A meeting of the Programs Committee was held on Thursday 14 February 2013 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
- Ms Linda O’Brien
- Prof Glenn Finger
- Prof Lorelle Frazer
- Prof Nick Buys
- Prof Richard John
- Assoc Prof Ray Tedman
- Dr Rene Hexel
- Dr Steve Drew
- Sharon Clifford (Secretary)

Apologies:
- Assoc Prof Don Lebler
- Dr Peter Tatham
- Prof Ros Sorensen

Present by Invitation:
- Dr Bruce Rowlands (Item 5.0)

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 5.0: ICT NEW PROGRAM/MAJOR CHANGE PROPOSAL (2013/0006006) 1401 BACHELOR OF BUSINESS INFORMATION SYSTEMS

A proposal from the School of Information and Communication Technology to offer a Bachelor of Business Information Systems (1401) via Open Universities Australia, as detailed in 2013/0006006, for introduction in OUA Study Period 3 (August) 2013.

Dr Bruce Rowlands from the School of Information and Communication Technology attended the meeting to speak to this item.

Programs Committee commented and/or noted:
- This degree is also offered at both Gold Coast and Nathan campuses; the School proposes slight variations to strengthen the IT and business analysis content.
- Due to professional accreditation requirements of the Australian Computer Society this program does not include the opportunity for students to undertake any free choice electives.
- During the program development phase Griffith Business School staff were consulted about GBS content. It was noted all GBS courses included in the program structure are already offered through OUA.
The Chair stressed the need for the Group and the School to be well prepared to teach a large volume of students in this undergraduate degree, which is the first program the SEET Group is offering through OUA. Professor Bushell recommended Dr Rowlands contacts staff in other Schools who have extensive experience with OUA delivery, for instance the Schools of Humanities and Criminology and Criminal Justice and the GBS.

It was recommended the School also contacts Ms Catherine Ashley, Manager Griffith OUA Services, regarding the provision of reading and supplementary material, and digitisation services available to provide this electronically. It was also recommended that the School ensures appropriate licensing for software use has been set up for OUA students.

In response to a query regarding how the School will cope with potentially 500+ students undertaking the Industrial Affiliates Program (IAP) or Industry Project the Committee was advised the Group already has administrative procedures in place to cater for 300+ students completing the IAP. The School anticipates that a significant number of OUA students will undertake an industry project as part of their current employment. However it was pointed out that OUA undergraduate enrolments tend to be on a large scale; data on the demographics of OUA students indicates they are similar to our on-campus students and not necessarily working, are predominantly female often with carer responsibilities and largely from urban areas on the east coast of Australia. In light of this the School is asked to ensure appropriate support will be provided to the large number of students seeking to undertake the IAP or Industry Project.

The Committee expressed concern about workloads for staff teaching courses in this program; the Dean (Learning and Teaching) in the SEET Group undertook to discuss this with the Head of School to ensure appropriate resources are available.

The School is also asked to consider course evaluation strategies as the OUA course evaluation does not relate to our own student evaluation of courses and teaching (SEC and SET).

The Chair advised that TEQSA will be looking at third-party arrangements for its first Quality Assessment exercise, primarily with respect to teaching and learning and the provision of student services; this will include our arrangements with OUA.

It was noted the proposal will be considered at the OUA Academic Programs Committee on 8 March. Associate Professor Wendy Loughlin is attending this meeting and may need telephone access during the meeting to a member of staff in the School who can respond to any queries.

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.

Agenda Item 6.0: PBH NEW PROGRAM PROPOSAL (2012/0007746)
3279 GRADUATE CERTIFICATE IN HEALTH INFORMATICS

A proposal from the School of Public Health to offer a Graduate Certificate in Health Informatics (3279) via Open Universities Australia, as detailed in 2012/0007746, for introduction in OUA Session 2 (July) 2013.

Professor Ros Sorensen, Head School of Public Health, attended the meeting to speak to this item.

Programs Committee commented and/or noted:
- Reference to graduates of this program being eligible to articulate to the Master of Health Services Management is to be removed from the submission, as this is not AQF compliant.
- In response to a query about professional accreditation Professor Sorensen undertook to ascertain whether this has been initiated and the time frame to achieve it. (See note at the end of this item.)
- The School of Public Health is requested to provide written Admission Requirements for students who do not have a bachelor degree in a related field and seek admission based on work experience and/or other prior learning, to specify the amount and relevance of work/prior learning.
- It was agreed to recommend to the Deputy Vice Chancellor (Academic) that at a
Deans (Learning and Teaching) Forum consideration is given to establishing some principles around recognition of prior learning, and that the Deputy Academic Registrar and the Manager Academic Credit Transfer contributes to the discussion.

