

UNDERGRADUATE STUDIES COMMITTEE

10:00am – 12:00pm, Tuesday 19 September 2017
Senate Room, Quadrangle

Members Present: Associate Professor Wendy Davis (Chair); Isabella Brook (President of the SRC); Dr Stephen Carter (Pharmacy); Dr Lisa Conlon (Nursing and Midwifery); Professor Alan Fekete (Engineering and Information Technologies); Dr Kelly Freebody (for Dr Wayne Cotton, Education and Social Work); Associate Professor Jamie Glister (Law); Dr Mark Halaki (Health Sciences); Dr Melissa Hardie (Arts and Social Sciences); Dr Tina Hinton (Medicine); Dr James Humberstone (Sydney Conservatorium of Music); Dr Adrienne Keane (for Dr Dagmar Reinhardt, Architecture, Design and Planning); Associate Professor Tony Masters (Chair of the Academic Board); Dr Gary Muscatello (Veterinary Science); Dr Juliette Overland (Business).

Attendees: Dr Matthew Charet (Executive Officer to Academic Board); Dr Glenys Eddy (Committee Officer), Edwina Grose (Student Administration Services); Associate Professor Peter McCallum (DVC Education Portfolio); Associate Professor Deborah O'Mara (Medicine); Professor Pauline Ross (Associate Dean Education, Science); Kate Small (Quality Assurance Manager, Office of the Provost).

Apologies: Associate Professor Tina Bell (Agriculture, Food and Natural Resources); Dr Wayne Cotton (Education and Social Work); Dr Kimberly Mathieu Coulton (Dentistry); Anne Fernandez (Deputy Registrar Nominee); Associate Professor Tim Wilkinson (Chair, Admissions Committee).

2017/05

MINUTES

1 WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting and thanked those representing absent colleagues for their contribution. The Chair noted that Dr Juliette Overland will represent the Faculty of Business for the remainder of 2017. Dr Adrienne Keane was replacing Dr Dagmar Reinhardt and Dr Kelly Freebody was replacing Dr Wayne Cotton for this meeting.

Resolution UGSC2017/5-1

The Undergraduate Studies Committee resolved to note that apologies have been received from the members above and that they be excused for their absence.

2 PROCEDURAL MATTERS

2.1 Minutes of Meeting 2017/4 (1 August 2017)

Resolution UGSC2017/5-2

The Undergraduate Studies Committee resolved that the minutes of meeting 2017/4 on 1 August 2017 be confirmed as a true record of that meeting.

2.2 Actions Arising

Resolution UGSC2017/5-3

The Undergraduate Studies Committee resolved to note that there were no outstanding actions from the previous meeting.

3 STANDING ITEMS

3.1 Report of the Chair

The Chair noted that all minor course amendments on the agenda had a proposed implementation date of 2018. However, for those without prior agreement from the Academic Model Team for a 2018 implementation, the implementation date would be 2019.

As Item 4.2, Dalyell Stream Compendium, was for noting, the Chair sought the Meeting's approval to discuss it under Item 5: For Noting, as Item 5.3, to which the Committee agreed.

Resolution UGSC2017/5-4

The Undergraduate Studies Committee resolved to note the report of the Chair.

3.2 Report of the Academic Board meeting 29 August 2017

The Chair provided a brief report on the Academic Board meeting of the 29th of August 2017, in the absence of the Academic Board Chair. The Board had discussed the proposal for the new Academic Board committee structure to be implemented for 2018. The Chair commented that the suggestion to merge the Undergraduate and Graduate Studies committees from the report of the review of the Board would likely not be feasible given the work of the two committees, and reported that one or two extra committees might be formed.

Resolution UGSC2017/5-5

The Undergraduate Studies Committee resolved to note the report of the Academic Board meeting of the 29th of August 2017.

4 ITEMS FOR APPROVAL

Major Course Proposals

4.1 DVCE Portfolio: Course Review Template

Kate Small presented the proposal for the Course Review Template to the Committee. TEQSA's forthcoming audit will review the University's course management approval process. Whilst previously the undergraduate curriculum has been reviewed on a longer cycle, the proposed template will facilitate the University's compliance with the Higher Education Standards Framework, with implementation of the required seven-year review cycle. The intention is to also review majors every seven years. The template will also be suitable for curriculum submissions to the Academic Board.

Professor Fekete expressed discomfort with the description of membership and structure of the review panels, specifically, that the Panel is to be chaired by a member of the faculty or university school which is the subject of the review, maintaining that this should be an independent chair as is the practice elsewhere. Where problems occur, the chair is critical for finding a solution. It was noted that it is incumbent on the faculties to select the chair, and given the large number of courses for review, the implementation of recommendations occurs more effectively when the chair is a senior academic from the faculty.

