

**The University of Melbourne
School of Behavioural Science**

Academic Programs Committee – Undergraduate
Thursday 2 February 2006

Present: Richard Bell (Chair), Simon Cropper, Marianela Delgado, Nick Haslam, Patricia Murray, Phoebe Wilson.

U1* **Apologies**

Pip Pattison

Richard Bell informed the Committee that he will approach two more academic staff members to be Second and Third year Convenors.

U2* **Confirmation of record of previous meeting**

The minutes of the previous meeting on 18 October 2005 were accepted as a record of the proceedings.

U3* **Business arising from last meeting**

Psychology Graduate Attributes

A working party made up by Anne Castle, Mary Ainley, Simon Cropper and Nick Haslam drafted last year a list of 12 attributes divided into four areas headed: Knowledge, Methods of inquiry, Communication and Cognitive skills as the attributes that Psychology students gain by completing Psychology as a major. The next step in the process was to get each area group to complete a vertical stream of attributes taught in each subject from level 1 to level 4. Four out of five of the groups completed the task, with the exception of the Developmental group, but each group presented a list in a different format. The ticking boxes format seems the most appropriate. Finalising this task seems relevant to ‘Capstone’ interview for final-year students, to the issue of what the students are expected to do and able to do, to allow students to let potential employers know what skills they have acquired and possible to boost rates in the Course Experience Questionnaire. But a comment was made on how much time academic staff members have to put into different exercises. Finally it was concluded that Psychology attributes is an on-going project and a working party can work on to extend it.

Another business arising from previous meeting is the meeting with a DLU representative to define its role either as an advocate or as a liaison body as some of the issues of students registered with DLU are expressed in a vague tone.

U4* **2006 Teaching Allocation**

Richard Bell informed the Committee that the spreadsheet circulated listing the 2006 teaching allocation still a document in progress. He also informed that the Faculty is calculating faculty-wide the cost to teach each subject offered by the MDHS faculty. This year Convenorship has been included in the work loads of academic staff members.

U5* Word Limit Issue

This issue arose out of a particular case last year when the assignment submitted clearly did not observe the word limit requirements and the penalty imposed was challenged as there was not a written statement included in the Manual. Students are required to include a word limit in the cover page. The Committee established the recommendation of drafting a rule intended to apply. It was agreed to circulate the wording to academic staff members for comments and have it ready for being included in the Manual by Friday 10 February.

Action: Richard Bell to draft the wording and circulate it to academic staff members for comments.

U6* Tutor Funding

What has happened in the past is that the amount spent on each subject is not near the amount budgeted. So the allocation of budget per subject will increase to reflect the reality. In a budget faculty meeting attended in the morning by Richard Bell and Malini Chandrakumar it was clear that this year department's budget deficit will be substantial. In the past various marking deals have been done individually but now the rates for tutors marking should be department-wide as follows:

20 minutes per lab report for any report below 2000 words

30 minutes per lab report for any report above 2000 words.

It was also suggested that each lecturer teaching second and third year subjects should teach two lab classes, but the norm should be applied consistently. One of the implications is that the marking would double for the lecturer who has set the lab report topic.

This year undergraduate enrolment is much lower than 2005 at this same date last year. Figures are given in the table below

Subject	2005	2006
512120	624	575
512121	590	494
512220	433	375
512221	421	381
512222	402	346
512223	441	410
512224	428	361
512320	336	362
512324	330	364

The Committee agreed on reducing class sizes for first year lab classes to 20.

U7* Committee Membership

7.1 Nomination of Deputy Convenor

Nick Haslam was nominated to be the Deputy Undergraduate Convenor. He is also the Undergraduate Faculty representative.

U8* **Nomination of Undergraduate representative to APC**
Simon Cropper and Nick Haslam are both happy to be representatives of this sub-Committee in the Academic Programs Committee.

U9* **Committee meeting days and time**
The time scheduled for this sub-committee meetings clash with Richard Bell fourth year teaching time for the whole semester and with the University APC which prevents Pip Pattison attending. So its meeting time was changed to 12.00pm to 2.00pm on Thursdays 2 March, 4 May, 6 July, 7 Sept and 2 Nov. Alternative months time have been reserved as well in case there is an urgent matter to discuss.

U10 **Any Other Business**
Simon Cropper reported that he attended Science Faculty Transition Program meeting and he is interested to found out about Arts transition program.

The meeting closed at 3.45pm

The next APC – Undergraduate meeting will be on Thursday 6 April 2006 from 12.00pm to 14.00pm in room 1206. Members are reminded that meetings are scheduled for alternate months, however times have been reserved in all months on that day to allow for any emergency meetings that need to be called. Hence members should endeavour to keep that time slot free on Thursday 2 March 2006.