A meeting of the Programs Committee will be held on Thursday 5 April 2006 at 9.30am in M24, 3.11A, Mt Gravatt campus (Psychology Building).

Sharon Clifford
Secretary

SUPPLEMENTARY AGENDA

The following item is to be added to the business before the Committee:

SECTION I: MATTERS FOR NOTING AND WHERE APPROPRIATE, ACCEPTANCE OF RECOMMENDATIONS

10.0 SCIENCE, ENVIRONMENT, ENGINEERING AND TECHNOLOGY PROGRAMS REVIEW: DISCUSSION PAPER (2007/0002517)

10.1 The Programs Committee is asked to provide feedback to the Science, Environment, Engineering & Technology Faculty Board on the attached discussion paper (2007/0002520) Science, Environment, Engineering & Technology Program Review, proposing a program review policy for the SEET Group that takes into account the existing accreditation requirements of the Group’s professional programs and aims to ensure there is a continuous quality improvement cycle for each of the Group’s undergraduate programs. The review of the Group’s postgraduate programs, which are more market driven, have potentially shorter life cycles and need formal exit strategies, will be addressed in a separate discussion paper.

10.2 The Group proposes to adopt a policy with two program review cycles:
- An annual program monitoring cycle based on the existing University policy. This would be predominantly for ‘fine tuning’ the operation of the program.
- A five yearly program review cycle based on existing Stocktake Evaluation Policy and the needs of professional accreditation reviews, and fitting in with the Faculty Review timings. This longer cycle would be used for major reflection and review of the program structure and operation.

10.3 It is proposed that all stages of the review process be informed by stakeholder feedback. To facilitate industry involvement in the process, every program will be required to have an associated Industry Advisory Board.

10.4 The paper proposes the following enhancements to the annual program review process:
- Review process led by the Program Convenor
- Process more informed by drawing on sources of readily available data
- Staff ownership of the process through debate of the annual program monitoring report and preparation of an implementation plan by the host School Committee
- Timely closure of the cycle

10.5 It is proposed that all programs in the Group, whether professionally accredited or not, undergo a review process on a five year cycle. For programs that do not have a professional accrediting body, the Group Board will appoint the Accreditation Panel and it may be appropriate for some programs to be reviewed as a group by the same Accreditation Panel. The proposed five yearly formal review of programs would close the program offering/review/revision cycle and the stakeholder input/program revision/feedback to stakeholders cycle.
Recommendation

10.6 The Programs Committee is asked to provide feedback to the SEET Group regarding the implementation of the proposal contained in the paper (2007/0002520) *Science, Environment, Engineering & Technology Program Review*.

For consideration