Whilst agreeing that the professional/generalist divide might need differently structured panels, Professor Fekete also queried the differentiation between the membership for undergraduate and postgraduate reviews. It was stated that broader scope in the panel was required for the new undergraduate curriculum.

Professor Fekete considered that, whilst most of the template's detail fits the purpose of quality assurance, he expressed concern that this might be confused with a second purpose of strategic thinking, and recommended that the aim of quality assurance was made clear in the template, and

to this end, requested that Section 8.2, SWOT Analysis, be removed from the template.

The Chair of the Academic Board observed that the reporting of the review process outcomes does not necessarily affect the curriculum change process, which is the faculty's responsibility, although the former process could involve some *strategic* review, initiating some reflection on the course and informing constant improvement.

It was suggested that the statement, "must identify strengths and weaknesses" might be better phrased as, "has the review identified strengths and weaknesses?" Kate Small agreed to incorporate some suggested changes of language into the template, to make it possible for the chair to be external, and to amend the document for submission to Academic Board.

The Committee endorsed the proposal for submission to the Academic Board.

Resolution UGSC2017/5-6

The Undergraduate Studies Committee recommended that the Academic Board approve the proposal for a university-wide course review process and course review template.

4.2 DVCE Portfolio: Dalyell Stream Compendium

This item was discussed as Item 5.3, below.

Minor Course Proposals

4.3 Conservatorium of Music: Bachelor of Music

Dr Humberstone presented the proposal to the Committee, which consisted of updates to a group of six unit of study collections within the new Bachelor of Music degree for students to undertake minors in: Indigenous Music, Ethnomusicology, Creative Music, Digital Music and Media, Performance and Ensembles, and Performance Science. Corrections had included credit point totals and clarifications of other details, such as availability. The Chair requested that the Conservatorium rephrase "minimum level of achievement" in the tables, suggesting "required units of study", to which Dr Humberstone agreed. These minors will not for available in in the shared pool, but might be available to BA students in the future.

The proposal was endorsed for a 2018 implementation.

Resolution UGSC2017/5-7

The Undergraduate Studies Committee recommended that the Academic Board:

1. *approve the proposal from the Sydney Conservatorium of Music to amend the Bachelor of Music; and*
2. *approve the amendment to the table of units of study arising from the proposal, with effect from 1 January 2018.*

4.4 Arts and Social Sciences: Bachelor of Arts/Doctor of Medicine

Dr Hardie informed the Committee that the proposed updates were amendments to the Dalyell stream and the correction of typos. It was noted that reference to the Academic Dishonesty Policy 2015 needs correction. The Academic Board Executive Officer advised the Committee that he will execute all such needed corrections for the 2018 Faculty Handbooks. Dr Hardie agreed to delete item 15 (2), Transitional Arrangements, as the Chair maintained that it rendered that strike-through the statement unnecessary.

The proposal was endorsed for a 2018 implementation.

Resolution UGSC2017/5-8

The Undergraduate Studies Committee recommended that the Academic Board:

1. *approve the proposal from the Faculty of Arts and Social Sciences to amend the Bachelor of*

Arts/Doctor of Medicine; and

- 2. approve the amendment to the Course Resolutions arising from the proposal, with effect from 1 January 2018.*

4.5 Faculty of Dentistry: Bachelor of Oral Health

Dr Coulton informed the Committee that proposed amendments to the course resolutions consisted of rephrasing some sections for clarity in order to ensure consistency between all of Dentistry's course resolutions. Dr Coulton agreed to the recommendation that the "Requirements for Assessment" make reference to the Dentistry Faculty Provisions for Assessment.

The proposal was endorsed for a 2018 implementation.

Resolution UGSC2017/5-9

The Undergraduate Studies Committee recommended that the Academic Board:

- 1. approve the proposal from the Faculty of Dentistry to amend the Bachelor of Oral Health; and*
- 2. approve the amendment of the Course Resolutions arising from the proposal, with effect from 1 January 2018.*

4.6 Faculty of Engineering and Information Technologies: Bachelor of Engineering Honours

Professor Fekete presented the proposal to the Committee, recounting that, when the definition of the major was introduced into policy, Engineering and IT were granted a period of grace to revise their majors over time. With the development of the new curriculum, it became necessary to fit new majors to the new requirements for majors. The restructuring of the Faculty's majors will involve necessary changes to the policy definitions, as the stream functions in Engineering and IT in the manner of a major in other disciplines, and their majors do not give depth in the discipline in the same way as in other faculties. These majors will not be available in the shared pool. It was noted that the Degree Advisory Working Group has agreed that a major should develop expertise in a coherent areas of study, must be characterized by a set of learning outcomes, and develop the graduate qualities.

