A meeting of the Programs Committee was held on Thursday, 11 August 2011 at 9.00am via videoconference in Room 2.06, Bray Centre (N54) Nathan campus; Room 2.27, Information Services Building (L03) Logan campus and Room 1.04, The Chancellery (G34), Gold Coast Campus.

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<tr>
<td>Prof Gillian Bushell (Chair)</td>
<td>Prof Lorelle Frazer</td>
<td>Assoc Prof Pat Laughren and Professor Herman van Eyken for agenda item 4.0</td>
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<td>Ms Kathy Grgic</td>
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<td>Kim Hillier (Secretary)</td>
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**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 extension 55529 for advice or if experiencing difficulties).

**ACTION SHEET**

**Agenda Item 2: CONFIRMATION OF MINUTES**

The minutes of the 4/2011 meeting held on 14 July 2011 were confirmed.

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

**Agenda Item 5: QCA MAJOR CHANGE SUBMISSION (2011/0002365)**

3089 Graduate Certificate in Digital Design
5285 Master of Digital Design

A proposal from the Queensland College of Art to introduce a new 40CP award specialisation in Digital Fabrication within the Graduate Certificate in Digital Design (3089) and Master of Digital Design (5285), for implementation in Semester 1 2012.

Programs Committee commented and/or noted:
- The new award specialisation addresses increased connectivity of the web and aims to provide the knowledge required to create tools for global communication via the web.
- At the Graduate Certificate level, the existing Design in Education and Web
Screen Design specialisations have the same structure but lead to two differently named awards, Graduate Certificate in Digital Design (Design in Education) and Graduate Certificate in Digital Design (Web Screen Design). This issue was flagged to be addressed with other changes to these programs that will be part of the AQF implementation.

- For major changes as well as new programs, it would be helpful for all sections of the program proposal to be completed to provide the Committee with a full context for the proposed changes. The Committee was advised that this will require changes to the University’s program planning and approval procedural documentation as it currently does not require all sections of the proposal template to be completed for major changes.

**Agenda Item 6: PES NEW PROGRAM PROPOSAL (2011/0003802)**

5567 Master of Speech Pathology

A proposal from the School of Physiotherapy and Exercise Science to establish the 160CP Master of Speech Pathology (MSpPath) (5567) for domestic and international students for introduction in Semester 1 2012.

Programs Committee commented and/or noted:
- The introduction of this program contributes to the comprehensiveness of Griffith’s array of health programs.
- The program meets AQF requirements for Masters programs.
- The program has a PBL curriculum similar to the learning format for Medicine.
- The program structure and course content are closely based on the Flinders model and include a substantial WIL component to meet professional accreditation requirements.
- A post-meeting change to the submission is required to remove the provision for the award of PC grades from the degree requirements. This change is consistent with the Group’s other professional programs.
- The Group will be seeking CSPs for students commencing in the program from 2012. The Group will need to consider its response if CSPs are not approved by DEEWR.
- Assistance with the development of PBL cases will be sourced from Flinders University, the secondment of a Speech Pathologist from Qld Health to the program and the Group’s Blended Learning Advisor.
- The identified feeder programs should be revised to be inclusive of both campus offerings of the same program and to include the Bachelor of Education programs.

Resolved to:
Recommend the submission to Academic Committee for approval, subject to amendments as specified, for an accreditation period of five years to 2017. Amended submission 2011/0003802.

**Agenda Items 7 and 8: NRS NEW PROGRAM PROPOSALS (2011/0003800) (2011/0003799)**

**Agenda Item 9: NRS MAJOR CHANGE SUBMISSIONS (2011/0002368) (2011/0002369)**

5568 Master of Health Practice
5569 Master of Health Practice with Honours
5570 Master of Nursing
5571 Master of Nursing with Honours
5424 Master of Advanced Practice
5425 Master of Advanced Practice with Honours

Proposals from the School of Nursing and Midwifery:
- to establish the Master of Health Practice (MHealthPrac) (5568), Master of Health Practice with Honours (MHealthPracHons) (5569), Master of Nursing (MNursing) (5570) and Master of Nursing with Honours (MNursingHons) (5571) as detailed in 2011/0003800 and 2011/0003799 for introduction in Semester 1, 2012.
- for changes to the Master of Advanced Practice (5424) and Master of Advanced Practice with Honours (5425), as detailed in 2011/0002368 and

Resolved to:
Recommend the submissions (2011/0003800) and (2011/0003799) to Academic Committee for approval, for an accreditation period of five years to 2017, with the understanding that the programs will be reviewed to attain AQF compliance.

