GRiffith University
Programs Committee Minutes 5/2012
9 August 2012

A meeting of the Programs Committee was held on **Thursday, 9 August 2012** at 9.30am via videoconference in Room 2.06, Bray Centre (N54) Nathan campus; Room 2.28 and Room 1.04, The Chancellery (G34), Gold Coast Campus.

**Present:**
- Prof Gillian Bushell (Chair)
- Ms Kathy Grgic
- Prof Glenn Finger
- Prof Lorelle Frazer
- Prof Nick Buys
- Assoc Prof Wendy Loughlin
- Assoc Prof Don Lebler
- Assoc Prof Mark Brimble
- Assoc Prof Ray Tedman
- Dr Rene Hexel
- Dr Kevin Ashford-Rowe
- Dr Steve Drew
- Sharon Clifford (Secretary)

**Apologies:**
- Prof Ros Sorensen and Dr Ross Sadler (Item 4.0)
- Prof Leong Liew (Item 5.0)
- Assoc Prof Steve O’Keefe (Item 11.0)

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**University Committees Team Place Web Address**

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**ACTION SHEET**

**Agenda Item 2: CONFIRMATION OF MINUTES**

The minutes of the 4/2012 meeting held on 19 July were confirmed.

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

**Agenda Item 4.0: PBH NEW PROGRAM PROPOSAL (2012/0007599) 1386 BACHELOR OF ENVIRONMENTAL HEALTH**

A proposal from the School of Public Health to offer the new Bachelor of Environmental Health (1386), as detailed in 2012/0007599, for introduction in Semester 1 2013.

Professor Ros Sorensen and Dr Ross Sadler attended the meeting to speak to this item.

Programs Committee commented and/or noted:
- In response to a query regarding the title of the program and perceptions in the marketplace both Professor Sorensen and Dr Sadler advised the title will be recognised by government and industry and is targeted towards people seeking employment as environmental health officers as well as non-government community based or private organisations.
- This new degree is yet to be accredited by Environmental Health Australia (EHA). The EHA is aware of its development and the School of Public Health will forward documentation to them seeking professional accreditation once the program has been approved by the University.
- Since professional accreditation is a requirement for employment of graduates to work as environmental health officers students cannot be admitted to it until accreditation has been formally approved with written confirmation provided to the University.

- Students enrolled in the existing Bachelor of Public Health (Environmental Health and Sustainability major) will not be able to transfer to the new program as there is substantial difference in the prescribed first year courses. These students will be able to complete their studies the B Public Health and be eligible for professional accreditation. The submission is to be amended accordingly, specifically in sections 1.5 and 4.0; it is also to be included on the Programs and Courses website for that program.

- It is recommended that the School of Public Health consults the Griffith Law School regarding setting up mock moot courts for the environmental health law course.

- Reference in section 5.0 to courses being taught by specialist lecturers drawn from industry is to be amended to indicate that Griffith academic staff will be responsible for convening these courses and the associated work regarding lecture structure and topics, assessment requirements, being the contact point for all students, and preparation of course profiles.

- Section 10.3 is to include the information about the compulsory work placement in third year, to be provided on the Australian Higher Education Graduation Statement (AHEGS).

- Degree requirements are to be amended to indicate the maximum 100CP first year and minimum 60CP final year requirements.

Subsequent to the meeting the Chair and Academic Registrar agreed to publish information about this program on the University’s Programs and Courses Website, indicating it is subject to professional accreditation.

**Resolved to:**

Recommend the submission to Academic Committee for approval and to be accredited for a period of 5 years up to the end of 2017, subject to amendments as requested and conditional upon confirmation of professional accreditation by the EHA. Revised submission 2012/0002788

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**Agenda Item 5.0: GBS NEW PROGRAM PROPOSAL (2012/0012071)
1388 BACHELOR OF ASIAN STUDIES**

A proposal from the Griffith Business School to establish the Bachelor of Asian Studies (1388), as detailed in 2012/0012071, for implementation in Semester 1, 2013.

Professor Leong Liew attended the meeting to speak to this item. Programs Committee commented and/or noted:

- The proposed changes are an outcome of review of the Department of Politics and Public Policy in 2010. The GBS proposes to change the program title for the Bachelor of Politics, Asian Studies and International Relations, which previously had three separate award titles, to a Bachelor of Government and International Relations (see next item) and to create this new Bachelor of Asian Studies.

