

**THE AUSTRALIAN NATIONAL UNIVERSITY
DIVISION OF SOCIAL SCIENCES AND ARTS
DIVISIONAL EDUCATION COMMITTEE**

Meeting No 1

Meeting No. 1 of the Divisional Education Committee will be held on

Thursday 19 February 2004

from 2pm until 4pm in the

Mills Room, Chancelry

Apologies:
Ext. 50429
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**Wayne Errington
Secretary**

Members who are unable to attend the meeting should notify the Secretary in advance.

AGENDA SUMMARY

PART 1: GENERAL ITEMS

- **1. Minutes**
- **2. Announcements and Apologies**
- **3. Starred Items**
- **4. Items of Other Business**
- **5. Matters Under Consideration**

PART 2: POLICY ITEMS

- **6. Extension of Time in Which to Submit (ETTS) Student Enrolment**

PART 3: HIGHER RESEARCH DEGREE ITEMS

Nil

PART 4: UNDERGRADUATE COURSEWORK ITEMS

- 7. Action by the Chair on Behalf of the Committee**

PART 5: GRADUATE COURSEWORK ITEMS

- 8. Action by the Chair on Behalf of the Committee**
- **9. New and Revised Graduate Coursework Proposals**

Procedural Matters for Members to note:

OPERATING PROCEDURES

The Divisional Education Committees' operating procedures are forthcoming.

CONFIDENTIAL ITEMS

Consistent with the policy and practice of Council, all matters in the agenda of the Divisional Education Committees relating to individual persons, including appointments, enrolment, candidacy for degrees, personal details, performance and conduct are declared to be confidential.

DISCLOSURE OF PECUNIARY OR MATERIAL PERSONAL INTEREST

Sections 27F to section 27H of the *Commonwealth Authorities and Companies Act 1997* <http://www.dofa.gov.au/ff/acts/cacact1997/top.htm> impose a duty to disclose any material personal interest in a matter which relates to the affairs of the University. This disclosure must give details of the nature and extent of the interest, the relation of the interest to the affairs of the University, and be given at a meeting as soon as practicable after the person becomes aware of the interest. The nature and extent of the interest must be recorded in the minutes of the meeting. Unless the meeting determines otherwise, a person who has a material personal interest in a matter must not be present while the matter is being considered at the meeting, and must not vote on the matter.

USE OF INSIDE INFORMATION OR POSITION

Under sections 24 and 25 of the *Commonwealth Authorities and Companies Act 1997*, a member of the Divisional Education Committee must not make improper use of his or her position or of inside information to gain an advantage for himself or herself or to cause detriment to the University or to another person.

PART 1: GENERAL ITEMS****ITEM 1. MINUTES**

The minutes of the final meetings of the Undergraduate Programs Committee and the Graduate Degrees Committee are attached (1305 and 1297/2003). They were distributed by email to UPC/GDC members in October 2003. DEC members unfamiliar with the policy issues raised at these committees (the precursors to the DEC's) may wish to peruse the minutes from 2003 at the DEC web site: <http://www.anu.edu.au/sas/committees/dec/>

Minutes of Divisional Education Committee meetings will be circulated to members and other interested staff by email.

****ITEM 2. ANNOUNCEMENTS AND APOLOGIES****2.1 Statement from the Chair Updating the Education and Educational Policy Decision-Making Arrangements in 2004**

Coursework Approval Timetable attached.

For noting

2.2 Membership of the Committee

A list of members is attached (25a/2004).

For confirmation

2.3 Appointment of Coursework Shepherds

Arrangements to be finalised. A provisional list of shepherds and their duties is attached.

For noting

2.4 Meeting Dates

The following meeting dates for 2004 are proposed:

25 March
24 June
19 August
23 September
2 December (instead of February 2005)

For confirmation

2.5 Coursework Review

A proforma for the annual review of coursework programs was distributed by email to Deans and Directors. Completed forms will be tabled at the next meeting.

For noting

****ITEM 3. STARRED ITEMS**

The items starred are 1, 2, 3, 4, 5, 6, 9.2, 9.5

The Chair will ask whether any member wishes to star other items. The Chair will then ask for a motion that the unstarred items be approved without debate as set out in the Agenda.

****ITEM 4. ITEMS OF OTHER BUSINESS**

The Chair will ask whether members intend to raise matters under **Items of Other Business**.

ITEM 5. MATTERS UNDER CONSIDERATION

- PhD Attendance Requirements
Referred to a working party by GDC in June 2003 to consider further changes to the policy based on appropriate supervision. Working party recommendations (tabled September GDC) under consideration by stakeholders.
- Minimum Resources Policy for Research Students
Referred to a working party by GDC in October 2003 to review and recommend and improvements to the policy.

PART 2: POLICY ITEMS

****ITEM 6 EXTENSION OF TIME IN WHICH TO SUBMIT (ETTS) STUDENT ENROLMENT**

PURPOSE

To consider whether, and at what level, fees should be charged to domestic higher degree by research students who have exceeded their EFTSU allowances.