Resolved to:
Recommend the submissions (2011/0002368) and (2011/0002369) to Academic Committee for approval.
2011/0002369, for implementation in Semester 1 2012.

Programs Committee commented and/or noted:
- In response to Programs Committee's advice that the new Masters programs outlined in these submissions are not AQF compliant, the Dean (Learning and Teaching) advised that the Group regards these proposals as major change submissions to separate out the existing strands in the Master of Advanced Practice into two renamed programs. The Group has established a working party to address implementation of the AQF and its work will include review of these two programs.
- The 2010 5 year review of the Master of Advanced Practice and Master of Advanced Practice with Honours recommended the division of the strands into two distinct programs to enable the School to better market the offerings.
- Course changes are proposed in Emergency and Sexual Health strands. The Sexual Health strand was designed to provide Sexual Health Program authorisation to enable graduates to administer particular medications in Queensland but has attracted low student numbers. The strand has been redesigned to be of greater relevance nationally and internationally and is expected to attract higher student numbers. The School will work with Queensland Health to develop an alternative mechanism for achieving Sexual Health Program authorisation.
- The Master of Nursing includes a number of on-line courses. In light of the OUA CSP initiative, the Group may wish to consider the possibility of offering the Master of Nursing via OUA if CSPs are not available to the University for this program.
- As the Master of Advanced Practice (5424) and Master of Advanced Practice with Honours (5425) will be withdrawn from offer to commencing students from semester 1 2012, the proposed changes in these programs will apply to continuing students only.

**Agenda Item 10: LPC NEW PROGRAM PROPOSAL (2011/0002370)**

**Graduate Certificate in Professional Legal Studies**

A proposal from the Legal Practice Centre to establish the Graduate Certificate in Professional Legal Studies (GCertProfLegSt) (3269) (Open Universities Australia), as detailed in 2011/0002370, for introduction in Study Period 1 2012.

Programs Committee commented and/or noted:
- This is the extension of the offer of an existing on-line program to OUA.
- The program is designed to provide non-lawyers with an understanding of the Australian legal system and its framework.
- The School will need to qualify the statement in section 6.0 as the OUA offering will require additional tutoring resources.

Resolved to:
Recommend the submission to Academic Committee for approval, subject to amendment as specified, for an accreditation period of five years to 2017.

**Agenda Item 11: QIBT NEW PROGRAM PROPOSAL (2011/0003798)**

**Diploma of Health Care**

A proposal from QIBT to introduce the Diploma of Health Care, as detailed in 2011/0003798, for introduction in semester 1, 2012.

Programs Committee commented and/or noted:
- This proposal is an outcome of the agreement to establish QIBT at the University’s Gold Coast campus.
- The Diploma replicates the first year of the Bachelor of Nursing. It provides a pathway to year 2 of the Bachelor of Nursing for students who successfully complete the program with a minimum GPA of 4.0.

Resolved to:
Recommend the submission to Academic Committee for approval.
**Programs Committee Minutes 5/2011**
**11 August 2011**

**Agenda Item 12: QIBT NEW PROGRAM PROPOSAL (2011/0003299)**

*Diploma of Media and Communication*

A proposal from QIBT to establish the Diploma of Media and Communication, as detailed in 2011/0003299, for introduction in semester 1, 2012.

Programs Committee commented and/or noted:

- This proposal is an outcome of the agreement to establish QIBT at the University's Gold Coast campus.
- The program provides a pathway to year 2 of the Bachelor of Communication (Gold Coast and Nathan) and Bachelor of Journalism (Gold Coast and Nathan).
- QIBT will not be proceeding with the proposed pathway to the Bachelor of Arts (Politics, Asian Studies and International Relations) (now called Bachelor of Politics, Asian Studies and International Relations -1292).
- Programs Committee recommends that a minimum GPA of 4.0 in the Diploma be required for articulation into the Bachelor of Communication or Bachelor of Journalism.

Resolved to:
Recommend the submission to Academic Committee for approval, subject to amendments as specified.

**Agenda Item 13: HUM MAJOR CHANGE SUBMISSION (2011/0003311)**

*1245 Bachelor of Communication*

A proposal from the School of Humanities to introduce three new majors in Creative Writing, Business Communication and Screen Studies within the Bachelor of Communication (Open Universities Australia) (1245) for implementation from Study Period 1 2012.

