

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

Meeting No 2

Meeting No. 2 of the Divisional Education Committee will be held on

**Thursday 25 March 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

Nil

PART 3: HIGHER RESEARCH DEGREE ITEMS

- 6. Report of the Graduate Studies Convenors Committee**
- **7. Code of Practice for Supervision of HDR Students**
- **8. Provisional Enrolment for HDR Students**

PART 4: UNDERGRADUATE COURSEWORK ITEMS

- 9. New and Revised Undergraduate Coursework Proposals**
- **10. Review of Coursework Programs**

PART 5: GRADUATE COURSEWORK ITEMS**11. New and Revised Graduate Coursework Proposals******12. Review of Coursework Programs******13. Graduate Course Awards****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 first meeting of the Committee (27/2004) were circulated by email.

For confirmation

****ITEM 2. ANNOUNCEMENTS AND APOLOGIES**

2.1 Membership of the Committee

- (i) election of deputy chairs
- (ii) nominees for the University Committee on Education Policy
- (iii) extension of Divisional Scholarship Committee membership (membership details attached 539/2004)
- (iv) quorum

For consideration

****ITEM 3. STARRED ITEMS**

The items starred are 1, 2, 3, 4, 5, 7, 8, 10, 12 and 13.

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 3: HIGHER DEGREE RESEARCH ITEMS

ITEM 6. REPORT OF THE GRADUATE STUDIES CONVENORS COMMITTEE

The report of the inaugural meeting of the Graduate Studies Convenors Committee, a subcommittee of the Divisional Education Committee, will be tabled.

For noting

****ITEM 7. CODE OF PRACTICE FOR SUPERVISION OF HDR STUDENTS**

PURPOSE

To consider the Draft Code of Practice for Supervision in Higher Degrees by Research.

BACKGROUND

The Draft Code of Practice for Supervision in Higher Degrees by Research was distributed to Deans and Directors on 2 March for comment by 4 April. The University Committee on Educational Policy will discuss the revised code at its 23 April meeting. The purpose of the code is to describe expectations for students and staff of higher degree research supervision at ANU.

The draft policy is attached (167/2004).

SPONSOR

Dr Linda Hort, CEDAM

RECOMMENDATION

That the Committee discuss the draft code of practice.

****ITEM 8. PROVISIONAL ENROLMENT FOR HDR STUDENTS**

PURPOSE

To consider a proposal for the introduction from 2005 of Provisional Enrolment for all commencing HDR students.

BACKGROUND

The proposal is for an initial 12 month (PhD) or 6 month (MPhil) provisional enrolment (full time, pro rata part-time), before candidature is confirmed or varied. Provisional enrolment would conclude with a formal review by the supervisory panel and the Head of Department (or equivalent), for recommendation to the Prescribed Authority. The review would include a detailed thesis proposal, literature review and annual plan presented by the candidate. Depending on the discipline or field, the review paper would include the subject of the proposed research and the methodology to be employed, review the relevant literature on the topic, explain how the proposed research will make an original contribution to the study of the subject, and outline where relevant the fieldwork needed to pursue the research. All members of the supervisory panel would be expected to attend the review presentation.

The Provisional Enrolment Review staff would recommend that the program

- continue as specified in the Thesis Proposal and Annual Plan (with any necessary amendments), or
- be significantly revised (and subsequently reviewed), or
- be converted to an MPhil (if a PhD program), or
- be terminated.

Students required to undertake a significant revision of the Thesis Proposal would undertake a further review after no more than three to six months. The Review report would be included in the student file after approval by the Prescribed Authority.

The proposal has been circulated to Deans and Directors for comment and was discussed by the SHE Graduate Studies Convenors Committee on 27 February. The Committee supported the concept of a comprehensive University review of candidature after 12 months but rejected the label of provisional enrolment as a possible barrier to effective recruitment.

SPONSOR

Deputy Vice Chancellor (Education)

RECOMMENDATION

That the Committee make a recommendation to the University Committee on Educational Policy on the proposed provisional enrolment of HDR students.

PART 4: UNDERGRADUATE COURSEWORK ITEMS

ITEM 9. NEW AND AMENDED UNDERGRADUATE COURSEWORK PROPOSALS

9.1 Faculty of Arts

9.1.1 Bachelor of Arts (New Media Arts)

A proposal has been received from the Faculty of Arts for a new award, the Bachelor of Arts (New Media Arts). This program has been developed through extensive consultation with staff from the School of Humanities, School of Art, School of Music, Centre for New Media Arts and from the Department of Computer Science (Faculty of Engineering and IT). The proposal was discussed by the 18 March meeting of the Science, Health and Engineering Divisional Education Committee. New courses will be proposed later in the year.

The proposal is attached (410/2004).

