A meeting of the Programs Committee was held on Thursday 5 March 2015 at 9.30am via videoconference in the Bray Centre (N54) Nathan campus Room 2.06 and the Chancellery (G34), Gold Coast campus, Room 1.04.

Present:  
Prof Wendy Loughlin (Chair)  
Prof Nick Buys  
Prof Richard John  
Prof Ross Guest  
Ms Kathy Grgic  
Assoc Prof Halim Rane  
Dr Anita Love  
Dr Rene Hexel  
Ms Louise Howard  
Ms Rosemary Marson (Acting Secretary)

Apologies:  
Prof Glenn Finger  
Prof Gary Rogers  
A/Prof Mark Brimble, Item 22  
Ms Karen van Haeringen, Item 5, 6, 7  
Ms Beth Alderman (Minute Secretary)

Present by Invitation:  
Ms Debbie Slater-Bonnell, Item 5  
Ms Karen van Haeringen, Item 5, 6, 7  
A/Prof Mark Brimble, Item 22  
Ms Beth Alderman (Minute Secretary)

MINUTES

1.0 CONFIRMATION OF MINUTES

The minutes of the 1/2015 (February) meeting were taken as read and confirmed.

2.0 DECLARATION OF INTERESTS

Dr Anita Love declared she had a family member enrolled in the Bachelor of Business/Bachelor of Psychology (1325 Mt Gravatt, Nathan), noting that Item 11 of the agenda outlines changes to the Bachelor of Business/Bachelor of Psychology (1013 Gold Coast).

The Chair resolved the member would stay with full debating and voting/decision rights.

SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES

3.0 AMENDED UNDERGRADUATE PROGRAMS ADMISSION POLICY

3.1 Programs Committee considered the revised Undergraduate Programs Admission Policy, as contained in 2015/6009012.

3.2 The Undergraduate Programs Admission Policy has been revised to clarify the arrangements for the Griffith University Early Start to Tertiary Studies (GUESTS) programs. As defined in the policy, GUESTS is a program of enhancement which provides high schools students with an opportunity to extend their knowledge and skills by completing up
to two Griffith university courses on-line, on-campus, or at school while undertaking senior secondary school studies.

3.3 The Deputy Academic Registrar attended the meeting to speak to the item and reminded members that the GUESTS program, as outlined in 2015/6009012, is to replace the University's Higher School Engagement Scheme.

3.4 In discussing the revisions to the policy, the Dean (L&T) HTH and Dean (L&T) SCG advised that their groups offer a range of pre-tertiary programs designed to engage with high school students (for example Griffith Science) and hoped that these would continue to be recognised under the proposed “GUESTS” scheme. The Committee was advised that GUESTS is an umbrella-term which incorporates several engagement programs which are currently in place; however the current badging and branding of these individual programs will remain.

3.5 The Committee considered the issue of the maximum number of courses that are to be available as part of this scheme, noting that the University of Queensland offers one course to students in year 12 as part of its high school engagement program. Members agreed that the University has a duty of care in accepting high school students into its courses made available as part of the GUESTS program and agreed that a maximum of two (20CP) undergraduate courses was appropriate to be undertaken in Year 11 and Year 12 and agreed “Semester 2” is to be removed from page 7.

Resolution

3.6 Programs Committee resolved to recommend to Academic Committee the revised Undergraduate Programs Admission Policy, as contained in 2015/6007005 for immediate implementation.

4.0 AMENDED BACHELOR DEGREE (AQF LEVEL 7) POLICY AND POSTGRADUATE QUALIFICATIONS (AQF LEVEL 8 & 9) POLICY

4.1 Programs Committee considered the revised Bachelor Degree (AQF Level & Policy, as contained in 2015/6009013 and Postgraduate Qualifications (AQF Level 8 & 9) Policy, as contained in 2015/6009014.

4.2 The Deputy Academic Registrar attended the meeting for this item and advised members that the revisions are designed to simplify program architecture through the following:

- removing the requirement for double degrees to contain 66% of the required courses and credit point value of each single degree;
- adding definitions for Commonwealth supported places and Discipline (Bachelor Degree Policy);
- adding definitions for and provisions for vertical degrees; and
- adding a definition for Academic Plan (Postgraduate Qualifications Policy).

4.3 The Committee endorsed the removal of the requirements that double degrees contain 66% of the required courses and credit point value of each single degree and agreed that the 66% rule had been cumbersome to implement and had resulted in a significant number of “hybrid courses lists”, tailored to meet the needs of individual students undertaking double degrees. In contrast, the proposed revisions require students to successfully complete the core requirements of each single degree.

4.4 Although the Committee discussed the proposed addition of a definition and provision for vertical degrees, significant concerns were raised about the implementation of this particular component within some programs currently in the planning stages. Subsequent to the meeting, these concerns were raised with the Academic Provost who recommended that further consideration be given to the issue of the vertical degree model and its implementation across the University before it is included in University policy.
4.5 As a result, the Deputy Academic Registrar is to prepare a revised set of policies that do not include the definitions and provisions concerning Vertical degrees and Commonwealth supported places.

Resolution

4.6 Programs Committee resolved to recommend to Academic Committee the revised Bachelor Degree (AQF Level & Policy, as contained in 2015/6007006 and Postgraduate Qualifications (AQF Level 8 & 9) Policy, as contained in 2015/6007007, for immediate implementation.

