A meeting of the Programs Committee was held on Thursday 5 April 2007 at 9.30am in M24, 3.11A, Mt Gravatt campus (Psychology Building).

MINUTES

PRESENT:
Professor Sally Borbasi (Chair)
Dr Richard Armour
Dr Glenn Finger
Associate Professor Nick Buys
Mr Dave Edwards
Dr Paula Jervis-Tracey
Dr Ray Hibbins
Associate Professor Wendy Loughlin
Ms Chelsea Leach

APOLOGIES:
Dr Michael Crock
Professor Lorelle Frazer
Dr Deborah Mooney

Present by Invitation:
Assoc Prof Jeroen Kroon (for item 4.0)

Secretary: Ms Sharon Clifford

Committee QuickPlace Web Address
https://qplace01.domino.griffith.edu.au/sec-university-committees Use the left navigation bar to select the Programs Committee site. (Username is your staff number and password is the same as your Novell login. Call the Secretary on 55372 for advice or if experiencing difficulties.)

<table>
<thead>
<tr>
<th>Name of Item (including Agenda Item Number and Attachment/s)</th>
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<th>Resolution</th>
<th>Action to be Taken</th>
<th>Responsible Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmation of Minutes</td>
<td>Confirmation of the minutes of the 1/2007 meeting.</td>
<td>Taken as read and confirmed</td>
<td>Forward to CARMS</td>
<td>Committee Secretary</td>
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<tr>
<td>DOH Major Change Submission 2007/0012265</td>
<td>For introduction in semester 2, 2007 Comments from the Programs Committee:</td>
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SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES
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<td><strong>(Agenda Item 4.0)</strong>&lt;br&gt;1259 B Oral Health in Dental Science&lt;br&gt;4136 GDip Dentistry</td>
<td>- The Secretary is asked to ascertain whether the proposal to have non-standard semester loads (ie 35CP and 45CP semesters) contravenes the policy requirements for the level load rule. (Subsequent to the meeting the Secretary ascertained that the proposal does not contravene policy requirements with respect to the level load rule.)&lt;br&gt;- Those courses which have had their CP value changed will need to be allocated new course codes. (Subsequent to the meeting the ASO provided details to the Chair justifying why it is not necessary to recode the courses. The Chair approved this request.)&lt;br&gt;- The School of Dental and Oral Health is asked to include information in the submission regarding the integration of research based learning which makes this program distinctive.</td>
<td>Resolved to:&lt;br&gt;Recommend the submission to the Academic Committee for approval, subject to amendments as listed. Revised submissions. 2007/0000261</td>
<td>Forward to Academic Ctee, BSS, Prof Inf Officer, GI.</td>
<td>Committee Secretary</td>
</tr>
<tr>
<td><strong>GBS Major Change Submission 2007/0002028</strong>&lt;br&gt;(Agenda Item 5.0)&lt;br&gt;5158, 5159 MBA&lt;br&gt;5457, 5458 International MBA</td>
<td>For implementation in semester 2, 2007&lt;br&gt;Comments from the Programs Committee:&lt;br&gt;- Minor amendments to be made in the submission to rename headings listing specialisations from “MBA Specialisation courses” to “MBA Specialisations”.</td>
<td>Resolved to:&lt;br&gt;Recommend the submission to the Academic Committee for approval, as amended. Revised submission. 2007/0000260</td>
<td>Forward to Academic Ctee, BSS, Prof Inf Officer, GI.</td>
<td>Committee Secretary</td>
</tr>
<tr>
<td><strong>PBH Special Purpose Submission 2007/0012256</strong>&lt;br&gt;(Agenda Item 6.0)&lt;br&gt;3082 GCert Health Services Mgt&lt;br&gt;3203 GCert Hth Serv Mgt (QAiHC)&lt;br&gt;5266 M Health Services Mgt&lt;br&gt;5405 M Hth Services Mgt Honours&lt;br&gt;3147 GCert Public Health&lt;br&gt;4094 GDip Public Health&lt;br&gt;5263 M Public Health</td>
<td>For implementation in semester 1, 2007</td>
<td>Resolved to:&lt;br&gt;Recommend the submission to the Academic Committee for approval.</td>
<td>Forward to Academic Ctee, BSS, Prof Inf Officer, GI.</td>
<td>Committee Secretary</td>
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| **GBS Special Purpose Submission 2007/0002026**  
(Agenda Item 7.0)  
5457, 5458 International MBA | For implementation in semester 1, 2007 | Resolved to: Recommend the submission to the Academic Committee for approval. | Forward to Academic Ctee, BSS, Prof Inf Officer, GI. | Committee Secretary |
| **CCJ Special Purpose Submission 2007/000258**  
(Agenda Item 8.0)  
9316 Postgraduate Qualifying Program, CCJ | For implementation in semester 1, 2007  
Comments from the Programs Committee:  
- It was requested that the words “at least” be inserted as follows:  
“... the IELTS level is 6.5 the student must achieve a result of at least credit ... the IELTS level is 7.0 the student must achieve a result of at least distinction ...” | Resolved to:  
Recommend the submission to the Academic Committee for approval, as amended.  
Revised Submission 2007/000259 | Forward to Academic Ctee, BSS, Prof Inf Officer, GI. | Committee Secretary |
| **QCA Special Purpose Submission 2007/000257**  
(Agenda Item 9.0)  
1181 B Fine Art | For implementation in semester 1, 2008 | Resolved to:  
Recommend the submission to the Academic Committee for approval. | Forward to Academic Ctee, BSS, Prof Inf Officer, GI. | Committee Secretary |

