

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

Academic Programs Committee

**Meeting 09-2013
Tuesday 8th October 2013
12.00pm**

Minutes

Present : Sarah Wilson (Chair), Michael Saling (Deputy Chair), Nick Haslam, Judi Humberstone, Meredith McKague, Piers Howe, Luke Smillie, Yoshi Kashima, Ara Shivanath

APC 1 Apologies
Jennifer Boldero, Simon Hall, Erin Calder, Jason Forte, Philip Smith, Simon Cropper

APC2 Confirmation of minutes from previous meeting
The minutes of the September meeting were approved.

2.1 Matters arising from minutes

2.1.1 Convenor responses to SES scores for Semester 1 subjects
Sarah and Erin to follow up responses for subjects with a score under 3.5

2.1.2 Staff: Student Liaison Meeting
It was decided by the committee that tutors should be encouraged to attend the Staff: Student Liaison meetings.

APC3 Undergraduate and Postgraduate Programs

3.1 Learning and Teaching Initiatives around 1, 2014
APC considered the Learning and Teaching initiatives.
Meredith proposed that the School should focus on the smaller categories [eLearning and related improvements | Learning through analytics]
APC supported the proposal

ACTION: When Meredith received feedback from Doris, she and Dan can establish the proposal

ACTION: Meredith to contact eLearning Advisor for show of support
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ACTION: Meredith to forward the proposal to Sarah and Nick for approval
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3.2 Manuals Update
APC endorsed a uniform word count policy for all undergraduate and postgraduate subjects. Word counts will include tables, figures and text citations. Students will be required to declare word counts on their cover page and where false, a discrepancy could result in an academic misconduct hearing. It was recommended that markers do spot checks and enforce a penalty of 10% for every 10% over the word count. Meredith recommended a standard formatting requirement for all assessments (for example Times New Roman, size 12pt font, double spaced) so that markers could estimate when the word count exceeded the specified limit.

ACTION: Erin to arrange for all Undergraduate and Postgraduate manuals to be updated with the new policy,
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ACTION: Michael to report the issue to PPC.
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3.3 Alternative assessment for students who have no met attendance
APC approved that students who fail to meet a subject attendance requirement are required to submit an alternative assessment, prior to the Board of Examiners' meeting. Failure to submit hurdle requirements would result in a failing grade for the subject.

3.4 Academic integrity app for students

Given the increase in academic misconduct cases, APC supported the new FAIR (From Academic Integrity to Responsibility) app that aims to increase students' understanding of academic honesty. From 2014, the app will be recommended to all students if they are alleged to have committed academic misconduct, and are being taken through the Educative Academic Misconduct Route.

3.5 Timetable update from Judi

Judi reported that timetable issues are still being finalised.

APC 4

University Issues

4.1 Academic Misconduct Process

Discussion on how academic misconduct should be recorded to ensure correct procedures followed. The Committee supported a recommendation that comments be entered on ISIS with a coding system of varying degrees and advice.

4.2 Course Experience Questionnaire and Graduate Destinations Survey

This document was tabled and briefly discussed.

4.3 Changes to the Semester 2, 2013 Exam Schedule

It was noted by APC that during the Semester 2, 2013 exam period, exams will be scheduled from Monday 4 November to Tuesday 19 November. There are three sessions times available on Tuesdays and Thursdays.

Session 1 commences at 8.30am

Session 2 commences at 12.30pm

Session 3 commences at 4.30pm

ACTION: Circulate this information to the School Committee

4.4 Policy/procedure updates from Office of DVC (academic)

A document was tabled

APC 5

Documents for report

5.1 College Course Approval Guidelines for Postgraduate Professional Courses

A document was tabled and briefly discussed.

ACTION: Michael to circulate for noting at PPC

APC 6

Reports

6.1 Chair of the Professional Programs/Faculty Graduate Programs Committee

Michael proposed that Thesis subjects be removed from the SES reports. This was supported by APC. Michael also discussed a proposal for a major course change where the 25 points for the thesis proposal are re-allocated. APC were in general support of the issues raised, which will be discussed further at PPC.

6.2 Tutor Coordination

Judi reported feedback from tutors. Tutors have requested more consistent marking guides across the subjects.

APC 7

Any other business

There was no other business

The meeting closed at 2.05pm