- The program structure is similar to the Asian Studies award in the previous program. Students will complete an Asian Studies major and have the option to complete an Asian Language major.

- After discussion it was agreed to remove reference to the English Language Enhancement Course (5904LAL) being deemed a first year level course for the purposes of meeting degree requirements. University policy states that courses coded 59NNXXX are not attributable to a year level; graduates of this program will be able to meet degree requirements without this deeming.

**Resolved to:**

Recommend the submission to Academic Committee for approval and to be accredited for a period of 5 years up to the end of 2017, subject to amendments as required. Revised submission 2012/0002974

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**Agenda Item 6.0: GBS MAJOR CHANGE PROPOSAL (2012/0012070)
1291 BACHELOR OF GOVERNMENT AND INTERNATIONAL RELATIONS
1292 BACHELOR OF GOVERNMENT AND INTERNATIONAL RELATIONS**

A proposal from the Griffith Business School for changes and to rename to a Bachelor of Government and International Relations (1291/1292) (previously the Bachelor of Politics, Asian Studies and International Relations), as detailed in 2012/0012070, for implementation in Semester 1, 2013.
Programs Committee commented and/or noted:
- The proposed changes are an outcome of review of the Department of Politics and Public Policy in 2010. The GBS proposes to change the program title for the Bachelor of Politics, Asian Studies and International Relations, which previously had three separate award titles, to a Bachelor of Government and International Relations and to create a new Bachelor of Asian Studies (see item above).
- The program has been revised to create two new majors and to withdraw the three separate award majors previously offered. The proposed new majors are not award majors so the major will not appear on the Testamur.
- References in the proposal to students completing ‘award major courses’ in Government and International Relations is to be changed to completing ‘courses core to the program’.
- After discussion it was agreed to remove reference to the English Language Enhancement Course (5904LAL) being deemed a first year level course for the purposes of meeting degree requirements. University policy states that courses coded 59NNXXX are not attributable to a year level; graduates of this program will be able to meet degree requirements without this deeming.

Subsequent to the meeting the Griffith Business School has sought approval to add 4 existing major/minor combinations instead of providing the opportunity for students to select from all GBS majors. The Chair executively approved these additions.

Resolved to:
- Recommend the submission to Academic Committee for approval and to be accredited for a period of 5 years up to the end of 2017, subject to amendments as required. Revised submission 2012/0002807

Agenda Item 7.0: GBS 5 YEAR PROGRAM REVIEW (2012/0012077)
1289 BACHELOR OF BUSINESS (HOTEL, TOURISM, EVENT, REAL ESTATE AND PROPERTY, SPORT)

A proposal from the Griffith Business School for changes to the Bachelor of Business (Hotel, Tourism, Event, Real Estate and Property, Sport) (1289), as detailed in 2012/0012077, for implementation in Semester 1, 2013.

Programs Committee commented and/or noted:
- The proposed changes arise out of a 5-year Program Review; the GBS has undertaken a rationalisation of courses; identified a capstone course; and proposed changed course titles and year levels of courses.
- Members noted the Implementation Report (2012/00012026) prepared by the GBS which was erroneously included in the Committee papers for item 6.
- In response to a query from the Dean (Learning and Teaching) for Science, Environment, Engineering and Technology the GBS agreed to check that changes to the ecotourism courses have been forwarded to the SEET Group.

Resolved to:
- Recommend the submission to Academic Committee for approval, and to be accredited for a further 5 years up to the end of 2017.

Agenda Item 8.0: GBS MAJOR CHANGE PROPOSAL (2012/0012083)
1035 BACHELOR OF COMMERCE

A proposal from the Griffith Business School for changes to the Bachelor of Commerce (1035), as detailed in 2012/0012083, for implementation in Semester 1, 2013

Programs Committee commented and/or noted:
- The GBS proposes to extend the Financial Planning major to the Nathan campus. It was noted Griffith is the only university in the Brisbane region to offer this major at an undergraduate level. Although offering the major at Nathan may have an impact on the Logan campus offering it is important for the University to take advantage of this opportunity.
- In light of concerns about resources and staffing for this new major the Griffith Business School is asked to monitor and prepare to mitigate any problems.

