ACADEMIC STANDARDS AND QUALITY COMMITTEE

Minutes of a meeting of the Academic Standards and Quality Committee held at 10am on Tuesday 15 May 2018 in the Senate Room, Level 3 Lincoln Building, 16 Wally’s Walk.

UNCONFIRMED MINUTES

PRESENT
A/Prof Catriona Lavermicocca (Chair)  Professor Rahat Munir
Dr Margie Borschke  Professor Tony Parker
Professor Sean Brawley  Professor Jacqueline Phillips
Lindie Clark  Dr Gregory Robertson
Dr Michael Dobbie  Cathy Rytmeister
Dr Leanne Holt  Dr Anne-Louise Semple
Kathy Humphrey  Susan Vickery
Associate Professor Taryn Jones  Dr Rod Yager
Dr Dane King (Deputy Chair)  Professor Sherman Young
Dr Timothy Kyng

APOLOGIES
Dr Lea Beness  Simon Populin
Dr Trevor Case  Kate Roth (approved leave)
Professor Kevin Jameson  Gail White

IN ATTENDANCE
Associate Professor Michael Hitchens  Kylie Shorrock
Megan Kemmis (Secretariat)  Shirley Sorensen (ASQC Secretariat)
Paul Fairweather  Professor Leonie Tickle

1. ACKNOWLEDGEMENT OF COUNTRY
The Chair opened the meeting at 10.04am and invited Dr Greg Robertson to give the Welcome to Country.

2. WELCOME AND APOLOGIES
The Chair informed members that Professor Leonie Tickle would be in attendance to speak to item 8.3, Global Master of Business Administration.

Apologies were noted as detailed above.

The Chair congratulated Dr Leanne Holt on her appointment as the Pro Vice-Chancellor (Indigenous Strategy) and on the release of the Aboriginal and Torres Strait Islander Workforce Plan 2018-2021 Waranara Djurali: To Seek And Grow. Dr Holt was invited to briefly address the strategy, its priorities and targets.

3. ARRANGEMENT OF AGENDA
The Chair noted that the following additional papers were circulated prior to the meeting:

- Item 7.5, Retrospective change Master of Clinical Psychology
- Item 11.1, FHS Faculty Summary report for individual student cases
- Item 12.2, Update to an Approved Exception to the Schedule of Minimum Requirements
- Item 12.3, HKSPACE People and Planet exemptions for 2017-2018 Intake – approved by the Chair under Executive Action
- Item 12.4, Gifted and Talented Student Entry program - Inclusion of Bachelor of Clinical Science

Members noted that the agenda would be re-ordered to accommodate Professor Tickle’s availability to attend the meeting to speak to item 8.3.

3.1 Disclosure of conflicts of interest
The following statements of conflict of interest were declared at the meeting:

- Associate Professor Catriona Lavermicocca, Kathy Humphrey, and Professor Sherman Young – item 8.3, Global MBA
- Dr Dane King – item 12.4, Gifted & Talented Student Entry program: Inclusion of Bachelor of Clinical Science
- Dr Timothy Kyng – item 7.1 and 8.1 (in relation to Actuarial Studies)
- Professor Rahat Munir – item 7.3, Graduate Diploma of Forensic Accounting available as an exit award for the Master of Commerce

3.2 Adoption of unstarred items

Resolution (ASQC Res 18/68)
Academic Standards and Quality Committee resolved that the items not starred for discussion (items 5.2, 6.7
and 11.1) be noted and adopted as recommended where appropriate.

4. **MINUTES OF THE PREVIOUS MEETING**

4.1 Minutes of the previous meeting.

The Minutes of the previous meeting held 27 February 2018 were approved subject to an amendment to item 4.1 to adjust the unit description to read “MEDI 213 203 Musculoskeletal 1”.

**Resolution (ASQC Res 18/69)**

Academic Standards and Quality Committee resolved to approve the Minutes of the meeting held on 20 March 2018 as a true and correct record subject to the correction of the matter identified at the meeting.

5. **BUSINESS ARISING FROM THE MINUTES**

(not dealt with elsewhere in the Agenda)

5.1 Items requiring action

The Committee updated and noted the Items Requiring Action schedule.

