

**THE UNIVERSITY OF MELBOURNE**  
**ACADEMIC BOARD**  
**MEETING NO. 8/2008**

A meeting of the Academic Board was held on Thursday, 25 September, 2008 at 2.15 p.m. in the Council Chamber, First Floor, Old Quadrangle.

**Present:**

President, Professor Pip Pattison, in the Chair

Vice-Chancellor, Professor Glyn Davis

Provost, Professor Peter McPhee

Deputy Vice-Chancellor (Global Relations), Professor Frank Larkins

Pro Vice-Chancellor (Graduate Research), Professor Richard Strugnell

Pro Vice-Chancellor (Research) Professor LYates

Pro Vice-Chancellor (University Relations) Professor Warren Bebbington

Deputy Vice-President, Professor Ron Slocombe

Vice-Principal (Information), Ms Linda O'Brien

Vice-Principal and Academic Registrar, Ms Gillian Luck

Professor J Angus, Professor Philip Batterham, Professor J D Best, Professor G Bowes, Professor G V Brown, Professor D Clarke, Professor R Cousens, Professor J Damousi, Professor C Falk, Professor R Fincher, professor P Harris, Associate Professor J Hergt, Ms L Howard, Professor A Jackson, Professor D Jamieson, Professor R Keenan, Professor T Kvan, Professor P Koffman, Professor B Lukas, Professor E Mackie, Professor J McCalman, Professor E Manias, Professor A Moffat, Professor M Morris, Professor N Olekalns, Ms A Perez, Professor R Roush, Professor A Sagona, Professor F Separovic, Professor J Seybolt, Professor A Shulkes, Professor L Sonenberg, Professor L S Sterling, Professor T Vidyasagar, Professor G Whitwell, Professor G Wigglesworth, Professor D Young

**Observers:** Mr Michael Beaton-Wells, Ms Amanda Dupupet, Ms Kathy Menezes, Associate Professor A Owczarek, Ms Carly Prendergast, Ms Joan Reese

**Minutes**

**A.0 Formal matters**

**A.0.2 Apologies**

Apologies were received from Professors Peter Rathjen, Iven Mareels, Field Rickards, Mark Considine and Margaret Abernathy.

**A.03 Tabling of Additional Papers**

The following papers were tabled:

Revised agenda

C.6 Libraries Committee Report

C.7 TALQAC Report

C.10(b) Supplementary PCPC Report

**A.04 Announcements**

The President reported that from the October meeting of the Board online distribution of papers would be via the Meeting Information Manager system (MIM) at <http://mim.unimelb.edu.au/> and that the secretary would email all members with instructions for accessing and downloading the papers. The instructions and a link to the system would also be available on the Academic Board web page.

**A.0.1 Starring of Additional Items**

The Board agreed to star item C.6, to consider item C.7 with Provost's report, and to consider items C.10 and C.10 (b) together.

#### **A.1 Minutes**

The Board approved the minutes of meeting 7/08 held on 21 August 2008. The Board also approved the minutes of Special Meeting on Unsatisfactory Progress in Courses committees held on 21/08/2008, 19/08/2008, 18/08/2008, 12/08/2008, 11/08/2008, 8/08/2008, 28/08/2008. (Papers A.1(a) to A.1(h) refer)

#### **A.2 Matters Arising from the Minutes**

There were no matters arising.

#### **A.4 President's Report**

The Board received a written report from the President.

##### **A.4.1 Academic Board Working Group – Final draft terms of reference for Academic Board committees for approval.**

The Board **approved** the revised terms of reference for the following committees as detailed in Appendix A of the report:

- Academic Programmes Committee
- Selection Procedures Committee
- Coursework Scholarships and Awards Committee
- Teaching and Learning Development Committee
- Teaching and Learning Quality Committee
- Research Higher Degrees Committee
- Graduate Research Scholarships Committee
- Coursework Examinations Committee
- Libraries and Academic Resources Committee
- Melbourne Business School
  - Melbourne College of Divinity Committee
  - ANZSOG Committee
  - Melbourne Custom Programs Committee

The Board also **approved** the dis-establishment of the Joint Committee of the Academic Board and Heads of Colleges in order that a joint committee of the Provost and Heads of Colleges be established as an advisory group to the Provost.