5.0 GBS NEW PROGRAM PROPOSAL (2015/6002009)
5583 MASTER OF FINANCE
5579 MASTER OF FINANCE AND INVESTMENTS
3266 GRADUATE CERTIFICATE IN FINANCE

5.1 Programs Committee, on the executive recommendation of the Dean (Learning and Teaching) Griffith Business School (3 March 2015), considered the proposal to introduce a new Master of Finance (5583) and Graduate Certificate in Finance (3266) for introduction in Teaching Period 5, 2015 and Master of Finance and Investments (5579), for introduction in Teaching Period 3, 2016. The new program proposal was contained within document 2015/6002009.

5.2 The Griffith Business School proposed to introduce a new online Master of Finance, Master of Finance and Investments and Graduate Certificate in Finance, to be offered in conjunction with corporate alliance Pearson Australia. The online masters programs will be offered separately and alongside Griffith Business School’s existing Master of Finance (5592) and Master of Finance and Investments (5591) programs. The new programs will be offered online over six teaching periods per year. Each teaching period will comprise six weeks of teaching followed by a two week break.

Admission requirements

5.3 To be eligible for admission to the Graduate Certificate in Finance, an applicant must:
- have a minimum of six years equivalent full-time relevant work experience in financial services; or
- evidence of formal or informal training in financial services.

5.4 To be eligible for admission to the Master of Finance, a student must:
- hold a Bachelor degree from a recognised University (or another tertiary education institution of equivalent standing) with a minimum GPA of 4.0 (using a 7.0 scale);
- OR hold a Bachelor degree from a recognised University (or another tertiary education institution of equivalent standing) with a minimum GPA of 4.0 (using a 7.0 scale) in one of the following disciplines: finance, economics, accounting, or commerce (these students may be eligible for up to 40 credit points of credit as determined by the Program Director);
- OR hold a Graduate Diploma degree from a recognised University (or another tertiary education institution of equivalent standing) with a minimum GPA of 4.0 (using a 7.0 scale);
- OR hold a Graduate Certificate degree from a recognised University (or another tertiary education institution of equivalent standing) with a minimum GPA of 4.0 (using a 7.0 scale).

5.5 The University’s standard English language requirements for admission to postgraduate programs apply will apply for the Graduate Certificate in Finance and Master of Finance.

5.6 To be eligible for admission to the Master of Finance and Investments, a student must:
- hold a Bachelor degree in finance or closely related discipline (such as banking) from a recognised University (or another tertiary education institution of equivalent standing) with a minimum GPA of 5.0 (using a 7.0 scale)
- OR hold a Graduate Diploma of Finance or closely related discipline (with substantial finance component) from a recognised University (or another tertiary education institution of equivalent standing) with a minimum GPA of 5.0 (using a 7.0 scale),
- OR holders of a Graduate Certificate in Finance may be considered for admission on a case-by-case basis if they have a minimum of two years equivalent full-time professional work experience in a finance field at a management or supervisory level (the applicant should provide detailed description of the nature of the experience and the quantum of such experience as part of their application).

In addition, students applying for admission to the Master of Finance and Investments are required to Submit a Statement of Purpose of no more than 500 words, where students demonstrate their:
- motivation for the study in the Master of Finance and Investments;
- expected learning outcomes from the program (i.e. what knowledge and skills a student expects to acquire from the program);
- individual career expectation upon graduation; and
- outline activities or achievements that can enhance their application.

5.7 The English language requirements for admission to this program are higher than the standard requirements for postgraduate programs.

The minimum English language requirements for such applicants for entry to this program are as follows:
- A minimum overall band score of 7.0 on IELTS (Academic) with no sub-score of less than 6.5
- OR a minimum score of 580 on TOEFL
- OR an internet-based (iBT) TOEFL score of 92 (no score less than 22)
- OR no score less than 4 in each skill of the ISLPR (conducted by ISLPR Language Services only)
- OR a minimum grade of C on the Cambridge Certificate of Proficiency in English (CPE)
- OR an overall score of 68 in the Pearson Test of English (Academic) with a minimum of 60 in all Communicative Skills.

Degree requirements

5.8 To be eligible for the award of Graduate Certificate in Finance (GCertFin), a student must acquire 40 credit points as prescribed below:
- gain 40 credit points for prescribed core courses.

5.9 To be eligible for the award of Master of Finance (MFin), a student must acquire 160 credit points as prescribed below:
- gain 160 credit points for prescribed core courses.

5.10 To be eligible for the award of Master of Finance and Investments (MFinInvest), a student must acquire 120 credit points as prescribed below:
- gain 120 credit points for prescribed core courses.

