A meeting of the Programs Committee was held on Thursday 6 December 2007 at 9.30am in room 2.01, Bray Centre (N54), Nathan campus.

MINUTES

PRESENT:
Professor Sally Borbasi (Chair)
Dr Richard Armour
Associate Professor Nick Buys
Mr Dave Edwards
Professor Lorelle Frazer
Dr Ray Hibbins
Dr Calvin Smith

APOLOGIES:
Dr Michael Crock
Dr Glenn Finger
Dr Paula Jervis-Tracey
Ms Chelsea Leach
Dr David Lee
Associate Professor Wendy Loughlin

Present by Invitation:
Ms Janine McMaster-Kirkwood (via telephone) – for Item 4.0

Secretary: Ms Jill Moriarty

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.)

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<tr>
<td>Confirmation of Minutes</td>
<td>Confirmation of the minutes of the 9/2007 meeting.</td>
<td>Taken as amended, and confirmed</td>
<td>Forward to CARMS</td>
<td>Committee Secretary</td>
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SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES

GLS, NEW PROGRAM SUBMISSION 2007/0002193
(AGENDA ITEM 4.0)
5501 Master of Migration Law and Practice
For implementation in semester 1, 2008
Comments from the Programs Committee:
- Noted non-standard IELTS 7.0 (in line with Grad Cert) and 16 week semesters.
- There are possible CRICOS compliance issues for international students studying part-time.
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<td><strong>HSV, MAJOR CHANGE SUBMISSION 2007/0012414</strong>&lt;br&gt;(Agenda Item 5.0)&lt;br&gt;5169 Master of Human Services&lt;br&gt;5171 Master of Human Services with Honours&lt;br&gt;3049 Graduate Certificate in Disability Studies</td>
<td>For implementation in semester 1, 2008&lt;br&gt;Comments from the Programs Committee:&lt;br&gt;  - Members expressed concern about the minimum GPA (5.5) being too high and suggested the School consider reducing it to 5.0.&lt;br&gt;  - Members questioned why students who completed the Grad Cert in 2002-2006 students only receive 30CP when students who completed it in 2007 receive 40CP.&lt;br&gt;  - It was noted that 7003HSV Intro to Rehab and Disability Studies was replaced with 7015HSV Disability: Theory and Philosophy in semester 1, 2007.</td>
<td>Resolved to: Recommend the submission to the Academic Committee for approval, as amended.</td>
<td>Forward to Academic Ctee, BSS, Prof Inf Officer, GI.</td>
<td>Committee Secretary</td>
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<td><strong>NRS, MAJOR CHANGE SUBMISSION 2007/0012406</strong>&lt;br&gt;(Agenda Item 6.0)&lt;br&gt;5424 M Advanced Practice&lt;br&gt;5425 M Advanced Practice w Hons</td>
<td>For implementation in semester 1, 2008&lt;br&gt;Comments from the Programs Committee:&lt;br&gt;  - Members suggested that the Graduate Certificate program would be suitable for offering through Open Universities Australia (OUA).</td>
<td>Resolved to: Recommend the submission to the Academic Committee for approval.</td>
<td>Forward to Academic Ctee, BSS, Prof Inf Officer, GI.</td>
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<td><strong>3221 G Cert Health Professional Ed</strong>&lt;br&gt;&lt;br&gt;<strong>GBS, MAJOR CHANGE SUBMISSION 2007/0002196</strong> <em>(Agenda Item 7.0)</em>&lt;br&gt;1288 Bachelor of Business <em>including consequential changes to:</em>&lt;br&gt;1325 BBus/BPsySc&lt;br&gt;1039 BBus/BPsySc&lt;br&gt;1035 BCom&lt;br&gt;1295 BIntBus/BBus&lt;br&gt;1296 BIntBus/BBus&lt;br&gt;1126 BLaws/BBus&lt;br&gt;1299 BLaws/BBus&lt;br&gt;1308 GBS DDP&lt;br&gt;1307 GBS DDP&lt;br&gt;1230 BArts/BBus&lt;br&gt;1293 BArts/BBus&lt;br&gt;1259 B Oral Hlth Dental Sci&lt;br&gt;1262 B Oral Hlth Oral Hlth Therapy&lt;br&gt;1260 B Oral Hlth in Dental Tech&lt;br&gt;4136 G Dip Dentistry&lt;br&gt;<strong>For implementation in semester 1, 2008</strong>&lt;br&gt;Comments from the Programs Committee:&lt;br&gt;- The Chair suggested rewording the paragraph on page 5 under ‘Consultation’ to clarify whether technical courses are still available to students who wish to become specialist OHS consultants/managers.&lt;br&gt;- Members raised concern about the affect on international students coming in to the program however they won’t be affected as they do not choose their major until semester 2. Those already enrolled will be allowed to complete the major.</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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<td><strong>PBH, SPECIAL PURPOSE SUBMISSION 2007/0012405</strong> <em>(Agenda Item 8.0)</em>&lt;br&gt;5263 M Public Health&lt;br&gt;4094 Grad Dip of Public Health&lt;br&gt;3147 Grad Cert in Public Health&lt;br&gt;<strong>For implementation in semester 1, 2008</strong>&lt;br&gt;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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<td><strong>HSV, SPECIAL PURPOSE SUBMISSION 2007/0012408</strong> <em>(Agenda Item 9.0)</em>&lt;br&gt;1282 Bachelor of Social Work&lt;br&gt;<strong>For implementation in semester 1, 2008</strong>&lt;br&gt;Comments from the Programs Committee:&lt;br&gt;- Concern was expressed about the Griffith minimum 30CP dissertation effecting programs with embedded Honours. The Chair undertook to ask RAPS to consider this issue.</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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<td><strong>DOH, SPECIAL PURPOSE SUBMISSION 2007/0012411</strong> <em>(Agenda Item 10.0)</em>&lt;br&gt;1259 B Oral Hlth Dental Sci&lt;br&gt;1262 B Oral Hlth Oral Hlth Therapy&lt;br&gt;1260 B Oral Hlth in Dental Tech&lt;br&gt;4136 G Dip Dentistry&lt;br&gt;<strong>For implementation in semester 1, 2008</strong>&lt;br&gt;Comments from the Programs Committee:&lt;br&gt;- There was some concern expressed about wording of the submission to be followed up with the School.&lt;br&gt;- Members agreed it was important to have student support in place.</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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<td><strong>DOH, SPECIAL PURPOSE SUBMISSION 2007/0012412</strong>&lt;br&gt;<strong>For implementation in semester 1, 2008</strong>&lt;br&gt;Comments from the Programs Committee:</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>
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<td>(Agenda Item 11.0) 6018 Doctor of Clinical Dentistry</td>
<td>- Members questioned the effectiveness of interviews in determining student success</td>
<td>the Academic Committee for approval.</td>
<td>BSS, Prof Inf Officer, GI.</td>
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<td>CCJ, SPECIAL PURPOSE SUBMISSION 2007/0002899 (Agenda Item 12.0) 5189 Master of Criminology and Criminal Justice</td>
<td>For implementation in semester 1, 2008</td>
<td>Resolved to: 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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<td>GBS, SPECIAL PURPOSE SUBMISSION 2007/0002195 (Agenda Item 13.0) 3153 Graduate Certificate in Public Leadership (Open Learning) 5415 Master of Arts in Public Leadership (Open Learning)</td>
<td>For implementation in semester 1, 2008</td>
<td>Comments from the Programs Committee: - Statement required in transition arrangements – “No students will be disadvantaged due to change.” - Rather than delete reference to fees, include a standard statement – “Standard Open Universities Australia fees will apply.” - All reference to ‘Open Learning’ to be amended to ‘Open Universities Australia’.</td>
<td>Resolved to: Recommend the submission to the Academic Committee for approval, as amended. Revised submission: 2007/0000323</td>
<td>Forward to Academic Ctee, BSS, Prof Inf Officer, GI. Committee Secretary</td>
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<td>HSV PROGRAM WITHDRAWAL SUBMISSION 2007/0012409 (Agenda Item 15.0) 9114 Continuing Ed Certificate in Human Services (Logan)</td>
<td>For implementation in semester 1, 2008</td>
<td>Resolved to: Recommend the submission to the Academic Committee for approval.</td>
<td>Forward to Academic Ctee, BSS, Prof Inf Officer, GI.</td>
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**SECTION B: ACTION UNDER DELEGATED AUTHORITY**

