Confirmed

THE UNIVERSITY OF MELBOURNE

UNDERGRADUATE PROGRAMS COMMITTEE

MEETING 13/07

Meeting 13/07 of the Undergraduate Programs Committee was held on Thursday, 29 November 2007, at 2.15 pm in the Jim Potter Meeting Room Old Physics Conference Centre.

Present: Professor J Borland (Chair), Professor I Bishop, Professor R Eckersley, Professor M Hargreaves, Mr R Hillbrich, Ms H Hayman, Associate Professor S James, Professor P Pattison, Ms C Smith, Ms T Tjia, Professor H Watson

In attendance: Ms O Bishop, Mr M Coyle (for item 4), Ms J Reese, Mr C Reid (Secretary)

BUSINESS

1 Formal Matters

1.1 Apologies

Apologies were received from Ms E Buckingham, Professor C Hardy, Professor L Hawthorne, Associate Professor I Holtham Professor R James, Associate Professor R Misson, Professor M Morgan, Dr R Mulder and Professor J Stockdale.

2 Minutes

2.1 Minutes of UGPC meeting 12/07 (1 November 2007)

The Committee confirmed the minute of the previous meeting.

2.2 UGPC Action Sheet 12/07

The Committee noted the action sheet arising from the previous meeting. The Committee discussed the following matters in relation to action arising from meetings 7/07 and 8/07:

2.2.1 Monitoring of Teaching-out of Programs being Discontinued

In relation to items 5, 6 and 7 of the Action Sheet, the Committee noted that the monitoring of the teaching-out of programs being discontinued was an ongoing process, and the Committee agreed to seek regular reports on this matter (also discussed under item 3.1 below). It was agreed that the matter need no longer be listed on the action sheet.

2.2.2 Discontinuation of Degrees undertaken with Concurrent Diplomas

In relation to items 8 and 9 of the Action Sheet, Professor Pattison advised the Committee that she had discussed with the Faculty of Arts the timetable for the discontinuation of the concurrent Diploma in Arts and Diploma in Creative Arts. It had been agreed with the Faculty that current Bachelor of Arts students should be able to enrol in the Diploma in Arts and Diploma in Creative Arts in 2008 but

not beyond. The discontinuation of intake into the Diploma in Arts and the Diploma in Creative Arts would therefore take effect from 2009. The Committee agreed to recommend to Academic Board the discontinuation of intake into these concurrent diplomas from 2009.

3 Matters Arising Not Dealt with Elsewhere

3.1 Teaching-Out of Discontinuing Courses

The Committee received the circulated report from Professor Sonenberg concerning her monitoring of the process of the teaching-out of courses being discontinued. The Committee noted the following:

- Students in the BA have been concerned about breadth of offerings, and access and prerequisite requirements changing as subjects move from 200/300-level to be honours level subjects.
- Some students have expressed concern that, as resources are dedicated to Melbourne Model implementation, the attention paid to their needs will diminish – for example, that students who fail subjects will be treated differently so as to reduce the teach-out "tail".
- Students should be able to expect firm advice on available subjects more than one year ahead, to enable course planning (especially for combined degree students); and this information should be accessible in written form. Where detailed information is not yet available, a timeline for the provision of that information, and a specific contact person, should be provided.
- It will be important to have designated staff associated with each degree program throughout the teach-out period to assist students, whose contact details are accessible, and who is able to provide meaningful advice in a timely way.

The Committee agreed to inform Academic Board of this advice.

4 Policy Issues

Mr Michael Coyle, Executive Officer of the Policy and Procedures Working Group, attended for this item. He indicated that the draft policies had been widely circulated for consultation in the University.

4.1 Proposed Unsatisfactory Progress Policy

The Committee received the draft policy on unsatisfactory progress and noted that it incorporates significant changes to present policy for unsatisfactory progress. In discussion, the following points were noted:

- There would be additional triggers for unsatisfactory progress, including exceeding the maximum time for completion of the course. A policy on maximum course duration is under development.
- In the case of students failing due to outside work commitments, the University does not have the authority to direct the students to limit such commitments. However, outside work commitments could not be used as an excuse for unsatisfactory progress on an ongoing basis. The wording needed to be amended to make clear that the University cannot direct students concerning extra-curricula activities.
- The term 'academic head of the relevant degree' needs to be clarified, and the identification of the position responsible will need to be cognisant of impending changes to statutes that provide for the faculties.