##### **A.4.2 Academic Board Meeting Dates 2009**

The Board approved the schedule of meeting dates which showed 8 meeting cycles for the year and the paper submission deadlines for course approval. (Appendix B of the report refers)

##### **A.4.3 Areas of study for PhDs**

The Board noted that at its previous meeting a proposal had been adopted to attach area of study codes for PhD candidates in the student system. At a subsequent meeting between the President and the Pro Vice-Chancellor (Graduate Research) it was agreed to recommend to the Board that no area of study should be designated and students would be enrolled in a 'subject' called PhD Research together with the title of the PhD. The Board noted that completion statements would continue to include

the Faculty name as follows:

Course(s) Completed:

Doctor of Philosophy – Faculty name

Completed Date

Thesis Topic

The Board **approved** the recommendation that no area of study be listed for the PhD or MPhil as detailed above.

#### **A.4.4 Unsatisfactory Progress Policy**

The Board **approved** the amendments to the policy as detailed in Appendix C of the President's report.

#### **A.4.5 Academic Board Officers Election 2009**

The Board noted that at the close of nominations for election to the positions of President, Vice-President and Deputy Vice-President of Academic Board for 2009 one nomination was received in each category as follows:

**President:** Professor Geoff Stevens (Department of Chemical and Biomolecular Engineering, Melbourne School of Engineering)

**Vice-President:** Professor Ron Slocombe (Faculty of Veterinary Science)

**Deputy Vice-President:** Professor Ruth Fincher (Department of Resource Management and Geography, Melbourne School of Land and Environment)

As the number of nominations equalled the number of vacancies there was no need to conduct a ballot. Each nominee was declared elected to the position indicated for the period 1 January 2009 to 31 December 2009.

#### **A.4.6 Subject Quotas**

The Board noted the subject quotas for 2009 listed in Appendix D of the report had been approved.

#### **A.4.7 Proposed changes to Statute and Regulation 5.1**

The Board noted that the proposed changes to Statute and regulation 5.1 had been attached for information in anticipation of their consideration at the October 16 2008 meeting of the Board.

#### **A.4.8 Academic Board Christmas Lunch**

The Board noted that the annual Christmas lunch would be held on Thursday 4 December in the Moot Court at 12.30 pm.

#### **A.4.9 Action taken by the President on Behalf of the Board**

The Board noted the actions taken by the President, and in particular:

**Approval** of changes to the programme:

Postgraduate Certificate in Primary Care Nursing and the Postgraduate Diploma in Primary Care Nursing (Appendix G of the report refers)

**Recommendation** of the New programme to Council: Extended BA (Appendix H of the report refers)

**Approval** for a cohort of students from the Melbourne Graduate School of Science to convert from BSc (Hons) to Master of Science (Appendix I of the report refers)

### **A.5 Vice-Chancellor's Report**

The Board received a written report from the Vice-Chancellor who highlighted selected parts of the report. (Paper A.5 and appendix refers)

#### **A.5.1 Chancellor retiring**

The Vice-Chancellor informed the Board that Mr Ian Renard would be standing down as Chancellor of the University of Melbourne on 10 January 2009. He noted that Mr Renard was elected to Council in 1994 as a representative of the graduates, elected as Deputy Chancellor in 2001 and as Chancellor in 2005. The Vice-Chancellor noted that Mr Renard's wise counsel and legendary after dinner speeches would be greatly missed. A University Council election would be held to select the next Chancellor.

#### **A.5.2 Vice-Principal and Chief Information Officer**

The Vice-Chancellor congratulated Ms Linda O'Brien on her new role as Pro Vice-Chancellor Information at Griffith University in Queensland, acknowledged her contributions to the University in the position of Vice-Principal and Chief Information Officer which she has held since 2004 and wished her well in her new role.

