

CONFIRMED

THE UNIVERSITY OF MELBOURNE
UNDERGRADUATE PROGRAMS COMMITTEE

MINUTES
MEETING 6/08

A meeting of the Undergraduate Programs Committee was held at 2.15pm on Thursday, 4 August 2008 in the Jim Potter Meeting Room, Old Physics Conference Centre.

Present: Professor I Beveridge, Professor I Bishop, Ms O Bishop, Professor R Eckersley, Professor M Hargreaves, Associate Professor R Misson (Chair), Ms S Nguyen, Associate Professor B Parry, Professor P Pattison, Professor R Slocombe, Professor G Stevens.

In attendance: Dr C Bird, Dr P McLean, Ms J Reese, Ms E Koch (Secretary)

BUSINESS

A Formal Matters

A01 Welcome and Apologies

Apologies were received from Dr M Campbell, Associate Professor B Downes, Professor L Hawthorne, Professor I Holtham, Professor M Morgan, Dr R Mulder, Professor N Olekalns and Professor H Watson.

B Minutes

B01 Minutes of UGPC meeting 5/08

The committee approved the minutes of meeting 5/08 as a true and accurate record of the meeting.

B02 UGPC Action Sheet 5/08

The committee received the action sheet and noted the following points.

- In relation to Item 1, the Group Work Policy would be forwarded to the September meeting of UGPC.
- In relation to Item 1 on the Long Term list, the President of the Academic Board reported that work was being done on a policy on provisions for eligibility for student awards
- The Chair reported that he would bring the promised advice on assessment statements for Faculties to the September meeting.
- The remainder of the items were currently in progress and would be discussed more fully at a later meeting.

C Matters Arising Not Dealt with Elsewhere

Nil.

D Policy Issues

Nil.

E Committee Reports

E01 PCPC Report

Associate Professor Misson reported that PCPC had considered many proposals from the Faculty of Arts and had passed the final version of the Master of Science.

E02 TALQAC Report

Professor Pattison reported that the paper on course review proposals had been adapted in light of the Melbourne Model. It had been submitted to the July meeting of the Academic Board.

E03 TALDEC Report

Professor James reported that TALDEC had discussed the proposed Australian Higher Education Statement, a national statement of attainment of a higher education degree. When DEEWR passed the policy, the university would establish a working group to investigate the implications of implementing this proposal.

E04 Melbourne Model Committee

The Committee noted the MMC report.

F Student Members Reports

The student members reported that there was some concern amongst the student body about a number of issues, including:

- class sizes, particularly classes being full or overfull;
- tutors in the Faculty of Arts were not being paid for consultation and students had been informed that tutorials would finish early in order to allow students to consult with their tutors;
- the increasingly casualised workforce in the Faculty of Arts
- comments from first year students regarding breadth subjects, particularly a feeling that having both the breadth subjects and the IDF subjects limited students' opportunity to change their majors; and
- inadequate support for student course planning.

Associate Professor Misson noted that class sizes varied greatly around the university and that there had been some problems with Alloc8 and timetabling. Professor Slocombe noted that the perception of what constituted a large class varied from student to student and noted that of greatest concern was whether class size affected the learning experience. The committee noted that the university had no central control over class sizes. These were generally governed by the resources available (i.e. room capacity) and finances (i.e. classes were required to be of a certain size in order to make it financially viable to offer them). The committee noted that enrolments in breadth subjects had been prone to change dramatically and had been particularly difficult to predict.

Dr Bird informed the committee that he was not aware of a policy of not paying Faculty of Arts tutors for consultation hours and requested that Ms Bishop send her concern to him via email so that he could follow it up.

Professor Pattison reported that a report was being prepared on the Semester 1 breadth subjects. The QOT scores highlighted that teaching university breadth subjects had been a particular challenge, both because these were new subjects and because they were taught across disciplines. Survey scores for university breadth subjects were thus lower than hoped and student feedback had been mixed. She noted the importance of drawing together both qualitative and quantitative feedback. Ms Reese advised the committee that another breadth survey would be available after second semester. Ms Bishop noted that the Melbourne Experience survey was invaluable in identifying what students expect from their university and academic community.

Dr Bird noted that the IDF subjects in Arts could be counted as part of a major, and so students could have a choice of four possible majors at the end of first year.

Ms Bishop noted the importance of the University being as transparent as possible in order to allay student anxiety in relation to the myriad changes.

G Working Group Reports

Nil.

H Course and Subject Proposals

H01 Discontinuation of Information Systems Programs

H01a Bachelor of Information Systems

H01a1 Shepherd's Report

H01b Diploma of Information Systems

H01b1 Shepherd's Report

The Committee noted the shepherd's concern that currently two part-time students were enrolled in first year and the teach-out plan would need to take this into account. The plan did not adequately deal with students who failed a class. However, the proposal for managing students who fell behind was thorough. Associate Professor Misson undertook to confirm with Associate Professor Hergt that the teach-out plan was aligned with the university's guidelines. The Committee **endorsed** the cancellation of these courses.