- The new Technology One student system that is to be implemented from 2008 will enable additional information concerning students' leave to be retained, which in turn will enable a clearer picture of whether students are on leave or have dropped out of their course.
- If a student fails a subject in a course being phased out, this should not trigger the student being included in the category of unsatisfactory progress level 1. Such students either need their own category or should be classed as students at risk.
- There will be more active support for students deemed to be at risk of unsatisfactory progress. It was suggested that there were some students in the student at risk category (for example, students who have failed every subject in the semester or withdrawn from every subject) for whom it should be made mandatory to approach a student adviser. It was suggested that there should be two categories, one where the student would be offered the opportunity to attend an interview, and the other where this would be mandatory.

The Committee endorsed the draft policy subject to appropriate revisions being made to take into account comments at the meeting.

4.2 Proposed Subject Variation Dates Policy

In relation to the draft policy, it was noted that students would not be able to withdraw to avoid impending failure. The Committee endorsed the policy.

The Committee asked that the draft policies should be revised to take into account comments made and reconsidered at a future meeting.

5 Committee Reports

5.1 PCPC Report

Nil

5.2 TALQAC Report

Chair to report

5.3 Teaching and Learning Development Committee

Nil

5.4 Academic Programs Management Committee

The Committee was advised that Academic Programs Management Committee (APMC) had recently held its first meeting and had discussed the course approval process that should apply given the revised Committee structure. APMC had also considered two course proposals referred to it by Postgraduate Coursework Programs Committee because of their cross-faculty nature.

6 Student Members Reports

Nil

7 Working Group Reports

7.1 Examinations Working Group

The Committee received the report from the Examinations Working group and noted that, since the Group has ongoing functions, it should be reconstituted as a standing sub-committee of UGPC, PCPC, TALQAC and TALDC. The Committee approved this proposal and also approved the terms of reference and composition of the sub-committee, as circulated.

7.2 Academic Programs Approval Process Working Group

The Committee was advised that the Academic Programs Approval Process Working Group (formerly the Blue Book Working Group) had been considering an appropriate course approval process to give effect to the decisions taken by Academic Board at its October meeting concerning the new University structure and the establishment of the Academic Programs Management Committee and the Committee of Deans. The Committee received a tabled paper summarising the approval process that was being proposed. It was noted that, under the proposed process, proposals for new courses would henceforth comprise two parts: Part A, which would comprise a strategy statement, including a business plan, and which would be considered by APMC and recommended to the Committee of Deans; and Part B, which would comprise a curriculum statement, and which would be considered by UGPC or PCPC, as appropriate, and Selection Procedures Committee. Part B would be submitted to UGPC/PCPC and SPC via APMC. Course changes would involve the submission of a statement of proposed curriculum changes (Part C) directly to UGPC/PCPC and, if necessary, SPC.

The Committee agreed to endorse the proposed process subject to a minor amendment, namely APMC would endorse the proposals and the Committee of Deans would have an advisory role with APMC, which should be indicated by dashed line between those two bodies in the flow-chart. The Committee noted that the proposed process would be put to Postgraduate Coursework Programs Committee and Academic Programs Management Committee for approval, with the intention that the new process, and associated forms and guidelines, should be introduced from the commencement of 2008.

8 Course Proposals

8.1 Faculty of Medicine, Dentistry and Health Sciences

8.1.1 Discontinuation of Bachelor of Nursing (Accelerated)

The Committee approved the proposal to discontinue intake into the above course from 2008 and agreed to recommend approval by Academic Board.

9 Student Awards

9.1 New Student Awards

Faculty of Economics and Commerce

9.1.1 Aviva Prize for Contingencies

The Committee approved the proposed award as circulated and agreed to recommend approval by Academic Board.

10 Quarterly Reports 3/07

10.1 Faculty of Medicine, Dentistry and Health Sciences

The Committee adopted the report as circulated.

11 Matters dealt with by the Chair and/or President, Academic Board since meeting 12/07

The Committee noted the following:

Late cancellation of subject: 702-137

12 Any Other Business

12.1 Chairing of UGPC

The Chair, Professor Borland, indicate that he was stepping down as Chair at the end of 2007. He thanked all members for their contributions during 2007, noting that 2007 had been a particularly significant year because of the preparations for the introduction of the Melbourne Model. The Committee thanked Professor Borland for his contribution as Chair.

The Committee also thanked the student members for their contributions during the year.

13 Next Meeting

The next meeting of the Committee is scheduled for Thursday 7 February 2008 at 2.15 pm in Moot Court, Old Quad.