

CONFIRMED

THE UNIVERSITY OF MELBOURNE
UNDERGRADUATE PROGRAMS COMMITTEE

MINUTES
MEETING 9/08

A meeting of the Undergraduate Programs Committee was held at 2.15pm on Thursday, 30 October 2008 in the Moot Court, Old Quadrangle.

Present: Professor I Beveridge, Professor I Bishop, Dr MJ Campbell, Mr R Hillbrich, Professor M Hargreaves, Associate Professor R Misson (Chair), Professor M Morgan, Dr R Mulder, Associate Professor B Parry, Professor R Slocombe.

In attendance: Dr C Bird, Ms J Reese, Ms E Koch (Secretary).

BUSINESS

A Formal Matters

A01 Apologies

Apologies were received from Associate Professor B Downes, Professor L Hawthorne, Professor Ian Holtham, Professor N Oleklans, Professor P Pattison, Professor G Stevens, Professor Harry Watson

B Minutes

B01 Minutes of UGPC meeting 8/08 (2 October 2008)

The Committee approved the minutes of meeting 8/08 as a true and accurate record of the meeting.

B02 UGPC Action Sheet 8/08

In relation to Items 3 and 5 of the Action Sheet, Associate Professor Misson reported that the standard penalty for late submissions was limited to New Generation degrees.

B02a Memo to Chair, Melbourne Model Committee re. Revised Principles of Breadth

Associate Professor Misson reported that the memo had been positively received by the Melbourne Model Committee. A working group had been established to consider the definition of breadth subjects and would report on its findings to both MMC and UGPC.

C MATTERS ARISING NOT DEALT WITH ELSEWHERE

C01 Course Discontinuations

C01a Bachelor of Creative Arts

Associate Professor Misson reported that the discontinuation of the Diploma of Arts and Diploma of Creative Arts had been endorsed by UGPC at meeting 10/2007 but had not formally been recommended to the Academic Board. The President of the Academic Board had recently approved the discontinuations

executively. The proposal to discontinue the Bachelor of Creative Arts had been put before an earlier meeting of UGPC, at which the Committee had sought further information about the teach-out plan.

C01b Teach-Out Plan for Bachelor of Creative Arts

The Committee noted the following points in relation to the teach-out plan for the Bachelor of Creative Arts (BCA).

- The teach-out plan would need to be monitored during its implementation and the Committee would request a progress report in 2009.
- The way in which the University managed the teaching out of its heritage degrees would potentially be assessed as part of the AUQA report.
- The information to be provided to students when a course was being taught out, especially in relation to compulsory subjects, would need to be defined carefully.

The Committee **endorsed** the Bachelor of Creative Arts teach-out plan and **endorsed** discontinuation of the Bachelor of Creative Arts.

C01c Bachelor of Creative Arts (Honours)

The Committee noted the teach-out plan for the Bachelor of Creative Arts (Honours). The Committee noted that the final intake to the BCA(Hons) program would occur in 2010. The Faculty of Arts would be able to provide supervisors and seminars for the 2010 Honours cohort.

C02 Academic Programs Approval Process Working Group

The Academic Programs Approval Process Working Group had reviewed the revised and simplified forms that supported the approval process. These forms would be forwarded to the November meeting of the UGPC.

C03 Breadth Subjects

The Chair noted that there was some confusion among faculties regarding minor changes to breadth subjects. Under delegated authority, faculties could make minor changes to breadth subjects and report these to UGPC through the quarterly reports. This would be reiterated to faculties.

C04 Late Changes

The Chair reported that the apparent disconnect between the student system and the handbook had significantly increased the number of late changes being received by both UGPC and PCPC. Mr Hillbrich reported that the handbook and student system were aware of the issue and were planning a more coordinated approach for 2009.

D POLICY ISSUES

D01 Concurrent Diplomas Policy

The Committee received the revised Concurrent Diplomas Policy and noted the following points.

- Students of all new-generation degrees and the Bachelor of Engineering were eligible to enrol in concurrent diplomas.
- A concurrent diploma could be completed simultaneously with an undergraduate degree but could not be taken out except in conjunction with the undergraduate degree.

- Students could elect to withdraw from the diploma and simply take out the degree.

