GRIFFITH UNIVERSITY
PROGRAMS COMMITTEE

A meeting of the Programs Committee was held on Thursday, 8 October 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: Apologies: Present by Invitation:
Professor Wendy Loughlin (Chair) Professor Gary Rogers Rosemary Marson
Professor Nan Bahr
Professor Ross Guest
Professor Nick Buys
Professor Richard John
Assoc Professor Halim Rane
Dr Anita Love
Dr Rene Hexel
Ms Kathy Grgic
Dr Judith Williams
Ms Louise Howard
Ms Sharon Clifford (Secretary)

University Committees SharePoint Web Address

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MINUTES

1.0 CONFIRMATION OF MINUTES

The minutes of the 7/2015 (September) meeting were taken as read and confirmed.

2.0 DECLARATION OF INTERESTS

No members identified any conflict of interest, as outlined in the University policy, Conflict of Interest and Personal Relationships in the Workplace, which exists in respect of any of the items on the Agenda.

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

3.0 EDN MAJOR CHANGE PROPOSAL 2015/6001141
5668 MASTER OF EDUCATIONAL STUDIES

3.1 Programs Committee, on the recommendation of the Arts, Education and Law Group Board (24 September 2015), considered the proposal for major changes to the Master of Educational Studies (5668), as described in 2015/6001141, for implementation from Semester 1, 2016.

3.2 The Master of Educational Studies provides advanced professionally-oriented studies for practising teachers, administrators, non-governmental education providers and vocational, adult and continuing education professionals.

3.3 The School of Education and Professional Studies proposes the following changes:
Courses in the Special Needs and Intervention Education, Autism, and TESOL majors have been changed to better reflect the focus of the majors for this program.

Introduction of a substantial research component through a combination of a 40CP dissertation and research-related coursework, which provides a PhD pathway.

3.4 There are no changes to the Program Learning Outcomes or Admission Requirements.

3.5 To be eligible for the award of Master of Educational Studies (MEdSt), a student must acquire 160 credit points as prescribed below:

Standard pathway:
- Gain 80 credit points of courses in Year 1 comprising:
  - 20 credit points for prescribed courses
  - 40 credit points for an award major
  - 20 credit points for listed postgraduate Education elective courses.

- Gain 80 credit points of courses in Year 2 comprising:
  - 50 credit points for prescribed courses
  - 30 credit points for listed postgraduate Education elective courses.

Research pathway:
- Gain 80 credit points of courses in Year 1 comprising:
  - 20 credit points for prescribed courses
  - 40 credit points for an award major
  - 20 credit points for listed postgraduate Education elective courses.

- Gain 80 credit points of courses in Year 2 comprising:
  - 40 credit points for prescribed courses
  - 40 credit points for Dissertation courses

Resolution

3.4 Programs Committee, on the recommendation of the Arts, Education and Law Group Board (24 September 2015), resolved to recommend the proposal for major changes to the Master of Educational Studies (5668), as described in 2015/6001141, to Academic Committee for implementation in Semester 1, 2016.

4.0 LAW MAJOR CHANGE PROPOSAL 2015/6001140
3193 GRADUATE CERTIFICATE IN AUSTRALIAN MIGRATION LAW AND PRACTICE

4.1 Programs Committee, on the recommendation of the Arts, Education and Law Group Board (24 September 2015), considered the proposal for major changes to the Graduate Certificate in Australian Migration Law and Practice (3193), as described in 2015/6001140, for implementation from Semester 1, 2016.

4.2 The Griffith Law School proposed the following changes to the entry requirements for this program, which have been prompted by applications from several students who have a GPA lower than the current minimum specified 4.0 on a scale of 7.0. These students have subsequently illustrated through their work experience that they are suitable for the program.

4.3 To be eligible for admission to the Graduate Certificate in Australian Migration Law and Practice (3193), a student must fulfil the following criteria:

Hold a Bachelor degree in any discipline from a recognised university (or another tertiary education institution of similar standing) with a minimum GPA of 4.0 (on a 7 point scale). Where the applicant holds a Bachelor degree but does not have a minimum GPA of 4.0, in selected circumstances, applicants may apply to waive the GPA requirement on the basis of five years' 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 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.

4.4 Members noted the reference in ‘Short admission requirements’ on page 2 had been amended to remove ‘relevant work experience’.

Resolution

4.5 Programs Committee, on the on executive recommendation of the Dean (Learning and Teaching), Arts, Education and Law Group (18 September 2015), resolved to recommend the proposal for major changes to the Graduate Certificate in Australian Migration Law and Practice (3193), (revised document 2015/6009108), to Academic Committee for implementation in Semester 1, 2016.