- In response to a query about estimated demand for this program the Dean (Learning and Teaching) advised the Group felt it this is a viable program with potential to grow its enrolments.
- In response to a query about whether this program would be better suited to the Griffith Online project it was pointed out that the OUA market provides a better way to promote the program.
- The Chair expressed concern that sessional staff will be employed to teach in this program and requested that the School ensure these staff are provided with relevant training at the outset.
- In response to a query concerning the Learning Outcomes and specifically, reference to students attaining oral and written skills, Professor Sorensen undertook to amend the document to indicate where students will gain this knowledge. It was noted minor grammatical corrections need to be made to this section, on page 18 of the proposal.
- It was noted the proposal will be considered at the OUA Academic Programs Committee on 8 March. Associate Professor Wendy Loughlin is attending this meeting and may need telephone access during the meeting to a member of staff in the School who can respond to any queries.

Subsequent to the meeting the Chair noted advice from the School of Public Health that full accreditation for the Graduate Certificate in Health Informatics will be confirmed when the School of Public Health’s programs are reviewed by the ACHSM in 2015. Interim accreditation can be granted after a "desktop audit" which should take place within 8 weeks [of the date of this meeting].

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 2013/0007006

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<table>
<thead>
<tr>
<th>Agenda Item 8.0:</th>
<th>BPS MAJOR CHANGE PROPOSAL (2013/0006008)</th>
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<tbody>
<tr>
<td>1028 BACHELOR OF AVIATION</td>
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<tr>
<td>4140 GRADUATE DIPLOMA OF FLIGHT MANAGEMENT</td>
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A proposal from the School of Biomolecular and Physical Sciences for changes to the Bachelor of Aviation (1028) and Graduate Diploma of Flight Management (4140), as detailed in 2013/0006008, for implementation in Semester 1 2014.

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

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<thead>
<tr>
<th>Agenda Item 10.0:</th>
<th>ENG MAJOR CHANGE PROPOSAL (2013/0006001)</th>
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<tbody>
<tr>
<td>3206 GRADUATE CERTIFICATE IN ENGINEERING (ENERGY SYSTEMS)</td>
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A proposal from the School of Engineering to amend the attendance mode of the Graduate Certificate in Engineering (Energy Systems) (3206) from full-time to part-time for semester 1 admission only, as detailed in 2013/0006001, for implementation in Semester 1 2013.

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

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<table>
<thead>
<tr>
<th>Agenda Item 11.0:</th>
<th>GBS FIVE-YEAR PROGRAM REVIEW (2012/0012025)</th>
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<tbody>
<tr>
<td>3068, 3069 GRADUATE CERTIFICATE IN MARKETING</td>
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<tr>
<td>5226, 5228 MASTER OF MARKETING</td>
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<tr>
<td>5227, 5229 MASTER OF MARKETING WITH HONOURS</td>
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The Griffith Business School has provided an Action Plan in Response to the Postgraduate Program Review for the Master of Marketing (5226, 5228), Master of Marketing with Honours (5227, 5229) and Graduate Certificate in Marketing (3068, 3069) as contained in 2012/0012025.

Programs Committee commented and/or noted:
- The Review Committee put forward a number of recommendations requiring action, as contained in the Report and the Department of Marketing has provided a status report on page 2.
- The Dean (Learning and Teaching) reported on developments since the review was completed:
  - the Proposal to offer a Master of Marketing is now being considered as part of the Griffith Online Project;
  - professional accreditation has been obtained from the Australian Marketing Institution;
  - no action has yet been taken on the proposal to develop linkages with the Department of Public Health;
  - the Graduate Certificate in eMarketing has been withdrawn from offer; the last intake was in semester 1 2012.
- Program Change proposals arising out of this Review have been processed as minor changes during 2012 and no further action is required.
- Programs Committee is asked to note the Master of Marketing with Honours continues to be offered; the Griffith Business School is working towards AQF compliance and the award will not be available from 2015.
- A five-year program review is to be completed and forwarded to Programs Committee before the end of 2017.

**Resolved to:**
Recommend to Academic Committee that the program to be re-accredited for a period of 5 years up to the end of 2017.