**Resolution (ASQC Res 18/70)**

Academic Standards and Quality Committee noted the Items Requiring Action schedule.

5.2 Report of Academic Senate

A copy of Academic Senate Inbrief of the 10 April 2018 meeting was provided to members.

The Chair reported on other matters of interest to ASQC presented to Academic Senate including the ratification of the following decisions made under executive action by the Chair of Academic Senate.

1. the approval of the proposed academic and placement performance standards as the conditions that will apply to students who are awarded an Actuarial Co-op scholarship (a Cooperative Education Scholarship for the Bachelor of Actuarial Studies and Bachelor of Professional Practice);
2. the approval of an RPL articulation arrangement between the Bachelor of Economics, major in International Economics and Trade from Chang’an University (China) and the Bachelor of Commerce (select majors), Bachelor of Applied Finance and Bachelor of Business Administration, effective 26 March 2018; and
3. the approval of an RPL articulation arrangement between the Bachelor of Management, major in Accounting from Chang’an University (China) and the Master of Accounting (Advanced), with a specialisation in CPA Program effective 4 April 2018.

**Resolution (ASQC Res 18/71)**

Academic Standards and Quality Committee noted the report of Academic Senate as reported by the Chair of the Academic Standards and Quality Committee.

5.3 Chair’s Report

The Chair reported that following the Vice-Chancellor’s comments at the last meeting of Academic Senate, the Curriculum Restructure project has been launched to the Executive Group, with a number of workshops subsequently taking place. Some of the projects of Academic Senate will form part of the new conversation and be developed simultaneously with the curriculum restructure.

6. **STRATEGY AND POLICY**

6.1 Vertical Double Degrees update

Academic Senate has approved the Guidelines for Vertical Double Degrees which is available on the Academic Program Resources link attached to the ASQC webpage.

**Resolution (ASQC Res 18/72)**

Academic Standards and Quality Committee noted that Academic Senate approved the Guidelines for Vertical Double Degrees on 10 April 2018.

6.2 Shared Academic Governance update

Members noted that this project will work in alignment with the Curriculum Restructure project. Updates will be reported as required.

6.3 Program Review Implementation

Academic Senate has given ASQC responsibility to develop the Principles of Program Review for implementation. ASQC endorsed two proforma templates presented to the meeting, noting that other tasks allocated by Senate are under development.

A Working Group will continue to work closely with the Program Lifecycle project to ensure alignment of the processes. Remaining matters to be considered by the Working Group will include templates for the self-review document, the development of threshold standards, and a draft key risk profile to support the review process. ASQC noted that all proforma documents will be included as additional resources of the Program
Lifecyle tool.
ASQC noted a suggestion at the meeting for an additional field be added in relation to “key issues considered during the review” to add context to the recommendations.

Resolution (ASQC Res 18/73)
Academic Standards and Quality Committee endorsed the Project Outline and the two proforma template Summary Forms for Program Review.

6.4 Quality Assurance Framework - Ratification of S3 2017 Examination Results
ASQC noted the common themes and issues arising from the Session 3 2017 Faculty Summaries. The Working Group will reconvene later this year to review the structure of the Proforma D Faculty Summary Report and the deadlines to report non-urgent issues to ASQC. ASQC will also provide feedback to SLTC (in connection to the Academic Progression Policy) about concerns raised at the meeting that some Faculty of Business and Economics students were identified as repeating units up to three times, which suggested an academic quality issue not just teaching and learning.

Resolution (ASQC Res 18/74)
Academic Standards and Quality Committee resolved to note:
1. the report and common themes and issues from the Faculty Board summaries for Session 3, 2017.
2. that the Examination Results Working Group will reconvene later in the year to review the structure of the Pro-Forma D and the deadlines for ASQC’s consideration of non-urgent issues.
3. the following updates to actions noted at a previous meeting:
   i. Moderation practice:
      a. The Working Group has requested each Faculty to provide (by the end of May) an overview of their moderation practice, and details around how staff are briefed/trained about moderation in assessment.
      b. The Working Group will identify instances of best practice at a future ASQC meeting;
   ii. Faculty concerns around student participation and engagement in lectures and tutorials as well as examples of Faculties trying to address the issues have been referred to the Senate Learning and Teaching Committee for consideration;
   iii. Faculty comments about the definitions and applicability of “not-complete” grades (UL and K Grades) have been referred to the Examination Office for consideration.

