1. **ACKNOWLEDGEMENT OF COUNTRY**  
The Chair opened the meeting at 10:03 am, and acknowledged the traditional custodians of the land.

2. **WELCOME AND APOLOGIES**  
The Chair welcomed the members to the first meeting of the year, and congratulated Associate Professors Lea Beness and Michael Dobbie on their academic promotions. Apologies for the meeting were noted as listed above.

3. **ARRANGEMENT OF AGENDA**  
3.1 Disclosure of conflicts of interest  
Associate Professor Vlachopoulos noted a conflict of interest with item 8.1 due to his involvement with the creation of this suite of designated minors.

3.2 Adoption of unstarred items  
All items were starred for discussion, with the exception of item 10.1.  
(Note: a brief discussion subsequently took place at the end of the meeting. Refer minutes at agenda item 10.1).

Resolution (ASQC Res 19/01)  
The Academic Standards and Quality Committee resolved that the item not starred for discussion (item 10.1) be noted and, where appropriate, be adopted as recommended.

4. **MINUTES OF THE PREVIOUS MEETING**  
4.1 Minutes of the previous meeting held on 29 November 2018  
Members queried the outcome under Item 8.1 for the Bachelor of Commerce (noting that although CAWP had recommended changing the wording ‘chosen major’ to ‘commerce’ in the proposal, this had not been updated). ASQC agreed that this should be followed up with the Faculty.  
Action: Secretariat to follow up suggested changes to the Bachelor of Commerce (item 8.1, 29 November 2018).

Resolution (ASQC Res 19/02)  
The Academic Standards and Quality Committee resolved to approve the minutes of the meeting held on 29 November 2018 as a true and accurate record.
5. BUSINESS ARISING FROM THE MINUTES (not dealt with elsewhere in the Agenda)

5.1 Items requiring action

ASQC noted and updated the items requiring action schedule as follows:

| a. Projects | To be addressed at item 7.3; |
| b. Ratification of Examination Results, Quality Assurance Framework | To be addressed at item 7.2; |
| c. Review of exemptions from Assessment Policy (to publish exam papers in Library) | A timeline and guidelines for this review will be developed and submitted to a future meeting; |
| d. Shared Academic Governance | To be addressed at item 7.4 |
| e. CAWP Report and Principles for Minors | A timeline and guidelines for this review will be developed and submitted to a future meeting |
| f. Review of OUA courses | Associate Professor Vlachopoulos asked whether work should proceed on developing the 2020 versions of these courses or wait for the possible review, with Professor Brawley suggesting this would depend on OUA’s deadlines. |
| g. ATAR requirements for Vertical Double degrees | The Chair asked that information on this be provided as soon as possible |
| h. FBE Melbourne Campus | The Faculty is to be asked for further information on this matter |
| i. Graduate Certificate post MBA | Advice on this matter was noted |
| j. 2020 Schedule – Designated Undergraduate Minors | To be addressed at item 8.1. |

6. COMMITTEE MATTERS

6.1 Chair’s report

The Chair provided a short report on the following matters:

- the December meeting of Academic Senate approved the final tranche of courses endorsed by ASQC in 2019;
- Associate Professor Timothy Kyng has concluded his term on Academic Senate and therefore will no longer be Senate’s representative on ASQC;
- a call will soon be made for members to the Risk Identification Working Group and other working groups related to the 2019 ASQC Project and Work Schedule.

6.2 Matters approved under executive action

Members ratified the amendments detailed in two exceptional change requests for 2019, noting that the ASQC Chair had endorsed both submissions prior to the Chair of Academic Senate subsequently approving the requests under executive action.

ASQC noted that the Chair of Academic Senate had also approved, by executive action, name changes to the Master of Cyber Security to become Master of Cyber Security Analysis; and the Bachelor of Security Studies Security to become Bachelor of Cyber Security and Master of Cyber Security Analysis, for effect from 1 January 2020.

Ms Rytmeister sought clarification on the changes to entry requirements for the Master of Conference Interpreting, questioning if there were any guidelines for applicants on preparing their personal statement. It was noted that the course has a limited intake, and members queried whether a personal statement is the best tool for assessing and ranking applications.

**Action**

Feedback to be provided to the Faculty of Human Sciences, together with concerns from Macquarie International on the potential impact on process times for applications.

**Resolution (ASQC Res 19/03)**

The Academic Standards and Quality Committee resolved to ratify and note that the ASQC Chair endorsed under executive action the following 2019 exceptional change requests, effective 1 January 2019:

1. Master of Conference Interpreting; and
2. Master of Information Technology (Cyber Security);

noting that these exceptional change requests were subsequently approved by the Chair of Academic Senate under executive action.
7. STRATEGY AND POLICY

7.1 Presentation – Curriculum Management System (CMS)

Professor Sean Brawley provided an overview of the new Curriculum Management System (CourseLoop) prior to a demonstration by Ms Alison Guerriro of the workflows in the new system.

