A meeting of the Programs Committee was held on Thursday 11 April 2013 at 9.30am via videoconference in Room 2.06 Bray Centre (N54) Nathan campus and Room 1.04, The Chancellery (G34) Gold Coast campus.

Present:
- Assoc Prof Wendy Loughlin (Chair)
- Ms Kathy Grgic
- Prof Glenn Finger
- Prof Lorelle Frazer
- Prof Nick Buys
- Prof Richard John
- Assoc Prof Don Lebler
- Dr Peter Tatham
- Assoc Prof Ray Tedman
- Dr Rene Hexel
- Carolyn McDonald

Apologies:
- Dr Steve Drew
- Ms Karen van Haeringen (Item 5.0)
- Assoc Prof Garry Tamlyn (Item 6.0)

Present by Invitation:
- Prof Glenn Finger
- Prof Lorelle Frazer
- Prof Nick Buys
- Prof Richard John
- Assoc Prof Don Lebler
- Dr Peter Tatham
- Assoc Prof Ray Tedman
- Dr Rene Hexel
- Carolyn McDonald

University Committees Team Place Web Address

https://qplace01.domino.griffith.edu.au/sec-university-committees

Use the left-hand navigation bar to locate the Programs Committee site. Username is your staff number and password is the same as your Active Directory login (call the Secretary on 55372 for advice or if experiencing difficulties).

**ACTION SHEET**

**Agenda Item 2: CONFIRMATION OF MINUTES**

The minutes of the 8/2012 meeting held on 15 November were confirmed.

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

**Agenda Item 6.0: QCGU NEW PROGRAM/MAJOR CHANGE PROPOSAL 3282 GRADUATE CERTIFICATE IN MUSIC STUDIES (OUA) (2013/0005304)**

A proposal from the Queensland Conservatorium Griffith University (QCGU) to offer a Graduate Certificate in Music Studies (3282) via Open Universities Australia, as detailed in 2013/0005304, for introduction in OUA Session 1 2014.

Associate Professor Garry Tamlyn from the Queensland Conservatorium Griffith University attended the meeting to speak to this item. Programs Committee commented and/or noted:
- All four courses are existing; one of them is ready for online delivery. The other three need to be developed, and it's expected this will not be expensive.
- Reference in the document regarding “Development of course materials for blended learning can be funded in part by OUA” is to be removed.
- The QCGU is requested to provide more detail regarding the admission requirements for students without a bachelor degree so applicants can see the standard required; for example having completed music examinations at a specific level.
- In response to a query about anticipated numbers enrolling Associate Professor Tamlyn advised this is unknown however he would expect at least 10 enrolling.
- The OUA offering of this Graduate Certificate is different from the on-campus offering as this is a more theoretical program.
- Inclusion of one undergraduate course in a Graduate Certificate AQF level 8 program is justifiable if the students need some introductory level content; the undergraduate course would need to have AQF level 7 learning outcomes.
- Section 17 of the program proposal, which contains information about how the program will be mapped to the Future Students website, is to be amended as there is not the breadth of disciplines available in this program.
- Ms Carolyn McDonald referred members to a presentation about “How has technology influenced the education sector” by Paul Wappett and undertook to send the details to members.
- A proposal will be considered at the July OUA Academic Programs Committee meeting. Until approved by OUA we cannot publish this program on our Programs and Courses Website.

Resolved to:
Recommend the submission to Academic Committee for approval, subject to amendment as requested, and the program to be accredited for a period of 5 years up to the end of 2018.
Revised document 2013/0007049

Agenda Item 7.0: MSC MAJOR CHANGE PROPOSAL (2013/0005786)
1370 BACHELOR OF MEDICAL LABORATORY SCIENCE

In response to issues raised at the February 2013 Programs Committee the School of Medical Science has submitted a revised proposal for changes to the Bachelor of Medical Laboratory Science (1370), as detailed in 2012/0005786, for implementation in semester 1 2014.