Professor Leonie Tickle attended the meeting at 10.28am.
The meeting was re-ordered to consider the proposed Global MBA at this point (Refer minutes at agenda item 8.2).
Professor Leonie Tickle and Associate Professor Margie Borschke departed the meeting at 10.53am.

6.5 Review of Quality Assurance and Quality Enhancement
This item was considered with item 6.6, Post Implementation Review of AQF 2013. ASQC noted that due to the priority given to the Curriculum Restructure project, some of the projects of Academic Senate will form part of the new conversation and be developed simultaneously.

6.6 Post Implementation Review of AQF 2013
Refer item 6.5 of these minutes.

6.7 Update – Fitness to Practice
ASQC noted that the work done on the Fitness to Practice procedure which was endorsed at the Senate Learning and Teaching Committee meeting of 7 May 2018; will be recommended to Academic Senate for approval on 29 May 2018.

7. EXCEPTIONAL CHANGE REQUESTS, AND RETROSPECTIVE CHANGE REQUESTS

Note: Prior to the meeting, the Chair identified members to read and lead discussions on the items in this section.

7.1 Matters approved under Executive Action – for ratification and noting
Identified members reported on their reading of the 16 matters detailed in the report, which were earlier approved under executive action prior to the meeting.
A comment was raised about the changes to the Master of Banking and Finance: ECNU, which effectively gives a significant amount of RPL credit to the degree ie 40cp to a 64cp degree. Governance Services will clarify how this aligns with the current Recognition of Prior Learning Policy.

Resolution (ASQC Res 18/75)
Academic Standards and Quality Committee resolved to ratify and note actions taken by the Chair of the Academic Standards and Quality Committee, and the Chair of Academic Senate on behalf of the ASQC, to approve the following matters as detailed in the schedule provided to the Committee:
<table>
<thead>
<tr>
<th>Program</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma of Arts and Social Science</td>
<td>Request to rest new program for 2019.</td>
</tr>
<tr>
<td>Master of Information Technology</td>
<td>Request to change admission GPA from 4.75 to 4.5 for 2019</td>
</tr>
<tr>
<td>Applied Mathematics major/minor, &amp; Pure Mathematics major/minor</td>
<td>Remove new 100 level units and replace with existing 100 level units</td>
</tr>
<tr>
<td>Master of Management</td>
<td>Major changes to structure for 2019 in order to better meet the needs of students.</td>
</tr>
<tr>
<td>Master of Social Entrepreneurship</td>
<td>Major changes to structure for 2019 in order to better meet the needs of students.</td>
</tr>
<tr>
<td>Master of Banking and Finance: ECNU</td>
<td>Structure change to add 16cp block RPL as alternate to 16cp of required units.</td>
</tr>
<tr>
<td>Graduate Certificate of Business Psychology</td>
<td>Request to add S2 offering for 2018</td>
</tr>
<tr>
<td>Graduate Diploma of Business Psychology</td>
<td>Request to add S2 offering for 2018</td>
</tr>
<tr>
<td>Master of Applied Linguistics</td>
<td>Add 16cp block RPL to 32cp option set</td>
</tr>
<tr>
<td>Master of Applied Linguistics and TESOL</td>
<td>Add 16cp block RPL to 32cp option set</td>
</tr>
<tr>
<td>Master of Translation and Interpreting Studies with the degree of Master of Applied Linguistics and TESOL</td>
<td>Add 16cp block RPL to 28cp option set</td>
</tr>
<tr>
<td>Bachelor of Actuarial Studies with the degree of Bachelor of Professional Practice</td>
<td>Removed required unit ACST212 and increase electives to 30cp, add prefix range on 300 level to be ACST306-ACST315 and ACST356-ACST357</td>
</tr>
<tr>
<td>Bachelor of Actuarial Studies with the degree of Bachelor of Science</td>
<td>Removed required unit ACST212 and add prefix range on 300 level to be ACST306-ACST315 and ACST356-ACST357</td>
</tr>
<tr>
<td>Bachelor of Actuarial Studies</td>
<td>Removed required unit ACST212 and increase electives to 30cp, add prefix range on 300 level to be ACST306-ACST315 and ACST356-ACST357</td>
</tr>
<tr>
<td>Bachelor of Applied Finance with the degree of Bachelor of Actuarial Studies</td>
<td>Removed required unit ACST212 and increase electives to 27cp, add prefix range on 300 level to be ACST306-ACST315 and ACST356-ACST357</td>
</tr>
<tr>
<td>Master of Actuarial Practice</td>
<td>Revised structure</td>
</tr>
</tbody>
</table>