Key discussion points arising from the presentation included:

- It was agreed that a workflow for retrospective changes will be scoped;
- ASQC considered the placement of consultation in each of the workflows, noting that the CMS team is currently working on defining the various notifications to be issued by the system depending on the nature of the proposal. Proposals will be available to view by all staff in the new system;
- Release 2 of the system will add links to individual units, with a feature (Associations) providing information on which courses, majors, minors or specialisations currently list any given unit;
- Course directors will have a key role to play in the system, and have the capacity to view and comment on the other proposals in the system;
- There are plans to link the CMS to the Student Management System to allow proposers to see information on current enrolments and thus assess the impact of changes. Professor Jameson reminded members that the intention is not only to have one version of the curriculum in the system (and not run multiple versions as is currently the case) but also to ensure students are not disadvantaged as a result of curriculum changes;
- University-level courses will use a different workflow to courses requiring Faculty Board endorsement or approval;
- Access to the system is currently restricted to internal staff, but Professor Brawley agreed that future consideration may allow access by external parties such as accrediting bodies.

The Chair thanked Professor Brawley and Ms Guerriro for their informative presentation.

7.2 Ratification of Examination Results Quality Assurance Framework - S2 2018 Examination Results Summary Report

The Chair presented the S2 2018 Examinations Results Summary Report from the Examinations Working Group. Comments arising at the meeting included:

- Ms Rytmeister suggested an alignment of learning outcomes and standards with marking and moderation, and offered to undertake some structured work on this issue.
- Ms Clark noted this could feed into the proposed joint project for 2019 between ASQC and SLTC on moderation. Mr Fairweather added that the faculties were contacted last year for information on their moderation processes, and this has been summarised for the consideration of the Exams Working Group and the development of some recommendations.
- A typographical error was noted in the paper: the final paragraph in the section on Academic Integrity is missing a word, with the Chair suggesting it is likely to be “breaches”.

Resolution (ASQC Res 19/04)

The Academic Standards and Quality Committee:

1. discussed the common themes and issues from the Faculty Board summaries for Session 2:
2. noted the summary of faculties’ moderation practice;
3. noted that the Examination Results Working Group will reconvene in 2019 to review:
   i. the structure of the Pro-Forma D;
   ii. the timeframes for periodic review and reporting to ASQC; and
   iii. faculties’ overview of their moderation practice and details around how staff are briefed/trained about moderation in assessment, with a view to identifying instances of best practice at a future ASQC meeting.

7.3 2019 ASQC Projects

ASQC endorsed the list of projects for 2019 as outlined in the report.

<table>
<thead>
<tr>
<th>ASQC Projects</th>
<th>ASQC as a stakeholder</th>
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<tbody>
<tr>
<td>2. Implementation of Shared Academic Governance (Support &amp; Training)</td>
<td>• Support for the development of the Academic Program Lifecycle Tool</td>
</tr>
<tr>
<td>3. Principles of Course Review (Phase 2)</td>
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<tr>
<td>4. Review of Identified Issues as recommended by the ASQC Examination Working Group</td>
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<tr>
<td>5. Review of RPL Policy</td>
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</tbody>
</table>
Professor Jameson suggested that matters around micro-credentials could be included, both in terms of the new Curriculum Architecture and the review of RPL. Ms Williams informed members that the issue of update existing resource documents would be addressed in the development of the curriculum manual as part of the Shared Academic Governance project.

Resolution (ASQC Res 19/05)
The Academic Standards and Quality Committee resolved to endorse 2019 ASQC Projects for approval by the Academic Senate Standing Committee.

7.4 Shared Academic Governance Project
Ms Williams provided a verbal update, noting that she and the Chair of Academic Senate have met with the Executive Deans to discuss the preparation and support of faculties and faculty boards.
- Work continues with the CMS team to ensure the system aligns with the Shared Academic Governance project.
- ASQC noted that new Academic Senate members will be briefed about the project and its progress to date, and that resources and training for Faculty Boards and FSQCs are under development.

7.5 Review of the Australian Qualifications Framework
The Chair reported that she will form a small group to draft a response to the review of the Australian Qualification Framework. Responses are due by 15 March 2019. Associate Professor Bosanquet, Ms Rytmeister and Associate Professor Vlachopoulos volunteered to be on the working group. The Chair invited other members to contact Secretariat if they wanted to participate.

Resolution (ASQC Res 19/06)
The Academic Standards and Quality Committee resolved to:
1. note the report on the Review of the Australian Qualifications Framework (AQF); and
2. call for nominations to participate on a working group to prepare a response.