BACKGROUND

At its September meeting, the Graduate Degrees Committee received a paper (1040/2003 attached) from Mr Peter Haines, Manager, Statistical Services, which addressed the issue of the identification and reporting of domestic higher degree by research (HDR) students who have exceeded their effective full-time student unit (EFTSU) allowances. Current University policy is to make the enrolment for higher degree research students inactive as soon as they exceed their ANU allowance. The main adverse consequence of this is that the EFTSU these students consume beyond their ANU allowance is not recorded. Consequently they become difficult to identify and report accurately, both for statutory DEST reporting and internal management information purposes.

The Manager, Statistical Services made the following recommendations:

1. Current ANU degree legislation, and associated policy, be changed to require
 - ETTS research students to remain actively enrolled until they either submit or formally withdraw, and
 - All research students to be re-enrolled if they intend to revise and resubmit their thesis;
2. A decision be made whether or not tuition fees be charged against ETTS students in addition to GSF;
3. An implementation date of 1 January 2005 be set for recommendations 1 and 2, to allow time for students to be advised of the proposed changes; and
4. A working group be established to identify and implement transition arrangements, ensuring all ETTS students (including those over-time against DEST allowances) are reported to DEST in 2004.

The Graduate Degrees Committee resolved to recommend that ETTS students remain enrolled from 1 January 2005, and a working party be established to consider transition issues including the question of fees for ETTS students. At its 12 February meeting, the Science, Health and Engineering Divisional Education Committee recommended that whatever level of fees is adopted, the burden should fall on the academic area rather than the student (apart from the GSF).

SPONSOR

Deputy Vice-Chancellor (Education)

RECOMMENDATION

That the Committee make a recommendation on fees for ETTS students to the University Committee on Education Policy

PART 4: UNDERGRADUATE COURSEWORK PROPOSALS

7. Action by the Chair on Behalf of the Committee

The Chair, acting on behalf of the Committee (or, where appropriate, on behalf of the Education Committee), approved the following proposals out of session:

- (i) Faculty of Law: new course for 2004
 - **LAWS2264** *Advanced International Law*
- (ii) Faculty of Arts: new course for 2004
 - **TURK1002** *Elementary Turkish B*

Copies of these proposals are available from the Committee Secretary.

For noting

PART 5: GRADUATE COURSEWORK PROPOSALS

8. Action by the Chair on Behalf of the Committee

The Chair, acting on behalf of the Committee (or, where appropriate, on behalf of the Education Committee), approved the following proposals out of session.

(i) Faculty of Economics and Commerce: **Master of Actuarial Statistics**

New courses for 2004:

- *Applied Financial Management*
- *Applied International Financial Management*

New course for 2004 in the School of Business and Information Management

- *Qualitative Research Methods*

(ii) Faculty of Law: new courses for 2004 in various programs:

- **LAWS8148** *Special Topics in Law*
- **LAWS8149** *Themes in Administrative Law*
- **LAWS8150** *Evidence Update*

Name changes to courses:

- **LAWS8136** *International Intellectual Property Law* (was *International Intellectual Property Law, Issues and Practice*)
- **LAWS8126** *Principles of Intellectual Property Law* (was *Principles in Intellectual Property*)
- **LAWS8135** *Trade Mark Law and Related Rights* (was *Trade Mark Law and Geographic Indications*)

(iii) APSEG: Three new compulsory courses in the **Graduate Diploma in International and Development Economics**, commencing in semester one:

- **IDEC8015** *Mathematical Methods in Applied Economics*
- **IDEC8016** *Microeconomic Analysis and Policy*
- **IDEC8017** *Econometric Techniques*

The Dean, Faculty of Economics and Commerce agreed to the creation of these courses.

(iv) Faculty of Arts: new course for 2004:

- **TURK6002** *Elementary Turkish B*

New compulsory and core courses in the **Master of Anthropology**, replacing **ANTH8017** and **ANTH8020**:

- **ANTH8034** *Advanced Issues in Anthropology*
- **ANTH8035** *Topics in the History of Anthropology*

Copies of the proposals are available from the Committee Secretary.

For noting

ITEM 9 NEW AND AMENDED GRADUATE COURSEWORK PROPOSALS

9.1 Research School of Pacific and Asian Studies Resource Management in the Asia Pacific Program

The Committee has received a proposal from the Resource Management in the Asia Pacific Program (RMAP) for a PhD Bridging Program: Social dimensions of Asia Pacific Resource Management. This bridging program is primarily for AusAid students who require some preparation prior to the commencement of their PhD. This proposal gives official recognition to an existing informal bridging program

The following four new courses are proposed:

- *Social Dimensions of Asia Pacific Resource Management* (12 units)
- *Social Science Field Methods in Resource Management* (6 units)
- *Case Studies in Asia Pacific Resource Management* (12 units)
- *Research Design in Resource Management* (6 units)

A copy of the proposal, including descriptions of the new courses, is attached (81/2004).

