

**THE AUSTRALIAN NATIONAL UNIVERSITY**  
**DIVISION OF SCIENCE, HEALTH AND ENGINEERING**  
**DIVISIONAL EDUCATION COMMITTEE**

Meeting No. 2 of the Divisional Education Committee was held on 18 March 2004 in the Mills Room, Chancelry.

**Present:** Professor Gillies (in the chair), Dr Andrews, Dr Behrens, Professor Brown, Professor Da Costa, Ms Deeble, Dr Grafton, Dr Hooper, Professor Manson, Dr Martin, Dr Millar, Dr Miller, Dr Provis, Dr Ross, Dr Sankaranarayana, Professor Tryon and Professor Withers.

**By Invitation:** Professor Carroll, Professor Gideon (for item 10.2) and Dr Hort.

**In Attendance:** Dr Errington

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**MINUTES**

**CONFIDENTIAL ITEMS**

There were no items marked confidential in the agenda.

**DISCLOSURE OF PECUNIARY OR MATERIAL PERSONAL INTEREST**

There were no declarations of material personal interest in the matters on the agenda.

**PART 1: GENERAL ITEMS**

**ITEM 1. MINUTES**

The minutes of meeting No. 1 (24/2004) were confirmed.

**ITEM 2. ANNOUNCEMENTS AND APOLOGIES**

Apologies for absence from the meeting were received from Professor Jackson, Ms Rao and Dr Rodgers.

The Chair introduced the new PARSA representative, Steve Refshauge.

**2.1 Membership of the Committee**

- (i) The Chair called for nominees for the four representatives of the Committee to sit on the University Committee on Educational Policy and for deputy chair.
- (ii) The Committee resolved to extend the term of Divisional Scholarships Committee members. The term of the Chair has been extended to 31 August 2006, the term of continuing members was extended to 31 August

2005, new members will be appointed until 31 August 2006 and the term of existing members has been extended until 31 August 2004.

- (iii) The quorum for the Committee will be one third.

### **ITEM 3. STARRED ITEMS**

All items were starred for discussion.

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

No items of other business were raised.

### **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.

The Chair invited interested parties to make a submission to the working party through the Dean of the Graduate School, Dr Hooper.

## **PART 2: POLICY ITEMS**

### **ITEM 6. RECOMMENDATION FOR A FAST TRACKED PhB-PhD PROGRAM IN MATHEMATICS AND INFORMATION SCIENCES**

The Directors, RSISE and MSI recommended the development of a six year fast tracked program in Mathematics and Information Science that will allow gifted students the opportunity to be awarded the PhB and PhD after a six year period of candidature (40/2004). Professor Brown noted that he had requested greater detail on the relationship between the Honours and HDR components of the proposal.

The Committee resolved to defer consideration of this item until after further consultation with interested parties and development of a more specific proposal.

**PART 3: HIGHER DEGREE RESEARCH ITEMS****ITEM 7 REPORT OF THE GRADUATE STUDIES CONVENORS COMMITTEE**

Dr Hooper presented the report of the inaugural Graduate Studies Convenors Committee, a subcommittee of the Divisional Education Committee (541/2004). Professor questioned the lack of discussion of the revised system of annual reports. Dr Hooper informed the Committee that proposed changes were sent to Deans and Directors at the end of 2003. The proposal was amended in light of this process and the DVCE approved the changes, which apply to both commencing and continuing students. RSSO has been informing new students of the changes and continuing students have been informed by email.

**ITEM 8 CODE OF PRACTICE FOR SUPERVISION OF HDR STUDENTS**

Dr Hort introduced the Draft Code of Practice for Supervision in Higher Degrees by Research (167/2004), which provides a chronological list of what students and staff may reasonably expect from thesis supervision. Professor Carroll suggested that a requirement for written confirmation of candidature might be appropriate. Professor Manson pointed out that students from outside the local area might take some time to confirm their supervisor. Other members cited instances where students were not allocated a supervisor in the first instance, but a primary point of contact was nominated.

Various members of the Committee complimented the authors on the code of practice. Professor Brown suggested that “where possible” would be an appropriate qualification of the responsibility for the provision of conference travel (5.1). Dr Hooper noted the difference between examples of good practice and mandatory requirements, such as advance notice of staff leave. The PARSA representative questioned the emphasis on marketing in the preamble to the document and suggested that a glossary of terms would assist students unfamiliar with the University.

Professor Tryon questioned the viability of weekly contact with students located in remote areas (5.1), and suggested that the onus might need to be on the student to make contact under those circumstances. Dr Miller pointed out that the University’s duty of care might require provision of the means of such communication in future.

The April meeting of the University Committee on Educational Policy will further discuss the code. Suggestions for amendment can be directed to Dr Linda Hort at CEDAM.

## **ITEM 9 PROVISIONAL ENROLMENT FOR HDR STUDENTS**

Dr Hooper informed the Committee of plans for the introduction from 2005 of Provisional Enrolment for all commencing HDR students. 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.

The Committee noted the support of the SHE Graduate Studies Convenors Committee for the proposal, along with that committee's rejection of the label of provisional enrolment as a possible barrier to effective recruitment. Dr Hooper suggested that the proposed system would highlight the importance of the first annual review. Dr Miller pointed out that while the letter of offer would inform students of the requirements for progress reviews, a system of provisional enrolment would be difficult to incorporate into S21. Various members of the Committee questioned the timing of annual reviews given assumed starting date for enrolment.

Provisional Enrolment will be discussed by the University Committee on Educational Policy at its April meeting.