Resolved to:
- Recommend the submission to Academic Committee for approval.
| Agenda Item 9.0: GBS MAJOR CHANGE PROPOSAL (2012/0012022) |
| 3210 GRADUATE CERTIFICATE IN POLICY ANALYSIS  |
| 5580 MASTER OF PUBLIC ADMINISTRATION |

A proposal from the Griffith Business School for changes to the Graduate Certificate in Policy Analysis (3210) and the Master of Public Administration (new program code 5580), as detailed in 2012/0012022, for implementation in Semester 1, 2013.

Programs Committee commented and/or noted:
- It is proposed to establish a new 120CP Master of Public Administration (5580) and from semester 1 2013 to admit students other than Queensland or Commonwealth public servants to the Graduate Certificate.
- The current 80CP Master of Public Administration program (5275) is to be withdrawn. The GBS will forward a submission outlining transition arrangements for continuing students currently enrolled in the Graduate Certificate, proposing they be permitted to progress to complete the 80CP Master of Public Administration. New students admitted to the Graduate Certificate from 2013 will be required to complete the new 120CP Masters program.
- This 120CP Master of Public Administration is AQF compliant.

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

| Agenda Item 11.0: ENG MAJOR CHANGE PROPOSAL (2012/0011538) |
| 3206 GRADUATE CERTIFICATE IN ENGINEERING (ENERGY SYSTEMS) |
| 5468 MASTER OF ENGINEERING (ENERGY SYSTEMS) |
| 5529 MASTER OF ENGINEERING WITH ADVANCED STUDIES (ENERGY SYSTEMS) |

A proposal from the School of Engineering to include an Energy Systems discipline in the Graduate Certificate in Engineering (3206), Master of Engineering (5468) and Master of Engineering with Advanced Studies (5529), as detailed in 2012/0011538, for implementation in Semester 1, 2013.

Associate Professor Steve O’Keefe attended the meeting to speak to this item.
Programs Committee commented and/or noted:
- Creation of this new discipline is intended to grow the School's coursework postgraduate numbers and to address an area of demand.
- This program suite is compliant with the requirements of the current Australian Qualifications Framework.
- It is proposed that students undertake an undergraduate course offered by the Griffith Business School, 3028IBA Energy and Environment Security to gain this introductory level knowledge. Whilst concerns were expressed about undergraduate course content being offered in postgraduate programs it was recognised an academic justification could be made in this case.
- The Policy on the Use of Undergraduate Courses in Postgraduate Programs addresses instances where it is appropriate, and includes guidelines and limits when undergraduate the courses’ teaching approaches and assessment strategies have not been modified.
- The School is asked to monitor the co-sharing of postgraduate and undergraduate courses during 2013 to ensure satisfactory outcomes for all students.

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

| Agenda Item 12.0: ENG MAJOR CHANGE PROPOSAL (2012/0011535) |
| 5528, 5529 MASTER OF ENGINEERING WITH ADVANCED STUDIES (NA, GC) |

A proposal from the School of Engineering to replace dissertation and project preparation courses with suitable electives in the Master of Engineering with Advanced Studies (5528, 5529), as detailed in 2012/0011535, for implementation in Semester 1, 2013.

Resolved to:
Recommend the submission to Academic Committee for approval.
### Agenda Item 13: PES MAJOR CHANGE PROPOSAL (2012/0007593)
**4157 GRADUATE DIPLOMA OF EXERCISE SCIENCE**

A proposal from the School of Rehabilitation Sciences for changes to the Graduate Diploma of Exercise Science (4157), as detailed in 2012/0007593, for implementation in Semester 1, 2013

Programs Committee commented and/or noted:
- The School is proposing to amend admission requirements to remove a minimum GPA for admission, remove the interview requirement and in future to require applicants to submit a Selection Supplement.
- It was recommended the School sets minimum admission standards that are defensible on appeal by unsuccessful applicants.

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

### Agenda Item 14.0: PES MAJOR CHANGE PROPOSAL (2012/0007615)
**5567 MASTER OF SPEECH PATHOLOGY**

A proposal from the School of Rehabilitation Sciences to amend the admission requirements for the Master of Speech Pathology (5567), as detailed in 2012/0007615, for implementation in Semester 1, 2013

Resolved to: Recommend the submission, as revised, to Academic Committee for approval.

