

THE UNIVERSITY OF MELBOURNE
SELECTION PROCEDURES COMMITTEE

MEETING 2/2009

A meeting of the Selection Procedures Committee was held on Monday 16 March 2009 at 2.15pm in the Jim Potter Room, Old Physics Building.

Minutes

A FORMAL MATTERS

Present: Professor Jim Camakaris, Professor Kim Dovey, Professor Sue Elliott, Ms Karen Gould, Associate Professor Roger Hadgraft, Ms Laura Harris, Ms Judith Heron, Associate Professor Barry Hughes (Chair), Ms Judy McVey, Ms Carmel Murphy, Associate Professor Bruce Parry, Professor Ron Slocombe and Professor Geoff Stevens.

Secretary: Penelope Pepperell

A01 APOLOGIES

Apologies were received from Dr Sophie Arkoudis, Professor Bill Harley, Associate Professor Jenny Kinder, and Professor Doreen Thomas.

A03 APPROVAL OF THE AGENDA

Item H02 was starred.

B MINUTES

B01 MINUTES OF THE PREVIOUS MEETING

The Committee confirmed the minutes of meeting 1/2009 held on 2 February 2009 as an accurate record of the meeting.

C MATTERS ARISING

C01 Action Sheet following meeting 1/2009, 2 February 2009

The committee noted the action sheet and agreed that the secretary would follow up on the outstanding reports with the University Planning Office.

C02 SPC Meeting 1/2009 Report to Academic Board

The committee noted the report to Academic Board arising from meeting 1/2009.

C03 Access Programmes Sub-committee

The committee received the papers from the 2008 meeting of the Access Programmes Sub-committee (APSC) noting that its activities would be subsumed into the work of SPC. The committee agreed that one meeting each year would be set aside to deal with those matters previously dealt with by the APSC, with members of the former APSC invited to speak to the reports. The meeting would consider big-picture items as well as policy issues with the aim of retaining the expertise of the sub-committee while not adding greatly to the work of SPC.

The committee noted that the members of the former APSC had met informally to discuss the implications of the Bradley review particularly in regard to access and equity. The committee noted that the Go8 universities did not fare well in that aspect of the review as the

measures used related socio-economic status (SES) of students based on postcode. The committee considered whether the University should respond to the Bradley review with a submission containing a more appropriate set of measures of access and equity.

C04 Selection for Honours Programmes

The committee noted the letter sent to the Provost by the chair seeking clarification on custody of honours programs, selection into honours and control of the curriculum.

In discussion the committee noted that there were a range of entry paths into honours across the university and that a policy should be developed to ensure consistency in selection. The policy would also need to consider what it means to do honours at the University where the student has transferred from another institution and the nature of the appearance of the testamur that students entering honours from a differently named course could take out, for example, a Bachelor of Arts and, if enrolling in a differently named honours degree, a Bachelor of Commerce (Honours) for 400 points of study. The policy would also need to clarify the distinction between honours and a postgraduate diploma. It was also agreed that while honours programs continue selection resolutions for entry should also be established.

The committee noted that while postgraduate diplomas had been established as an alternative pathway to masters, they were not necessarily viewed with the same kudos as an honours year outside the University and that this view may be reinforced by the difference in entry requirements; a pass (50%) for postgraduate diplomas and, for honours, between 65% to 75%, depending on the course.

D REPORT FROM THE CHAIR

The committee received the work plan for 2009-2010. In discussion of the use of applicant's statements as selection tools the following matters were considered:

- guidance given to applicants on the content of or criteria for the statement; how the statements would be used for example:
 - as a preliminary screening device;
 - as a primary selection instrument, with substantial weight in the selection decision;
 - as a secondary selection instrument, with small weight in the selection decision;
 - to break ties between comparable selectable applicants when selectable applicants exceed available places.
- Consistency in decision making including consistency of membership of the selection panel and ensuring that statements are assessed by at least 2 panel members;
- Criteria for the selection panel to judge the statements and a procedure agreed for when differences of assessment of a statement arise; and
- A declaration to indicate that the statement is the applicant's own work.
- The statement should be divorced from the intellectual capital of the course.