5.0 GBS MAJOR CHANGE PROPOSAL 2015/6002098
5592 MASTER OF FINANCE
4166 GRADUATE DIPLOMA OF FINANCE

5.1 Programs Committee, on the executive recommendation of the Dean (Learning and Teaching) Griffith Business School (24 September 2015), considered the proposal for major changes to the Master of Finance (5592) Graduate Diploma of Finance (4166), as described in 2015/6002098, for implementation from Semester 1, 2016.

5.2 The Griffith Business School is proposing the following changes:

- Admission requirements for Graduate Diploma: students who have a minimum of six years equivalent full-time relevant work experience will now be considered for admission to the program;
- Advanced Standing for the Masters: Students who have completed the Level 1 examination of the Chartered Financial Analyst program (CFA) will receive 40CP advanced standing for the foundation courses. Students who have passed level 1 and 2 examinations of the CFA program will receive 60CP advanced standing for the foundation courses. Students may also be eligible for up to 20CP credit towards the core or elective courses offered as part of the Masters.
- Withdrawal of 7160AFE Taxation for Finance to be replaced with 7106AFE Income Tax Law.

5.3 To be eligible for admission to the Graduate Diploma of Finance, a student must:

- hold any 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 Graduate Certificate or higher qualification 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
- have a minimum of six years equivalent full-time relevant work experience in financial services and evidence of formal or informal training in financial services.

5.4 Programs Committee commented and noted as follows:

- The proposed admission requirements for the Graduate Diploma include a minimum of six years’ equivalent full-time relevant work experience and evidence of formal or informal training in financial services. Members agreed that the quality of the Program Director’s judgement in assessing applications for admission to the Graduate Diploma is critical in such cases. In considering this matter, members noted that the University now offers range of alternative pathways for admission into its postgraduate programs and agreed that a paper outlining these and the various benchmarks associated with them would be beneficial in assisting and guiding Program Directors responsible for assessing admission into such programs. The Chair agreed that a paper would be prepared by the Manager, Academic Program
Services and the Manager, Academic Policy Services for discussion at a future meeting.

- The statement regarding arrangements for credit for prior study are to be relocated to the Credit section, with a cross-reference to it from the Course Lists section.

**Resolution**

5.5 Programs Committee, on the executive recommendation of the Dean (Learning and Teaching) Griffith Business School (24 September 2015), resolved to recommend the proposal for major changes to the Master of Finance (5592) and Graduate Diploma of Finance (4166), (revised document 2015/6009109) to Academic Committee for implementation in Semester 1, 2016.

6.0 **GBS MAJOR CHANGE PROPOSAL 2015/6002097**

5591/5579 MASTER OF FINANCE AND INVESTMENTS

6.1 Programs Committee, on the executive recommendation of the Dean (Learning and Teaching) Griffith Business School (24 September 2015), considered the proposal for major changes to the Master of Finance and Investment (5591/5579), as described in 2015/6002097, for implementation from Semester 1, 2016.

6.2 The Griffith Business School is proposing the following changes:
- Add an admission point for students who have completed a bachelor degree (GPA 4.0) plus the Chartered Financial Analysts (CFA)’s Program Level 1 examination.
- Add Financial Planning as a relevant discipline to the existing admission criterial.

6.3 To be eligible for admission to the Graduate Diploma of Finance, a student must:
- hold a Bachelor degree in finance or closely related discipline (such as banking or financial planning) 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
- hold any Bachelor degree from a recognised University (or another tertiary education institution of equivalent standing) with a minimum GPA of 4.0 AND successfully pass the Level I examination for the Chartered Financial Analyst Program administered by the CFA Institute.
- students with 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).

**Resolution**

6.4 Programs Committee, on the executive recommendation of the Dean (Learning and Teaching) Griffith Business School (24 September 2015), resolved to recommend the proposal for major changes to the Master of Finance and Investment (5591/5579), as described in 2015/6002097, to Academic Committee for implementation in Semester 1, 2016.

7.0 **ENG MAJOR CHANGE PROPOSAL 2015/6004111**

1536/1537 BACHELOR OF ENGINEERING WITH HONOURS

7.1 Programs Committee, on the executive recommendation of the Dean (Learning and Teaching) Griffith Sciences (10 September 2015), considered a proposal for major changes to the Bachelor of Engineering with Honours (1536/1537), as described in 2015/6004111, for introduction in Semester 1, 2016.
7.2 During 2014, the Griffith School of Engineering reviewed its program offerings to comply with the Australian Qualifications Framework (AQF). As part of this review and after considerable consultation, the School decided to withdraw the Bachelor of Engineering programs offered on each campus and to offer specifically named discipline awards, as listed below.