**Agenda Item 12.0: GBS FIVE-YEAR PROGRAM REVIEW (2012/0012027) 5445 MASTER OF BUSINESS**

The Griffith Business School has provided an Implementation Plan for the Master of Business (5445), with specialisations in International Tourism and Hospitality Management, Event Management and Sport Management, as contained in 2012/0012027

Programs Committee commented and/or noted:
- The Review Committee put forward a number of recommendations, as contained in the attached Plan, with a proposed timeframe for implementation; some recommendations have already been implemented.
- The Dean (Learning and Teaching) reported on developments since the review was completed:
  - many of the recommendations have already been implemented;
  - recommendation 9 has resulted in the development of a new WIL course being offered in 2013 as a trial;
  - recommendation 14 is being investigated to determine its feasibility and will not proceed for 2014.
- Program Change proposals arising out of this Review have been processed as minor changes during 2012 and no further action is required.
- A five-year program review is to be completed and forwarded to Programs Committee before the end of 2017.

**Resolved to:**
Recommend to Academic Committee that the program to be re-accredited for a period of 5 years up to the end of 2017.

**Agenda Item 15.0: MAJOR CHANGE PROPOSAL – OUA PROGRAMS 1023 BACHELOR OF ARTS 1245 BACHELOR OF COMMUNICATION 1384 BACHELOR OF CRIMINOLOGY AND CRIMINAL JUSTICE 1383 BACHELOR OF BUSINESS**

A proposal for changes to the admission requirements for the above-listed undergraduate programs, offered via Open Universities Australia where a Commonwealth Supported Place is available.

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

**Agenda Item 16.0: GBS MAJOR CHANGE PROPOSAL (2012/12131) 1147 BACHELOR OF ASIAN STUDIES/BACHELOR OF COMMUNICATION**

A proposal from Griffith Business School to indicate students may include a maximum of 120CP of first year level courses in their four-year double degree as detailed in 2012/0012131.

**Resolved to:**
Recommend the submission to Academic Committee for approval.
<table>
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<tr>
<th>Agenda Item 17.0: QCA MAJOR CHANGE PROPOSAL (2012/0008424)</th>
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<tbody>
<tr>
<td>1181 BACHELOR OF FINE ART</td>
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<td>1186 BACHELOR OF PHOTOGRAPHY</td>
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<tr>
<td>1187 BACHELOR OF CONTEMPORARY AUSTRALIAN INDIGENOUS ART</td>
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<td>1189 BACHELOR OF DESIGN</td>
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<tr>
<td>1302 BACHELOR OF DIGITAL MEDIA</td>
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</table>

A proposal from Queensland College of Art to phase out Design Elective Majors and Specialisations, and to add Design Futures Elective Majors and Specialisations to the above listed programs in line with the phasing out of the Bachelor of Design (1189) and the introduction of the Bachelor of Design Futures with Honours (1393) in 2013, as contained in 2012/0008424, for implementation in semester 1 2013

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

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<thead>
<tr>
<th>Agenda Item 18.0: QCA MAJOR CHANGE PROPOSAL (2012/0008420)</th>
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<tr>
<td>1302 BACHELOR OF DIGITAL MEDIA</td>
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A proposal from the Queensland College of Art for changes to the Bachelor of Digital Media (1302), as contained in 2012/0008420, for implementation in semester 1 2013.

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

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<tr>
<th>Agenda Item 19.0: EDN MAJOR CHANGE PROPOSAL (2012/0002849)</th>
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<tr>
<td>4030, 4035 GRADUATE DIPLOMA OF EDUCATION – PRIMARY</td>
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<tr>
<td>4137, 4138 GRADUATE DIPLOMA OF EDUCATION – SECONDARY</td>
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<tr>
<td>4153 GRADUATE DIPLOMA OF EARLY CHILDHOOD EDUCATION ((2012/0002850))</td>
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</table>

A proposal from the School of Education and Professional Studies to specify a GPA of 4.0 is required for admission to the above-listed programs, as contained in 2012/0002849 and 2012/0002850, for implementation in semester 1 2013.

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

<table>
<thead>
<tr>
<th>Agenda Item 20.0: GBS MAJOR CHANGE PROPOSAL (2012/0012134)</th>
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<tr>
<td>3047, 3048 GRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION</td>
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<tr>
<td>5158, 5159 MASTER OF BUSINESS ADMINISTRATION</td>
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<tr>
<td>5162, 5163 MASTER OF BUSINESS ADMINISTRATION (ADVANCED)</td>
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A proposal from the Griffith Business School for changes to the above-listed programs, as contained in 2012/0012134, for implementation in semester 2 2013.