The Committee **endorsed** the Concurrent Diplomas Policy.

E COMMITTEE REPORTS

E01 PCPC Report

Associate Professor Misson reported that the committee had dealt with standard business and there was nothing of relevance to raise with UGPC.

E02 TALQAC Report

Professor Slocombe reported that TALQAC had discussed preparation for the AUQA review and the 2009 round of quality assessment. Students had reported concerns about long waiting times for student services such as counselling. TALQAC heard that students who were disengaged generally had poor attendance and rated the student experience as poor. The committee questioned whether the increase of online teaching, via programs such as Lectopia, which increasingly enabled students to undertake learning off campus, would adversely affect the student experience. TALQAC would monitor the way in which mode of delivery affected the Melbourne experience.

E03 TALDEC Report

Nil.

E04 Melbourne Model Committee

Nil.

F STUDENT MEMBERS REPORTS

Nil.

G WORKING GROUP REPORTS

Nil.

H COURSE AND SUBJECT PROPOSALS

H01 Request to Revise Learning Goals, Objectives, Generic Skills and Graduate Attributes, for Bachelor of Commerce and Bachelor of Commerce (Honours) H01a Shepherd's Report

The Committee discussed whether learning objectives should say 'should be able to' of 'will be able to', noting that if students had not attained the prescribed skills they should not pass the subject. The Committee **endorsed** the request from the Faculty of Economics and Commerce to revise the learning goals, objectives, generic skills and graduate attributes for the Bachelor of Commerce and Bachelor of Commerce (Honours).

H02 Honours in Development Studies
H02a Shepherd's Report

The Committee **endorsed** the amendment to the Honours program in Development Studies and noted it would need to be forwarded to the handbook and student system as a late change because it was to apply for 2009.

H03 Bachelor of Arts major in Psychology
H03a Shepherd's Report

The Committee **endorsed** the changes to the Bachelor of Arts major in Psychology.

H04 Bachelor of Arts minor in Psychology
H04a Shepherd's Report

The Committee **endorsed** the changes to the Bachelor of Arts minor in Psychology.

H05 Diploma in Geographic Information Systems
H05a Shepherd's Report

The Committee **endorsed** the discontinuation of the Diploma in Geographic Information Systems.

H06 Deafness and Communication
H06a Shepherd's Report

The Committee **endorsed** the changes to Deafness and Communication and noted that an Appendix 2 form would be required to report the change to the student system.

I STUDENT AWARDS

I01 Andrew Dent Student Scholarship
I01a Shepherd's Report

The Committee agreed to **endorse** the changes to the Andrew Dent Scholarship out of session pending satisfactory clarification of the following issues.

- Was the scholarship open only to University of Melbourne students?
- Were such broad eligibility criteria necessary if preference was given to medical students undertaking a particular elective?
- Did the amount of the grant vary depending on the recipient's chosen destination?
- What were the University's liabilities in relation to insurance for students undertaking voluntary work in the Pacific Islands region?
- University representation was required on all award committees.

I02 Biomedicine Scholarships
I02a Shepherd's Report

The Committee **endorsed** the changes to the Biomedicine Scholarships.

I03 Biomedical and Health Science Honours Scholarships
I03a Shepherd's Report

The Committee **endorsed** the changes to the Biomedical and Health Science Honours Scholarships.

I04 Hoc Mai Medical Elective Scholarships

I04a Shepherd's Report

The Committee **endorsed** the changes to the Hoc Mai Medical Elective Scholarships.

I05 RAPP Prize (The Rehabilitation, Aged Care, Palliative Care and Psychiatry of Old Age Prize)

I05a Shepherd's Report

The Committee **endorsed** the changes to the RAPP Prize (The Rehabilitation, Aged Care, Palliative Care and Psychiatry of Old Age Prize).

I06 Melbourne Law School Scholarship

I06a Shepherd's Report

The Committee **endorsed** the changes to the Melbourne Law School Scholarship.

I07 Baldwin Spencer Prize

I07a Shepherd's Report

The Committee **endorsed** the changes to the Baldwin Spencer Prize.

J QUARTERLY REPORTS

J01 Faculty of Veterinary Science

J01a Quarterly Report 3/08

J01b Shepherd's Report

The Committee **endorsed** the quarterly report.