## **PART 4 UNDERGRADUATE COURSEWORK ITEMS**

### **ITEM 10 NEW AND AMENDED UNDERGRADUATE COURSEWORK PROPOSALS**

#### **10.1 Faculty of Engineering and Information Technology Bachelor of Engineering**

The Committee received a proposal from FEIT (84/2004) for the removal of the following named degrees in the Bachelor of Engineering:

- Bachelor of Engineering (Telecommunication Systems)
- Bachelor of Engineering (Digital and Electronic Systems)

- Bachelor of Engineering (Mechatronic Systems)
- Bachelor of Engineering (Materials and Mechanical Systems)
- Bachelor of Engineering (Manufacturing and Management Systems)
- Bachelor of Engineering (Sustainable Energy Systems)
- Bachelor of Engineering (Photonic Systems)
- Bachelor of Engineering (Environmental Systems)

Named degrees were introduced to allow the specialisation to appear on student transcripts. As the University now allows for majors to appear on transcripts, the rationale for these degrees no longer applies.

FEIT also proposed changing the name of the *Robotics and Computer Vision* major to *Mechatronic Systems* (85/2004).

The Committee resolved to recommend the removal of the named degrees and the change of name to the major.

## **10.2 Faculty of Arts**

### **Bachelor of Arts (New Media Arts)**

A proposal was received from the Faculty of Arts for a new degree for 2005, the Bachelor of Arts (New Media Arts) (46/2004). The proposed degree contains a major, IT in New Media Arts, to be taught by the Faculty of Engineering and Information Technology. New courses will be presented to the Divisional Education Committees later in the year. Various members of the Committee questioned the name of the proposed degree.

The Committee resolved to recommend the proposed IT and New Media Arts major in the Bachelor of Arts (New Media Arts) program.

## **ITEM 11 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) requested a comprehensive review of coursework from each academic area. The following reports on undergraduate programs were received:

### *FEIT*

- Bachelor of Engineering
- Bachelor of Engineering/Bachelor of Information Technology
- Bachelor of Information Technology
- Bachelor of Software Engineering

### *Research School of Earth Sciences*

- Honours in Physics of the Earth

*Faculty of Science*

- Bachelor of Science
- Bachelor of Science (Forestry)
- Bachelor of Science (Psychology)
- Bachelor of Science (Resource and Environmental Management)
- Bachelor of Science (Scientific Communication)
- Bachelor of Biotechnology
- Bachelor of Computational Science
- Bachelor of Medical Science
- Bachelor of Photonics
- Bachelor of Philosophy (Honours)

These review forms will be scrutinised by the DVCE, QESS and CEDAM.

## **GRADUATE COURSEWORK ITEMS**

### **ITEM 12. NEW AND AMENDED GRADUATE COURSEWORK PROPOSALS**

#### **12.1 Faculty of Engineering and Information Technology Master of Information Technology (e-Science)**

The Committee has received a proposal (424 and 425/2004) from FEIT for a number of amendments to the program structure in the Master of Information Technology (e-Science) to take effect in semester 2, 2004. The following changes are proposed:

- The introduction of a new 6-unit elective course, **COMP6342 Database Systems**.
- Replacement of the core course **COMP6443 Inter-Networked Virtual Reality** with **COMP6422 HCI and Usability Engineering**, currently *Usability Engineering*.

Dr Hooper questioned the suitability of *Database Systems*, a re-badged undergraduate course, for a graduate program. He pointed out that the proposal failed to establish the difference between assessment for graduate and undergraduate students, nor whether or not students who had completed the undergraduate version of the course could enrol in the graduate version.

The Committee resolved to defer consideration of this item until the assessment and compatibility issues regarding COMP6342 are clarified.

### **ITEM 13 REVIEW OF COURSEWORK PROGRAMS**

The following reports on graduate programs were received:

#### *NCEPH*

- Master of Applied Epidemiology

*Research School of Earth Sciences*

- Master of Science specialising in the Physics of the Earth

*FEIT*

- Master of Engineering

*Faculty of Science*

- Graduate Diploma in Science
- Master of Contemporary Science
- Master of Science specialising in Earth Sciences
- Master of Science specialising in Science Communication
- Graduate Diploma in Science Communication
- Master of Clinical Psychology
- Master of Mathematical Sciences
- Master of Photonics
- SRES various programs

**ITEM 14 GRADUATE 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 was received (48/2004).

Dr Hooper outlined the working party recommendations. The following recommendations were made 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*. Professor Brown pointed out that unit values might be applied to GCAs or their replacement entities.

The Committee resolved to endorse the recommendations of the working party, with the issue to be revisited later in the year as academic areas consider their options for the replacement or continuation of their Graduate Course Awards.

## 14.2 Graduate Course Award Proposals

The February meeting of the Committee received a proposal from the Research School of Information Sciences and Engineering for nine new Graduate Course Awards for 2004, consideration of which was deferred in light of the working party into GCAs. RSISE re-submitted eight of those proposals for the consideration of the Committee (1399a/2003):

- *H-two and H-infinity Optimal Control*
- *An Introduction to Convex Optimisation*
- *Model Reduction, Uncertainty and Robustness*
- *Linear Systems Theory*
- *Advanced Course in Statistical Machine Learning: Theory and Applications*
- *Advanced Reading Course on Simultaneous Localisation and Mapping*
- *Autonomous Mobile Robots*
- *Differential Geometric Concepts for Engineering and Computer Science*

Following consultation with interested academic areas, one original proposal *Advanced Calculus* has been revised and resubmitted as *Differential Geometric Concepts for Engineering and Computer Science*.

The Committee resolved to recommend the introduction of the eight new Graduate Course Awards.