H02 U21 Diploma in Global Issues

H02a Shepherd's Report

The committee noted that a clearer statement of the course structure was required. The statement that English language requirements should not pose a problem because students would have completed their first year in a university where English was the language of instruction was not quite accurate, since there were non-English-language speaking Universities in the consortium offering the course. The committee questioned which faculty acted as custodian of the diploma. Dr Bird undertook to confirm whether it was in fact the Faculty of Arts. Subject to the resolution of a

number of factors outlined in the shepherd's report, UGPC **endorsed** the new U21 Diploma in Global Issues.

H03 Climate Change 2

H03a Shepherd's Report

The committee queried whether this breadth subject proposal had been endorsed by the Melbourne Graduate School of Engineering. Professor Bishop undertook to clarify with Dr Walsh whether staff from Engineering would be involved in the provision of this subject. Given that the subject had been approved by the Melbourne Model Committee, which was the appropriate arena in which to raise issues about which faculties might contribute, UGPC **endorsed** the new breadth subject Climate Change II.

H04 Breadth Subjects in Information Systems

H04a Shaping the Enterprise with ICT

H04b Emerging Technologies for Work Transformation

H04c Implementing ICT-enabled Systems

H04d Creating Business Value using ICT

H04e Electronic Commerce

H04f Business Analytics

H04g Shepherd's Report

Committee members noted that a definite statement on word counts for assessment would be required. Pending the provision of this, UGPC **endorsed** the following University breadth subjects:

- Shaping the Enterprise with ICT
- Emerging Technologies for Work Transformation
- Implementing ICT-enabled Systems
- Creating Business Value using ICT
- Electronic Commerce
- Business Analytics

H05 Bachelor of Environments

H05a Probability for Statistics

Statistics

Data Analysis 2

Explorations (Landscape Studio 1)

Site Planning and Design (Landscape Studio 2)

Urban Landscape Studio (Landscape Studio 3)

Designed Ecologies (Landscape Studio 4)

Urban Design Studies

Urban History

Contemporary Planning Issues

History of Designed Landscapes

Site Tectonics

Applications of GIS

Surveying and Mapping

Residential Field Course

Chemistry 2A: Reactions and Synthesis

Chemistry 2B: Structure and Properties

Ecology

Leaves to Landscapes

Soil and Water Resources

Human Behaviour and Environment

**Greening Landscapes
Designing with Plants**

H05a1 Shepherd's Reports

H05b Designing Environments
Architecture Design Studio 1
Architecture Design Studio 2
Architecture Design Studio 3
Architecture Design Studio 4
Foundations of Architecture
Architecture of Enlightenment
Construction Methods
Hybrid Construction
Environmental Building Systems
The Construction Context
Residential Construction and Structures
Concrete Structures and Construction
Construction Management
Design Cost Management
Project Planning Studio
Construction Legal Environment
Structures and Construction Systems
Property Market Analysis
Principles of Property Valuation
Property Management
Property Resource Analysis
Property Analysis Studio
Engineering Mechanics
Earth Processes
Engineering Materials
Fluid Mechanics

H05b1 Shepherd's Reports

The committee noted that the proposal requested approval for subjects foreshadowed in the original proposal for the new-generation BEnv, approved by the Academic Board in 2007. The committee gave its in-principle endorsement for the proposal, granting the chair executive authority to endorse it on receipt of the remaining shepherd's reports.

H06 Extended Bachelor of Arts Program

H06a Shepherd's Report

Dr P McLean reported on the proposed Extended Bachelor of Arts program, aimed at Indigenous students and developed in conjunction with Trinity College. The program was a four-year BA in which students would undertake 100 points of normal BA subjects and 100 points of bridging studies during the first two years and normal university subjects during the final two years. Questions raised by the committee included the following:

- Was this a new four-year degree or a bridging program?
- Would students graduate with a BA or a BA(Ext)?
- Would students apply through VTAC? If not, how would students enter the course?

The committee noted that the proposal was yet to be approved by the Arts Course Standing Committee. Dr Bird informed committee members that the proposal would need to be approved out of session because the Arts CSC was not scheduled to meet until September.

Professor Pattison proposed that a short-term working group involving representatives of the Arts CSC, SPC, Trinity College and UGPC be set up to shepherd this proposal through the approval process.

UGPC gave its in-principle support to the program, pending clarification of the points outlined above and in the shepherd's report, and authorised the Chair to executively approve the proposal once it had been approved by the Melbourne Model Committee and the Arts CSC.

