A meeting of the Programs Committee was held on Thursday, 1 December 2011 at 9.30am 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.

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

**Apologies:**
- Assoc Prof Heather Alexander, GIHE

**Present by Invitation:**
- Dr Steve Drew

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**University Committees Team Place Web Address**

[https://qplace01.domino.griffith.edu.au/sec-university-committees](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).

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**ACTION SHEET**

**Agenda Item 2: CONFIRMATION OF MINUTES**

The minutes of the 8/2011 meeting held on 10 November 2011 were confirmed.

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

**Agenda Item 4: EDN MAJOR CHANGE SUBMISSION (2011/0003357) 4138 GRADUATE DIPLOMA OF EDUCATION – SECONDARY 5434 MASTER OF TEACHING - SECONDARY**

A proposal from the School of Education and Professional Studies to withdraw the Drama teaching area from the Gold Coast offering of the Graduate Diploma of Education – Secondary (4138) and from the Master of Teaching (5434) Secondary due to low enrolments, as detailed in 2011/0003357 - for implementation in semester 1 2012.

Programs Committee commented and/or noted:
- Confirmation from the Dean (Learning and Teaching) that the two transition students currently enrolled in the program will complete their program by the end of 2011.
- The proposal aligns with the Group’s course quality improvement project targeting low enrolling courses.

**Action**

Resolved to:
- Recommend the submission to Academic Committee for approval.
**Agenda Item 5: QCA MAJOR CHANGE SUBMISSION (2011/0003360) 1343 BACHELOR OF DESIGN – OFF-SHORE**

A proposal from the Queensland College of Art to simplify the admissions process for the Bachelor of Design – Off-shore (1343) with the aim of improving enrolment numbers, as detailed in 2011/0003360 - for implementation in semester 1 2012.

Programs Committee commented and/or noted:
- The terms of agreement between Griffith and the Chinese University of Hong Kong established minimum enrolment numbers to be met for the program to run in a particular academic year.
- The proposed change to the process of awarding credit for applicants’ prior qualifications is consistent with the University’s Credit Transfer Policy and designed to speed up the processing of applications.
- Enrolment numbers in the program will continue to be monitored. The year of program suspension provides an opportunity for the QCA to review program delivery methods.

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

**Agenda Item 7: MED MAJOR CHANGE SUBMISSION (2011/0002496) 1272 BACHELOR OF MEDICINE/BACHELOR OF SURGERY**

A proposal from the School of Medicine to increase the English language requirements for admission to the Bachelor of Medicine/Bachelor of Surgery (1272), in line with the English language requirements for registration to the Medical Board of Australia, as detailed in 2011/0002496 - for implementation in semester 1 2012.

Programs Committee commented and/or noted:
- Use of the University’s equivalent English language tests will be removed for this program as they are not recognised by the accrediting body.
- A correction is required to a typographical error on page 2 of the submission in the name of the new entity that will be handling graduate entry medical school admissions.

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

**Agenda Item 10: HUM PROGRAM WITHDRAWAL SUBMISSION (2011/0003352) 2005/2007 BACHELOR OF ARTS WITH HONOURS**

A proposal from the School of Humanities to withdraw the program codes 2005/2007 which have been replaced with the new codes 2085/2086 for the replacement program School of Humanities Honours Program, approved at the 6/2011 (24 November) meeting of Academic Committee. The award of Bachelor of Arts with Honours continues to be offered in the new School of Humanities Honours Program (2085/2086).

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

**Agenda Item 11: ICT PROGRAM WITHDRAWAL SUBMISSION (2011/0004334) 5543/5544 MASTER OF INFORMATION TECHNOLOGY ADVANCED STUDIES**

The Deputy Vice Chancellor (Academic) has approved the withdrawal of this program from semester 1 2012.

Currently enrolled students will undertake courses from the Master of Information Technology to complete their program.

Resolved to: Recommend the submission to Academic Committee for approval.
Agenda Item 12: NRS PROGRAM WITHDRAWAL SUBMISSION (2011/0003845)
5553 MASTER OF NURSING (NURSE PRACTITIONER)

The Deputy Vice Chancellor (Academic) has approved the withdrawal of this program from semester 1 2012.

Transition arrangements are not required as no students are currently enrolled in the program.

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

Agenda Item 13: NRS PROGRAM WITHDRAWAL SUBMISSION (2011/0003843)
9323 CONTINUING EDUCATION CERTIFICATE IN AGED CARE

The Deputy Vice Chancellor (Academic) has approved the withdrawal of this program from semester 1 2012.

Transition arrangements are not required as no students are currently enrolled in the program.