7.3 In 2015, as a result of the introduction of the Griffith Model, the School was asked to remove the multiple listings in QTAC for 2016 admission. In response the School of Engineering has prepared the attached proposal which outlines a single entry point Bachelor of Engineering with Honours (1536, 1537) for each campus with an 80 credit point first year structure, for domestic students only.

7.4 The new 2016 programs will not be available to international students as there is insufficient time to obtain CRICOS registrations and many international students will have received offers into the programs listed below.

7.5 Students admitted in 2016 to the new Bachelor of Engineering with Honours will have the option to transfer on admission, or at the end of semester 1 or semester 2, to one of the following specifically named awards. Students must acquire a total of 320 credit points as specified for each award:

**Gold Coast:**
- Bachelor of Engineering with Honours in Civil Engineering (1411)
- Bachelor of Engineering with Honours in Mechanical Engineering (1412)
- Bachelor of Engineering with Honours in Electronic and Biomedical Engineering (1424)
- Bachelor of Engineering with Honours in Electrical and Electronic Engineering (1425)
- Bachelor of Engineering with Honours in Mechatronic Engineering (1426)

**Nathan:**
- Bachelor of Engineering with Honours in Electronic and Computer Engineering (1422)
- Bachelor of Engineering with Honours in Electronic and Energy Engineering (1423)
- Bachelor of Engineering with Honours in Microelectronic Engineering (1427)
- Bachelor of Engineering with Honours in Environmental Engineering (1428)
- Bachelor of Engineering with Honours in Software Engineering (1478)

Resolution

7.6 Programs Committee on the executive recommendation of the Dean (Learning and Teaching) Griffith Sciences (10 September 2015), resolved to recommend the proposal for major changes to the Bachelor of Engineering with Honours (1536/1537), as described in 2015/6004111, to Academic Committee for implementation in Semester 1, 2016.

**SECTION B: ACTION UNDER DELEGATED AUTHORITY**

NIL

**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**

8.0 ICT MAJOR CHANGE PROPOSAL 2015/6004124
1046 BACHELOR OF MULTIMEDIA (GOLD COAST)
1110 BACHELOR OF MULTIMEDIA (NATHAN)

8.1 This items was withdrawn from the Agenda at the request of the Dean (Learning and Teaching) Griffith Sciences.
9.0 PROGRAM LEARNING OUTCOMES

9.1 Programs Committee approved the following Program Learning Outcomes, for publication on the Programs and Courses website:
- Graduate Certificate of Marketing (3068/3069/3331)
- Graduate Certificate in Policy Analysis (3210)
- Master of Marketing Advanced (5678/5679)
- Master of Public Administration (5580)
- Master of Civil Engineering Advanced (5692)
- Master of Engineering Project Management (5693)

10.0 OTHER BUSINESS

Nil

11.0 CHAIR’S REPORT

The Chair reported on the following matters.

11.1 Introduction of new Program Approval and Review Policy, which was approved by Academic Committee (13 September 2015) and will take effect from January 2016. The new policy vests the approval of programs (including non-award programs) with Programs Committee.

11.2 2017 Group Program Profile Plans were approved by Executive Group at its 7 October meeting. Copies will be circulated to the Academic Groups.

11.3 The Program Configuration Collection Form is currently under development. It will capture the configuration data previously included in Sections 15 – 21 of the former Program Proposal Template. The form will be completed by staff in Academic Services in consultation with relevant stakeholders.

11.4 The Chair invited the Academic Registrar to provide an update on the University’s discussions with QTAC concerning issues associated with transitioning from the OP to the ATAR system of tertiary entrance. The Academic Registrar advised that a letter outlining the University’s concerns was forwarded to the Chief Executive Officer of QTAC on 29 September. The Academic Registrar further advised that this matter will be included as an item for discussion at the Programs Committee November meeting.

12.0 NEXT MEETING

12.1 The next meeting of Programs Committee is scheduled to be held on Thursday, 12 November, 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.
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<th>Name</th>
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<td>Professor Wendy Loughlin (Chair)</td>
<td>Deputy Chairperson of Academic Committee</td>
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<td>Ms Kathy Grgic</td>
<td>Academic Registrar</td>
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<td>Professor Nan Bahr</td>
<td>Dean, Learning and Teaching (Arts, Education and Law)</td>
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<td>Professor Ross Guest</td>
<td>Dean, Learning and Teaching (Griffith Business School)</td>
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<td>Dr Judith Williams</td>
<td>Nominee for Dean, Learning Futures or Nominee</td>
<td>Two years (up to 31 December 2015)</td>
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<td>Ms Louise Howard</td>
<td>Nominee for Pro Vice Chancellor, Information Services</td>
<td>Two years (up to 31 December 2016)</td>
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<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>
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<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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**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
- Senior Manager, Enrolment and Fees – 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

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