7.2 2014-2016 Schedule: Retrospective change requests - Bachelor of Chiropractic Science

ASQC noted that due to the impact on the changeover to a new Chiropractic program and the impact on students remaining in the old program, changes are requested to: replace HLTH333 with HLTH333 or CHIR322; and replace HLTH306 with HLTH306 or HLTH201

ASQC questioned the use of the term “deem” within the proposal, noting that the term was primarily used in decisions about individual student cases at Macquarie.

Resolution (ASQC Res 18/76)

Academic Standards and Quality Committee resolved to approve retrospective changes requests for 2014 to 2016 for the Bachelor of Chiropractic Science.

7.3 2018 Schedule: Late Change requests for approval- Availability of Graduate Diploma of Forensic Accounting available as an exit award for the Master of Commerce from 2018 onwards

The Graduate Diploma of Forensic Accounting is a new award commencing 2019. The Faculty of Economics and Business requested that the award be available as an exit award for the Master of Commerce from 2018. This will enable students to enrol in the units in the Master of Commerce this year but exit with the Graduate Diploma of Forensic Accounting when completed.

Resolution (ASQC Res 18/77)

Academic Standards and Quality Committee resolved to endorse, and recommend that Academic Senate approve, the availability of the Graduate Diploma of Forensic Accounting as an exit award for the Master of Commerce from 2018 onwards.

7.4 2018 Schedule: Program admission changes for approval - Graduate Certificate of Security Studies and Criminology

The current admission requirements for this program are: Australian level 7 bachelor’s qualification (or recognised equivalent) in the social sciences, or humanities, or related field; or Australian level 7 bachelor’s qualification (or recognised equivalent) in any field with relevant work experience.

The proposal sought to amend the requirement to read: Australian level 7 bachelor’s qualification (or recognised equivalent) in any field or three years work experience in a relevant field at a relevant level.
ASQC noted that the AQF does not specify the use of an AQF Level 7 qualification for admission to an AQF Level 8 (Graduate Certificate or Graduate Diploma) qualification. ASQC was broadly supportive of the concept of a level 8 admission requiring lower qualification standards than for a level 9 qualification. However, concerns were expressed about the following:

- whether learning outcomes can be achieved in the available timeframe, or volume of learning. This was particularly relevant if a student was struggling because they had no previous tertiary experience.
- If waiving qualifications to only accept three years work experience, particularly for a Graduate Certificate, how will it be determined if a student has the capacity to succeed in their studies?
- how work experience would be evaluated eg in house training, professional development etc as outlined in the Recognition of Prior Learning Policy. How will the relevancy of the type of work, and the level of such work experience be evaluated in this context.

Resolution (ASQC Res 18/78)
Academic Standards and Quality Committee resolved not to approve changes to the Graduate Certificate of Security Studies and requested the Faculty of Arts to provide further information to the next ASQC meeting.

7.5 Retrospective Changes - Master of Clinical Psychology - Tabled
The Master of Clinical Psychology program (CLPS11MV4) is currently in teach-out mode. Although there are five electives on the program of study, the offerings and variety have been reduced.