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

SECTION B: ACTION UNDER DELEGATED AUTHORITY

Action

Nil

SECTION C: OTHER RECOMMENDATIONS AND REPORTS
(to persons/committees other than the parent committee/s)

Action

Nil

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

Action

Agenda Item 6: NRS MAJOR CHANGE SUBMISSION (2011/0003848)
1161 BACHELOR OF NURSING

A proposal from the School of Nursing and Midwifery to introduce a Mental Health strand in the Nathan campus offering of the Bachelor of Nursing (1161), as detailed in 2011/0003848 - for introduction in Semester 1 2012.

Programs Committee commented and/or noted:

- The proposal is to use existing courses to identify a Mental Health strand, initially for offer at the Nathan campus, with possible future roll-out to the Logan and Gold Coast campuses.
- It is proposed to utilise existing level 9 courses for the new strand that will be taken in place of elective courses. Programs Committee flagged the co-teaching of level 7 and level 9 students as an area of concern for the following reasons:
  - students are paying different fees to undertake the same course;
  - the AQF expects different learning outcomes for students undertaking programs at different levels.
- Programs Committee recommended that the School review these courses to explicitly define differentiated outcomes for the courses offered at the undergraduate and postgraduate levels.
- It is proposed to apply a quota of 25 places to the Mental Health strand. Programs Committee noted that advice to students about the quota should be included on the program web-site. Programs Committee questioned whether the proposed filling of quota places on a “first-come
first-served” basis would result in a fair selection of students. It was recommended that explicit criteria be developed for selection based on academic performance. Concerns were also expressed about whether the lateness of the submission would permit implementation of the selection process in a timely way, that would enable all students interested in the strand and eligible for entry, to enrol appropriately for semester 1 2012.

**Agenda Items 8 and 9: PHM MAJOR CHANGE SUBMISSION (2011/0003853) 5369 MASTER OF PHARMACY HSV MAJOR CHANGE SUBMISSION (2011/0002497) 5476/5505 MASTER OF SOCIAL WORK**

Proposals from the School of Pharmacy and the School of Human Services and Social Work to increase the English language admission requirements for the Master of Pharmacy (5369) and the Master of Social Work (5476/5505), in line with the requirements mandated for registration with the Pharmacy Board of Australia and the Australian Association of Social Workers.

Programs Committee commented and/or noted:
- Clarification is required in these submissions on whether the registering bodies will accept the equivalent English tests used by Griffith. The submissions should be revised accordingly when this clarification is obtained.
- The Academic Services Officer (Health) will consult with International Admissions and Student Administration to determine what correspondence will need to be sent to transition students admitted to, or given offers in these programs under the previous requirements, to alert them to the registering bodies’ new English language standards for registration.

**Resolved to:** Recommend that the submission be returned to the School for revision and re-submitted for consideration at the 1/2012 (February) meeting of Programs Committee.

**Agenda Item 3.0: CHAIR’S REPORT**

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

AQF Council’s review of Graduate and Vocational Graduate Certificates and Diplomas, November 2011 – Universities have been invited to provide their feedback to the AQF Council by 24 February 2012 on the issues and options outlined in this review in relation to possible changes to the Graduate Certificate and Graduate Diploma qualification types. Issues for consideration include retention of the Graduate Certificate and/or Graduate Diploma as level 8 qualifications or their reclassification to level 7 and retention or removal of the Vocational Graduate Certificate and Vocational Graduate Diploma.

**Noted**

**Agenda Item 14: OTHER BUSINESS**

The Chair thanked all members for their contributions to the work of Programs Committee throughout the year. Members expressed their appreciation to Professor Bushell for her leadership as Chair of the Committee.

Terms of office expire for Associate Professor Ray Tedman and Dr Rene Hexel on 31 December 2011 and nominations will be sought from the Group Pro Vice Chancellors.

**Noted**
**Agenda Item 15: NEXT MEETING**

The next meeting of the Programs Committee is scheduled to be held on **Thursday, 16 February 2012** 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 16: FUTURE ITEMS**

- Group Five Year Program Review Schedules
- Update report on the Secretariat Work Plan, tabled at the March 2011 meeting as *Activities to Support Programs Committee in 2011*.

Minutes Confirmed: ___________________________ Date: 16 February 2012

Professor Gillian Bushell (Chair)
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<td>Academic Registrar</td>
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<td>Dr Kevin Ashford-Rowe</td>
<td>Director, Learning and Teaching, INS</td>
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<td>Dr Steve Drew</td>
<td>Nominee of Director, GIHE and Dean (Student Outcomes) (nominee)</td>
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<td>Professor Lewis Adams (Acting)</td>
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<tr>
<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 2012)</td>
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<tr>
<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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<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>
</tr>
<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>
</tr>
<tr>
<td>Ms Kim Hillier (Secretary)</td>
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- 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