Associate Professor Valix noted that the two proposed majors, Process Intensification and Water and Environment, capitalize on the strategic aim of aligning teaching and research within the Faculty, preparing students for postgraduate studies, and enhancing their learning in these fields.

The majors will be implemented in 2019, by prior agreement. It was stated that including these in the 2018 Handbook was not possible because it could mislead students about the availability of these majors. The proposal was endorsed for a 2019 implementation. The Transitional Provisions in the Bachelor of Engineering Honours course resolutions will need updating to reflect that the resolutions will take effect from 1 January 2019.

Resolution UGSC2017/5-10

The Undergraduate Studies Committee recommended that the Academic Board:

- 1. approve the proposal from the Faculty of Engineering and Information Technologies to amend the Bachelor of Engineering Honours;*
- 2. approve the amendment to the Course Resolutions arising from the proposal, with effect from 1 January 2019; and*
- 3. approve the amendment to the table of units of study arising from the proposal, with effect from 1 January 2019.*

4.7 Sydney Medical School: Bachelor of Medicine/Bachelor of Surgery

Associate Professor O'Mara informed the Committee that changes to language and terminology were needed to ensure that the resolutions were clear and consistent with University nomenclature. Associate Professor McCallum questioned whether the current legislation being considered by the Senate might affect the future of the MBBS, noting the current uncertainty around the availability of Commonwealth Supported places (CSPs) in the future. It was noted that OGC had provided advice on the resolutions.

The proposal was endorsed for a 2018 implementation.

Resolution UGSC2017/5-11

The Undergraduate Studies Committee recommended that the Academic Board:

1. *approve the proposal from Sydney Medical School to amend the Bachelor of Medicine and Bachelor of Surgery; and*
2. *approve the amendment of Course Resolutions arising from the proposal, with effect from 1 January 2018.*

4.8 Faculty of Nursing and Midwifery: Bachelor of Nursing (Post-Registration)

Dr Conlon advised the Committee that, whilst the Bachelor of Nursing (Post-Registration), an off-shore program delivered in Singapore, is administered by the Singapore Institute of Management, the University of Sydney performs the teaching and maintains responsibility for the degree's conformity to the higher education standards. As the degree allows students to earn a bachelor's degrees after a certificate or diploma, amendments were proposed to the course resolutions to provide clarity around the course structure and allowable credit limits on admission.

The proposal was endorsed for a 2018 implementation.

Resolution UGSC2017/5-12

The Undergraduate Studies Committee recommended that the Academic Board:

1. *approve the proposal from the Sydney Nursing School to amend the Bachelor of Nursing (Post-registration);*
2. *approve the amendment to the Course Resolutions arising from the proposal, with effect from 1 January 2018; and*
3. *approve the amendment to the unit of study table arising from the proposal, with effect from 1 January 2018.*

4.9 Faculty of Nursing and Midwifery: Bachelor of Nursing (Advanced Studies)

According to the progression requirements outlined in the unit of study table, two units of study, NURS1002 and NURS1004, are not listed as co-requisites, but are listed for different years of study. Full-time students can complete them simultaneously, but part-time students must complete them sequentially. With the discovery by the Faculty that some part-time students were completing the units simultaneously and completing their degree without adequate clinical preparation, the descriptions of the units' course associations were reviewed, with the aim of stating that part-time students must take NURS1004 before attempting NURS1002.

The Chair suggested making both units prerequisites for the Clinical Placement unit, noting that this would not necessarily prevent them from being completed in the wrong order. The Committee approved, in principle, the use of different rules for the part-time and full-time tables. But as the unit association rules are a function of the unit in SITS, they cannot differ between the two tables. The proposal was endorsed *in principle* for a 2018 implementation, with the caveat that the Faculty find a solution for creating different unit associations for full-time and part-time students.

Resolution UGSC2017/5-13

The Undergraduate Studies Committee recommended that the Academic Board:

1. *approve the proposal from the Sydney Nursing School to amend the Bachelor of Nursing (Advanced Studies); and*
2. *approve the amendment to the table of units of study arising from the proposal, with effect from 1 January 2018.*

4.10 Faculty of Nursing and Midwifery: Bachelor of Nursing (Honours)

This course resolution amendment consisted of amending the unit codes for the honours units used to determine a candidate's final honours mark, in Section 7 (2) of the resolutions.

