



THE UNIVERSITY OF MELBOURNE ARCHIVES

NAME OF COLLECTION	UNIVERSITY OF MELBOURNE. FACULTY OF SCIENCE. STANDING COMMITTEE ON UNDERGRADUATE STUDIES IN SCIENCE
ACCESSION NO	2003.0096 and 2005.0054
CATEGORY	University, official
ACTIVITY	University committee
DATE RANGE	1975-1982 and 1977-1978
SIZE OF COLLECTION	7 volumes
HISTORICAL NOTE	<p>The Faculty of Science Standing Committee on Undergraduate Studies in Science was established with a view to providing ongoing oversight of issues relating to the teaching of Science at an undergraduate level in the Faculty. When reconstituted in 1977, the terms of reference required the Committee 'to make recommendations to faculty on academic policy and ensure faculty policy is carried out in all academic matters concerned with Bachelors degrees...'. The Committee was also chartered to receive information from, and collaborate with the Bachelor of Science (Education) Standing Committee and to consult with chairmen of departments in all relevent aspects of its work. In 1977 and 1978 the work of the Committee was divided up into a number of working groups and sub-committees making occasional reports to the whole. In 1977 these were: the Working Group on Double Majors; Working Group on the Orientation and Transition Report; the Time Tabling Sub-committee. In 1978: the Working Group on Point Scores; the Working Group on Quotas for Group B Departments; the Working Group on Formal Examinations and Assessment; Time Tabling Sub-committee. From 1983 the Minutes of this Committee are bound with those of the Faculty of Science.</p>
DATE OF TRANSFER	24 Sep 2003 and 29 July 2005
ACCESS CONDITIONS	Access: Restricted

DESCRIPTION	UM554. Minutes of the Faculty of Science Standing Committee on Undergraduate Studies in Science 1975-1976, 1979-1980, 82. Includes papers and reports of the Committee and subsidiary committees; UM554. Minutes of the Standing Committee on Undergraduate Studies in Science, Faculty of Science, 1977-1978, bound with the papers of several working groups and sub-committees, viz: The Working Group on Point Scores; Working Group on Quotas for Group B Departments; Working Group on Formal Examinations and Assessment; Timetabling Sub-Committee; Working Group on Double Majors; Working Group on Orientation and Transition.
LISTED BY	
DATE	19 Jan 2005

UNIVERSITY OF MELBOURNE RECORDS MANAGEMENT PROGRAM SERIES DETAIL REPORT



Series Number:	UM 554
Creating Agency:	Faculty of Science - Standing Committee on Undergraduate Studies in Science
Series Title	Minutes of the Faculty of Science Standing Committee on Undergraduate Studies in Science
Date Range:	197? -
Descriptive Note	<p>The committee was established with a view to providing ongoing oversight of issues relating to the teaching of Science at an undergraduate level in the faculty. When reconstituted for 1977, the terms of reference required the committee "to make recommendations to faculty on academic policy and ensure faculty policy is carried out in all academic matters concerned with Bachelors degrees..."</p> <p>The committee was also chartered to receive information from, and collaborate with the B.Sc.(Ed) Standing Committee, and to consult with chairmen of departments in all relevant aspects of its work.</p> <p>This required broad discussion on a number of issues including:</p> <p>Meeting Dates, Role of Summer Schools, Admission Policies and Standards, Course Structures, Conceded Pass Formula, Service Courses, Subject Changes, Student Selection.</p> <p>The membership consisted of: The Dean, eight members elected by faculty to include four current faculty staff, three student representatives with one to be an honours or post graduate level student.</p> <p>Additionally the Chairman of the B.Sc.(Ed) Standing Committee was to attend meetings as an ex officio member.</p> <p>The faculty secretary and assistant to the Dean were to be admitted in a non-voting capacity.</p> <p>In 1977 and 1978, the work of the committee was divided up into a number of working groups and sub-committees, making occasional reports to the whole.</p> <p>In 1977 these were: The Working Group on Double Majors, Working Group on the Orientation and Transition Report, The Time-Tabling Sub-Committee.</p> <p>In 1978: The Working Group on Point Scores, The Working Group on Quotas for Group B Departments, The Working Group on Formal Examinations and Assessment, Time-Tabling Sub-Committee.</p> <p>From 1983, the minutes are bound with those of the Faculty of Science.</p>
Format	Bound Volumes Arrangement Chronological
Last Amendment Date	Thursday, 9 October 2003
Archives Note	Minutes for 1975, 1976, 1979, 1980 and 1982 transferred to University Archives in September 2003
Related Series	Archive Transfer Ref: 98
Inventory	

UNIVERSITY OF MELBOURNE RECORDS MANAGEMENT PROGRAM SERIES DETAIL REPORT



Item no	Transfer no.	Series no.	Description	Date	Box id	Unit
2003068		554	Minutes of the Faculty of Science Standing Committee on Undergraduate Studies in Science	1982		7
2003068		554	Minutes of the Faculty of Science Standing Committee on Undergraduate Studies in Science	1980		6
2003068		554	Minutes of the Faculty of Science Standing Committee on Undergraduate Studies in Science	1979		5
2003068		554	Minutes of the Faculty of Science Standing Committee on Undergraduate Studies in Science	1976		2
2003/068		554	Minutes of the Faculty of Science Standing Committee on Undergraduate Studies in Science. (5 vols)	1975		1
2005017		554	Minutes of the Faculty of Science Standing Committee on Undergraduate Studies in Science/Associated Sub- Committees	1977	2005/017/0001	3
2005017		554	Minutes of the Faculty of Science Standing Committee on Undergraduate Studies in Science/Associated Sub- Committees	1978	2005/017/0002	4

UNIVERSITY OF MELBOURNE RECORDS MANAGEMENT PROGRAM TRANSFER INTO RMP DETAIL REPORT



Transfer number: 2005/017
 Transferring agency: Minutes Office
 Transfer title: Faculty of Science Standing Committee on Undergraduate Studies in Science

Start date: 1977 End date: 1978 Transfer date: 19-Jan-05
 Quantity in metres Quantity boxes: 2 volumes Agency contact: Leanne Dyson

Descriptive note: This transfer consists of a partial run of University Series UM 554. For the period 1977 - 1978, the minutes of the committee were bound alongside those of associated sub-committees.

These are:

- The Working Group on Point Scores
- Working Group on Quotas for Group B Departments
- Working Group on Orientation and Transition
- Timetabling Sub-Committee
- Working Group on Formal Examinations and Assessment

Originally in the custody of the Minutes office, these volumes were transferred to the Records Management Program to facilitate transfer to University Archives.

Archives note:

Transfer received Electronic transfer list Paper transfer list Disposal status: Continuing Retenti

Archive transfer ref: Disposal authority ref: RDS 16: 28.2

Inventory Details

<i>Box Number</i>	<i>Destro</i>	<i>Trans</i>	<i>Date</i>	<i>Disp Action</i>	<i>Area</i>	<i>Shelf</i>
2005 / 017 / 0001	<input type="checkbox"/>	<input type="checkbox"/>		RP	RPBS	04/03/01
2005 / 017 / 0002	<input type="checkbox"/>	<input type="checkbox"/>		RP	RPBS	04/03/01