J02 Faculty of the Victorian College of the Arts – Nil to Report

The Committee noted that the VCA had nil to report.

J03 Melbourne School of Land and Environment

J03a Quarterly Report 3/08

J03b Shepherd's Report

The Committee **endorsed** the quarterly report.

J04 Faculty of Architecture, Building and Planning

J04a Quarterly Report 3/08

J04b Shepherd's Report

The Committee **endorsed** the quarterly report.

J05 Faculty of Medicine, Dentistry & Health Sciences

J05a Quarterly Report 3/08

J05b Shepherd's Report

The Committee **endorsed** the quarterly report.

J06 Melbourne Law School

J06a Quarterly Report 3/08

J06b Shepherd's Report

The Committee received a verbal recommendation from the shepherd and **endorsed** the quarterly report.

J07 Faculty of Music
J07a Quarterly Report 3/08
J07b Shepherd's Report

The Committee noted that the shepherd has sought clarification of some matters from the faculty and was not yet ready to recommend the report.

J08 Faculty of Arts
J08a Quarterly Report 3/08
J08b Shepherd's Report

The Committee **endorsed** the quarterly report.

K MATTERS DEALT WITH BY THE CHAIR AND/OR PRESIDENT, ACADEMIC BOARD, SINCE MEETING 8/08

The Committee noted the following:

Suspension of Subject for 2009: 131-225

Amendment of Delivery of Subject for 2009: 880-104; 702-211; 512-320

Discontinuation of Courses: Diploma in Arts, Diploma in Creative Arts

Addition of Subjects to Handbook: 166-274; 166-275; 166-391; 672-376; 672-366 (subjects made available to the International Studies major of the heritage Bachelor of Arts)

L ANY OTHER BUSINESS

L01 Changes to Supplementary Exam Dates

L01a UPC Issues Paper

Professor Slocombe reported that changes to the ESOS Act requiring that international students be given 20 working days in which to appeal cancellation of enrolment and the Academic Board's resolution that the same conditions apply to local students had had a number of implications, including the timing of special and supplementary examinations and appeals, and terminations occurring past the census date. The Unsatisfactory Progress Committee therefore proposed dates for supplementary and special exams in order to accommodate the appeals process. It was noted that dates for UPC rounds would need to be publicised in detail but that the issue could not be satisfactorily resolved for semester 1, 2009.

The Committee **endorsed** the proposed changes to the timing of the UPC Appeals Process.

L01b Examinations Working Group Report

The Committee noted the report.

M NEXT MEETING

The next meeting of the Committee was scheduled for 2.15pm on Thursday 27 November 2008 in the Jim Potter Meeting Room, Old Physics Conference Centre.

The meeting closed at 3.30pm.

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Chair

_____ / _____ / _____
Date

Circulation

Professor I Beveridge
Professor I Bishop
Ms O Bishop
Associate Professor B Downes
Dr MJ Campbell
Professor R Eckersley
Ms S Griggs
Professor M Hargreaves
Professor L Hawthorne
Mr R Hillbrich
Professor I Holtham
Professor R James
Associate Professor R Misson (Chair)
Professor M Morgan
Dr R Mulder
Ms S Nguyen
Professor N Olekalns
Professor P Pattison
Professor R Slocombe
Professor G Stevens
Professor H Watson
Ms E Koch, Committee Secretary

For Information (Full Sets of Papers)

Chairperson, Selection Procedures Committee
Director, Melbourne Business School
General Manager, Architecture, Building & Planning
General Manager, Arts
General Manager, Education
General Manager, Economics & Commerce
General Manager, Land & Food Resources
General Manager, Law
General Manager, Medicine, Dentistry & Health Sciences
General Manager, Music
General Manager, Science
Faculty Executive Officer, Veterinary Science
Manager, International Admissions
Research Assistant, President of the Academic Board
Research Higher Degrees Manager, School of Graduate Studies
Tables Officer, Student Administration
Ms G Willoughby, Enrolment Management Services
Chair, Academic Programs Management Committee
Ms J Reese

Minutes & Agendas Only

Deputy Principal, Information Technology Services
General Manager, School of Graduate Studies
Manager, Office of Environmental Programs
Associate Dean (Academic Programs), Faculty of Science