### Agenda Item 15.0: NRS MAJOR CHANGE PROPOSAL (2012/0007611)
**5568 MASTER OF HEALTH PRACTICE**
**5569 MASTER OF HEALTH PRACTICE WITH HONOURS**

A proposal from the School of Nursing and Midwifery to withdraw the General, Health Care Research, Community and Primary Health Care, Sexual Health and Gerontology Strands from the Master of Health Practice (5568) and Master of Health Practice with Honours (5569), as detailed in 2012/0007611, for implementation in Semester 1, 2013

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

### Agenda Item 16.0: EDN MAJOR CHANGE PROPOSAL (2012/0008354)
**4138 GRADUATE DIPLOMA OF EDUCATION – SECONDARY**
**5434 MASTER OF TEACHING – SECONDARY**

A proposal from the School of Education and Professional Studies to withdraw the Visual Arts, Music, Film and Media, Learning Enhancement teaching areas from the Graduate Certificate of Education – Secondary (4138) and the Master of Teaching – Secondary (5434), as detailed in 2012/0008354, for implementation in Semester 1, 2013.

Programs Committee commented:
- Concern was expressed that staff at the Conservatorium had not been consulted about withdrawing the Music teaching area. It was noted Conservatorium staff had been encouraging their students to consider music teaching as a career path.
- The Dean (Learning and Teaching) undertook to investigate and to reconsider if this teaching area has been advertised in the QTAC guide and/or sufficient current students were intending to undertake a Music teaching area.

Subsequent to the meeting the Dean (Learning and Teaching) advised the Music teaching area would be withdrawn.

Resolved to: Recommend the submission to Academic Committee for approval.
Agenda Item 17.0: NRS PROGRAM WITHDRAWAL PROPOSALS
3195 GRADUATE CERTIFICATE IN COMMUNITY AND PRIMARY HEALTH CARE (2012/0007612)
3106 GRADUATE CERTIFICATE IN SEXUAL HEALTH (2012/0007613)
3196 GRADUATE CERTIFICATE IN GERONTOLOGY (2012/0007614)

A proposal from the School of Nursing and Midwifery to withdraw the Graduate Certificate of Community and Primary Health Care (3195), Graduate Certificate in Sexual Health (3106), and Graduate Certificate in Gerontology (3196) on 13 May 2012, subject to approval of the attached proposal to change Master of Health Practice (5568) and Master of Health Practice with Honours (5569), as detailed in 2012/0007611.

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

Supplementary Agenda Item 21: PROPOSAL TO CHANGE UNDERGRADUATE ADMISSIONS CRITERIA FROM PREREQUISITE CRITERIA TO ASSUMED KNOWLEDGE

The Academic Registrar spoke to this item, advising the proposal had come forward after a review of the 2012 admissions round and a benchmarking activity with our competitors. The Chair of Academic Committee seeks this Committee’s comments on the proposal. There are two key issues to consider in adopting the proposed assumed knowledge framework:
- it removes the existing barriers to entry providing a streamlined admissions process;
- the potential impact on student retention.

Programs Committee considered the proposal and commented as follows for forwarding to the Deputy Vice Chancellor (Academic) as Chair of Academic Committee:
- It was noted a two-tiered approach would be adopted to identify those programs requiring minimum admission standards to be maintained versus those that will not. Those programs that are professionally accredited will need to maintain minimum admission standards, as will those programs with non-standard admission criteria such as music where auditions are required.
- The proposal will not pose significant problems for the Griffith Business School as Senior English is the only current admission requirement.
- Students who do not meet the assumed knowledge criteria will need access to bridging courses. Significant work needs to be done and resources allocated to develop such courses, particularly in the maths, sciences and health related disciplines, but in a number of other disciplines as well.
- Early intervention strategies will need to be developed to cater for struggling students. Different bridging and student support options need to be available to ensure student success and cater for students who need preliminary content knowledge versus those who need on-going support during their first year.
- Existing integrated peer-assisted study sessions will assist some students, although it is expected further development of such programs would be required.
- Concerns were expressed about the message the University is giving about the quality of its programs when it is not specifying minimum admission standards.
- It was noted this proposal may have a negative impact on the University’s campaign for improving student retention.
- International students may be disadvantaged if they are not given clear advice about minimum knowledge requirements in order to be successful in their studies.
- There are significant resource implications, including increased staff workloads for Schools. Consideration also needs to be given to setting fees for preliminary bridging courses and the capacity for students to contribute towards the costs.
- Introducing this proposal would put the onus on students to make decisions about their readiness to undertake university level studies. A range of readiness-tests are available, for example ACER, however a view was expressed that such readiness testing is substituting one hurdle for another.
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<th>SECTION B: ACTION UNDER DELEGATED AUTHORITY</th>
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<th>SECTION C: OTHER RECOMMENDATIONS AND REPORTS (to persons/committees other than the parent committee/s)</th>
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<th>SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION</th>
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**Agenda Item 10.0: BPS MAJOR CHANGE PROPOSAL (2012/0011541) 4140 GRADUATE DIPLOMA OF FLIGHT MANAGEMENT**

A proposal from the School of Biomolecular and Physical Sciences for changes to the Graduate Diploma of Flight Management (4140), as detailed in 2012/0011541, for implementation in Summer Semester (January/February) 2013.