For recommendation

9.1.2 Bachelor of International Business (Europe) Bachelor of International Business (Middle East)

The Faculty of Arts has proposed these two new awards for 2005, subject to finalisation of program details (to be tabled). The Bachelor of International Business (Europe) and Bachelor of International Business (Middle East) are based on the Bachelor of International Business (Asia) developed by FEC.

The proposals are attached (403 and 404/2004).

For recommendation

9.1.3

The Faculty of Arts has proposed the following new courses and program structure changes for semester two, 2004:

New 6-unit courses:

- **ANTH2XXX** *Anthropology of Media* (569/2004)
- **BIAN2XXX** *Archaeology of Death, Disease and Behaviour* (568/2004)
- **FILM2010** *Documentary Film: Real Life in Virtual Space* (567/2004)
- **PHIL2XXX** *Philosophy and Tragedy* (571/2004)
- **ARTH2XXX** *Aboriginal and Torres Strait Islander Art* (570/2004)
- **POLSXXXX** *Washington Internship* (563/2004)
- **TURK2XXX** *Intermediate Turkish A* (565/2004)
- **TURK2XXX** *Intermediate Turkish B* (566/2004)
- **TURK2XXX** *Modern Turkey: History, Culture and Regional Relations* (562/2004)

The following changes are proposed for the International Relations Major: that **EURO1004** *Europe in the Modern Era: Foundations in International Relations* be

included as a first year course and **POLS2096** *Genocide Studies* be included as a later year course.

For recommendation

****ITEM 10. REVIEW OF COURSEWORK PROGRAMS**

In the past, annual reports on coursework encompassed only those programs that underwent substantial changes during the previous year. In view of the upcoming quality review, the Deputy Vice-Chancellor (Education) has requested a comprehensive review of coursework from each academic area. The following reports on undergraduate programs are attached:

Faculty of Arts (530/2004)

- Bachelor of Arts
- Bachelor of Arts (Art History and Curatorship) – includes graduate programs
- Bachelor of Arts (Visual)
- Bachelor of Archaeological Practice
- Bachelor of Arts/Bachelor of Social Work
- Bachelor of Arts (Policy Studies)
- Bachelor of Arts (Digital Arts)
- Bachelor of Philosophy
- Bachelor of Music

Faculty of Economics and Commerce

- Bachelor of Commerce
- Bachelor of Economics
- Bachelor of Actuarial Studies
- Bachelor of Electronic Commerce
- Bachelor of Finance
- Bachelor of International Business

Faculty of Law (537/2004)

- Bachelor of Laws

Faculty of Asian Studies (542/2004)

- Bachelor of Asian Studies
- Bachelor of Asian Studies (Specialist)
- Bachelor of Security Analysis (Asia Pacific)
- Bachelor of Translation (Asian Region)
- Bachelor of Religion (Asian Societies)
- Diploma of Asian Studies

For noting

PART 5: GRADUATE COURSEWORK ITEMS

ITEM 11. NEW AND AMENDED GRADUATE COURSEWORK PROPOSALS

11.2 National Graduate School of Management

A proposal has been received from NGSM for five new and three amended courses in various programs, commencing in Winter 2004. The following new courses, 6 units unless noted, are proposed:

- **BUSI8225** *Financial Governance in the Australian Public Sector*
- **BUSI8226** *Managing Growth Businesses*
- **BUSI8227** *Applied Topics in Management 1* ()
- **BUSI8228** *Applied Topics in Management 2* () (12 units)
- **BUSI8229** *Integrated Marketing and Change Management*

Amendments are proposed to the following courses:

- **BUSI8188** *Sub Thesis Topic* (12 units)
- **BUSI8092** *Special Research Topic* () (6 units)

NGSM has also proposed a change of name for **BUSI8205** from *Management Systems in Entrepreneurial Companies* to *Managing Entrepreneurial Companies*.

A copy of the proposal, including descriptions of the new and changed courses and a list of the affected degrees, is attached (83/2004).

For recommendation

11.2 Faculty of Arts

The Faculty of Arts has proposed the following new 6-unit courses for semester 2, 2004:

- **ANTH6XXX** *Anthropology of Media* (569/2004)
- **BIAN6XXX** *Archaeology of Death, Disease and Behaviour* (568/2004)
- **ANTH8XXX** *Forms of Sociality* (564/2004)
- **ARTH6XXX** *Aboriginal and Torres Strait Islander Art* (570/2004)
- **TURK6XXX** *Intermediate Turkish A* (565/2004)
- **TURK6XXX** *Intermediate Turkish B* (566/2004)
- **TURK6XXX** *Modern Turkey: History, Culture and Regional Relations* (562/2004)
- **HIST6XXX** *History in Practice* (416/2004)

A change to the list of electives in the Graduate Diploma of Arts (Museums and Collections), with the addition of **GEOG3017** and **HIST6006**, is also proposed.