The proposal was endorsed for a 2018 implementation.

Resolution UGSC2017/5-14

The Undergraduate Studies Committee recommended that the Academic Board:

1. *approve the proposal from the Sydney Nursing School to amend the Bachelor of Nursing (Honours); and*
2. *approve the amendment to the course resolutions arising from the proposal, with effect from 1 January 2018.*

4.11 Faculty of Pharmacy: Bachelor of Pharmacy; Bachelor of Pharmacy and Management

Dr Carter stated that changes were required to the progression rules in the course resolutions to allow students to progress to year 3 pharmacy units before successfully completing all lower year units, to prevent forced suspension of studies for international students who fail units, due to student visa restrictions. Pharmacy wishes to amend the course resolutions to allow students to enrol in new units and the units they failed simultaneously.

Dr Overland noted some corrections to the Bachelor of Pharmacy and Management necessitated by changes to Business units of study. BUSS1040, described as compulsory for the Bachelor of Commerce, should be deleted from table. Two units indicated as offered in semester 1 in the submission, WORK 1004 and WORK2205, will now be offered in semester 2.

Professor Ross, observing that the degree table contained the mainstream Human Biology unit only, suggested that Pharmacy consider allowing its students to enrol in the Special Studies and Advanced versions of the unit. Dr Carter was willing to accommodate this, providing that the units would facilitate the learning outcomes of the Pharmacy degrees. Dr Carter and Professors Ross agreed to discuss this after the meeting.

The Committee endorsed the proposal for a 2018 implementation, subject to the semester of offer being corrected for WORK1004 and WORK2205, and to the correction of BIOL units, if required.

Resolution UGSC2017/5-15

The Undergraduate Studies Committee recommended that the Academic Board:

1. *approve the proposal from the Faculty of Pharmacy to amend the Bachelor of Pharmacy and the Bachelor of Pharmacy and Management;*
2. *approve the amendment to the Course Resolutions arising from the proposal, with effect from 1 January 2018; and*
3. *approve the amendment to the tables of units of study arising from the proposal, with effect from 1 January 2018.*

4.12 Faculty of Science: Bachelor of Science: Table 2 Geoaerchology Major.

Professor Ross reported that the two students still enrolled in the Geoaerchology major need to be accommodated in order to graduate. The proposal was endorsed for a 2018 implementation.

Resolution UGSC2017/5-16

The Undergraduate Studies Committee recommended that the Academic Board:

1. *approve the proposal from the Faculty of Science to amend the Bachelor of Science; and*
2. *approve the amendment to the table of units of study arising from the proposal, with effect from 1 January 2018.*

4.13 Faculty of Science: Bachelor of Science; Bachelor of Science (Advanced); Bachelor of Science (Advanced Mathematics); Bachelor of Science (Honours); Bachelor of Science (Honours) (Advanced); Bachelor of Science (Honours) (Advanced Mathematics); Bachelor of Science/Bachelor of Advanced Studies; Bachelor of Medical Science; Bachelor of Liberal Arts and Science; Bachelor of Science/Bachelor of Arts; Bachelor of Science/Bachelor of Laws

Edwina Grose confirmed that the Applied Medical Science unit details had already been entered into the system, with the only the table to be completed. The proposal was endorsed for a 2018 implementation.

Resolution UGSC2017/5-17

The Undergraduate Studies Committee recommended that the Academic Board:

1. *approve the proposal from the Faculty of Science to amend the Bachelor of Science; Bachelor of Science (Advanced); Bachelor of Science (Advanced Mathematics); Bachelor of Science (Honours); Bachelor of Science (Honours) (Advanced); Bachelor of Science (Honours) (Advanced Mathematics); Bachelor of Science/Bachelor of Advanced Studies; Bachelor of Medical Science; Bachelor of Liberal Arts and Science; Bachelor of Science/Bachelor of Arts; Bachelor of Science/Bachelor of Laws; and*
2. *approve the amendment to the tables of units of study arising from the proposal, with effect from 1 January 2018.*

4.14 Faculty of Science: Bachelor of Science/Doctor of Medicine

The purpose of the proposal was to update the admission requirements to ensure that the course resolutions reflected current admission practices. The Chair suggested that Clause 15 (2) under Transitional Provisions be deleted.

Associate Professor McCallum observed that, whilst the BSc/DM allows the student to complete a program, the BA/DM does not, and suggested that FASS reconsider this. Referring to clause 5 (3) under Admission to Candidature, Dr Carter enquired about the stipulation that once a student has accepted an offer, they cannot defer. The Chair suggested that deferring might interfere with an annual admission quota.