5.11 In considering the proposal the following comments were made:
- The Committee noted the proposal is subject to a legal agreement and agreed to consider the proposal in principle.
- The Committee noted the synergy between the on-campus program offerings of the masters programs including course content and program learning outcomes. It was also noted the programs contain the required research component for postgraduate qualifications.
- Section B1 – The Committee agreed to remove the reference to shorter 120CP version, as this referred to the on-campus offering.
- Section 3.3 Learning and Teaching Strategies is to be amended to clarify the use of interview examinations will be online.
- Section 10.4.3 Professional recognition is to be amended to include the statement “Professional recognition will be sought for these programs. The University is currently seeking advice from the CFA regarding professional accreditation for this program.”
- Section 11.1 Admission Requirements for the Graduate Certificate in Finance is to be amended to replace ‘or’ with ‘and’.
- Program Learning Outcomes for the Graduate Certificate in Finance are to be provided.
- It was noted that additional teaching period offerings of courses in the six week Teaching Periods will be presented to students from the program structure on the Programs and Courses website.
- The Committee queried the requirement for a Statement of Purpose as an admission requirement. It was noted this requirement is consistent with the on-campus program offering. The Dean (Learning and Teaching) Griffith Business School is to investigate the need for the additional qualitative requirement.

Resolution

5.12 Programs Committee, on the executive recommendation of the Dean (Learning and Teaching) Griffith Business School (3 March 2015), resolved to recommend to Academic Committee:
- the proposal to introduce a new Master of Finance (5583) and Graduate Certificate in Finance (3266) for introduction in Teaching Period 5, 2015 and Master of Finance and Investments (5579), for introduction in Teaching Period 3, 2016, subject to the legal agreement and amendments outlined above (2015/6009024); and
- that this program be accredited by the University for a period of 5 years, up to December 2020.

6.0 ENG NEW PROGRAM PROPOSAL (2015/6004019) 5682 MASTER OF CIVIL ENGINEERING/MASTER OF ENGINEERING PROJECT MANAGEMENT

6.1 Programs Committee, on the executive recommendation of the Dean (Learning & Teaching), Griffith Sciences (2 March 2015), considered the proposal to introduce a new Master of Civil Engineering/Master of Engineering Project Management (5682), as contained in 2015/6004019, for introduction in Semester 2, 2015.

6.2 The School of Engineering proposed to introduce a new 160CP double masters program Master of Civil Engineering/Master of Engineering Project Management combining two existing 120CP masters programs. The existing Graduate Certificate in Civil Engineering (3301) will also be offered as an exit point within this program.

6.3 To be eligible for admission to the Master of Civil Engineering/Master of Engineering Project Management, a student must hold:
- a Bachelor degree in Civil Engineering or equivalent three year or four year Civil Engineering undergraduate degree from a recognised university (or another tertiary education institution of equivalent standing); OR
- a Bachelor Honours degree in Civil Engineering or equivalent four year Civil Engineering undergraduate degree from a recognised university (or another tertiary education institution of equivalent standing).

Note: Due to the program’s focus on technical design, it is not suitable for other engineering graduates.

Only graduates of civil engineering will be admitted to this program. The University’s standard English language requirements for admission to postgraduate programs apply.
6.4 To be eligible for the award of Master of Civil Engineering/Master of Engineering Project Management (MCivilEngMEngProjMgt), a student must acquire 160 credit points as prescribed below:
- gain 80 credit points for Civil Engineering courses comprising:
  - 30 credit points for List A courses;
  - 50 credit points for List B courses;
- gain 80 credit points for Engineering Project Management courses comprising:
  - 10 credit points for List A courses;
  - 70 credit points for List B courses.

Exit point
To be eligible to exit the Master of Civil Engineering/Master of Engineering Project Management program with the Graduate Certificate in Civil Engineering award, a student must acquire 40 credit points for List A courses.

6.5 In considering the proposal the following comments were made:
- The Committee noted the double masters program meets the requirements for each single masters component programs.
- Section 10.7 Admission Requirements is to be amended to include the statement "Notwithstanding the amount of credit which may be given towards a Masters degree, a student will be required to complete 80 credit points of courses from each of the degree programs in order to be awarded the double degree."

Resolution

6.6 Programs Committee, on the executive recommendation of the Dean (Learning & Teaching), Griffith Sciences (2 March 2015), resolved to recommend to Academic Committee:
- the proposal to introduce a new Master of Civil Engineering/Master of Engineering Project Management (5682), subject to amendments outlined above (2015/6009025), for introduction in Semester 2, 2015; and
- that this program be accredited by the University for a period of 5 years, up to December 2020.

7.0 QCA MAJOR CHANGE PROPOSAL (2015/6001010)
5594 MASTER OF DESIGN FUTURES

7.1 Programs Committee, on the executive recommendation of the Dean (Learning & Teaching), Arts, Education and Law Group (20 February 2015), considered the proposal for changes to the Master of Design Futures (5594), as contained in 2015/6001010, for implementation in Semester 2, 2015.

7.2 The Queensland College of Art proposes to introduce a Semester 2 intake for students commencing the program with 40 credit points of advanced standing. The program currently only has a Semester 1 intake however there are no courses in the program structure currently available for these students in Semester 1.

7.3 The College proposes that students commencing with 40 credit points of advanced standing can only commence in Semester 2. All other students commencing the standard program or with 80 credit points of advanced standing must commence in Semester 1.

7.4 To be eligible for admission to the Master of Design Futures program, applicants must hold:
- a bachelor degree in a non-related discipline from a recognized tertiary institution; or
- a bachelor degree in a related discipline from a recognized tertiary institution (students will be eligible for 40 credit points of advanced standing)*; or
- a Graduate Certificate in Design Futures or a bachelor degree with Honours in a non-related discipline from a recognized tertiary institution (students will be eligible for 40 credit points of advanced standing)*; or
- a Graduate Diploma in Design Futures or a bachelor degree with Honours in a related discipline from a recognized tertiary institution (students will be eligible for 80 credit points of advanced standing).