The committee requested that the secretary distribute to members a copy of the 2003 discussion paper on postgraduate selection in which interviews, auditions, folios and other selection instruments were addressed. The committee agreed that a draft set of principles on the use of applicant's statements would come to the May meeting of the committee.

The committee noted the other matters on the work plan including the Melbourne Adjusted Grade Point Average (MAGPA), English language issues and the clean up of the regulation on selection resolutions, 11.1R3.

E POLICY MATTERS

E01 Elite Athletes and Performers

The committee noted that the Elite Athletes and Performers Policy had come back in a revised version after the original version was discussed at the September 2008 meeting. The Chair reminded the committee of the earlier discussion noting that the committee did not support the policy at that time and had raised the following concerns:

- There was no prospect of implementing something of this nature for 2009.
- When assessing students for selection, it would be necessary to determine what flexibility and concessions schools had already allowed elite athletes and elite performers.
- The argument was that this policy addressed matters of equity was not valid because being an elite performer or an elite athlete was not a disadvantage.
- The President of the Academic Board currently had absolute discretion in matters of selection, in consultation with the Chair of the Selection Procedures Committee.

In discussion the committee noted that nearly all other Go8 universities have a specific policy on this matter:

- There were currently about 50 elite athletes studying at the University; the number of elite performers was unknown;
- The policy was seeking to make information available to potential students on the web;
- The criteria for selection was high, applicants needed to meet the minimum cut-off to be considered by the faculty;
- Supporting documentation, from, for example, a coach, school or agent, must be provided;
- The policy would not apply to international applicants.

The committee noted that a selection committee would be established to consider and rank the applications. It was noted that a statement on the number of places offered each year would be useful.

The committee agreed to endorse the proposal.

F NEW COURSES/AMENDMENTS TO EXISTING COURSES

F01 Faculty of Economics & Commerce, Selection Resolutions for Postgraduate programmes

The committee reviewed the paper and agreed to accept the revised selection resolutions for the continuing courses and agreed that a final version of the paper would be brought back to the May meeting of the committee for final endorsement.

F02 Graduate Certificate in Garden Design

The committee noted that Melbourne Consulting and Custom Programs was seeking approval for a new course, the Graduate Certificate in Garden Design. The committee endorsed the following selection resolution and agreed to recommend it to Academic Board.

1. The Selection Committee will evaluate the applicant's ability to pursue successfully the course using the following criteria –
 - an undergraduate degree; or
 - a relevant TAFE or higher education advanced diploma or equivalent and 3 years full-time, documented relevant work experience; or
 - a relevant TAFE diploma and 4.5 years full-time, documented relevant work experience; or

- 6 years full time professional work experience which demonstrates the capacity to successfully undertake the course.
2. The Selection Committee may conduct interviews and tests and may call for referee reports or employer references to elucidate any of the matters referred to above.

F03 Master of Supply Chain Management

The committee noted that Melbourne Consulting and Custom Programs was seeking approval for a new course, the Master of Supply Chain Management. The committee endorsed the following selection resolution and agreed to recommend it to Academic Board.

1. The Selection Committee will evaluate the applicant's ability to pursue successfully the course using the following criteria –
 - an honours degree or equivalent in a cognate discipline; or
 - undergraduate degree or equivalent in a relevant discipline and at least 2 years documented full time relevant, professional work experience; or
 - 10 years relevant, professional work experience.
2. The Selection Committee may conduct interviews and tests and may call for referee reports or employer references to elucidate any of the matters referred to above.

F04 Specialist Certificate in Paediatric Orthopaedic Physiotherapy

The committee noted that Melbourne Consulting and Custom Programs was seeking approval for a new course, the Specialist Certificate in Paediatric Orthopaedic Physiotherapy. The committee endorsed the following selection resolution and agreed to recommend it to Academic Board.