Programs Committee commented and/or noted:

- The Creative Writing and Business Communication majors each involve the creation of 4 new courses for the major and two new foundational courses. The Screen Studies major involves the creation of two new courses.
- The degree requirement for completion of two majors is consistent with the requirements for the on-campus programs.
- This program is one of the programs approved for the OUA CSP initiative for OUA Study Period 1 2012.

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

**Agenda Item 14: GBS MAJOR CHANGE SUBMISSION (2011/0003515)**

*1347 Bachelor of Business (Applied) 1337 Bachelor of Commerce (Accelerated)*

A proposal from the Griffith Business School Board to remove references to “Applied” and “Accelerated” in the program titles of the Logan campus offerings of the Bachelor of Business and Bachelor of Commerce, for implementation in Trimester 1 2012.

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

**Agenda Item 17: EPS NEW PROGRAM PROPOSAL (2011/0002371)**

*3268 Graduate Certificate in Middle Years*

Programs Committee noted that the Chair had executively approved a proposal to establish the Graduate Certificate in Middle Years (3268) (Open Universities Australia), as detailed in 2011/0002371, for introduction in Study Period 1 2012.

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

**Agenda Item 18: GFS WITHDRAWAL SUBMISSION (2011/0003301)**

*3228 Graduate Certificate in Fine Art 4147 Graduate Diploma of Fine Art 5550 Master of Fine Art 5551 Master of Fine Art with Honours*

A proposal from the Griffith Film School to provide transition arrangements for continuing students enrolled in these withdrawn programs - for implementation in Semester 1, 2012.

Resolved to:
Recommend the submission to Academic Committee for approval.
The withdrawal of these programs was approved by the Deputy Vice Chancellor (Academic).

### SECTION B: ACTION UNDER DELEGATED AUTHORITY

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### SECTION C: OTHER RECOMMENDATIONS AND REPORTS

(to persons/committees other than the parent committee/s)

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### SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

**Agenda Item 4: GFS NEW PROGRAM PROPOSAL (2011/0002364)**

- 3265 Graduate Certificate in Screen Production
- 4158 Graduate Diploma of Screen Production
- 5572 Master of Screen Production
- 5573 Master of Screen Production with Honours

A proposal from the Griffith Film School to establish the Graduate Certificate in Screen Production (3265), Graduate Diploma of Screen Production (4158), Master of Screen Production (5572) and Master of Screen Production with Honours (5573) as detailed in 2011/0002364 for introduction in semester 1, 2012.

Programs Committee commented and/or noted:
- this suite of postgraduate Screen Production programs will replace the current postgraduate offerings in Fine Art and as such the submission is related to agenda item 18 to withdraw the suite of Fine Art programs.
- the new programs bring together complementary offerings in animation, games design and digital media.
- the suite provides a pathway for students without a related undergraduate degree but also caters for students with undergraduate training in the area by providing opportunities for specialisation.
- it is expected that the Masters program's distinguishing feature of work in longer form projects will make the program particularly attractive.
- the 20CP Industry Practice (Internship Project) has been made optional to cater for differences in the specialisations and also differences in the cohort in terms of the extent of prior experience.
- completion of 20CP of specialisation courses will enable students to receive an award specialisation on their testamur. The Committee discussed expectations of how much specialisation work should be completed for the specialisation to be noted on the testamur. It was noted that the precedent set for bachelors degree programs is a minimum of one-third of the program or 80CP. The Committee agreed that the expectation for award specialisations in Masters programs should be a minimum of 40CP. It was recommended that the Master of Screen Production structure be revised to reflect this expectation. It was agreed that, for masters programs in general, any proposed variation to award specialisations of at least 40CP will require a case to be made.
- the large number of proposed specialisation courses was noted. It was recommended that the specialisations be focussed into a generic 40CP specialisation project course.
- the basis on which the interview for admission will be assessed is not clear in the submission and will require the development of transparent criteria. It was noted that for each interview, interviewers will need to document the basis for selection or non-selection against these criteria. It was suggested that when the interview criteria have been developed, they be forwarded to the Academic Registrar's office for advice.

Resolved to:
Include the revised proposal on the next agenda for consideration.