So as not to disadvantage students currently admitted to this version of the program, an additional unit from the new program structure needs to be added to the elective set ie PSYC984 Clinical Psychology Professional Practice. This unit is only on offer from 2019 and it would satisfy the learning outcomes associated with an elective.

Resolution (ASQC Res 18/79)
Academic Standards and Quality Committee resolved to approve retrospective changes to the Master of Clinical Psychology for 2017 and prior.

8. 2019 SCHEDULE
8.1 2019 Schedule: Exceptional change requests: Amended program structure - Master of Actuarial Studies
Changes to the program structure were originally approved under executive action [Refer agenda item 7.1.]. To meet the changes to the accreditation requirements, the revised 2019 structure includes nine new units. At the time the new structure was originally submitted for approval, the webforms for the new units had not been finalised and submitted for Faculty approval.

Upon review of the new units, the Faculty subsequently noted that the prerequisite units for seven of the new required units (namely STAT810 or STAT806) were not included as required units in the degree but were included in the option sets.

This additional request to amend the structure includes the prerequisite units as required. In addition, the credit point requirements for the option sets have been changed slightly. There has been no net change to the units that make up the structure of the degree.

Resolution (ASQC Res 18/80)
Academic Standards and Quality Committee resolved to approve changes to the structure of the Master of Actuarial Studies from 1 January 2019.

8.2 2019 Schedule: New Program for approval - Global Master of Business Administration
[Note: this item was considered before item 6.5]
As the Chair was associated with the Faculty providing this proposal, the Deputy Chair facilitated discussion of this item. ASQC noted that the Pro Vice-Chancellor (Learning and Teaching) had earlier provided ASQC with an update on the University's engagement with Coursera at the 30 January 2018 meeting, noting that discussions were underway on how to expand this.

Professor Leonie Tickle spoke to the proposal now before the committee to develop a fully-online Global MBA in partnership with Coursera, to be branded as an MGSM degree, for establishment from 2019. The program will consist of six specialities, each consisting of four 2cp units (48 credit points).

Discussion included the following:

- the Executive Group had approved the concept of the Global MBA the previous week
- contract arrangements with Coursera are still under negotiation, therefore a fee schedule is yet to be finalised.
- a dedicated student experience co-ordinator will be available to assist students, in addition to other online support from Macquarie.
- general discussion on cognate and non-cognate admission pathways.
- a suggestion for a statement to be included to clarify how the partnership agreement would be managed, and how compliance and standards issues would be addressed.
- whether the mapped postgraduate capabilities were clearly identified.
- Professor Tickle reported that Coursera ensured academic integrity through a range of measures
including webcam facial recognition and typing pattern recognition.

Resolution (ASQC Res 18/81)
Academic Standards and Quality Committee resolved to endorse, and recommend that Academic Senate approve, the academic case for the establishment of the Global Master of Business Administration, effective 1 January 2019, subject to the approval of a business case by the Deputy Vice-Chancellor (Academic).

8.3 2019 Schedule: Unit prefix for approval - G MBA
(Refer agenda item 8.2, Global Master of Business Administration.)

Resolution (ASQC Res 18/82)
Academic Standards and Quality Committee resolved to approve the prefix GMBA for the proposed new program Global Master of Business Administration.

8.4 2019 Schedule: Program structure changes for approval - Bachelor of Ancient History
The Faculty sought a change due to "student disadvantage, proposing to add AHIS158 and AHIS168 (new units in 2018) to the 100 level language set. These new 100 level units are "A" option of ancient languages required to progress onto 200 level "B" option sets of their language choice. The Faculty notes that the addition of the 100 level "A" languages allows students to select a stream.
ASQC questioned why, if the students did not meet the pre-requisites, the Faculty did not manage this matter by 'deeming' an individual student case, or by utilising another approach to meet the students needs such as granting special approval (waiver) to students who have not completed the pre-requisites or co-requisites for a particular unit but who can demonstrate that they have sufficient knowledge to successfully complete the unit.
ASQC questioned whether the suggested introduction of "streams" was appropriate and supported by FSQC, noting that any case for streams must be made to ASQC to structure a degree around streams as it is an exception to the approved bachelor degree structures.