#### **A.5.3 Budget Report**

The Budget for 2009, which had been the subject of a series of briefings, had now been agreed by the University's Senior Executive and would be put to Finance Committee in November and then to Council for approval

#### **A.5.4 Awards**

The report highlighted a significant number of awards that had been received by senior staff members and recognition of the work of a number of researchers including:

- Professor Marcia Langton, Professor of Australian Indigenous Studies in the Centre for Health and Society, was awarded the Alfred Deakin Prize in the Victorian Premier's literary awards for an Essay Advancing Public Debate. Her essay, *Trapped in the Aboriginal Reality Show*, was published in the *Griffith Review*;
- Inaugural Future Generation Fellow, Dr Amanda Barnard was one of four scientists nationally to be awarded an L'Oréal Australia *For Women in Science* Fellowship;
- Professor Marshall Lightowlers' research group from the Faculty of Veterinary Sciences have been invited to collaborate in a Bill and Melinda Gates Foundation funded research program in Peru;
- Professor Cheryl Saunders, Associate Dean for the Melbourne JD had been appointed to the Advisory Board of International Institute for Democracy and Electoral Assistance (IDEA);
- An@tomedia won the Tertiary (Wholly Australian) Teaching and Learning category of the Australian Awards for Excellence in Educational Publishing 2008. The program was developed by Anatomy and Cell Biology staff, Dr Norman Eizenberg (Senior Lecturer), Associate Professor Christopher Briggs, (Deputy Head of Department, Dr Priscilla Barker, (Senior Tutor) and Professor & Head of Anatomy at the University of Split Dr Ivica Grkovic; and,
- Professor Barry Tuckwell, Professorial Fellow at the University of Melbourne, was named as the winner of the University's 2008 Bernard Heinze Award for contribution to Australian music.

#### **A.5.5 University Master Plan**

The University's Master Plan for the Parkville campus had been developed after a long process of consultation and would be presented to the Board at item A.8, below.

### **A.6 Provost's report**

The Board received a written report from the Provost who highlighted selected parts of the report. (Paper A.6 and appendices refer)

#### **A.6.1 Student Feedback on the Quality of Teaching: Report on Semester 1 2008, Summer Semester 2008 and trend data.** (Paper C.7, TALQZC report, Appendix A refers)

Mr Bill Jones, from the University Planning Office, summarised the outcomes of the Student Feedback on the Quality of Teaching Report on Semester 1 2008 for the information of the Board.

The Quality of Teaching results showed that there were no significant changes in students' perceptions of their subjects compared to the previous semester or with the longer term trend and that students continued to be satisfied with most, but not all aspects of their subjects. The proportion of undergraduate students who agreed that overall they were satisfied with the quality of the learning experience in their subject and that their subjects were well taught was 75.6% and 76.8% respectively, similar to the results of the previous semester of 75.4% and 76.9% respectively.

Postgraduate outcomes continued to show a high a level of students' satisfaction with their subjects and also slightly improved outcomes. The level of agreement for *overall satisfaction* (question 9) increased to 81.7% from 80.5% the previous semester, while that for *well taught* (question 2) increased to 83.0% from 81.4%. The results indicated that students who enrolled in a subject as part of the breadth requirement of their course showed little difference in their perception of the teaching in their subjects or in their overall satisfaction with the quality of the learning experience compared to students enrolled as part of the core requirements of their course. However, there was some indication that students enrolled in breadth subjects were less clear about what was expected of them (question 1).

The areas with poorer outcomes remain unchanged from previous years including; students' perceptions of the feedback they receive (question 4), their learning community (question 6), and the use of information and communication technologies (ICT) (questions 7 and 8). The semester 1 2008 outcomes for *ICT* and *learning community* are slightly above their three year average while the outcome *feedback* is unchanged. Some of the low rating factors include large classes and student low responses in those subjects.

It was noted that the difficulty of making progress in addressing question 4, feedback to students, needed to be considered by the Board.

The Board noted that the full report would be available on the University Planning Office's web page.

**A.6.2 The roles and responsibilities of Custodial Deans, course executive committees (CECs), the Melbourne Model Undergraduate Course Standing Committees (CSCs), and the Melbourne Model Committee (MMC).** (Appendix 2 of the Provost's report refers)

The paper addressed the roles and responsibilities of custodial deans, course executive committees, course standing committees and the Melbourne Model Committee. Where programs are delivered across a number of faculties, executive committees would be established to deal with resourcing and other academic matters. The paper sets out the roles and responsibilities of the various groups and how those would be played out.