**Agenda Item 15: BPS Five-Year Program Review (2011/0004291)**

- 1210 Bachelor of Science
- 1330/1342 Bachelor of Science (Advanced with Honours)

Resolved to:
Approve the Terms of reference, proposed

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### Agenda Item 16: Annual Program Review and Improvement Reports

Following the 3/2011 (2 June) Programs Committee meeting, the Chair met with Deans (Learning & Teaching) to request that the Deans provide a table of their Group’s programs, highlighting those programs where the 2007-2010 APRIR had identified issues, the improvement actions to be taken in response, and the timeline for implementation.

The 2010 ARIR summary report prepared by the Dean (Learning and Teaching (AEL)) was noted. The summary report provided the following analysis of AEL programs:

- Status of review reports and implementation plans for programs undergoing a 5 year review or Operation Program Focus review in 2010.
- Issues identified and recommended improvement actions arising from the 2007-2010 APRIRs.
- Programs demonstrating notable performance improvements.
- Planned 5 year review date for all programs.

Programs Committee noted that revised 2010 APRIR summary reports were still to come from the Deans (Learning and teaching) (Business) and (Science, Environment, Engineering and Technology).

Programs Committee agreed to consider a standard template for the Dean (Learning and Teaching) APRIR summary report at its 1/2012 meeting. It was suggested that the summary report could also provide a mechanism for reporting on progress with AQF compliance.

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### Agenda Item 3: CHAIR’S REPORT

The Chair reported on the following items of importance since Programs Committee’s last meeting:

- AQF Implementation Workshops for Self Accreditating Authorities – Brisbane sessions on 23 and 24 August 2011. Noted
- 6th Annual University Governance and Regulations Forum, Melbourne, 9-10 August 2011 – information was provided at the Forum in regard to the TEQSA regulatory framework. TEQSA will have the authority to undertake sector-wide thematic reviews, with potentially an early review around the level 9 qualification. Noted

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### Agenda Item 19: OTHER BUSINESS

Nil Noted
## Agenda Item 20: NEXT MEETING

The next meeting of the Programs Committee is scheduled to be held on **Thursday, 1 September 2011** 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

| Noted |

## Agenda Item ?: FUTURE ITEMS

- Report from Programs Committee Working Party: Australian Qualifications Frameworks
- Group Five Year Program Review Schedules

| Noted |

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Minutes Confirmed: ___________________________  
Professor Gillian Bushell (Chair)  
Date: 1 September 2011
DISTRIBUTION LIST

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<tr>
<td>Professor Gillian Bushell (Chair)</td>
<td>Vice Chairperson of the Academic Committee</td>
<td>ex officio</td>
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<td>Ms Kathy Grgic</td>
<td>Academic Registrar</td>
<td>ex officio</td>
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<td>Dr Kevin Ashford-Rowe</td>
<td>Director, Learning and Teaching, INS</td>
<td>ex officio</td>
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<td>Dr Steve Drew</td>
<td>Nominee of Director, GIHE and Dean (Student Outcomes) (nominee)</td>
<td>ex officio</td>
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<td>Assoc Professor Glenn Finger</td>
<td>Dean (Learning and Teaching), Arts, Education and Law</td>
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<td>Professor Lorelle Frazer</td>
<td>Dean (Learning and Teaching), Griffith Business School</td>
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<td>Dean (Learning and Teaching), Griffith Health</td>
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<td>Dr 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 2010)</td>
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<td>Assoc Professor Mark Brimble</td>
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<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 2011)</td>
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<tr>
<td>Dr Rene Hexel</td>
<td>Full-time academic staff member nominated by the Pro-Vice Chancellor (Science and Technology)</td>
<td>17 March 2011 to 31 December 2011</td>
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<td>Ms Kim Hillier (Secretary)</td>
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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 Sue Berners-Price
Pro-Vice Chancellor (international) – Mr Chris Madden
Director, GIHE and Dean (Student Outcomes) – Professor Kerri-Lee Krause
Dean, Griffith Graduate Research School – Professor Parlo Singh
Director, Student Admin – Ms Cathy McGrath
Director, External Relations – Ms Meredith Jackson
Student Operations Manager – Mr Pascal Boucher
Manager, Planning & Statistics – Mr John Fairbairn
Publications Manager – Mr Patrick Hanson
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)
Coordinator, Student Web Services – Ms Elisa Colebrook
Program Information & Web Publishing Officers:
Ms Anne-Maree Fitzpatrick, Ms Cassandra Van Wyk, Ms Louise Ascough