

CONFIRMED

THE UNIVERSITY OF MELBOURNE
UNDERGRADUATE PROGRAMS COMMITTEE

MINUTES
MEETING 7/08

A meeting of the Undergraduate Programs Committee was held at 2.15pm on Thursday, 4 September 2008 in the Jim Potter Meeting Room, Old Physics Conference Centre.

Present: Dr MJ Campbell, Professor M Hargreaves, Professor L Hawthorne, Mr R Hillbrich, Associate Professor I Holtham, Associate Professor R Misson (Chair), Dr R Mulder, Ms S Nguyen, Associate Professor B Parry, Professor P Pattison, Professor R Slocombe, Professor H Watson.

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

BUSINESS

A Formal Matters

A01 Apologies

Apologies were received from Professor I Beveridge, Professor I Bishop, Ms S Griggs, Professor R James, Professor N Olekalns and Professor G Stevens

B Minutes

B01 Minutes of UGPC meeting 6/08 (7 August 2008)

The committee approved the minutes of meeting 6/08 as a true and accurate record of the meeting.

B02 UGPC Action Sheet 6/08

The committee received the action sheet. In relation to Item 3, Associate Professor Misson reported that he had contacted Professor Hergt regarding the teach-out plans for the discontinued Faculty of Science programs Bachelor of Information Systems and Diploma in Information Systems. Professor Hergt will discuss the plan with the Faculty.

B02a Draft Paper on Assessment Statements

The committee received the draft paper on assessment statements. The committee noted that word count was not always an accurate measure of complexity of an item of assessment. Committee members were invited to submit comments to Associate Professor Misson, who undertook to submit a revised version of the paper to a future meeting of UGPC.

C Matters Arising Not Dealt with Elsewhere

C01 Student Members Report

In relation to matters raised at meeting 6/08, Dr Campbell noted the following points.

- The Arts faculty had provided a formal response to students in relation to the matters raised.
- Regarding class sizes, the faculty's policy was that the capacity of first-year tutorials was 15 students, and the capacity of second-and third-year tutorials was 15 to 20 students. However, it was difficult to regulate class sizes when students attended tutorials for which they were not registered.
- Regarding tutors' consultation hours, all tutors were required to offer, as part of their paid employment, one set consultation hour each week. There had been no direction, formal or otherwise, that tutors should finish tutorials early in order to allow for consultation as part of the scheduled tutorial.
- Regarding the number of disciplines which students could sample before specialising, students in the new-generation BA had the option to sample four disciplines in first year before choosing their specialisation, which was unchanged from previous years. Languages were the exception because they required pre-requisites. However, the changes to the Diploma of Languages would enable students to begin a new language at second year.

C02 Extended BA

In relation to matters raised at meeting 6/08, Dr Campbell noted the following points.

- The program was an extended BA, not a bridging program. Students would graduate with a BA.
- Evidence indicated that extended programs had a better retention rate than bridging programs. Furthermore Indigenous students were eligible for AbStudy only if enrolled full-time in a degree.
- Students would not be able to apply through VTAC for the 2009 intake; instead, the University would accept direct applications. Students would apply through VTAC from 2010 onwards.
- The Access program would remain.
- Arts faculty and Trinity staff had met and working groups had been established to ensure the subjects, which will be Arts faculty subjects but taught by Trinity, met the content and assessment criteria of the faculty.
- The course proposal was scheduled to go to the Course Standing Committee next week, before being forwarded to the chair of UGPC for out-of-session endorsement, then the Chair of the Academic Board for approval.

The Chair noted the importance of the Indigenous BA.

C03 BComm Progression Rules

In relation to matters raised at meeting 6/08, Dr Campbell noted that the Faculty of Arts was rewriting its progression rules. The faculty was aware that the student system did not facilitate monitoring of student progression.

D Policy Issues

D01 Special Consideration Policy

D02 Extensions Policy

The Committee received the tabled revised Special Consideration and Extensions policies. The policies aimed to achieve a consistent approach to special consideration and facilitate monitoring of the profile of special consideration decisions across the University.

Professor Pattison reported that the policies distinguished special consideration arrangements for different types of assessment. Assessment worth less than 25% could be handled at a local level by departmental or faculty staff. Applications for consideration for larger items of assessment would first be assessed by student centre staff for eligibility, then forwarded to the degree-based special consideration committee. The committee would then make a recommendation to the Board of Examiners based on the impact of the events for which the student sought special consideration. The Board of Examiners could accept the recommendation or make a different decision, based on, for example, additional information.

The Extensions policy was intended to carve out from the special considerations process items that could be handled at a local level. It applied to undergraduate degrees and specifically dealt with situations when the student could complete the item in less than two weeks. Faculties could decide whether to implement the Extensions policy for postgraduate degrees.

The committee asked whether the statement that penalties for late submission without an extension would be handled at subject level was consistent with the final version of the Assessment Policy. Professor Pattison undertook to confirm this for the next UGPC meeting.

The committee **endorsed** both the Extensions Policy and the Special Consideration Policy.

E Committee Reports

E01 PCPC Report

Associate Professor Misson advised that PCPC had considered a large number of course changes and proposals but there was nothing specific to report.

E02 TALQAC Report

Professor Hawthorne reported that the university was currently undertaking reviews which were needed to also take into account the AUQA review scheduled for 2010.

E03 TALDEC Report

Associate Professor Misson reported that TALDEC had discussed issues regarding the Turnitin software. Professor Slocombe noted that TALDEC had received a paper from Dr Arkoudis recommending the establishment of an advisory group on English language and disciplinary integration. Professor Pattison undertook to circulate the terms of reference of this group to UGPC.

E03a Guidelines for Effective Group Projects at the University of Melbourne

The Committee noted the guidelines.

E04 Melbourne Model Committee

The Committee received the report and noted that, subsequent to its endorsement by MMC, the breadth subject Human Rights and Global Justice had been withdrawn, and as such would not come forward to UGPC.

E04a Principles of Breadth

The Committee received the paper.

F Student Members Reports

Ms Nguyen reported that student concerns about class sizes were ongoing. She acknowledged that it was difficult for the University to address these when students attended classes in which they were not officially enrolled.

G Working Group Reports

G01 Examinations Working Group

Mr Hillbrich reported that there had been some student confusion regarding examination start times, specifically in relation to whether reading time occurred before the scheduled examination start time. There had also been some examination timetabling clashes due to the failure to flag that there was an examination in the subject in the student system.

H Course and Subject Proposals

H01 Bachelor of Urban Planning and Development

H01a Shepherd's Report

On the shepherd's verbal recommendation, the Committee **endorsed** the changes to the Bachelor of Urban Planning and Development.

I Student Awards

I01 Danny Sandor Prize

I01a Shepherd's Report

The Committee raised questions as to who judged the best essay and why it was open to a number of subjects/courses. Clarification would be sought from the Law School. The Committee did not endorse the changes to the Danny Sandor Prize.

J Quarterly Reports

Nil.

K Matters Dealt with by the Chair and/or President, Academic Board, Since Meeting 6/08

The Committee noted the following:

Suspension of subject for 2008: 106-418

Change of prefix: Actuarial Studies change from ACTU to ACTL

L Any Other Business

L01 Chemistry Transition

The Committee received the memo regarding the teach-out arrangements for Chemistry and noted the difficulties faced by faculties in making appropriate arrangements for students who fell behind their cohort.

M Next Meeting

The next meeting of the Committee was scheduled for 2.15pm on Thursday 2 October 2008 in the Jim Potter Meeting Room, Old Physics Conference Centre.

_____/_____/_____
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
Associate 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