**A.6.3 The training, support and recognition of sessional teachers in the New Generation degrees.** (Appendix 3 of the Provost's report refers)

The paper contained proposals for the training, support and recognition of sessional teachers in the New Generation degrees and included the following recommendations:

1. That the policies and principles outlined in the proposal be endorsed.
2. That professional development programs for sessional teachers include a core element that provides coverage of the broad principles and objectives of the Melbourne Model, supported by resources developed by the CSHE.
3. That sessional teachers be paid to attend induction and training programs under the conditions specified in the attached proposal.

The Board noted that the deans had agreed to the recommendations above and that the material for the program would be available to sessional staff online.

#### **A.6.4 Collaboration between Graduate Schools in designing and delivering academic programs.** (Appendix 4 of the Provost's report refers)

The Board received a discussion paper, which had been endorsed by the Senior Executive, on promoting collaboration between the graduate schools in the development of graduate programs. The paper contained a number of options and issues related to the proposal. The Board noted that the Senior Executive had endorsed the recommendation that advanced notification of prospective graduate programs will be listed as a standing item on the agenda of the Melbourne Model Committee.

#### **A.6.5 Management of the Materials Vote in 2009** (Item 8 in the Provost's report refers)

The Board noted that the Materials Vote is used to fund the purchase of a range of printed and electronic materials available at the University library and in the past, the Materials Vote was administered by the library on behalf of the faculties. Under the new budget model the Materials Vote will be divided with a central funds portion going directly to the library and the balance transferred to the faculties. The faculties, the library and Financial Operations would be required to manage the lengthy time frames that are associated with purchasing monographs and serials.

The paper that was received by Senior Executive did not suggest that there would be less funding available for the library but it was recognised that the faculties had some responsibility in purchasing materials for the library.

The report also recognised that the library had achieved significant efficiencies in the way it managed acquisitions, with discounts for library material reflecting the scale of its purchasing. In order for that to continue the Senior Executive had agreed that the University's purchases of print and electronic library materials should be undertaken on a centralised basis by the University Library unless individual faculties could provide the Provost with clear assurances of timely delivery, efficient administration and purchasing economies secured by the faculty.

The Board noted that library officers would consult with the faculties on the processes for 2009 with the idea of agreeing on an annual plan in September or October for the following year.

#### **A.7 Question Time**

There were no questions.

#### **A.8 Master Plan**

Mr Chris White, Vice Principal (Property and Campus Services), presented on the Master Plan 2008 for the Parkville Campus noting that the purpose of the Master Plan was to create a vision of how the Campus may develop in the future, recognising that it had extended beyond its original boundaries into Carlton and Parkville. The Plan would provide a framework to support coherent future development while ensuring flexibility to accommodate evolving strategies. The Master Plan sets out to recognise the heritage values, cultural significance and sense of place that the historic core of the campus provides while developing the landscape and urban environment setting for the extended campus.

A set of planning principles and actions to support the vision had been established which conceptualised the campus as 5 linked precincts;

1. Centre: historic core.
2. North: recreation and college interface.
3. East: Carlton interface, institutional / research, with limited expansion potential.
4. South: city interface, the primary expansion precinct.
5. West: Parkville interface biomedical / research / veterinary science.

The 8 planning principles each have their own set of objectives

1. Heritage conservation and development potential; maintaining the heritage value of the

historic buildings and recognising that most development potential is either outside the core campus or limited to redevelopment of existing building stock.

2. City connections; outward facing focussing on enhancing opportunities for a public interface and integration with public transport as well as pedestrian access into the campus.
3. Clustering the disciplines; considering where development will occur and clustering development of disciplines, where possible, around the relevant student centres.
4. Urban design values; including focussing on pedestrian use of the campus, landscaping and restoration of areas that have been degrading.
5. Outdoor rooms and pedestrian corridors particularly in the core of the campus, including limiting vehicular access.
6. Built Form; low rise buildings toward the centre of campus and higher buildings toward the edge in keeping with the surrounding buildings. Any new development on campus would allow 'outdoor rooms' for student and staff interaction.
7. Identity and architectural quality; new buildings would aim to achieve design excellence, flexibility, environmental sustainability and promoting inter-disciplinary interaction and public engagement.
8. Sustainability and environmental design: environmentally sustainable design principles to be employed in development projects in order to meet the University's sustainability targets of carbon neutrality by 2030.

