

THE UNIVERSITY OF MELBOURNE
UNDERGRADUATE PROGRAMS COMMITTEE

MEETING 9/07

Meeting 9/07 of the Undergraduate Programs Committee was held on Thursday, 2 August 2007, at 2.15 pm in the Jim Potter Meeting Room Old Physics Conference Centre.

Present: Professor J Borland (Chair), Professor I Bishop, Ms E Buckingham, Professor L Hawthorne, Ms H Hayman, Mr R Hillbrich, Associate Professor R Misson, Dr R Mulder, Professor M Morgan, Ms C Smith, Professor J Stockdale, Professor H Watson

In attendance: Associate Professor C Brown (for item 7.2), Mr C Reid (Secretary), Ms K Van Loon (for item 4.1)

BUSINESS

1 Formal Matters

1.1 Apologies

Apologies were received from Professor I Beveridge, Professor R Eckersley, Associate Professor I Holtham, Associate Professor S James, Professor P Pattison, Ms J Reese, Professor L Skene and Ms T Tjia.

2 Minutes

2.1 Minutes of UGPC meeting 8/07 (19 July 2007)

The Committee approved the minutes of the previous meeting as circulated.

2.2 UGPC Action Sheet 7/07 and 8/07

The action sheet arising from the previous meeting was noted.

3 Matters Arising Not Dealt with Elsewhere

3.1 Examinations Working Group – UGPC Nominee

The Committee agreed to ask whether Ms Buckingham could be nominated as its representative on the Examinations Working Group.

3.2 Course Discontinuations

The Committee was advised that responses from the Faculty of Land and Food Resources to queries raised in relation to the programs proposed for discontinuation were awaited. Consideration of the proposed discontinuation of the Diploma of Creative Arts and the Diploma of Arts would be deferred pending the President of Academic Board proposing a policy concerning the discontinuation of diplomas that form part of joint degree-diploma programs.

3.3 Responses to Queries Concerning Proposed Course Changes – Faculty of Arts

The Committee noted concerns raised in relation to the change in Indigenous Studies subjects. This matter was discussed under item 6 below.

3.3.1 110-448 Supervised Reading Asia Institute

The Committee received the revised outline for the Supervised Reading subject offered by the Asia Institute. The Chair indicated that he would write to the Faculty of Arts to summarise issues raised in relation to honours programs in Japanese, Indonesian and Chinese.

3.3.2 Gender Studies Subjects

The Committee received and approved the revised subject outlines for Gender Studies subjects offered by the Faculty as circulated.

3.3.3 Major in Islamic Studies

The Committee was advised that the Faculty had submitted comments on the Islamic Studies major, including a revised statement of objectives and clarification of assessment requirements for 110-254 Islamic Banking and Finance. The Committee asked that the Faculty submit the information in the form of a revised proposal.

3.4 Finalisation of New Generation Degrees

3.4.1 Breadth Subjects

The Chair reported that Academic Board had approved the Committee's recommendations for University Breadth subjects, conditional upon the resolution of matters of detail. The Committee noted that the matter of the assessment provisions in the Food, Water, Wine sequence remain to be clarified. *[Chair's note: a revised proposal for the Food, Water, Wine sequence was submitted after the meeting.]*

3.5 Concurrent Diplomas – Diploma of Informatics

The Chair noted that the Committee recommended to Academic Board the approval of the Diploma in Mathematical Sciences and in-principle approval of the Diploma in Informatics, the Diploma in Languages and the Diploma in Music Practical.

3.6 New Generation Undergraduate Degrees

The Chair noted that the Committee had submitted the revised proposals for the new generation undergraduate degrees to Academic Board, noting that some shepherds' reports for the Bachelor of Arts and the Bachelor of Commerce are still forthcoming and that some matters of detail concerning subjects are still to be resolved. The Committee noted that the proposal for the Bachelor of Commerce indicates that the list of breadth subjects is incomplete. The Committee agreed that, to finalise the proposal, the present list of breadth subjects in the Bachelor of Commerce should be adopted and that any subsequent changes to it should be submitted as amendments to the course.

4 Policy Issues

4.1 University of Melbourne Extension Program – Taylor’s College Proposal

The Committee received the proposal for the program to be offered jointly with Taylor’s College and noted that it would also need to be submitted to Selection Procedures Committee. It was suggested that the IELTS score requirement of 5 for entry to the program is too low and should be reconsidered. It was also suggested that the requirement that students undertake one compulsory subject as a CAP subject would impose on students a cost that could be avoided by a change in subject requirements, and it was agreed that this matter should be referred back for further consideration in consultation with Mr Hillbrich, Ms Hayman, Professor Hawthorne and Associate Professor Misson. The Committee agreed to approve the establishment of the VCE Scholars Program with Taylor’s College subject to satisfactory resolution of these matters and to the approval of Selection Procedures Committee.

4.2 An Overview of Teach-Out Principles and Practices

The Committee received and noted Professor Sonenberg’s discussion paper concerning principles for the teaching-out of courses being discontinued. The Committee noted that it is necessary to inform students of guidelines and processes for teaching out, and that information on the phasing out of courses should be published appropriately in handbooks and brochures for students.

5 Chairs’ Reports

5.1 PCPC Report

Associate Professor Misson reported on the activities of the Postgraduate Coursework Programs Committee and noted that, in addition to a large number of course change proposals, the committee had made recommendations to Academic Board on a policy for the classification of ‘professional degree with the degree title of Doctor.’

