

THE UNIVERSITY OF MELBOURNE

ACADEMIC BOARD

COURSEWORK SCHOLARSHIPS AND AWARDS COMMITTEE

MEETING 1/09

A meeting of the Coursework Scholarships and Awards Committee was held on Thursday 5<sup>th</sup> February in the Arts Centre, Swanston Street, Room 509, Level 5, University of Melbourne.

**Present:** Professor Gillian Wigglesworth (Chair), Professor Ian Malkin, Ms. Heather Thomas, Professor Subra Dey, Dr. Deborah King, Professor Ruth Fincher, Dr. Glenn Edwards, Dr. Carolyn Whitzman and Professor Arun Ram.

**By Invitation:** Associate Professor Ray Misson  
Ms. Kerry Robinson

**In Attendance:** Mrs. Mary Tsaousis (*Committee Secretary*)

**BUSINESS**

**A. Formal Matters**

**A01 Welcome and Apologies**

The Chair welcomed members to the newly reconstituted Coursework Scholarships and Awards Committee (CSAC), which replaced the Undergraduate and Graduate Coursework Scholarships Sub-Committee, and will now report to the Academic Board.

Apologies were received from Professor Bill Harley and Mr. Lachlan Cameron.

**A02 Role of a Shepherd**

Associate Professor Misson briefed the Committee on the role of shepherding. He explained that student awards proposals and amendments were previously considered by the Undergraduate Programs Committee (UGPC) and the Coursework Programs Committee (PCPC).

Postgraduate

The Academic Board reviewed University Committee structures in 2008 and felt that the Coursework Scholarships and Awards Committee was the more appropriate body to make recommendations on student award proposals and amendments to the Board.

Associate Professor Misson advised the Committee to consider the following when shepherding:

- An award needs to be approved by Academic Board if it is to be awarded for more than **5 years**. Anything less doesn't need to go through the approval process.
- An award governed by a Regulation must have its terms and conditions strictly adhered to. Awards governed by a Regulation also need to be referred to the Legal Office in the first instance.
- Shepherds should seek clarification with faculties on those awards which are shifting into New Generation degrees and ensure the transition is clear.
- Shepherds should also ensure that proposals with multiple criteria are clear and transparent. Again, clarification with the faculty allocated liaison should be sought.
- Members of the Committee are not permitted to shepherd proposals from within their own Faculty.

Associate Professor Misson explained the shepherding process. He advised that the Faculty initially forwards the proposal to the Secretary, who in turn forwards the request to the appropriate shepherd. Questions or concerns are directed to the faculty liaison indicated on the student award proposal. The final recommendation is then forwarded to the Committee for consequent consideration by the Academic Board and Council.

Associate Professor Misson emphasized that the Committees' responsibility is essentially to:

- Look at the terms of the award
- Ensure that the selection criteria are clear
- Ensure that the terms are not in any way ambiguous which would be problematic should appeals go to the Academic Board.
- Ensure that the terms of equity are clear.

The Chair thanked Associate Professor Misson for attending the meeting and speaking about the shepherding process.

The following members were then selected to shepherd in 2009:

<b>Professor Gillian Wigglesworth</b>	Science
<b>Professor Bill Harley</b>	Law
	Melbourne Business School
<b>Dr. Carolyn Whitzman</b>	Education
	Arts
<b>Dr. Deborah King</b>	Music
	VCA
<b>Dr. Subhra Dey</b>	Land & Environment
	Architecture
<b>Professor Arun Ram</b>	Engineering
<b>Professor Ian Malkin</b>	Economics & Commerce
	Veterinary Science
<b>Dr. Glenn Edwards</b>	Medicine

#### **A03 2009 Terms of Reference**

The Committee noted the terms of reference for 2009.

#### **A04 2009 Membership**

The Committee noted the membership for 2009. The Secretary advised the Chair that the Vice-Principal and Academic Registrar will advise on a nomination shortly to fill the vacant category.

#### **B. Minutes of the Previous Meeting**

The minutes of the previous meeting held on Thursday 30<sup>th</sup> October (5/08) were confirmed.

**C. Action Sheet from Previous Meeting**

The Committee noted the action sheet from the previous meeting. Ms. Thomas advised that she is meeting with Professor Elliott at the end of the week and will report back to the Committee at the March meeting.

**D. Student Award Proposals/Amendment Summary**

The Committee considered the following awards recommended by the shepherd and recommends that the Academic Board endorse them for further recommendation to Council.

**Faculty of Land and Environments**

**D01a** AWB Landmark Scholarships in Agribusiness and Agriculture

**Melbourne Law School**

**D01b** Hall and Wilcox Award in the Melbourne JD  
Herbert Geer Student Award  
Mallesons Stephen Jaques Award for Legal Theory

The Committee noted the following awards had minor changes considered out of session in late 2008 by the Postgraduate Coursework Programs Committee, pending approval from the Legal Office, and recommends that Academic Board endorse them for recommendation to Council.

**Science**

**D02a** The Dixson Scholarships  
The Kingsley Rowan Marine Botany Prize  
Alcorn Award for Cell Biology  
Darian-Smith Award for Neuroscience

**E. Other Business**

Ms. Thomas advised that the Melbourne Scholarships Office was very pleased with the number of offers being made, which have exceeded expectations. A further report will be provided at the March meeting.

**F. Next Meeting**

The next meeting will be held on Thursday 12<sup>th</sup> March in room 509, The Arts Centre, Swanston Street.

The meeting closed at 10.40am.