* Students entering the program with 40 credit points of advanced standing must commence in Semester 2. All other students must commence in Semester 1.

Degrees from overseas institutions must be assessed as equivalent to a recognised Australian qualification.

7.5 To be eligible for the award of Master of Design Futures (MDesFutures), a student must acquire 160 credit points as prescribed below:
- gain 120 credit points for the prescribed core courses and
- gain 40 credit points for the Design Research project courses.

To be eligible for the award of Master of Design Futures (MDesFutures), a student admitted with 40 credit points of advanced standing must acquire 120 credit points as prescribed below:
- gain 80 credit points for the prescribed core courses and
- gain 40 credit points for the Design Research project courses.

To be eligible for the award of Master of Design Futures (MDesFutures), a student admitted with 80 credit points of advanced standing must acquire 80 credit points as prescribed below:
- gain 40 credit points for the prescribed core courses and
- gain 40 credit points for the Design Research project courses.

Resolution

7.6 Programs Committee, on the executive recommendation of the Dean (Learning & Teaching), Arts, Education and Law Group (20 February 2015), resolved to recommend to Academic Committee the proposal for changes to the Master of Design Futures (5594), as contained in 2015/6001010, for implementation in Semester 2, 2015.

8.0 QCA MAJOR CHANGE PROPOSAL (2015/6001022)
5653 MASTER OF INTERACTIVE MEDIA

8.1 Programs Committee, on the executive recommendation of the Dean (Learning & Teaching), Arts, Education and Law Group (25 February 2015), considered the proposal for changes to the Master of Interactive Media (5653), as contained in 2015/6001022, for implementation in Semester 1, 2015.

8.2 The Queensland College of Art proposes changes to the Master of Interactive Media to clarify the program structure and degree requirements for students admitted to the program with advanced standing. Currently information for only the standard program is detailed. Minor wording changes to the admission requirements are also proposed.

8.3 To be eligible for admission to the Master of Interactive Media program, a student must:
- hold a Bachelor degree in any discipline from a recognised University or another tertiary education institution of equivalent standing; or
- hold a Bachelor degree in a related discipline from a recognised tertiary institution (students will be eligible for up to 40 credit points of advanced standing); or
- hold a Bachelor Honours degree or a Graduate Diploma in a related discipline from a recognised tertiary institution (students will be eligible for up to 80 credit points of advanced standing).

8.4 To be eligible for the award of Master of Interactive Media (MInteractMe), a student must acquire 160 credit points as prescribed below:
- Gain 120 credit points for prescribed courses and
- Gain 40 credit points for Masters Research Project courses.
To be eligible for the award of Master of Interactive Media (MInteractMe), a student admitted with 40 credit points of advanced standing must acquire 120 credit points as prescribed below:
- Gain 80 credit points for prescribed courses and
- Gain 40 credit points for Masters Research Project courses.

To be eligible for the award of Master of Interactive Media (MInteractMe), a student admitted with 80 credit points of advanced standing must acquire 80 credit points as prescribed below:
- Gain 40 credit points for prescribed courses and
- Gain 40 credit points for Masters Research Project courses.

Exit point
To be eligible to exit the Master of Interactive Media program with the Graduate Certificate in Interactive Media award, a student must acquire 40 credit points as prescribed below:
- gain 40 credit points for the prescribed courses.

Resolution

8.5 Programs Committee, on the executive recommendation of the Dean (Learning & Teaching), Arts, Education and Law Group (25 February 2015), resolved to recommend to Academic Committee the proposal for changes to the Master of Interactive Media (5653) as contained in 2015/6001022, for implementation in Semester 1, 2015.

9.0 PSY MAJOR CHANGE PROPOSAL (2015/6003001)
1013 BACHELOR OF BUSINESS/BACHELOR OF PSYCHOLOGICAL SCIENCE

9.1 Programs Committee, on the executive recommendation of the Dean (Learning & Teaching), Health Group (9 February 2015), considered the proposal for changes to the Bachelor of Business/Bachelor of Psychological Science (1013), as contained in 2015/6003001, for implementation in Semester 1, 2016.

9.2 The School of Applied Psychology proposes to introduce an additional five business award majors to the Gold Coast offering of the Bachelor of Business/Bachelor of Psychological Science (1013) to align more closely to the Nathan/Mt Gravatt program (1325). It is also proposed to replace a Listed Psychology Elective with 1003MKT Introduction to Marketing.

9.3 Members noted that Human Resource Management is currently the only business major offered at the Gold Coast, and that the new majors will include: Employment Relations; Entrepreneurship and Self Employment; Logistics and Supply Network Management; Management; and Marketing.

9.4 To be eligible for the award of Bachelor of Business/Bachelor of Psychological Science (BBus/BPsychSc), a student must acquire 320 credit points as prescribed below:
- gain a maximum of 120 credit points for prescribed Year 1 courses which include:
  - 50 credit points for Psychology courses
  - 70 credit points for Griffith Business School courses
- gain no more than 120 credit points for first year level courses
- gain a total of 200 credit points for Year 2, 3 and 4 courses which include:
  - 90 credit points for core Psychology courses
  - 20 credit points from the listed Psychology elective courses
  - 80 credit points for a Bachelor of Business award major
  - 10 credit points for 2007GIR Legal Issues for Managers
- gain at least 60 credit points for third year level courses.

