

**The University of Melbourne
Melbourne School of Psychological Sciences**

Academic Programs Committee

**Meeting 09-2013
Tuesday 10th September 2013
12.00pm**

Minutes

Present: Sarah Wilson (Chair), Simon Hall, Luke Smillie, Jennifer Boldero, Erin Calder, Judi Humberstone, Meredith McKague, Nick Haslam, Yoshi Kashima, Jason Forte, Piers Howe,

APC 1 Apologies

Michael Saling, Bob Reeve, Philip Smith, Simon Cropper

APC2 Confirmation of minutes from previous meeting

The minutes of the August meeting were approved.

2.1 Matters arising from minutes

2.1.1 Distribution of grades for Semester 1 2013

Distribution of grades to be sent out by Erin this week.

2.1.2 Convenor responses to SES scores for Semester 1 subjects

Sarah proposed that she reviews the responses for SES scores for Sem 1. Sarah will feedback any relevant information to APC if necessary. APC endorsed this process.

ACTION: Erin to follow up outstanding responses and to confirm with Patricia the format for SES feedback

2.1.3 Student representation

Student representatives for each tutorial group for 1-3 year have been appointed and should be attending the Staff-student liaison meetings to provide feedback.

2.1.4 ISIS registration

Judi advised she has been asked to attend ISIS User Acceptance testing to test potential fixes for the registration issues experienced in Semester 2.

APC3 Undergraduate and Postgraduate Programs

3.1 Remark request deadlines

APC endorsed a proposal that from 2014 a 2 week deadline would be enforced when requesting a remark. A student must request a remark within two weeks following the receipt of feedback for their assessment task.

ACTION: Erin to update manuals and website for 2014
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3.2 Retention rates Year 1-3

Held over to October 2013 meeting

3.3 Staff-Student liaison meetings: Year 1-4

The Graduate Diploma liaison meeting was confirmed to be on the 17th of October 1-2pm and will have a similar agenda to Semester 1.

ACTION: Erin to send Semester 1 agenda to JB. JB to notify students and ask students unable to attend to forward any feedback via email to Erin

Fourth year liaison meeting to be held 1-2 on the 10th of October and the 1-3 year on the 15th of October 1-2pm.

Judi advised that each tutorial has a student representative and this would need to be considered when booking a venue.

ACTION: Sarah to send email to academics with Staff-Student liaison dates

3.4 Fourth Year thesis

3.4.1 Marking of Literature review/empirical paper

One document tabled showing draft submission guidelines for Thesis submission. After discussion it was decided to use similar guidelines to last year. Jason to make changes to guidelines and forward these to committee members by email for feedback. Jason is aiming to release the document to students by the 13th of September.

ACTION: Jason to send updated document to APC members via email for feedback.

3.4.2 Marking the introduction of the empirical paper

Discussions were held around the identity of markers and whether the markers should be consistent with those marking the literature review. Sarah suggested keeping one maker the same and changing the second marker.

3.5 Overseas study opportunities

Luke updated the committee about overseas intensive courses that he had been looking into to see if they are equivalent to subjects at MSPS. It was discussed whether these intensive courses could be highlighted on our website for interested students. The committee deemed that there could be branding issues as well as difficulty maintaining the site when overseas programs change.

3.6 Curriculum mapping database

Sarah updated the committee that Simon Hall was currently in contact with SGS-IT regarding assistance with the database and coding in keywords. The 2010 APAC accreditation themes will be used to create the new list of keywords.

3.7 Tutor Performance Review

Tutor performance reviews are based on peer reviews from principal tutors and from SES surveys. Judi required the SES information to be able to evaluate tutor performance. SES survey information has not been readily available in Semester 1 2013 due to concerns over sensitivity of comments. APC endorsed that for future intakes that Judi will be provided with the SES comments unedited unless a subject convenor opts out. The opt out date will be provided in the email along with the SES results sent by the Academic Program Manager. If a subject convenor opt-out it is their responsibility to extract the tutor comments and provide to Judi.

3.8 Penalty for excessive word count

Sarah advised after randomly checking a group of fourth year assignments that a significant number were over the word limit with most of the declared word counts showing under the limit. APC endorsed random checking of word count. If a student

provides an incorrect word count this could be considered academic misconduct.
Information on the word count to be updated in 2014 student and tutor manuals.

ACTION: Sarah to send email to subject convenors regarding word count
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APC4 University Issues

4.1 Automatic release of past exam papers

APC5 Documents for Report

Sarah brought to the Committees attention the following documents that were tabled.

5.1 Student Lifecycle Review

5.2 Revision of the Graduate Attributes to map to learning outcomes

5.3 Changes to Semester 2, 2013 examination schedule

APC 6 Reports

There were no reports

APC7 Any other business

There was no other business

The meeting closed at 2:05pm.