**SECTION C: OTHER RECOMMENDATIONS AND REPORTS [TO PERSONS/COMMITTEES OTHER THAN THE PARENT COMMITTEE(S)]**

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

**COURSE EVALUATION (Agenda Item 16.0)** The Committee acknowledged receipt of submitted course evaluation reports. Noted

**QIBT PROFORMA 9316 POSTGRADUATE QUALIFYING PROGRAM** A Committee member who has had occasion to use the new PQP Proforma advised of its impractical nature and it was agreed that we would confer with QIBT to revamp the
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| 2007/0000316 (Agenda Item 14.0) | form in light of having tried it out. Comments included:  
- The form is not set up sequentially.  
- Many items are standard, and therefore should be pre-populated – eg. Credit information – with the option to change if non-standard entry required.  
- Much of the addendum should be included in the body for convenience.  
- Section 4 is not feasible. The program is variable, so providing content for all courses at this stage is not possible.  
- Both Masters and Graduate Certificates should be included in the document. The Chair undertook to revisit the document in consultation with stakeholders and represent it to the next meeting. | Resolved to: Include this item on the Agenda for the next meeting. | | |
| Chair’s Report (Agenda Item 3.0) | The Chair reported on the following:  
- The Chair thanked Dr Calvin Smith for his contribution to Programs Committee and was advised that Dr Duncan Nulty will be the GIHE Representative from the next Programs Committee meeting.  
- The Chair led discussion on the trial course evaluation reporting process and noted feedback from the various schools. The purpose of the trial is to implement closing the loop on evaluations and the Committee and Working Party will continue to monitor the process and feedback. | | Noted | |
| Next Meeting (Agenda Item 23.0) | The next meeting of the Programs Committee will be held on Thursday 21 February 2008 at 9.30am in room 2.01, Bray Centre (N54), Nathan campus. | | Noted | |

Confirmed: __________________________  
Prof Sally Borbasi Chair  
Date: 21 February 2007
DISTRIBUTION LIST

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

Information Copies (without attachments unless stated)
Vice Chancellor – Professor Ian O'Connor
Deputy Vice Chancellor (Academic) – Professor John Dewar
Deputy Vice Chancellor (Research) – Professor Lesley Johnson
Pro-Vice Chancellor (Arts, Education and Law) – Professor Marilyn McMeniman
Pro-Vice Chancellor (Business) – Professor Michael Powell
Pro-Vice Chancellor (Health) – Professor Allan Cripps
Pro-Vice Chancellor (Science and Technology) – Professor Ned Pankhurst

Information Copies (continued)
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 Tolstof (with attachments)
Head, Secretariat – Mr Barry Reardon (with attachments)
Secretary, Academic Committee – Ms Sharon Clifford (with attachments)
Coordinator, Student Web Services – Ms Elisa Colebrook
Program Information & Web Publishing Officers – Ms Erika Rak, Ms Elena Walker, and Mr Simon Ong

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