7.6 2019 Schedule and 2020 Schedule: Exception to the RPL Schedule of minimum requirements at Macquarie - Global Master of Administration (GMBA)
Key discussion points included:
- Mr Fairweather sought clarification on this proposal, expressing concern that no rationale has been provided for the request to limit the amount of RPL that will be awarded towards the Global MBA.
- Ms Humphrey suggested that international students in the on-campus MBA may query the limit.
- The Chair noted that there is also an enforced 12 month waiting period for Macquarie MBA students seeking to transfer to the Global MBA.
- Members also discussed whether a limit on the maximum RPL granted required approval, noting the schedule of exemptions mainly deals with requests to extend the amount of RPL granted beyond the standard 50%, and it was agreed that this should be considered when the RPL policy is reviewed.

Action
Members agreed to refer the request back to the Faculty for provision of a pedagogical rationale for the limitation on RPL.

8. 2020 SCHEDULE – COURSES, SPECIALISATIONS AND MAJORS
8.1 2020 Schedule – Undergraduate minors for endorsement
Associate Professor Vlachopoulos spoke to the four designated Undergraduate minors developed by the Department of Philosophy for introduction in 2020.
- Professor Brawley expressed concern that at least two of the proposed designated minors could be completed without undertaking a transdisciplinary unit, and would thus be equivalent to a minor in Philosophy.
- ASQC noted that although the Department of Philosophy had consulted across the other four faculties, it was noted at the meeting that Bachelor of Clinical Science and the Bachelor of Medical Sciences students do not have capacity in their courses to undertake the Ethics and Medicine minor.
- ASQC considered its option to either return the proposals for further work to address the transdisciplinary issue or to approve the proposals flagging that amendments could be required following the planned review of principles related to minors. ASQC agreed to defer their decision on the proposals and will refer the proposals to the working group as part of the review of all principles related to minors (including designated minors), including proposals earlier approved in 2018.

Action
The four undergraduate minors will be referred to the working group reviewing minors.
Resolution (ASQC Res 19/07)
The Academic Standards and Quality Committee resolved to refer the academic case for the following undergraduate minors to the working group reviewing the Principles for Undergraduate Minors:
   1. Ethics undergraduate minor
   2. Ethics and Medicine undergraduate minor
   3. Philosophy of Mind and Cognition undergraduate minor
   4. Social Justice and Work undergraduate minor

8.2 2020 Schedule – Late changes to courses, majors and specialisations for approval
ASQC approved the proposed amendments requested by the Faculty of Business and Economics to the 2020 Schedule, subject to correcting the name of the Master of Advanced Practice to read the Master of Actuarial Practice in the resolution.

Resolution (ASQC Res 19/08)
That the Academic Standards and Quality Committee resolve to approve late changes to the following courses, effective 1 January 2020:
   1. Master of Accounting and Leadership
   2. Master of Actuarial Practice
   3. Master of Applied Economics
   4. Master of Marketing
   5. Master of Professional Accounting
   6. Master of Professional Accounting and Leadership

9. REPORTS FROM MACQUARIE INTERNATIONAL, AND THE MUIC SUBCOMMITTEE
Members noted that reports from the MUIC Subcommittee will come to the following meeting.

10. FACULTY SUMMARY REPORTS – INDIVIDUAL STUDENT CASES
10.1 Although this item had originally been un-starred (see item 3.2), ASQC member Dr Semple raised a concern that three of the individual student cases in the report from the Faculty of Human Sciences required some clarification. The Chair requested that Dr Semple provide more specific feedback to the Secretariat who will facilitate a response from the Faculty.

   Action
   ASQC Secretariat to coordinate feedback to the Faculty of Human Sciences and seek a response to be provided to the next meeting.

Resolution (ASQC Res 19/09)
The Academic Standards and Quality Committee resolved to note the summary reports of individual student cases from the Faculty of Human Sciences meetings of 18 October 2018, 22 November 2018 and 11 December 2018, noting that feedback will be sought from the Faculty on the matters raised at the 29 January 2019 ASQC meeting.

11. OTHER BUSINESS
11.1 2019 Schedule: Exceptional late change request [Tabled]
Members approved the amendments for the 2019 Schedule as outlined in the tabled item.

Resolution (ASQC Res 19/10)
The Academic Standards and Quality Committee resolved to approve the following late change requests, effective 1 January 2019:
   1. Bachelor of Arts with the Bachelor of Education (Secondary)
   2. Graduate Certificate Behaviour Support Teaching

12. NEXT MEETING
The next meeting will take place on Tuesday, 26 February 2019.

The meeting closed at 11:58 am.

Associate Professor Catriona Lavermicocca
Chair, Academic Standards and Quality Committee