For approval

****9.2 Faculty of Economics and Commerce Master of Accounting Master of Professional Accounting Master of Applied Information Science Master of Business Information Systems Master of Business Master of Commerce Master of Finance Master of Actuarial Studies Master of Marketing**

A proposal has been received from the Dean, Faculty of Economics and Commerce, for a suite of new awards in the Graduate Programs in Commerce, Applied Commerce, Information Systems, Finance, Statistics and Marketing. The new programs are of two types, those providing conversion options to students new to the field, and those providing in-depth study in a discipline. A cover sheet for the proposals is attached (28/2004).

The following proposals are 48 or 72 unit conversion programs:

- Master of Professional Accounting (72 units) 1400/2003 attached
- Master of Information Systems Studies (48 units) 1402/2003 attached
- Master of Business (48 units) 1404/2003 attached

The following proposals are 96-unit in-depth programs:

- Master of Accounting 1401/2003 attached
- Master of Business Information Systems 1403/2003 attached

- Master of Commerce 1405/2003 attached
- Master of Finance 1406/2003 attached
- Master of Actuarial Studies 1407/2003 attached
- Master of Marketing 1408/2003 attached

Proposals for 40 new courses, all 6 units, for the above programs have also been received (1399/2003):

- *Advanced Audit and Assurance Services*
- *Advanced Market Research*
- *Applied Market Research*
- *Asian Business Systems*
- *Auditing and Assurance Services*
- *Business Association Law*
- *Business Economics*
- *Business Research Methods*
- *Commercial Law*
- *Comparative Business Development*
- *Consumer Behaviour and Analysis*
- *Corporate Accounting*
- *Corporate Financial Reporting*
- *Critical Thinking and Decision Making*
- *Databases and Information Systems*
- *E-Business Systems*
- *Electronic Marketing*
- *Entrepreneurship and Innovation*
- *Global Marketing*
- *Human Resource Management*
- *Information Systems Analysis and Modelling*
- *Information Systems and Communication Technologies*
- *Information Systems Development Methodologies*
- *Information Systems Management in Organisation*
- *International Management*
- *Leadership in Organisations*
- *Managing Accounting and Cost Analysis*
- *Management and Organisations*
- *Managing Change in Organisations*
- *Marketing Communications*
- *Marketing Strategy*
- *Non-Profit and Public Sector Marketing*
- *Organisational Theory and Behaviour*
- *Project Management Principles*
- *Quantitative Methods*
- *Services Marketing*
- *Strategic Management*
- *Taxation Law*
- *The European Business System*
- *The Global Business Environment*

Course descriptions are attached (1399/2003).

The Dean, FEIT, has endorsed the Master of Information Systems Studies and the Master of Business Information Systems. The Director, NGSM, has endorsed the proposal. Resource proforma for these programs and courses have been received and are available from the Committee Secretary.

For approval

**9.3 Asia Pacific School of Economics and Government
Master of Public Policy
Master of International and Development Economics**

The Director, APSEG, has proposed a new 6-unit course for 2004, **POGO8008** *Participation and Program Management*, to be added to the list of electives for the Master of Public Policy. APSEG also proposes removing **IDEC8011** *Research Essay* from the list of compulsory courses in the Master of International and Development Economics and adding that course to the list of electives.

A description of **POGO8008** is attached (19/2004).

For approval

**9.4 National Graduate School of Management
Executive Master of Business Administration**

The Committee has received a proposal from the Director, NGSM, for a new specialisation in the Executive Master of Business Administration, Media Management. This additional specialisation has been developed as a part-time program conducted over approximately 15-24 months at Tsinghua University on the main campus in Beijing or Shenzhen, for candidates from China to further enhance their understanding and knowledge of international management practices, particularly in the critical area of media management.

The program and all its courses will be offered offshore and will be taught and examined in English or Mandarin. A statement to clarify the language of instruction will appear on the testamur to be issued to candidates completing the program in Mandarin.

The following five new 6-unit courses are proposed as part of the new specialisation:

- **BUSI8220** *Ethics and the Media Professional*
- **BUSI8221** *Integrated Communications Campaigns*
- **BUSI8222** *Media Management and Leadership*
- **BUSI8223** *Media Policy and Practices*
- **BUSI8224** *Media Technologies*

The proposal, including descriptions of the new courses, is attached (26/2004).

For approval

****9.5 Graduate Course Awards**

At its 12 February meeting, the Science, Health and Engineering Divisional Education Committee resolved to establish a working party to report to the next meeting of that Committee on the educational and economic ramifications of Graduate Course Awards for ANU. The Dean, Graduate School, will inform the Committee of the nature and role of Graduate Course Awards.

For noting