9.5 In considering the proposal, the following comments were made:
- The Committee noted the proposal was supported by both the Griffith Business School and the Health Group.
- It was noted the changes were originally considered for implementation in 2015, however due to the program structure changes required, it was agreed
implementation would be for Semester 1, 2016 with a transition plan to be prepared for students wishing to transfer into the new program.
- The Committee noted changes to the Program Learning Outcomes were not required as a result of the proposed changes.
- Section 12.3 Program Structure/Course Lists, Year 3 structure is to be amended to change Business Award major courses from 20CP to 50CP.

Resolution

9.6 Programs Committee, on the executive recommendation of the Dean (Learning & Teaching), Health Group (9 February 2015), resolved to recommend to Academic Committee the proposal for changes to the Bachelor of Business/Bachelor of Psychological Science (1013), subject to amendments outlined above, as outlined in 2015/6003001, for implementation in Semester 1, 2016.

10.0 MSC/NRS MAJOR CHANGE PROPOSAL (2015/6003003)
1094/1031 BACHELOR OF BIOMEDICAL SCIENCE
1358/1392 BACHELOR OF BIOMEDICAL SCIENCE WITH HONOURS

10.1 Programs Committee, on the executive recommendation of the Dean (Learning & Teaching), Health Group and Dean (Learning & Teaching) Griffith Sciences (6 February 2015), considered the proposal for changes to the Bachelor of Biomedical Science (1094/1031) and the Bachelor of Biomedical Science with Honours (1358/1392) as contained in 2015/6003003, for implementation in Semester 1, 2016.

10.2 The School of Medical Science and the School of Natural Sciences proposed to increase the Year 12 subject prerequisite requirements for students entering the Bachelor of Biomedical Science and the Bachelor of Biomedical Science with Honours.

10.3 The increased prerequisite requirements have been advertised to High School students since 2013 in the QTAC Tertiary Prerequisites guide with the intent to implement from Semester 1, 2016.

10.4 To be eligible for admission to the Bachelor of Biomedical Science (Gold Coast) program, a student must meet the following criteria:

**QTAC application information**
Prerequisites: English (4SA); Maths B (4SA); one of Biology, Chemistry or Physics (4SA)

**UAC application information**
Prerequisites: Mathematics plus one of Biology, Chemistry or Physics
Assumed knowledge: Any two units of English

To be eligible for admission to the Bachelor of Biomedical Science (Nathan) program, a student must meet the following criteria:

**QTAC application information**
Prerequisites: English (4SA); Maths B (4SA); one of Biology, Chemistry or Physics (4SA)

To be eligible for admission to the Bachelor of Biomedical Science with Honours (Gold Coast) program, a student must meet the following criteria:

**QTAC application information**
Prerequisites: English (4SA); Maths B (4SA); one of Biology, Chemistry or Physics (4SA)

To be eligible for admission to the Bachelor of Biomedical Science with Honours (Nathan) program, a student must meet the following criteria:
- academic achievement in Year 12 or equivalent and is restricted to students who have completed Year 12 or equivalent up to two years prior to admission to this program and who have not previously attempted tertiary level studies.
- all prerequisite subjects (or their equivalent) must be met [English (4SA); Maths B (4SA) and one of Biology, Chemistry or Physics (4SA)].

**QTAC application information**
Prerequisites: English (4SA); Maths B (4SA); one of Biology, Chemistry or Physics (4SA)
Resolution

10.5 Programs Committee, on the executive recommendation of the Dean (Learning & Teaching), Health Group and Dean (Learning & Teaching) Griffith Sciences (6 February 2015), resolved to recommend to Academic Committee the proposal for changes to the Bachelor of Biomedical Science (1094/1031) and the Bachelor of Biomedical Science with Honours (1358/1392), as contained in 2015/6003003, for implementation in Semester 1, 2016.

11.0 CCJ MAJOR CHANGE PROPOSAL (2015/6001013)
3325 GRADUATE CERTIFICATE IN SEXUAL AND VIOLENT OFFENDER TREATMENT

11.1 The Chair of Programs Committee, on the executive recommendation of the Dean (Learning & Teaching), Arts, Education and Law Group (11 February 2015), has executively approved a proposal for changes to the Graduate Certificate in Sexual and Violent Offender Treatment (3325), as contained in 2015/6001013, for implementation in Semester 1, 2015.

11.2 The new Graduate Certificate in Sexual and Violent Offender Treatment was approved at the 7/2014 (September) Programs Committee with a Bachelor degree entry requirement, however the School has received enquiries from potential applicants without the relevant tertiary qualifications, but with relevant work experience.

11.3 The School of Criminology and Criminal Justice has advised that the intention was that the admission requirements would reflect those of the Graduate Certificate in Criminology and Criminal Justice where those applicants without a Bachelor degree may apply for entry based on their work experience in a relevant field. It is therefore proposed to amend the admission requirements of the program as listed below.