Programs Committee commented and/or noted:
- The revised proposal includes details about the accreditation requirements for the professional organisations.
- The proposal to apply retrospective changes to structures for students admitted in 2011 and Programs Committee will not disadvantage students as the first cohort was admitted in 2011 and will be completing semester 2 courses of the final year in 2014.
- In addition to the proposed changes considered at the last meeting the School is also proposing changes to admission requirements. In 2011 the Health Group Executive approved changes to the Year 12 subject prerequisites for the Bachelor of Medical Laboratory Science program to better manage applications and offer rounds as well as ensuring that potential students have adequate preparation in English, Mathematics and Science prior to admission to the program. The increased prerequisite requirements have been advertised to high school students in the QTAC Tertiary Prerequisites Guide since 2011 with the intent to implement from Semester 1, 2014.

Resolved to:
Recommend the submission to Academic Committee for approval.

Agenda Item 8.0: MSC/BPS MAJOR CHANGE PROPOSAL (2013/0005777)
1280/1306 BACHELOR OF MEDICAL SCIENCE

A proposal from the School of Medical Science and School of Biomolecular and Physical Sciences for changes to admission requirements for the Bachelor of Medical Science (1280, 1306), as detailed in 2013/0005777, for implementation in Semester 1 2014.

Programs Committee noted:
- The increased prerequisite requirements have been advertised to high school students in the QTAC Tertiary Prerequisites Guide since 2011 with the intent to implement from Semester 1, 2014.
- The changes to the Year 12 subject prerequisites for the Bachelor of Medical Science program enables the Schools to better manage applications and offer rounds for this high demand program. It is also considered academically important for students entering this program to have a solid understanding of at least one of the sciences.

Resolved to:
Recommend the submission to Academic Committee for approval.
### Agenda Item 9.0: PHM MAJOR CHANGE PROPOSAL (2013/0005771)
**1242 BACHELOR OF PHARMACEUTICAL SCIENCE**
**1387 BACHELOR OF PHARMACEUTICAL SCIENCE/BACHELOR OF BUSINESS**

A proposal from the School of Pharmacy for changes to the Bachelor of Pharmaceutical Science (1242) and the Bachelor of Pharmaceutical Science/Bachelor of Business (1387), as detailed in 2013/0005771, for implementation in Semester 2 2013.

Programs Committee commented and/or noted:
- The proposed changes align the requirements of these programs with the Bachelor of Pharmacy that was introduced in 2013.
- The School is requested to seek confirmation from the Australian Pharmacy Council that these proposed changes will comply with their accreditation requirements.

**Resolved to:** Recommend the submissions to Academic Committee for approval.

### Agenda Item 10.0: NRS MAJOR CHANGE PROPOSAL (2013/0005783)
**5570 MASTER OF NURSING**
**5571 MASTER OF NURSING WITH HONOURS**

A proposal from the School of Nursing and Midwifery to change the mode of offer for the Critical Care Nursing strand in the Master of Nursing (5570) and Master of Nursing with Honours (5572), as contained in 2013/0005783, for implementation in semester 2 2013.

Programs Committee commented and/or noted:
- The withdrawal of the on-campus offering of this strand means this strand will not be available to international students.
- The School is requested to prepare advice to current students regarding the Master of Nursing with Honours not being available from 2015 as it is not AQF compliant.

**Resolved to:** Recommend to Academic Committee for approval.

### Agenda Item 11.0: MED MAJOR CHANGE PROPOSAL (2013/0005764)
**1272 BACHELOR OF MEDICINE/BACHELOR OF SURGERY**
**5099 DOCTOR OF MEDICINE**

A proposal from the School of Medicine for changes to the admission requirements for the Bachelor of Medicine/Bachelor of Surgery (1272), as detailed in 2013/0005764, for implementation in semester 1 2014.

Programs Committee commented and/or noted:
- The statements under Admission Requirements and the heading ‘Key degree’ regarding the GPA for Masters (Research) being converted to a 7.0 needs to be further considered. The same GPA conversion applies for a Doctoral degree but since a Masters (Research) may have considerably less volume of learning it is not appropriate that the same GPA conversion be applied to shorter duration masters qualifications.
- The note in the proposal which is ‘Not for publication’ is to be removed from the program entries and inserted into page 1 of the proposal under section 1.1.

**Resolved to:**
Recommend the submission to Academic Committee for approval, subject to further consultation with the School of Medicine and the executive approval of the Chair. Revised submission 2013/0007048

### Agenda Item 13.0: EDN MAJOR CHANGE PROPOSAL (2012/0008433)
**1069 BACHELOR OF ARTS IN CONTEMPORARY AND APPLIED THEATRE**

A proposal from School of Education and Professional Studies to change the title of this program, as detailed in 2012/0008433.