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

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<thead>
<tr>
<th>Agenda Item 21.0: PHM MAJOR CHANGE PROPOSAL (2012/0007720)</th>
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<tr>
<td>5369 MASTER OF PHARMACY</td>
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<tr>
<td>5423 MASTER OF PHARMACY WITH HONOURS</td>
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</table>

A proposal from the School of Pharmacy to merge the Advanced Pharmacy Practice courses and the Research Project courses as contained in 2012/0007720, for implementation in semester 1 2013.

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

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<tr>
<th>Agenda Item 22.0: LPC MAJOR CHANGE PROPOSAL (2012/0008442)</th>
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<tr>
<td>9270 CONTINUING EDUCATION CERTIFICATE IN LAW AND LEGAL STUDIES PROGRAM WITHDRAWAL</td>
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<tr>
<td>9271 CERTIFICATE IN LAW AND LEGAL STUDIES (NATHAN)</td>
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</table>

A proposal from the Legal Practice Centre for changes to the Continuing Education Certificate in Law and Legal Studies (9270) and withdrawal of the Certificate in Law and Legal Studies (9271), as contained in 2012/0008442, for implementation in semester 1 2013.

**Resolved to:**
Recommend the submission to Academic Committee for approval.
### Agenda Item 23.0: LPC PROGRAM WITHDRAWAL PROPOSAL (2012/0008425) 4123, 4128 GRADUATE DIPLOMA OF LEGAL PRACTICE, SKILLS AND ETHICS

A proposal from the Legal Practice Centre to withdraw the Graduate Diploma of Legal Practice, Skills and Ethics (4123, 4128), with a last admission in semester 2 2012 and Summer Semester (Nov/Dec) 2012 respectively. The Deputy Vice Chancellor (Academic) approved the withdrawal of these programs. Programs Committee noted students currently enrolled will be able to complete their studies without disadvantage.

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

### Agenda Item 24.0: EDN PROGRAM WITHDRAWAL PROPOSAL (2012/0008407) 5434 MASTER OF TEACHING – SECONDARY

A proposal from the School of Education and Professional Studies to withdraw the Master of Teaching – Secondary (5434) with a last admission in Summer semester (Jan/Feb 2013).

The Deputy Vice Chancellor (Academic) approved the withdrawal of this program. Students currently enrolled will be able to complete their studies without disadvantage.

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

### Agenda Item 25.0: GBS PROGRAM WITHDRAWAL PROPOSAL (2012/0012124) 3186 GRADUATE CERTIFICATE IN INTERNATIONAL BUSINESS ADMINISTRATION 5457, 5458 MASTER OF BUSINESS ADMINISTRATION 5348 INTERNATIONAL MASTER OF BUSINESS ADMINISTRATION

A proposal from the Griffith Business School to withdraw the Graduate Certificate in International Business Administration (3186), the Master of Business Administration (5457, 5458) and the International Master of Business Administration (5348), with a last admission in semester 1 2013.

The Deputy Vice Chancellor (Academic) approved the withdrawal of this program. Students currently enrolled will be able to complete their studies without disadvantage.

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

### Agenda Item 26.0: GBS PROGRAM WITHDRAWAL PROPOSAL (2013/0005504) 3245 GRADUATE CERTIFICATE IN LEADERSHIP AND MANAGEMENT (UNITING HEALTH CARE)

The Griffith Business School has introduced a customised Graduate Certificate in Leadership and Management (3267) tailored to meet the needs of industry and government groups. As a result the GBS proposes to withdraw this program with a last admission in semester 2 2012.

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

### Agenda Item 27.0: GBS PROGRAM WITHDRAWAL PROPOSAL (2012/0012128) 9150 CERTIFICATE IN WORKPLACE HEALTH AND SAFETY

A proposal from the Griffith Business School to withdraw the Certificate in Workplace Health and Safety with a last admission in semester 2 2012.

Students currently enrolled will be able to complete their studies without disadvantage.

**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)  

<table>
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<th>Action</th>
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<td>Nil</td>
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**SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION**  

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<th>Action</th>
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**Agenda Item 3.0: MEMBERSHIP**

Members noted the following changes to membership of Programs Committee

1.1 **New Members:**
- Professor Richard John has been appointed Dean (Learning and Teaching) in the Science, Environment, Engineering and Technology Group, and joins the Committee as an ex officio member.
- Ms Linda O’Brien, Pro Vice Chancellor (INS) will attend meetings as the INS representative.
- The Pro Vice Chancellor (Business) has appointed Dr Peter Tatham for a two year term as the academic staff member representing this Group.