11.4 To be eligible for admission to the Graduate Certificate in Sexual and Violent Offender Treatment, an applicant must have:
- a Bachelor degree in any discipline from a recognised University (or another tertiary education institution of equivalent standing). OR
- fulfil the following alternative admission criteria: in selected circumstances, applicants without a recognised undergraduate degree may apply for entry based on their work experience in a related field.

In these circumstances the applicant must supply evidence of relevant professional registration or vocational experience in a related field. Such applicants, who will normally have worked in middle management positions for a minimum of five years, will be required to provide references from their employers supporting their application for admission and attesting to their ability to complete the program. In these cases, the Program Director will make the final decision and must be satisfied as to the applicant's ability to complete such a course of study.

Resolution

11.5 Programs Committee resolved to ratify the executive action of the Chair of Programs Committee to recommend to Academic Committee the proposal for changes to the Graduate Certificate in Sexual and Violent Offender Treatment (3325), as contained in 2015/6001013, for implementation in Semester 1, 2015.

12.0 EPS MAJOR CHANGE PROPOSAL (2015/6001009)
3327 GRADUATE CERTIFICATE IN EARLY CHILDHOOD AND EDUCATION CARE

12.1 The Chair of Programs Committee, on the executive recommendation of the Dean (Learning & Teaching), Arts, Education and Law Group (5 February 2015), has executively approved a proposal for changes to the Graduate Certificate in Early Childhood and Education Care (3327), as contained in 2015/6001009, for implementation in Semester 1, 2015.
12.2 The School of Education and Professional Studies proposed a change of offering for the online program from full-time to part-time only for Semester 1 due to unforeseeable health challenges of the key academic responsible for leading and developing the courses. The program will be offered full-time in Semester 2.

12.3 In accordance with the University’s Cancellation and Deletion of Courses Policy the Chair of the Arts, Education and Law Group Board has approved the cancellation of classes due to unforeseeable staffing problems.

12.4 There are four students enrolled in the program in full-time mode for Semester 1, 2015. These students have been contacted and confirmed that they are happy to study the program part-time.

Resolution

12.5 Programs Committee resolved to ratify the executive action of the Chair of Programs Committee to recommend to Academic Committee the proposal for changes to the Graduate Certificate in Early Childhood and Education Care (3327), as contained in 2015/6001009, for implementation in Semester 1, 2015.

13.0 GBS PROGRAM WITHDRAWAL PROPOSAL (2015/6002004)
1147 BACHELOR OF ASIAN STUDIES/BACHELOR OF COMMUNICATION

13.1 The Chair of Programs Committee, on the executive recommendation of the Dean (Learning & Teaching) Griffith Business School (3 February 2015), has executively approved a proposal to withdraw the Bachelor of Asian Studies/Bachelor of Communication (1147), as contained in 2015/6002004, with a last admit term of Semester 1, 2015.

13.2 The Griffith Business School proposed to withdraw the Bachelor of Asian Studies/Bachelor of Communication following a recommendation from the Academic Provost. There is a low demand for this program, as evidenced by program enrolments. This program received 3 first preferences for 1/2015.

13.3 Students admitted in 1/2015 will be able to continue their enrolment. Four students have been matriculated. These students will be contacted regarding the program withdrawal. There are also seven continuing students enrolled in this program. The students will be able to complete the program as the courses are offered in other programs.

Resolution

13.4 Programs Committee resolved to ratify the executive action of the Chair of Programs Committee to recommend to Academic Committee the proposal to withdraw the Bachelor of Asian Studies/Bachelor of Communication (1147), as contained in 2015/6002004, with a last admit term of Semester 1, 2015.

14.0 GBS PROGRAM WITHDRAWAL PROPOSAL (2015/6002001)
3244 GRADUATE CERTIFICATE IN SUSTAINABLE ENTERPRISE

14.1 The Chair of Programs Committee, on the executive recommendation of the Dean (Learning & Teaching) Griffith Business School (5 February 2015), has executively approved a proposal to withdraw the Graduate Certificate in Sustainable Enterprise (3244), as contained in 2015/6002001, with a last admit term of Semester 1, 2015.

14.2 The Griffith Business School proposed to withdraw the Graduate Certificate in Sustainable Enterprise following a five year review of the program, and further discussions with the Academic Provost. There is a small market for this program and it is not sustainable to continue to offer this program.
14.3 The withdrawal of the program will impact on other programs offered within the Griffith Business School and Griffith Sciences Group. Transition arrangements can be found within the withdrawal submission.

Resolution

14.4 Programs Committee resolved to ratify the executive action of the Chair of Programs Committee to recommend to Academic Committee the proposal to withdraw the Graduate Certificate in Sustainable Enterprise (3244), as contained in 2015/6002001, with a last admit term of Semester 1, 2015.

15.0 ENV PROGRAM WITHDRAWAL PROPOSAL (2015/6004010)

1008 BACHELOR OF ARTS IN ENVIRONMENT

15.1 The Chair of Programs Committee, on the executive recommendation of the Dean (Learning & Teaching) Griffith Sciences (20 February 2015), has executively approved a proposal to withdraw the Bachelor of Arts in Environment (1008), as contained in 2015/6004010, with a last admit term of Semester 2, 2015.

15.2 The School of Environment proposed to withdraw the Bachelor of Arts in Environment due to low enrolment numbers in the program. This withdrawal was approved by the Academic Provost during the 2016 Program Profile Planning process.