This proposal was considered at the February 2013 Programs Committee meeting and the School was asked to consult staff in External Relations about this proposal.

Programs Committee noted:

**Resolved to:**
Recommend the submission to Academic Committee for approval.
- After consultation the Deputy Vice Chancellor (Academic) and the Chair of Programs Committee endorsed the proposed name change.
- The program title on the Programs and Courses Website will be changed after the graduation ceremony in December 2013, and this change is to be implemented for all students graduating from 1 January 2014.

**Agenda Item 14.0: LAW PROGRAM WITHDRAWAL PROPOSAL (2013/0005299)**

1138 BACHELOR OF LAWS/BACHELOR OF COMMERCE WITH HONOURS

A proposal from the Law School to withdraw the Bachelor of Laws/Bachelor of Commerce with Honours, as detailed in 2013/0005299.

The Deputy Vice Chancellor (Academic) approved the withdrawal of this program. There are no students enrolled in this program.

**Resolved to:** Recommend the submission to Academic Committee for approval.

**Agenda Item 15.0: LPC PROGRAM WITHDRAWAL PROPOSAL (2013/0005300)**

3194 GRADUATE CERTIFICATE IN LEGAL PRACTICE, SKILLS AND ETHICS (IN-PRACTICE)

A proposal from Legal Practice Centre to withdraw the Graduate Certificate in Legal Practice, Skills and Ethics (3194), as contained in 2013/0005300.

The Deputy Vice Chancellor (Academic) approved the withdrawal of this program. There are no students enrolled in this program.

**Resolved to:** Recommend the submission to Academic Committee for approval.

**Agenda Item 16.0: EDN PROGRAM WITHDRAWAL PROPOSAL (2013/0005289)**

1066 BACHELOR OF ARTS IN EDUCATION

A proposal from the School of Education and Professional Studies to withdraw the Bachelor of Arts in Education, as contained in 2013/0005289, with a last admit term in semester 2 2013.

The Deputy Vice Chancellor (Academic) approved the withdrawal of this program. Students currently enrolled will be able to complete their studies without disadvantage; transition arrangements are not required.

**Resolved to:** Recommend the submission to Academic Committee for approval.

**Agenda Item 17.0: EDN PROGRAM WITHDRAWAL PROPOSAL (2012/0008436)**

5121 MASTER OF TEACHING (PRIMARY)

A proposal from the School of Education and Professional Studies to withdraw the Master of Teaching (Primary) (5121), as contained in 2012/0008436, with a last admit term in Summer semester (January/February) 2013.

The Deputy Vice Chancellor (Academic) approved the withdrawal of this program. Students currently enrolled will be able to complete their studies without disadvantage; transition arrangements are not required.