5.2 TALQAC Report

Professor Hawthorne reported on the activities of the four working groups of TALQAC, which are due to report in September.

5.3 T&L(MM&ET)C Report

The Committee noted that the terms of reference of the Teaching and Learning (Multimedia and Educational Technology) Committee are to be revised.

6 Student Members Reports

The student members advised the Committee that there is concern amongst students at the proposal to combine existing Indigenous Studies subjects and that the range of offerings and the quality of teaching in this area are declining. They also noted that the Faculty of Arts Quarterly Report 2/07 includes a large number of subject cancellations, and expressed concern generally at the apparent reduction in the range of subject offerings in the Faculty and the lack of consultation with students in the review of program offerings. The Committee noted that this issue is separate from that of the introduction of the Melbourne Model but that it affects the phasing-out of courses that is attendant on the introduction of the Melbourne Model. The Committee also noted that quarterly reports are summaries of changes made by faculties under delegated authority

and that the Faculty of Arts quarterly reports typically involve a very large number of changes.

The Chair indicated that he would convene a meeting of Ms Buckingham, Ms Hayman, Associate Professor James and Professor Sonenberg to discuss Indigenous Studies offerings and the Faculty of Arts Quarterly report. The Faculty of Arts Quarterly Report 2/06 would be made available for comparison.

7 Working Group Reports

7.1 Examinations Working Group

The Committee received and noted the report from the Examinations Working Group. The Committee was advised that the matter of the provision of heating in the Exhibition Building during examinations and the possibility of alternative venues for the conduct of examinations remain unresolved. The Committee was also advised that there have been thefts of personal belongings from storage areas provided for students at examination venues. The Committee noted that the Examination Best Practice Guide had been approved by Academic Board and has been made available through the University's web-site.

7.2 Working Group on Special Consideration

The Committee received the revised report of the Working Group on Special Consideration and Associate Professor Brown summarised the amendments made to it as a result of consultation on the earlier draft. The Committee noted that recommendation 10 proposed the establishment of a working group to oversee the implementation of the revised processes for special consideration. The Committee endorsed the report and its recommendations and agreed that the working group to oversee the implementation should report through the Examinations Working Group.

8 Course Proposals

New Courses

8.1 Victorian College of the Arts

8.1.1 Bachelor of Music Theatre

The Committee received the proposal for Bachelor of Music Theatre and noted that it was a revised version of a proposal submitted to Academic Programs Committee in 2006. The Committee queried whether it was appropriate for new undergraduate degrees to be established outside the Melbourne Model. It was suggested that there had been an agreement with the VCA that, for the time being, its courses would remain outside the Melbourne Model, but the provisions of the agreement were unclear to the Committee. The question of the need for a business plan for the course was also raised and it was noted that an initial intake of 25 students was expected. The Chair indicated that he would contact the Deputy Vice-Chancellor (Academic) and the Interim Board of Undergraduate Studies to discuss the proposal. The Committee also agreed to await the shepherd's report on the proposal. Subject to a satisfactory shepherd's report and to advice from the Deputy Vice-Chancellor that the introduction of the program was compatible with the Melbourne Model and University planning, the Committee approved the proposal.

Major Change to Courses

8.2 Faculty of Science

8.2.1 Bachelor of Information Systems

The Committee approved the proposed changes to the Bachelor of Information Systems.

8.3 Faculty of Arts

8.3.1 BA Major in Islamic Studies

The Committee noted that this program is taught jointly with other universities. The Committee noted the matters raised in the shepherd's report, and agreed to approve the proposal subject to the resolution of these matters.

8.4 VCA

8.4.1 Bachelor of Film and Television

The Committee received the proposal and noted that a shepherd's report was yet to be submitted. The Committee agreed to approve the proposal subject to receipt of a satisfactory shepherd's report.

8.4.2 Foundation Program (Music Performance)

The Committee was advised that an informal foundation program, which provides a pathway for students to enter music courses at the VCA, has existed for some time. Students would be guaranteed entry if they achieved a particular standard in the program. It was suggested that the proposed foundation program might best be described as a bridging program, although there is no formal category for such programs in the University. It was noted that there is a category of bridging programs in the Commonwealth guidelines for tertiary programs and the proposal would also need to be considered by Selection Procedures Committee. The Committee agreed to approve the program subject to its meeting Commonwealth guidelines, to its endorsement by Selection Procedures Committee and to receipt of a satisfactory shepherd's report.

9 Quarterly Reports 2/07

9.1 Victorian College of the Arts

The Committee adopted the quarterly report, subject to receipt of a satisfactory shepherd's report.

9.2 Faculty of Law

The Committee adopted the quarterly report.

9.3 Faculty of Arts

This matter was considered under item 6 above.

9.4 Faculty of Economics and Commerce

The Committee adopted the quarterly report, subject to receipt of a satisfactory shepherd's report.

9.5 Faculty of Music

The Committee adopted the quarterly report.

10 Matters dealt with by the Chair and/or President, Academic Board since meeting 8/07

The Committee noted the following:

Cancellation of subject: 207-310, 207-340, 131-051, 131-440

Suspension of subject for semester 2: 2007: 325-310

11 Any Other Business

Nil

12 Next Meeting

The next meeting of the Committee is scheduled for Thursday 16 August 2007 at 2.15 pm in the Jim Potter Room, Old Physics Conference Centre.

The meeting closed at 4.10 pm.