**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**

Science, Environment, Engineering and Technology Programs Review: Discussion Paper  
(Supp Agenda Item 10.0)  
(2007/0002517)  
Comments from the Programs Committee:  
- Members of the Committee endorsed the document, and commended Mr Edwards on the proposal.  
- The Deans, Learning and Teaching, from the other Groups indicating they would use the document to develop similar processes within their Groups.
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<td>- The Chair commented that this proposal is in line with developments within the University to ensure quality assurance and quality enhancement (QAQE) of its programs.</td>
<td></td>
<td>Noted</td>
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<tr>
<td>- Mr Edwards advised that the Science, Environment, Engineering and Technology Group is still to develop a program review proposal for its postgraduate programs.</td>
<td></td>
<td>Noted</td>
<td></td>
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**Chair’s Report (Agenda Item number 3.0)**

The Chair reported on the following:

1.1 **Learning and Teaching Committee**
- The Learning and Teaching web site is being updated.
- The Examinations Policy has been amended with respect to the timing for deferred examinations.
- The Timetabling Policy has been amended with respect to staff availability for teaching. Priority is being given to the timetabling of first year courses.
- A revised Program Planning, Development, Approval and Review process is being implemented, and will be considered at the next meeting of the Academic Committee.

1.2 **Diploma Supplement**
- The ‘Diploma Supplement’, established in Europe, is a means to standardise the testamur and academic transcript provided to university graduates. Griffith staff are collaborating, as part of a national consortium funded by DEST, to establish a similar proposal for Australian universities.

1.3 **Pharmacy English language testing submission**
- The Submission has been amended and approved by the Deputy Vice Chancellor (Academic) since being considered by the programs Committee at its last meeting, as follows:

- Noted.
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|                                                            | - Students cannot be charged a fee to sit the test.  
- The requirement to pass the test in order to meet prerequisite requirements for the second year second semester courses has been removed. |            |                    |                     |

**Next Meeting (Agenda Item Number 11.0)**

The next meeting of the Programs Committee will be held on 10 May 2007 at 9.30am in G34_1.04, The Chancellory, Gold Coast campus.

**Noted**

Confirmed: ____________________________  
Date: 10 May 2007

Professor Sally Borbasi (Chair)
### DISTRIBUTION LIST

<table>
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<tr>
<th>Member</th>
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<tr>
<td>Professor Sally Borbasi (Chair)</td>
<td>Vice Chairperson of the Academic Committee (appointed to 30 June 2007)</td>
<td>ex officio</td>
</tr>
<tr>
<td>Dr Richard Armour</td>
<td>Academic Registrar</td>
<td>ex officio</td>
</tr>
<tr>
<td>Dr Michael Crock</td>
<td>Director, Flexible Learning and Access Services</td>
<td>ex officio</td>
</tr>
<tr>
<td>Dr Calvin Smith</td>
<td>Director, Griffith Institute for Higher Education (or nominee)</td>
<td>ex officio</td>
</tr>
<tr>
<td>Professor Lorelle Frazer</td>
<td>Dean (Learning and Teaching), Griffith Business School</td>
<td>ex officio</td>
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<tr>
<td>Associate Professor Nick Buys</td>
<td>Dean (Learning and Teaching), Griffith Health</td>
<td>ex officio</td>
</tr>
<tr>
<td>Mr Dave Edwards</td>
<td>Dean (Learning and Teaching), Science, Environment, Engineering and Technology Group</td>
<td>ex officio</td>
</tr>
<tr>
<td>Dr Glenn Finger</td>
<td>Dean, appointed by Pro-Vice Chancellor (Arts, Education and Law)</td>
<td>Two years, to 31 December 2008</td>
</tr>
<tr>
<td>Dr Paula Jervis-Tracey</td>
<td>Full-time academic staff member nominated by the Pro-Vice Chancellor (Arts, Education and Law)</td>
<td>Two years, to 31 December 2008</td>
</tr>
<tr>
<td>Dr Ray Hibbins</td>
<td>Full-time academic staff member nominated by the Pro-Vice Chancellor (Business)</td>
<td>Two years, to 31 December 2008</td>
</tr>
<tr>
<td>Dr Deborah Mooney</td>
<td>Full-time academic staff member nominated by the Pro-Vice Chancellor (Health)</td>
<td>Two years, to 31 December 2007</td>
</tr>
<tr>
<td>Assoc Professor Wendy Loughlin</td>
<td>Full-time academic staff member nominated by the Pro-Vice Chancellor (Science and Technology)</td>
<td>Two years, to 31 December 2007</td>
</tr>
<tr>
<td>Ms Chelsea Leach</td>
<td>One student of the University</td>
<td>One year, to 31 December 2007</td>
</tr>
<tr>
<td>Ms Sharon Clifford (Secretary)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Other Copies
- CARMS copy (attachments)
- Binding copy (attachments)
- Spare copy

### Information Copies (continued)
- Pro-Vice Chancellor (Science and Technology) - Professor Ned Pankhurst
- Pro-Vice Chancellor (International) - Mr Chris Madden
- Dean, Graduate Studies - Professor Joy Cumming (with attachments)
- Director, Student Admin - Ms. Cathy McGrath
- Student Systems Operations Manager - Ms Annette McCarthy
- Manager, Planning & Statistics - Mr John Fairbairn
- Publications Officer - Ms Julie Townsend
- Student Services, Nathan - Ms Vicki Tolstoff (with attachments)
- Head, Secretariat, - Ms Karen van Haeringen (with attachments)
- Secretary, Academic Committee – Ms Lea-Anne Stafford (with attachments)
- Program Information Officers - Ms Erika Rak, Ms Elisa Colebrook (with attachments)