Please refer to the attachment to Item 9.1

For recommendation

11.3 Graduate Studies in Strategy and Defence

GSSD has proposed the following five new 6-unit courses for semester two, 2004, to be made available as electives in the Master of Arts (Strategic Studies), the Master of Strategic Affairs and the Graduate Diploma in Strategic Affairs:

- **STST8015** *The United States and East Asian Security*
- **STST8060** *The United States and East Asian Security* (Washington)
- **STST8012** *Arms Control and Disarmament* (Tokyo)
- **STST8016** *Transnational Security in the Asia-Pacific*
- **STST8030** *Thai Foreign and Security Policy* (Bangkok)

Courses will be located overseas where indicated. Details of the five proposed courses are attached (543/2004).

In light of recent events surrounding one of its programs, GSSD has revised its working rules with regard to the use of information in GSSD courses. The revised working rules will be tabled.

For recommendation

11.4 Graduate Studies in International Affairs

GSIA has proposed a new course for semester two, 2004, *Contemporary Issues in International Political Economy*, to be made available as an elective in the Master of International Affairs, the Master of Arts (International Relations), the Graduate Diploma in International Affairs and in Graduate Non-award International Relations.

For recommendation

****ITEM 12 REVIEW OF COURSEWORK PROGRAMS**

The following reports on graduate programs are attached:

Asia Pacific School of Economics and Government (529/2004)

- Master and Graduate Diploma in Environmental Management and Development
- Master and Graduate Diploma in International and Development Economics
- Policy and Governance Program

Faculty of Arts (531/2004)

- Graduate Diploma / Master of Arts in Anthropology
- Graduate Diploma/Master of Arts specialising in Museums and Collections
- Graduate Diploma in Middle Eastern and Central Asian Studies, Master of Middle Eastern and Central Asian Studies, MA specialising in Middle Eastern and Central Asian Studies
- Master of Applied Anthropology and Participatory Development
- Graduate Diploma/ Master of Applied Linguistics
- Graduate Diploma/ Master of Arts specialising in Classics
- Graduate Diploma in Arts specialising in Linguistics
- Master of Linguistics

Graduate Program in Demography (532/2004)

- Master of Population Studies
- Master of Arts specialising in Demography
- Graduate Certificate in Demography

Asia Pacific College of Diplomacy (533/2004)

- Master of Diplomacy and Combined Degrees

Faculty of Economics and Commerce (536/2004)

- Master of Commerce
- Master of Economics
- Master of Financial Management
- Master of Finance
- Master of Actuarial Studies
- Master of Applied Statistics
- Graduate Diploma in Accounting
- Graduate Diploma in Economics
- Graduate Diploma in Economic History
- Graduate Diploma in Finance
- Graduate Diploma in Public Economic Policy
- Graduate Certificate in Actuarial Studies
- Graduate Certificate in Actuarial Techniques

- Graduate Certificate in Applied Statistics
- Graduate Certificate in Business Statistics
- Graduate Certificate in Financial Management

Faculty of Law

Reports to be tabled

Graduate Studies in International Affairs

Report to be tabled

Graduate Studies in Strategy and Defence (538/2004)

- Master of Arts (Strategic Studies), Master of Strategic Affairs, Graduate Diploma in Strategic Affairs

Faculty of Asian Studies

See attached memorandum (468/2004).

Centre for Educational Method and Academic Methods

- Graduate Certificate in Higher Education

For noting

ITEM 13 GRADAUTE COURSE AWARDS

****14.1 Report of the Graduate Course Awards Working Party**

The February meeting of the Committee established a working party into the educational and economic ramifications of Graduate Course Awards. The report of the working party, along with a breakdown of GCAs by academic area, is attached (48/2004).

The working party has made the following recommendations with respect to Graduate Course Awards based on ANU award courses:

1. Graduate Course Award registration for ANU award courses be discontinued no later than 30 June 2004, with a transition period for currently registered GCA students;
2. ANU College enrolment be explored as an alternative course enrolment option in appropriate cases, e.g. currently used for undergraduate bridging program courses in mathematics.
3. The ANU non-award course enrolment and ANU College options be made more transparent for ANU graduate students, especially PhD students.

The working party made the following recommendations with respect to Graduate Course Awards based on non-award courses:

4. Graduate Course Award registration for non-award professional courses for external clients to be discontinued from June 2004, with a transition period for currently registered GCA students and advertised courses;
5. ANU College or CCE enrolment to be explored as an alternative enrolment option for professional courses for external clients (in addition to ANU non-award course enrolment);
6. The non-award courses approved by GDC-DEC-DVCE for Graduate Course Awards for ANU students to be individually reviewed, to identify the most appropriate means of delivery and certification, in consultation with the relevant local areas, ANU College, CCE and UNSW. Currently registered GCA students and advertised courses to continue during this review.

A working party will be established to investigate the feasibility of ANUTech involvement in a Graduate Course Award proposal from RSISE, *Applied Linear Algebra*.

For consideration