In discussion the following matters were raised:

- The University would seek to acquire the Royal Women's Hospital site as the opportunities for development inside the historic campus core were limited.
- Pedestrian access and integration with public transport could be considered at the same time as bicycle access.
- It may be useful to have an over or underpass on Grattan Street to facilitate pedestrian access to the increasing development in the south.
- Disability access continued to be an issue on the Parkville campus. The planned move toward a more pedestrian focussed campus aimed to alleviate this concern.
- Targets for sustainability had been set by Council which would require changes in behaviour and management of buildings.

The Board noted that a printed version of the final Master Plan, when complete, would be made available in both hard copy and on the Property and Campus Services web page.

## SECTION C

### C.1 Undergraduate Programs Committee

The Board received the report arising from meeting 7/2008 held on 4 September 2008. (Paper C.1 refers)

#### C.1.1 Proposals for Amendment to Existing Courses (Appendices A and B of the UGPC report refer)

The Board approved amendments to the following programmes:

Bachelor of Urban Planning and Development

Bachelor of Arts (Honours) – Development Studies stream

#### C.1.2 Policy Proposals

This item was considered at C.10.6 of the minutes below.

### C.2 Research Higher Degrees Committee (Paper C.2 refers)

The Board received the report of matters considered executively.

### **C.2.1 Discontinuation of courses**

The Board agreed to **recommend** that Council approve the discontinuation of first year intake into the following courses in the Faculty of Engineering:

Master of Applied Science (Civil) 462AV

Master of Applied Science (GIS) 462GS

Master of Applied Science (Geomatics) 462GM

Master of Computer Science (360AA)

Master of Geomatic Engineering (612AA)

Master of Engineering Science (Chemical) 352CH

Master of Engineering Science (Civil) 352AV

Master of Engineering Science (Computer Science and Software) 352CE

Master of Engineering Science (Electrical and Electronic) 352EE

Master of Engineering Science (Environmental) 352AR

Master of Engineering Science (Mechanical and Manufacturing) 352AF

All students wishing to study a research Masters Degree in Engineering from 1 January 2010 would enrol in the Master of Philosophy.

### **C.2.2 Course proposal - Doctor of Medical Science (DMedSc) (Appendix 1 of the RHDC report refers)**

The Board **approved** the following programme change proposals in the Faculty of Medicine, Dentistry and Health Sciences:

1. The Doctor of Medicine (MD), a research higher degree, be renamed the Doctor of Medical Science (DMedSc);
2. Applications for entry to the MD would no longer be accepted after 31<sup>st</sup> December 2008;
3. Candidates currently enrolled in the MD be permitted to complete and graduate under this named degree with the option to transfer to the DMedSc should they prefer, and with the approval of the Head of Department and Faculty;
4. Candidates currently offered a place in the MD stream "by compilation of published papers" for 2009 submission be offered the opportunity to submit under the name DMedSc;
5. Applications for entry to the DMedSc be accepted from 1st January 2009.

### **C.3 Legislation and Trusts**

The Board received the report of legislation to be considered by Legislation and Trusts Committee on 6 October 2008 as follows:

Proposed Regulation R7.# — The Altajir Lectureship in Middle East and Islamic Studies (Paper C.3 refers)

### **C.4 Melbourne Custom Programs Committee**

The Board received the report arising from meeting 7/2008 held on 21 July 2008. (Paper C.4 refers)

### **C.6 Libraries Committee**

The Board received the report arising from meeting 4/2008 held on 23 September 2008 and noted that the Board had endorsed the proposed changes to the terms of reference for the committee, item A.4.1 refers. (Paper C.6 refers). The Board considered the 2009 materials vote allocation at item A.6, the Provost's report, above.

## **C.7 Teaching and Learning Quality Assurance Committee**

The Board received the report arising from meeting 8/2008 of the committee held on 11 September 2008. (Paper C.7 refers)

### **C.7.1 Student Feedback on the Quality of Teaching** (Appendix A of the TALQAC report refers))

The Board received the report arising from the survey and noted that it had been discussed at item A.6.1 above.