1.2 **Re-appointments:**
- The Pro Vice Chancellor (Arts, Education and Law) has re-appointed Associate Professor Don Lebler for a further two year appointment as the academic staff member representing this Group.
- The Director, Griffith Institute for Higher Education, has nominated Dr Steve Drew for a further two year appointment.

1.3 **Chair of Programs Committee:**
- Professor Gillian Bushell’s term of office as Deputy Chair of Academic Committee and Chair of Programs Committee expires on 1 March 2013.
- Associate Professor Wendy Loughlin has been appointed to this position for a two year term commencing on 4 March 2013.

1.4 **The Committee acknowledged retiring members as follows:**
- Professor Bushell’s significant contribution to the Committee over the last two years.
- Associate Professor Wendy Loughlin’s contribution to the Committee over the past 4 years as the previous Dean (Learning and Teaching) in the Science, Environment, Engineering and Technology Group
- Associate Professor Brimble’s contribution to the Committee over the last 2 years as the academic staff member from the Business Group.

**Agenda Item 4.0: CHAIR’S REPORT**

- Members are asked to revisit the paper prepared by Dr Steve Drew and Dr Kevin Ashford-Rowe last year (considered at the 6/2012 [September] meeting) *Writing Learning Outcomes for Programs at Griffith University*. This document will provide useful advice to Program Convenors as all programs will need to be mapped to the Learning Outcomes appropriate to the AQF level of the program. It will also be useful in preparing program review documentation.
- The Deputy Vice Chancellor (Academic) has established a working group to develop an implementation plan for the Griffith Experience courses for 2014; this initiative will impact most programs. The Deans (Learning and Teaching) are on this Working Party and will need to alert their Groups on outcomes.
- Groups are encouraged to follow the time frames for program approvals in order to ensure we are able to provide accurate advice to students via the Programs and Courses Website, which is now integral to informing students about enrolment.

**Noted**
- TEQSA recently released a paper *TEQSA and the Australian Qualifications Framework - Questions and Answers*. This paper provides advice about various issues being addressed by the higher education sector as we move towards AQF compliance and TEQSA’s role in the process. The Secretary will provide all members with a copy of the paper.
- The University will need to document criteria for recognising prior learning for the purposes of admission, especially for those Graduate Certificates with pathways for admission for students without an undergraduate degree. An important aspect to consider is whether any work-experience-related prior learning will have been assessed in any capacity.

### Agenda Item 7.0: MSC MAJOR CHANGE PROPOSAL (2013/0005751)
1370 BACHELOR OF MEDICAL LABORATORY SCIENCE

A proposal from the School of Medical Science for changes to the Bachelor of Medical Laboratory Science (1370), as detailed in 2012/0005751, for implementation in Semester 1 2013.

Programs Committee commented:
- It is now too late to process this proposed program change for semester 1 2013, especially given one of the changes is to swap year 1 and 2 courses and students will have already enrolled in courses as advertised on the Programs and Courses Website.
- The accrediting bodies, the Institute of Biomedical Sciences (UK) (IBS, UK) and the Australian Institute of Medical Scientists (AIMS), have requested the other change to meet accreditation requirement for students to undertake at least one specialisation in final year equivalent to 25% of the final year credit points (AIMS requirement), and to have undertaken a project through independent research in one of the clinical laboratory specialisations equivalent to a minimum of 20% of final year courses (IBS, UK). It is therefore proposed to withdraw the opportunity for students to take a listed elective and to offer a new 20CP Clinical Laboratory Based Project in place of a 10CP one.
- Members expressed concern that this limits the opportunity for students to undertake electives and requests the School investigates all other options before resubmitting this change for consideration at the next meeting.
- If the School wishes to proceed with the current proposal the course description for the new 20CP course needs to be provided in a revised submission.

Subsequent to the meeting the Secretary received advice that these changes have not been implemented for 2013, as timetabling for the existing program structure had been set up.

### Agenda Item 9.0: EDN MAJOR CHANGE PROPOSAL (2012/0008433)
1069 BACHELOR OF ARTS IN CONTEMPORARY AND APPLIED THEATRE

A proposal from the School of Education and Professional Studies to change the title of this program to Bachelor of Arts in Contemporary and Applied Theatre (1069), as detailed in 2012/0008433, for implementation in Semester 1 2014.