1. The Selection Committee will evaluate the applicant's ability to pursue successfully the course using the following criteria –
 - A Bachelor of Physiotherapy or equivalent;
 - Registration with the Physiotherapists Registration Board in a state or territory of Australia; and
 - At least 4 years of documented postgraduate experience in a paediatric or musculoskeletal setting.

Note: Prospective students are advised that they will be required to obtain, and pay for, working with children and police checks prior to commencing the course.
2. The Selection Committee may conduct interviews and tests and may call for referee reports or employer references to elucidate any of the matters referred to above.

F05 Master of International Relations

The committee noted that the Faculty of Arts was seeking in principal approval for a new course, the Master of International Relations, which would replace three existing masters courses; the Master of International Politics, the Master of International Studies and the Master of Arts (Asian Societies). The committee endorsed the following selection resolution and agreed to recommend it to Academic Board.

1. The Selection Committee will evaluate the applicant's ability to pursue successfully the course using the following criteria –

For the 200 point program:

 - an undergraduate degree with at least H2B (70%) average in the major or equivalent.

For the 100 point program:

 - an honours degree or equivalent in a cognate discipline; or
 - an undergraduate degree with at least H2B (70%) in the major equivalent and at least 2 years of documented, relevant work experience.

2. The Selection Committee may conduct interviews and tests and may call for referee reports or employer references to elucidate any of the matters referred to above.

F06 Executive Master of Arts

The committee noted that the Faculty of Arts was seeking in principal approval for a new course, the Executive Master of Arts. The committee endorsed the following selection resolution and agreed to recommend it to Academic Board.

1. The Selection Committee will evaluate the applicant's ability to pursue successfully the course using the following criteria –
 - an undergraduate degree in any discipline, or equivalent; and
 - the applicant's submitted statement of intent in seeking entry.
2. The Selection Committee may conduct interviews and tests and may call for referee reports or employer references to elucidate any of the matters referred to above.

G MATTERS APPROVED EXECUTIVELY

Nil

H ANY OTHER BUSINESS

H01 Pearson Test of English Academic (PTE Academic)

The committee agreed to hold over discussion of this matter until the May meeting.

H02 Trinity Shepherds

The committee received the notes of the annual meeting of Trinity Foundation Studies Program shepherds 2008 noting the concerns raised over formal teaching qualifications of staff and acknowledged that the program was not a secondary school equivalent and so formal teaching qualifications were not required.

H03 International Baccalaureate (IB) Minimum Score for the Bachelor of Commerce

The committee noted that the minimum score for entrance to the Bachelor of Commerce for IB would be set at 34 as it is closer, on conversion, to an ENTER of 92 and that the adjustment from 33 would not cause any great disadvantage to students.

I NEXT MEETING

The committee noted that the next meeting of the Selection Procedures Committee would be held at 2.15pm on **Monday 11 May 2009** in the Jim Potter Room, Old Physics Building.

MEMBERS

Associate Professor Barry Hughes (Chair), Department of Mathematics and Statistics
Dr Sophie Arkoudis, Centre for the Study of Higher Education
Associate Professor Bruce Parry, Veterinary Science
Professor Jim Camakaris, Department of Genetics
Ms Karen Gould, International Admissions
Professor Kim Dovey, Faculty of Architecture, Building and Planning
Professor Sue Elliott, Office of the Provost
Associate Professor Roger Hadgraft, Department of Civil and Environmental Engineering
Ms Judith Heron, International Student Services
Professor Bill Harley, Department of Management and Marketing
Associate Professor Jenny Kinder, Faculty of VCA
Ms Judy McVey, Graduate Students Association
Ms Carmel Murphy, Director, Deputy Principal, Office of Admissions
Professor Ron Slocombe, Vice-President, Academic Board
Professor Geoff Stevens, President, Academic Board
Professor Doreen Thomas, Department of Electrical and Electronic Engineering
Ms Penelope Pepperell (Committee Secretary)

FOR INFORMATION

Professor P McPhee, Provost
Deputy Principal, University Planning
Ms Heather Thomas, Scholarships Office, Manager, National Admissions
Originals to Minutes Office