Conditional upon the unit of study code PHSI2X07 being corrected to PHSI2X05 (under Requirements for Award, 6 (3) (v)) and the deletion of clause 15 (2), the proposal was endorsed for a 2018 implementation.

Resolution UGSC2017/5-18

The Undergraduate Studies Committee recommended that the Academic Board:

1. *approve the proposal from the Faculty of Science to amend the Bachelor of Science/Doctor of Medicine; and*
2. *approve the amendment to the course resolutions arising from the proposal, with effect from 1 January 2018.*

4.15 Faculty of Science: Bachelor of Science/Doctor of Dental Medicine

As with the proposal above, the purpose of this proposal was to update the admission requirements to ensure that the course resolutions reflected current admission practices. During discussion the use of the word "results" in 5(3) of the resolutions was initially thought to be too vague, and clarification was needed as to whether this referred to the ATAR or the result of the written and oral assessment. The meeting considered that the "results of application process" was about the outcome of 5(2).

It was noted that the prohibition on deferment may refer to applications from non-recent school-leavers; those who have left school within two years of the date of application. The meeting decided that the accuracy of the statement at 5(3) needed to be checked, and that who was responsible for admissions decisions needed to be clarified.

The Committee endorsed the proposal for a 2018 implementation, subject to the following corrections:

Under Section 5. Admission to Candidature: in 5 (3) the use of the word "results" was thought to be too vague, and whether this referred to the ATAR or the result of the written and oral assessment. This needs to be clarified and the phrase amended accordingly.

Under Section 6. Requirements for Award: Professor Ross reported that the correct BIOL codes under 6(3)(v) should be Human Biology, to be corrected from 1XX3 to the new code 1XX8, and 1XX7, so that the phrase will contain these two codes only.

Under Section 15. Transitional Provisions: clause 15 (2) is to be deleted.

Resolution UGSC2017/5-19

The Undergraduate Studies Committee recommended that the Academic Board:

1. *approve the proposal from the Faculty of Science to amend the Bachelor of Science/Doctor of Dental Medicine; and*
2. *approve the amendment to the Course Resolutions arising from the proposal, with effect from 1 January 2018.*

5 ITEMS FOR NOTING

5.1 DVC Education Portfolio: Education Integrity Trend Report, Semester 1 2017

Associate Professor McCallum reported that a focus on academic honesty has seen a decrease in the number of reported cases of academic dishonesty since 2016. Some trends regarding year of study remain, with most cases involving students in their first or second year of study. There are indications that early interventions might be having a positive effect. There is still over-representation of international students, who comprise 58% of reported cases. However, the re-offending rate is no higher for international than for domestic students. The new online version of the quoting, paraphrasing, and summarizing workshop is hoped to provide a good first reference for students. The policy review working party will report back to the Committee with suggestions for policy change in the future.

Resolution UGSC2017/5-20

The Undergraduate Studies Committee noted the Educational Integrity Trend Report, Semester 1, 2017.

5.2 Faculty of Arts and Social Sciences: FASS Dalyell Stream Units

The Chair reported the purpose of the paper as to inform the Committee of changes to the names of FASS Dalyell stream units of study.

Resolution UGSC2017/5-21

The Undergraduate Studies Committee noted the name changes for FASS2100 and FASS2200 within the Dalyell stream in Table S.

5.3 DVCE Portfolio: Dalyell Stream Compendium

Associate Professor McCallum explained that the compendium parallel paper summarizes the design of the Dalyell stream, including stream features.

Dr Overland observed that the illustrative course structures on page 8 of the paper do not match the structure for Commerce. She agreed to send Edwina Grose a copy of the model for Commerce.

In discussion, questions were raised concerning the place of mentoring-style activities and the concept of cohort, as it applies to the Dalyell stream. It was commented that the concept might lose sharpness for the later years in the four-year degrees where students from several years might study together, and with the concept of Year 3 being about transition to industry, which will have little appeal for those focussed on further study. Associate Professor McCallum considered the concept of cohort important for the Dalyell stream, stating that the benefits for a cross-disciplinary cohort are those of studying and working with other talented students.

Edwina Grose confirmed that Table D, which has been created for Dalyell students, will be visible to them in Sydney Student, but invisible to other students.

Resolution UGSC2017/5-22

The Undergraduate Studies Committee noted the compendium paper, summarising the design of the Dalyell stream and format of components.

6 OTHER BUSINESS

6.1 Any Other Business

There being no other business, the meeting closed at 11.34 am.

Next meeting: 10:00am-12:00pm, Tuesday 7 November 2017
Senate Room, Quadrangle