15.3 Current students will be able to complete their program as all courses will continue to be offered. Griffith International has been advised of the withdrawal and has confirmed there are currently no international offers or acceptances for this program for 2016 onwards.

Resolution

15.4 Programs Committee resolved to ratify the executive action of the Chair of Programs Committee to recommend to Academic Committee the proposal to withdraw the Bachelor of Arts in Environment (1008), as contained in 2015/6004010, with a last admit term of Semester 2, 2015.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

16.0 COURSE PROFILE SYSTEM ENHANCEMENT DEMONSTRATION

16.1 The Deputy Academic Registrar and Academic Services Project Officer attended the meeting to provide a demonstration on the Course Profile System Enhancements that were discussed in the documents *Overview of Course Profile System Enhancements Demonstration* (2015/6009015) and *Course Profile – Curriculum Initiatives Tracking Discussion Paper* (2015/6009016).

16.2 The Deputy Academic Registrar introduced this item and reminded members that the enhancements to the Course Profile System will be finalised by 16 March, to allow staff to utilise the improved system for their semester 2 course profile entries.

16.3 Members noted that the system changes outlined in the demonstration are designed to facilitate more streamlined processes concerning the following aspects of the course profiles:
- submission, review and approval;
- capturing key assessment processes; and
- recording a diverse number of semesters/teaching periods.

16.4 In considering the *Course Profile – Curriculum Initiatives Tracking Discussion Paper* (2015/6009016) the Committee agreed an audit trail for fields in the Curriculum Initiatives Tracking section of Course Profiles would be beneficial and supported the proposed developments outlined in the discussion paper.
16.5 Programs Committee was asked to provide advice on further enhancements to the Course Profile System to the EICP funded Course Profile System Enhancements Project Board. The Committee advised further enhancements could include:
- Course Learning Outcomes audit;
- Interprofessional learning; and
- Addition of ‘Close the loop’ section in Head of School review.

Resolution

16.6 Programs Committee resolved to approve the proposal for the Course Profile System Enhancements Project to develop an audit trail for fields in the Curriculum Initiatives Tracking section of the Course Profiles, as detailed in *Course Profile – Curriculum Initiatives Tracking Discussion Paper* (2015/6009016).

17.0 PROGRAM LEARNING OUTCOMES

17.1 Programs Committee considered the following Program Learning Outcomes, for publication on the Programs and Courses website:
- Bachelor of Social Work (1282/1372) (2013/0007185)
- Bachelor of Environmental Health (1386) (2012/0002788)
- Bachelor of Sport Development (1493) (2014/0005501)
- Graduate Certificate in Acute Care Nursing (3289) (2013/0005897)
- Graduate Certificate in Critical Care Nursing (3290) (2013/0007160)
- Graduate Certificate in Primary Maternity Care (3310) (2014/0001250)
- Graduate Diploma of Primary Maternity Care (4172) (2014/0001250)
- Master of Primary Maternity Care (5655) (2014/0001250)
- Graduate Certificate in Sports Coaching (3264) (2014/0001212)
- Graduate Diploma of Sports Coaching (4173) (2014/0001212)
- Master of Sports Coaching (5656) (2014/00001212)
- Graduate Certificate in Mental Health Practice (3232) (2013/0005935)
- Graduate Diploma of Mental Health Practice (4171) (2013/0005935)
- Master of Mental Health Practice (5475/5625) (2013/0005935)
- Master of Social Work (5620/5621/5622) (2013/0007156)
- Master of Infection Prevention and Control (5600) (2013/0007166)
- Master of Pharmacy (Extended) (5661) (2014/0004539)

Resolution

17.2 Programs Committee resolved to approve the finalised Program Learning Outcomes for the above listed programs for publication on the Programs and Courses website.

SECTION C: OTHER RECOMMENDATIONS AND REPORTS
(to persons/committees other than the parent committee/s)

NIL

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

18.0 REVISED EXPEDITED APPROVAL PROCESSES FOR GRIFFITH PROGRAMS

18.1 At the December 2014 Programs Committee (10/2014) members discussed the expedited approval processes for Griffith programs.

18.2 In the Expression of Interest (EoI) and Initial Program Proposal (IPP) documents produced for approval of a program for the 6-week teaching period model, the following must be evident:
- international focus
- audience will be a lay person with no/ little industry knowledge (keep acronyms to a minimum)
- need to distinguish what Griffith will be offering from others in the market - a broader program is likely to have a broader appeal.

and in addition for the Full Program Proposal (FPP):
- As the 6-week teaching period mode is on-line, research courses for Masters programs will need to be considered carefully and meet the minimum academic program requirements.

18.3 Programs Committee considered the following documents for this item:
- revised diagrammatic presentation of the approval process for existing programs to be offered under the 6-week teaching period model
- blank template and example for the Expression of Interest for existing programs to be offered under the 6-week teaching period model.

19.0 CHAIR’S REPORT

19.1 The Chair reported on issues of interest and relevance since the last meeting including:
- OUA will be undertaking the Annual Provider Portfolio Review at Griffith on March 23, 2015.
- Victoria Yantsch has replaced Emma Farley as Project Manager overseeing the Griffith/Pearson Alliance.
- The Senior Leadership Conference was held on 10-11 February.
- The Griffith Model: key points that will affect Program Profile and Program architecture are:
  - Discontinue programs and courses with low demand and low entry scores;
  - Bring higher demand professional programs to Brisbane;
  - Simplify program structures;
  - Trial high-demand fit for purpose double degrees; and
  - Enhance student success through various pathways.