Programs Committee commented and/or noted:
- The Dean (Learning and Teaching) for the Arts, Education and Law Group advised the Group had considered a number of alternatives and had finally agreed on the proposed new title to reflect that this program is not just about applied theatre.
- The Academic Registrar expressed concern about the proposed title, especially given TEQSA has advised in their recently released document *TEQSA and the AQF – Questions and Answers* that “AQF qualifications will have titles that unambiguously identify each qualification type, level and field of study/discipline”.
- Whilst the Committee acknowledged the discipline experts know the market and

Resolved to:
- Refer back to the School for further consideration and be on the Agenda for consideration at next meeting.
the potential impact for such a change it was agreed to defer this item and to consult External Relations about the proposal.

<table>
<thead>
<tr>
<th>Agenda Item 13.0: 0CP COURSES – COMMON TIME</th>
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<tbody>
<tr>
<td>Members considered the discussion paper prepared by Professor Nick Buys proposing to retain 0CP courses.</td>
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<tr>
<td>Professor Buys advised that Common Time has been a very successful initiative providing first year students with opportunities to interact with staff, develop skills and knowledge in a range of areas, and network with their peers. The initiative also supports the University’s student success and retention goals. Requiring students to enrol in a 0CP course is seen as a mechanism to encourage students to participate.</td>
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<tr>
<td>Programs Committee commented and/or noted:</td>
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<tr>
<td>- The activities provided in Common Time provide a valuable retention strategy and transition activity to University. However there is no assessment component for the 0CP course and therefore it’s not possible to ensure all students are participating.</td>
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<td>- There are some intrinsic problems in using courses (which are designed to measure and manage work, load and costs) with a 0CP weighting.</td>
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<td>- 0CP courses have in the past been used for a range of activities across the University and we need a mechanism that will suit multiple purposes and stand up to regulatory scrutiny.</td>
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<td>- In some instances it is to manage attendance; in other cases it is to manage progression or to record participation in work integrated learning activities.</td>
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<td>- Using 0CP courses raises a series of administrative problems:</td>
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<td>- recording a 0CP course on an academic transcript</td>
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<td>- the inaccuracy of the transcript for students who do not attend the course but receive the same course noting as those who do attend</td>
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<td>- the lack of a course profile for an activity formally identified as a course</td>
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<td>- the lack of attribution of costs and workload (both student and staff) to an activity identified as a course</td>
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<tr>
<td>- The Deputy Academic Registrar has worked with staff in the School of Human Services and Social Work and Exams and Timetabling to create Common Time timetabled activities against all first year courses; staff in the School have endorsed this as a solution to encourage participation.</td>
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<tr>
<td>- It was agreed to consult the Deputy Vice Chancellor (Academic), to monitor participation in the timetabled activities, and to investigate other alternatives for this and other types of 0CP courses.</td>
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<tr>
<th>Agenda Item 14.0: PROGRAM REVIEW SCHEDULES</th>
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<tr>
<td>Programs Committee noted the Review Schedules for each academic group.</td>
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<td>The Chair requested that Deans (Learning and Teaching) look at the review schedules for other groups to ensure their Group has the opportunity for input to those programs offered by other groups which may impact them.</td>
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<tr>
<th>Agenda Item 28: OTHER BUSINESS</th>
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<td>Nil</td>
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<tr>
<th>Agenda Item 29: NEXT MEETING</th>
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<tr>
<td>The next meeting of the Programs Committee is scheduled to be held on <strong>Thursday 11 April 2013</strong> at 9.30am via videoconference at the following locations:</td>
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<tr>
<td>- Room 2.06, Bray Centre (N54) Nathan campus</td>
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<td>- Room 2.27, Information Services (L03), Logan campus</td>
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<tr>
<td>Room 1.04, The Chancellery (G34), Gold Coast campus</td>
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**Agenda Item 30.0: 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: 11 April 2013

Associate Professor Wendy Loughlin (Chair)
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<td>Ms Linda O'Brien</td>
<td>Pro Vice Chancellor INS</td>
<td>Two years to 31 December 2014</td>
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<td>Director, GIHE or Nominee</td>
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<td>Professor Richard John</td>
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<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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<td>Dr Peter Tatham</td>
<td>Full-time academic staff member nominated by the Pro-Vice Chancellor (Business)</td>
<td>Two years, to 31 December 2014</td>
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<td>Assoc Professor Ray Tedman</td>
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<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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