Resolution (ASQC Res 18/83)
Academic Standards and Quality Committee resolved not to approve program structure changes for the Bachelor of Ancient History from 1 January 2019.

9. 2020 SCHEDULE
9.1 2020 Schedule: Expression of Interest - Master of Marketing

Resolution (ASQC Res 18/84)
Academic Standards and Quality Committee resolved to note the expression of interest for the Master of Marketing, and appointed Dr Greg Robertson as the critical friend.

10. MACQUARIE INTERNATIONAL, and MUIC SUBCOMMITTEE
10.1 Report of the Chair, Macquarie University International College (MUIC) Subcommittee
The 27 March 2018 MUIC Subcommittee report included the following matters:
- ratification of Term 1 2018 Foundation and Diploma results and grade distributions;
- MUIC is continuing to explore possible amendments to Intensive Program and Standard Foundation Program Structure;
- there was good engagement with the Academic Language and Learning project
- MUIC will engage with the relevant Associate Deans at the Faculties to discuss the MUIC sustainable operational framework for curriculum renewal.

Resolution (ASQC Res 18/85)
Academic Standards and Quality Committee noted the report of the Chair of the Macquarie University International College Subcommittee of their May 2018 meeting.

11. INDIVIDUAL STUDENT CASES
11.1 Faculty Summary Reports - Tabled
ASQC noted a Faculty summary report of individual student cases from the Faculty of Human Sciences (April 2018).

Resolution (ASQC Res 18/86)
Academic Standards and Quality Committee noted the April 2018 Faculty of Human Sciences Individual Student Cases Summary Report.

12. OTHER BUSINESS
12.1 Update on actions arising from the ASQC member survey
Arising from the results of the survey noted last meeting, tasks were allocated to ASQC members to expedite
consideration of items at meetings at this meeting. Plans are in progress to develop an ASQC induction/refresher workshop in July, which will also benefit newly appointed members prior to their first meeting on 7 August 2018.

12.2 Update to an approved exception to the Schedule of Minimum Requirements - Tabled
ASQC approved changes to the Exception to the RPL Schedule of minimum requirements to correct the name of the East China Normal University (ECNU) as recorded in the minutes of an earlier meeting.

Resolution (ASQC Res 18/87)
Academic Standards and Quality Committee resolved to:
1. approve the amendment to the record of the 22 November 2016 ASQC meeting to reflect changes to ASQC Res 16/197 to identify ECNU as the East China Normal University; and
2. recommend that Academic Senate approve the amendment to the record of the 6 December 2016 Academic Senate meeting to reflect changes to Senate Res 16/258 to identify ECNU as the East China Normal University; and
3. note the Recognition of Prior Learning Schedule of Minimum Requirements to Macquarie has been updated to reflect the correct name.

12.3 People and Planet requirements for HKU SPACE – Tabled
ASQC ratified action taken by the Chair to approve the request to extend approval to grant generic People and Planet unit exemptions to the 2019 graduating cohort from HKU SPACE.

Resolution (ASQC Res 18/88)
Academic Standards and Quality Committee resolved to note and ratify the executive action taken by the Chair on 20 April 2018, to approve the request to extend approval to grant generic People and Planet unit exemptions to the 2019 graduating cohort from HKU SPACE.

12.4 Gifted and Talent Student Program - Inclusion of B.Clinical Science - Tabled
The current Gifted and Talented Students Entry Program allows offers to be made to high achieving high school students for early entry to specified degrees. ASQC endorsed the proposal of the Faculty of Medicine and Health Sciences to include the Bachelor of Clinical Science as part of this initiative.

Resolution (ASQC Res 18/89)
Academic Standards and Quality Committee resolved to endorse, and recommend that Academic Senate approve, the inclusion of the Bachelor of Clinical Science in the Gifted and Talented Students Entry Program with effect from 2019.

13. NEXT MEETING
The meeting closed at 11.39am.
The next meeting of the Academic Standards and Quality Committee will be held on Tuesday 19 June 2018.

Dr Catriona Lavermicocca
Chair, Academic Standards and Quality Committee