaves indicated that the Faculty was seeking to establish a subject that would be available to a maximum of four students at a time and the selection into the subject would be competitive. The subject would in effect embody an extra-mural activity. The Committee noted possible alternatives to this arrangement:

- it might be possible to record on students' transcripts extra-mural activities that they have undertaken,
- the activity may be able to be accommodated as a negotiated project within an appropriate subject.

It was agreed that Professor Hargreaves should consult with the Faculty of Law on the matter.

14 Next Meeting

The next meeting of the Committee will be held on Thursday 3 May 2007 at 3.15 pm in the Jim Potter Room, Old Physics Conference Centre.

The meeting closed at 4.50 pm.

Signed:



Chair

3/5/07
Date

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Circulation

Professor I Bishop
Professor J Borland (Chair)
Ms E Buckingham
Professor M Hargreaves
Professor L Hawthorne
Ms H Hayman
Mr R Hillbrich
Associate Professor I Holtham
Associate Professor S James
Associate Professor R Misson
Professor M Morgan
Dr R Mulder
Professor P Pattison
Professor M Singh
Professor L Skene
Ms C Smith
Professor G Stevens
Ms T Tjia
Professor H Watson
Professor J Stockdale
Associate Professor P Tregloan (T&L(MM&ET)C observer)
Mr C Reid, Committee Secretary

For Information (full sets of papers)

Chairperson, Selection Procedures Committee
Director, Melbourne Business School
General Manager, Architecture, Building and Planning
General Manager, Arts
General Manager, Education
General Manager, Economics and Commerce
General Manager, Land and Food Resources
General Manager, Law
General Manager, Medicine, Dentistry and 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 Studies
Tables Officer, Student Administration
Ms G Willoughby, Enrolment Management Services

Minutes and Agendas only

Deputy Principal, Information Technology Services
General Manager, School of Graduate Studies
Manager, Office of Environmental Programs
Associate Dean (Academic Programs), Faculty of Science
Dr G Duke, GESO