## **C.10 Postgraduate Coursework Programs Committee**

The Board received the report arising from meeting 8/2008 of the committee held on 12 September 2008. (Paper C.10 refers)

### **C.10.1 Proposals for New Courses** (Appendices A and B of the PCPC report refer)

The Board agreed to **recommend** that Council approve the proposal for new programmes as follows:

#### **Melbourne Graduate School of Education**

Master of Tertiary Education Management, incorporating the Graduate Certificate of Tertiary Education Management, and the Graduate Certificate of Quality Assurance. (Appendix A)

#### **Melbourne School of Graduate Research**

Graduate Certificate in Advanced Learning and Leadership (Appendix B)

### **C.10.2 Proposals for Discontinuation of Courses**

The Board agreed to **recommend** that Council approve the discontinuation of intake into the following courses from 2009 as follows:

#### **Melbourne School of Engineering**

Postgraduate Certificate in Engineering (Energy Studies) 540EN

Postgraduate Certificate in Engineering (Engineering Management) 540EM

Postgraduate Diploma in Engineering (Engineering Management) 978IE

Postgraduate Certificate in Engineering (Environmental Engineering) 540EC

Postgraduate Certificate in Engineering (Engineering Project Management) 540PM

Postgraduate Certificate in Engineering (Utilities Management) 540UM

Postgraduate Certificate in Engineering (Water Resources Management) 540WR

Postgraduate Diploma in Engineering (Development Technologies) 978DT

Postgraduate Diploma in Engineering (Energy Studies) 978EC

Postgraduate Diploma in Engineering (Engineering Project Management) 978PM

Postgraduate Diploma in Engineering (Environmental Engineering) 978EC

Postgraduate Diploma in Engineering (Utilities Management) 978UM

Postgraduate Diploma in Engineering (Water Resources Management) 978WR

Graduate Certificate in Engineering (Utilities Management) 988UM

Graduate Diploma in Engineering (Utilities Management) 988UM

Master of Utilities Management (Infrastructure) 196AA / BU

Postgraduate Certificate in Engineering (Development Technologies) 540DT

**Faculty of Economics and Commerce**

Master of International Business

Master of Commerce (Economics) (MCom(Eco) (202AE)

**C.10.3 Proposals for Suspension of Courses**

The Board **approved** suspension of intake into the following courses from 2009:

**Faculty of Architecture, Building and Planning**

Master of Workplace Design A02

Postgraduate Diploma in Workplace Planning and Design A01

Postgraduate Certificate in Strategic Workplace Planning A03

**C.10.4 Proposals for Amendment to Existing Courses** (Appendices C to I of the PCPC report refer)

The Board approved amendments to the following programmes:

**Melbourne Graduate School of Education**

Professional Certificate in Education (Teaching Content Through English)  
PCertEd(TCE)

Postgraduate Certificate in Education (Teaching Content Through English)  
PGCertEd(TCE)

Master of Education (Teaching Content Through English)

**Faculty of Architecture, Building and Planning**

Postgraduate Diploma in Urban Design

**Faculty of Medicine, Dentistry and Health Sciences**

Master of Social Health (Aboriginal Health)

**Faculty of Economics and Commerce**

Master of Economics incorporating the Postgraduate Diploma in Economics  
PGDipEco (246 AA)

Master of Finance

**Faculty of Arts**

Master of Development Studies 097AB

**Faculty of Science**

Master of Science

**C.10.5 Proposals for New Student Awards** (Appendix J of the PCPC report refers)

The Board agreed to **recommend** that Council approve the following new student awards:

**Faculty of Arts**

Penguin Manuscript Award for School of Culture and Communication

**C.10.6 Policy Proposals** (Appendices A and B of the supplementary report, C.10(b) refer)

The Board **approved** the following policies:

Special Consideration Policy; and,

Extensions Policy

and adopted them for implementation from 1 January 2009.

**C.10(b) Postgraduate Coursework Programs Committee**

The Board received the supplementary report arising from meeting 8/2008 of the committee held on 12 September 2008 and considered the papers at item C.10.6 above. (Paper C.10(b) refers)

**SECTION D**

**D.1 Adoption or Receipt of Unstarred Item**

The Board resolved that recommendations and reports that had not been starred should be adopted or received respectively.

**Signed:**

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President