Programs Committee commented and/or noted:
- To achieve better alignment of student expectations and skill base the School proposes that from 2013 those applying for admission to the Bachelor of Aviation be strongly recommended to complete a Pilot Aptitude Assessment test, and those progressing to complete the Graduate Diploma of Flight Management be required to complete it. However, there is no requirement to pass the test.
- The cost is typically $500. It is intended to provide students with an educative experience on which to base their decision undertake flight training, which costs upwards of $10,000.
- Members expressed concern that it is not being used as a criteria for admission but requiring it be taken implies a guarantee that a student is capable of completing the flight training component in the Graduate Diploma.
- After some debate it was agreed the School give further consideration to the proposal and to establish minimum standards for test results to identify students eligible for admission.

**Next Agenda**

**Agenda Item 3.0: CHAIR’S REPORT**

The Chair reported as follows:
- The AQF Council is yet to provide advice on the outcomes of consultations regarding Graduate Certificates and Graduate Diplomas.
- A TEQSA Briefing is being held on Friday 17 August; Professor Michael Powell, Karen van Haeringen and Sharon Clifford will be attending this event.
- There are a number of programs being offered for the first time in 2013 for which program proposals have not yet been submitted, as follows:
  - **Arts, Education and Law Group:**
    - B Arts in Languages and Linguistics
    - B Education Secondary – Maths/Science (GC)
  - **Health Group**
    - B Human Services (GC)
    - G Cert Human Services (LG)
  - **Science, Environment, Engineering and Technology**
    - M Engineering (Sports Technology, NA)

The Deans (Learning and Teaching) advised submissions are being prepared and expected for consideration at the next meeting. However the proposal for the M Engineering (Sports Technology) is pending the outcome of discussions regarding staffing.

**Noted**
### Agenda Item 25: NEXT MEETING

The next meeting of the Programs Committee is scheduled to be held on **Thursday, 13 September 2012** at 9.30am via videoconference at the following locations:
- Room 2.06, Bray Centre (N54), Nathan campus
- Room 2.28, Information Services (L03), Logan campus
- Room 1.04, The Chancellery (G34), Gold Coast campus

**Noted**

### Agenda Item 11.0: FUTURE ITEMS

- Follow-up on action from the 2009 Transnational Program Audits for the Bachelor of Business and Bachelor of Design offered in Hong Kong.
- Programs Committee Annual Report for 2011
- Admissions Policies for Coursework Postgraduate Programs
- Mapping Program Learning Outcomes against AQF Specifications (discussed at July 2012 Programs Committee)
- Proposal for changes to the Graduate Diploma of Flight Management (ref item 10 on 5/2012 Agenda).
- Confirmation of Professional Accreditation for:
  - Bachelor of Pharmacy
  - Bachelor of Environmental Health

**Noted**

Minutes Confirmed: ___________________________ Date: 13 September 2012

Professor Gillian Bushell (Chair)
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<tr>
<th>Member</th>
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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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<tr>
<td>Ms Kathy Grigic</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>Director, GIHE or Nominee</td>
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<tr>
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<td>Dean (Learning and Teaching), Arts, Education and Law</td>
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<td>Dean (Learning and Teaching), Science, Environment, Engineering &amp; Technology Group</td>
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<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 2012</td>
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<td>Assoc Professor Mark Brimble</td>
<td>Full-time academic staff member nominated by the Pro-Vice Chancellor (Business)</td>
<td>Two years, to 31 December 2012</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>Two years, to 31 December 2013</td>
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<td>Sharon Clifford</td>
<td>Secretary</td>
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- 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 Lizzio
- 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)
- Head, Secretariat – Ms Karen van Haeringen (with attachments)
- Secretary, Academic Committee – Ms Tasha Langham (with attachments)