**Resolved to:** Recommend the submission to Academic Committee for approval.

### 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

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Description</th>
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<tr>
<td><strong>3.0: MEMBERSHIP</strong></td>
<td>Members welcomed the following new members:  - Associate Professor Wendy Loughlin, Chair  - Dr Peter Tatham, academic staff member representing the Business Group  - Ms Carolyn McDonald, nominee of the Pro Vice Chancellor (INS)</td>
</tr>
<tr>
<td><strong>4.0: CHAIR’S REPORT</strong></td>
<td>- The Chair attended the Universities Australia Chairs of Assessment Boards meeting in March. Items on the agenda included:  - English language issues on entry to university, during study and graduation; a report has been provided to the University's English Language Working Party;  - TEQSA update  - Prof Kerri-Lee Krause reported on the ALTC project on benchmarking standards  - OUA Academic Programs Committee March meeting:  - Restructure of the organisation to be completed by mid-2013  - Issues around online education and English language proficiency  - Offering “Open2study”, free online for prospective OUA students  - Representatives of the University attended the March TEQSA Briefing</td>
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<tr>
<td><strong>5.0: AQF ISSUES</strong></td>
<td>Ms Karen van Haeringen, Deputy Academic Registrar, attended the meeting for discussion of this item.  The following papers were distributed to members:  - Quality Assessment: Third Party Arrangements Terms of Reference  - Quality Assessment: English Language Proficiency Terms of Reference  - TEQSA Information Sheet: eLearning and compliance with the Threshold Standards  - 2012 assessment of the University’s compliance with the Qualification Standards (2013/0007037)  - Higher Education Standards Panel – Call for Comment: Draft Standards for Course Design and Learning Outcomes; the Draft Standards for each are also attached.  - AQF Issuance Policy  - AHEGS Requirements January 2013 (refer to the attached Guidelines for the Presentation of the Australian Higher Education Graduation Statement and the Graduation Statement)  - Discussion Paper on Programs and Awards Titles (2013/0006503)  - Academic Awards, Programs, Nomenclature and Abbreviations Policy (2013/0007038).  - Spread-sheets identifying the status of AQF Compliance by Group  The Chair advised members:  - The University will be submitting paperwork to TEQSA for re-registration as a self-accrediting university no later than 1 January 2015, and will therefore need to prepare the documentation during 2014.  - TEQSA will be undertaking thematic quality assessments annually. In 2013 these are on English Language Proficiency and Third Party Arrangements; the terms of reference for each have been provided to members. In 2014 an assessment will be undertaken regarding teacher education.  - TEQSA continues to release information via newsletters and information sheets on specific items.</td>
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Ms van Haeringen then spoke to the various papers provided to members. During discussion the Committee commented and/or noted:

- The TEQSA Quality Assessment on Third Party Arrangements requires the University to complete a 47-page survey and Academic Services staff are in the process of gathering data. The response is due with TEQSA by the end of May.
- The University has a responsibility to advise TEQSA about “Material changes”, that is events that happen, or are likely to happen, that will either:
  - significantly affect the provider’s ability to meet the Threshold Standards
  - require updating the provider's entry on the National Register of Higher Education Providers.
- The Group Pro Vice Chancellors are responsible for bringing cases to the attention of Executive Group.
- The Higher Education Standards Panel, which is independent of TEQSA, is responsible for developing and monitoring the Higher Education Standards Framework. It is undertaking a review of the current Threshold Standards; the Panel is consulting stakeholders and will release draft standards and related material for comment as part of their processes. One of these documents is the Higher Education Standards Panel – Call for Comment: Draft Standards for Course Design and Learning Outcomes; Dr Heather Alexander from GIHE is coordinating the University’s response.
- The Qualifications Standards is one of three standards that form TEQSA’s Threshold Standards. In early 2012 the University assessed its compliance with the Threshold Standards and found itself to be least compliant with the Qualification Standards, in part because of the release in July 2011 of the strengthened Australian Qualifications Framework (AQF). Members noted the 2012 assessment of the University’s compliance with the Qualification Standards (2013/0007037).
- Discussion papers will be prepared around issues needing to be addressed; these will include papers on Programs and Award Titles (to be considered at this meeting); Recognition of Prior Learning; Research content in Masters programs.
- It was noted that our PhD and MPhil programs and the recently approved Graduate Certificates and Graduate Diplomas in Research Studies for AEL and SEET do not meet CRICOS registration requirements, nor the requirements from TEQSA that a 6-digit ASCED discipline code is to be applied to each award. The University is in the process of considering award titles for the PhDs and MPhils and the AEL and SEET Groups are working on revised GCert and GDip proposals.
- The Discussion Paper on Program and Award Titles identifies issues for the University. The draft Academic Awards, Programs, Nomenclature and Abbreviations has been revised to show how the University may address these issues. Members were invited to comment and provide feedback to Ms van Haeringen as this paper will be considered at the AQF Working Party on 29 April.

Members noted the following University policy and procedure documents are being redrafted for consideration in the near future:
- Use of Undergraduate Courses in Postgraduate Programs Policy
- Course Catalogue, Coding and Other Course Attributes Policy
- Award of the Masters Degree other than the Master of Philosophy
- Program Planning, Development, Approval and Review Processes
- Postgraduate Admissions Policy
- Bachelor Degree Policy