20.0 REVIEW OF ACADEMIC PLANNING, PROGRAM DEVELOPMENT, AND APPROVAL PROCESSES

20.1 Under the provision of Other Business, the Chair called for comments on the current institution-wide review of the University’s Academic Planning, Program Development, and Approval Processes.

20.2 The Committee discussed the timing, rationalisation, and consultation required for the Review of Group Program Portfolios. Members were encouraged to provide into the review of program approval processes.

21.0 NEXT MEETING

21.1 The next meeting of Programs Committee is scheduled to be held on Thursday 2 April 2015 at 9.30am via videoconference at the following venues:
- Room 2.06, Bray Centre (N54), Nathan campus
- Room 1.04, The Chancellery (G34), Gold Coast campus
- Room 2.27, Information Services (L03) Logan campus.

22.0 FUTURE ITEMS

22.1 The Deputy Academic Registrar raised the issue of introducing a set credit point value for minors to replace the current provision which states minors are less than 60CP but include a minimum of 30CP of courses. The Deputy Academic Registrar will draft a discussion paper to be tabled at a future meeting.

Minutes Confirmed: ____________________________ Date: 2 April 2015
Prof Wendy Loughlin (Chair)
## DISTRIBUTION LIST

### Committee Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointment Type</th>
<th>Term of Office</th>
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<tbody>
<tr>
<td>Professor Wendy Loughlin (Chair)</td>
<td>Deputy Chairperson of Academic Committee</td>
<td>ex officio</td>
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<tr>
<td>Ms Kathy Grgic</td>
<td>Academic Registrar</td>
<td>ex officio</td>
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<tr>
<td>Professor Glenn Finger</td>
<td>Dean, Learning and Teaching (Arts, Education and Law)</td>
<td>ex officio</td>
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<tr>
<td>Professor Ross Guest</td>
<td>Dean, Learning and Teaching (Griffith Business School)</td>
<td>ex officio</td>
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<tr>
<td>Professor Nick Buys</td>
<td>Dean, Learning and Teaching (Griffith Health)</td>
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<tr>
<td>Professor Richard John</td>
<td>Dean, Learning and Teaching (Griffith Sciences)</td>
<td>ex officio</td>
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<tr>
<td>Dr Judith Williams</td>
<td>Nominee for Dean, Learning Futures or Nominee</td>
<td>Two years (up to 31 December 2015)</td>
</tr>
<tr>
<td>Ms Louise Howard</td>
<td>Nominee for Pro Vice Chancellor, Information Services</td>
<td>Two years (up to 31 December 2016)</td>
</tr>
<tr>
<td>Associate Professor Halim Rane</td>
<td>Full-time academic staff member appointed by Pro Vice Chancellor (Arts, Education and Law)</td>
<td>Two years (up to 31 December 2016)</td>
</tr>
<tr>
<td>Dr Anita Love</td>
<td>Full-time academic staff member appointed by Pro Vice Chancellor (Business)</td>
<td>Two years (up to 31 December 2016)</td>
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<tr>
<td>Professor Gary Rogers</td>
<td>Full-time academic staff member appointed by Pro Vice Chancellor (Health)</td>
<td>Two years (up to 31 December 2015)</td>
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<tr>
<td>Dr Rene Hexel</td>
<td>Full-time academic staff member appointed by Pro Vice Chancellor (Griffith Sciences)</td>
<td>Two years (up to 31 December 2015)</td>
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<tr>
<td>Ms Sharon Clifford</td>
<td>Secretary</td>
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### Other Copies
- Binding (CARMS) (attachments)
- Spare copy (attachments)

### Information Copies (without attachments unless stated)
- Vice Chancellor – Professor Ian O’Connor
- Senior Deputy Vice Chancellor – Professor Ned Pankhurst
- Academic Provost – Professor Adam Shoemaker
- Deputy Vice Chancellor (Engagement) – Professor Martin Betts
- Pro Vice Chancellor (Arts, Education and Law) – Professor Paul Mazerolle
- Pro Vice Chancellor (Business) – Professor Michael Powell
- Pro Vice Chancellor (Health) – Professor Allan Cripps
- Pro Vice Chancellor (Sciences) – Professor Debra Henly
- Pro Vice Chancellor (International) – Professor Sarah Todd
- Dean, Learning Futures – Professor Alfred Lizzie
- Dean, Graduate Research School – Professor Sue Berners-Price
- Director, Student Admin – Ms Cathy McGrath
- Student Systems Operations Manager – Mr Pascal Boucher
- Manager, Business Intelligence – Ms Anh Nguyen
- Technical Manager Griffith Sciences Technical Services (Nathan) – Mr George Klich
- Technical Manager Griffith Sciences Technical Services (Gold Coast) – Mr Stephen Boyd
- Student Services, Nathan (with attachments) – Ms Vicki Tolstoff
- Deputy Academic Registrar (with attachments) – Ms Karen van Haeringen
- Secretary, Academic Committee (with attachments) – Ms Tasha Langham