H07 Breadth Subjects – Melbourne Graduate School of Education

H07a Childhood, Youth and Popular Culture

H07a1 Shepherd's Report

H07b Childhood, Youth Identities and Change

H07b1 Shepherd's Report

The committee noted the shepherd's reports and **endorsed** the proposals for the breadth subjects Childhood, Youth and Popular Culture and Childhood, Youth Identities and Change.

I Student Awards

Nil.

J Quarterly Reports

J01 Architecture, Building and Planning

J01a Quarterly Report 2/08 – Nil Report

J02 Faculty of Arts

J02a Quarterly Report 1/08

J02b Shepherd's Report 1/08

The Committee adopted the report as circulated.

J02c Quarterly Report 2/08

J02d Shepherd's Report 2/08

The Committee adopted the report as circulated.

J03 Melbourne Graduate School of Engineering

J03a Quarterly Report 1/08

J03a1 Shepherd's Report

The Committee adopted the report as circulated.

J03b Quarterly Report 2/08

J03b1 Shepherd's Report

The Committee adopted the report as circulated.

J04 Faculty of Medicine, Dentistry and Health Sciences
J04a Quarterly Report 2/08
J04b Shepherd's Report

The Committee adopted the report as circulated.

J05 Melbourne Law School
J05a Quarterly Report 2/08

The Committee adopted the report as circulated.

J06 Faculty of Economics and Commerce
J06a Quarterly Report 2/08

The Committee adopted the report as circulated.

K Matters Dealt with by the Chair and/or President, Academic Board, Since Meeting 4/08

The Committee noted the following:

Addition of subject for Semester 2 2008: 730-326; 207-330; 411-454; 411-455; Saxophone Ensemble 2

Change of assessment for subject: 730-454; 730-413; 880-101; 740-144

Change of delivery for subject: 705-322

Suspension of subject for 2008: 325-334; 740-183; 740-119; 740-132; 740-156; 740-171; 740-180; 740-190; 740-825; 740-379; 740-432; 740-175

Cancellation of subject: 760-131

New Awards: Ilana Rischin Award for Outstanding Achievement by an International Student in Medicine

Change to Courses: U21 Certificate in Global Issues

L Any Other Business

L01 Admission to Honours and Masters Degrees

The issue of whether UGPC or PCPC should be responsible for entry into Honours degrees, particularly if there were a parallel Masters pathway would disappear next year with the two committees being re-united as APC.

L02 BComm Progression Rules

The Chair informed the committee that the question of course progression rules had been raised as a result of the implementation of the new student system. The Bachelor of Commerce Course Standing Committee was seeking to simplify its progression rules. The committee noted the importance of an academically

transparent system. UGPC **endorsed** the proposed change to the BComm progression rules.

L03 Arts Curriculum Review White Paper

The Committee noted the White paper. Ms Bishop raised a number of student concerns, asking when 2009 offerings would be made available to students to enable them to plan their courses. Mr Hillbrich advised that the handbook was scheduled to be finalised by 13 October 2008. Ms Bishop asked whether any consultation with students regarding offering of subjects with small enrolments would occur. Dr Bird advised the Committee that discussions were happening at the school level. Associate Professor Eckersley noted that schools had a budgetary responsibility for subjects and advised that students make a case to the relevant schools.

Associate Professor Misson noted that the third bullet point at the bottom of page 2 stated that students could not progress to second year subjects unless they had passed 75 points in first year, which was what the Bachelor of Commerce CSC had agreed to change, partly for the student system requirements. Professor Pattison undertook to run this past the Student System people to see if it could be accommodated.

Professor Hargreaves suggested that progression rules should be standardised; Science and Biomedicine had 50, BA and BComm 75. Students who had done University subjects in VCE might in the first year of their degree request to do second year breadth subjects. This is a broader issue to be discussed at a later date.

Noting that it had been forwarded by the Arts Course Standing Committee to the Melbourne Model Committee and on to UGPC, UGPC agreed to **recommend** the White Paper to the Academic Board.

L04 Report of Taskforce on English-Language Bridging Programs

The Committee received the report and noted that Course Standing Committees would need to examine how to most appropriately support students with English-language needs.

L05 Extension Program Economics

The Committee **endorsed** the proposal and agreed to refer it the Selection Procedures Committee.

M Next Meeting

The next meeting of the Committee was scheduled for Thursday 4 September 2008 at 2.15pm in the Jim Potter Meeting Room, Old Physics Conference Centre.

Signed:

_____ / ____ / ____
Chair Date

Circulation

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

For Information (Full Sets of Papers)

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 Studies
Tables Officer, Student Administration
Ms G Willoughby, Enrolment Management Services
Chair, Academic Programs Management Committee
Ms J Reese

Minutes & 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