**Agenda Item 12.0: REVISED PROGRAM REVIEW SCHEDULE**

Programs Committee noted the Review Schedules for each academic group at its 1/2013 meeting. The Health Group has subsequently advised that the following program reviews will be deferred until 2014. The revised schedule has been approved by the Deputy Vice Chancellor (Academic).
- Bachelor of Child and Family Studies (1095)
- Bachelor of Human Services (1098)
- Bachelor of Oral Health in Dental Technology (1260)
- Bachelor of Oral Health in Dental Technology (Post-Registration) (1261)
- Bachelor of Human Services/Bachelor of Criminology and Criminal Justice (1263)
- Graduate Certificate in Case Management (3050)

**Agenda Item 18: OTHER BUSINESS**

Nil

**Agenda Item 19: NEXT MEETING**

The next meeting of the Programs Committee is scheduled to be held on **Thursday 9 May 2013** at 9.30am via videoconference at the following locations:
- Room 2.06, Bray Centre (N54) Nathan campus
- Room 2.27, Information Services (L03), Logan campus
- Room 1.04, The Chancellery (G34), Gold Coast campus

**Agenda Item 20.0: FUTURE ITEMS**

- Admissions Policy for Coursework Postgraduate Programs
- English Language Admission Pathways – PTE (Academic) Subscores (referred to IAC from the October (7/2012) Programs Committee meeting, agenda item 7.0)

Minutes Confirmed: ___________________________  Date:  9 May 2013

Associate Professor Wendy Loughlin (Chair)
# DISTRIBUTION LIST

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<thead>
<tr>
<th>Member</th>
<th>Appointment Type</th>
<th>Term of office</th>
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<tbody>
<tr>
<td>Professor Wendy Loughlin (Chair)</td>
<td>Vice Chairperson of the 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>
</tr>
<tr>
<td>Ms Carolyn McDonald</td>
<td>Pro Vice Chancellor INS or nominee</td>
<td>Two years to 31 December 2014</td>
</tr>
<tr>
<td>Dr Steve Drew</td>
<td>Director, GIHE or Nominee</td>
<td>Two years to 31 December 2014</td>
</tr>
<tr>
<td>Professor Glenn Finger</td>
<td>Dean (Learning and Teaching), Arts, Education and Law</td>
<td>ex officio</td>
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<td>Professor Lorelle Frazier</td>
<td>Dean (Learning and Teaching), Griffith Business School</td>
<td>ex officio</td>
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<td>Dean (Learning and Teaching), Griffith Health</td>
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<tr>
<td>Professor Richard John</td>
<td>Dean (Learning and Teaching), Science, Environment, Engineering &amp; Technology Group</td>
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</tr>
<tr>
<td>Assoc Professor Don Lebler</td>
<td>Full-time academic staff member nominated by the Pro-Vice Chancellor (Arts, Education and Law)</td>
<td>Two years, to 31 December 2014</td>
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<tr>
<td>Dr Peter Tatham</td>
<td>Full-time academic staff member nominated by the Pro-Vice Chancellor (Business)</td>
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</tr>
<tr>
<td>Assoc Professor Ray Tedman</td>
<td>Full-time academic staff member nominated by the Pro-Vice Chancellor (Health)</td>
<td>Two years, to 31 December 2013</td>
</tr>
<tr>
<td>Dr Rene Hexel</td>
<td>Full-time academic staff member nominated by the Pro-Vice Chancellor (Science and Technology)</td>
<td>Two years, to 31 December 2013</td>
</tr>
<tr>
<td>Sharon Clifford</td>
<td>Secretary</td>
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- Vice Chancellor – Professor Ian O’Connor
- Deputy Vice Chancellor (Academic) – Professor Sue Spence
- Deputy Vice Chancellor (Research) – Professor Ned Pankhurst
- 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 (Science, Environment, Engineering & Technology) – Professor Debra Henly
- Pro-Vice Chancellor (international) – Mr Chris Madden
- Director, GIHE – Professor Alfred Lizzie
- Dean, Griffith Graduate Research School – Professor Sue Berners-Price
- Director, Student Admin – Ms Cathy McGrath
- Director, External Relations – Ms Meredith Jackson
- Student Operations Manager – Mr Pascal Boucher
- Manager, Business Intelligence – Mr Clinton McGregor
- Publications Manager – Mr Patrick Hanson
- Student Services, Nathan – Ms Vicki Tolstoff (with attachments)
- Deputy Academic Registrar – Ms Karen van Haeringen (with attachments)
- Secretary, Academic Committee – Ms Tasha Langham (with attachments)