A meeting of the Programs Committee was held on Thursday 3 July 2008 at 9.30am in room 2.01, Bray Centre (N54), Nathan campus.

**MINUTES**

**PRESENT:**
- Professor Sally Borbasi (Chair)
- Mr Kevin Ashford-Rowe
- Mr Dave Edwards
- Dr Ray Hibbins
- Ms Joanna Peters
- Aja Pymble-Ward
- Robyn Rose (Secretary)
- Dr Glenn Finger
- Professor Lorelle Frazer
- Dr Paula Jervis-Tracey
- Associate Professor Wendy Loughlin
- Dr Duncan Nulty
- Dr Jenny Osmond

**APOLOGIES:**
- Dr Richard Armour
- Professor Nick Buys
- Dr Glenn Finger
- Professor Lorelle Frazer
- Dr Paula Jervis-Tracey
- Associate Professor Wendy Loughlin
- Dr Duncan Nulty
- Dr Jenny Osmond

**Present by Invitation:**
- Prof. Nerida Smith by teleconference (Item 4.0)

**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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**Name of Item (including Agenda Item Number and Attachment/s)** | **Brief Description** | **Resolution** | **Action to be Taken** | **Responsible Officer**
--- | --- | --- | --- | ---
**Committee Quorum** (Agenda Item 1) | At the scheduled meeting time, a quorum of the committee was not present. In accordance with Section 7.0 of Council Meeting Procedures (03/0638), the Vice Chancellor determined that the matters before the committee required immediate decision and the meeting should go ahead. |  |  |  
**Confirmation of Minutes** | Confirmation of the minutes of the 3/2008 meeting. | The Minutes were confirmed. | Forward to CARMS | Committee Secretary

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**SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES**
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<tr>
<th>Name of Item (including Agenda Item Number and Attachment/s)</th>
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</table>
| PHM Full Program Proposal (08/0004823) 1352 Bachelor Of Clinical Pharmacy (Agenda Item 4.0) | For implementation in Semester 1, 2009. The Chair welcomed Professor Nerida Smith, Head, School of Pharmacy to the meeting. Comments from Programs Committee:  
  - The Committee noted the program was 3.5 years and was only offered to International students. They also noted that the program structure included 120CP of postgraduate courses.  
  - Members noted some areas of concern and asked the Program Convenor to address them:  
    o The issue of continuation of student numbers after the initial cohort, ie market demand?  
    o Undergraduates sharing courses with Postgraduates, as an issue of concern. Will they share the same tutorial groups for example?  
    o Does this provide equivalency to the 4.5 year Pharmacy program?  
  - The Program Convenor advised the Committee that this program structure was identical to the existing undergraduate/postgraduate program offered to sponsored students from Saudi Arabia and that this change to an undergraduate degree was to assist current and prospective students to meet strict Saudi government sponsorship requirements.  
  - In addressing the Committee’s specific concerns she advised that an undergraduate offering would:  
    o be more flexible;  
    o open a wider market internationally with a potential market in Canada, with Canadian pharmacy technicians seeking to upgrade their qualifications in the clinical area;  
    o enable undergraduates and postgraduates to share courses something that already occurred | | | | |
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<tbody>
<tr>
<td>BPS/CCJ Major Change Submission (2008/00017549) 1265 Bachelor Of Forensic Science/Bachelor Of Criminology And Criminal Justice (Agenda Item 5.0)</td>
<td>For implementation in semester 1, 2009.</td>
<td>Resolved to: Recommend the submission to the Academic Committee for approval.</td>
<td>Forward to Academic Ctee, BSS, Prof Inf Officer, Gl.</td>
<td>Committee Secretary</td>
</tr>
<tr>
<td>GBS Major Change Submission (2008/0016782) 1271 Bachelor Of Business (Tourism And Hospitality Management) (Agenda Item 6.0)</td>
<td>For implementation in semester 1, 2009.</td>
<td>Resolved to: Recommend the submission to the Academic Committee for approval.</td>
<td>Forward to Academic Ctee, BSS, Prof Inf Officer, Gl.</td>
<td>Committee Secretary</td>
</tr>
<tr>
<td>GBS Major Change Submission (2008/0016795) 1289 Bachelor Of Business (HTERS) (Agenda Item 7.0)</td>
<td>For implementation in semester 1, 2009.</td>
<td>Resolved to: Recommend the submission to the Academic Committee for approval.</td>
<td>Forward to Academic Ctee, BSS, Prof Inf Officer, Gl.</td>
<td>Committee Secretary</td>
</tr>
<tr>
<td>PBH Major Change Submission (08/0004817) 1332/1333 Bachelor Of Public Health (Agenda Item 8.0)</td>
<td>For implementation in semester 1, 2009. Comments from Programs Committee:  - The Committee noted that this program only commenced in Semester 1, 2008 and that the current cohort had not commenced the majors.  - Members also noted that this change would now create a common 1st year across both campuses.  - The Committee asked that all students be formally notified by hardcopy as well as email.  - They also requested that a check be made on any potential international student offers and that the</td>
<td>Resolved to: Recommend the submission to the Academic Committee for approval.</td>
<td>Forward to Academic Ctee, BSS, Prof Inf Officer, Gl.</td>
<td>Committee Secretary</td>
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| **NRS Major Change Submission (08/0004818)** 1327 Bachelor Of Nursing (Post-Registration) Abu Dhabi (Agenda Item 9.0) | For implementation in semester 1, 2008 (Abu Dhabi). Comments from Programs Committee:  
  - The Committee noted that advice had been received from Student Administration advising that the addition of a full-time mode of offer created no concerns in this area.  
  - However, the Committee noted the following issues needed to be addressed in the submission:  
    o How is the information detailed on page 2 of the submission reflected in the course changes?  
    o The submission needs to outline which new courses specifically address which educational deficiencies of potential students;  
    o The section on the bottom half of page 5 does not address the objectives of the proposed changes;  
    o The program structures across 2008 and 2009 are not consistent, new courses offered in 2008 appear to be no longer offered in 2009 with no explanation for this change.  
  - The Committee was unable to reach a decision due to differing interpretations of the information on the submission. | Resolved to: Refer the submission back to the 5/2008 Programs Committee for further review, subject to issues and amendments, as listed, being addressed/clarified by the element in a revised submission: 2008/0025776 | Forward to Element for revision and resubmission to 5/2008 meeting. | Committee Secretary |
| **BPS Major Change Submission (2008/0005797)** 3207 Graduate Certificate In Clinical Science 5471 Master Of Clinical Science 5519 Master Of Clinical Science With Honours (Agenda Item 10.0) | For implementation in semester 1, 2009. Mr Dave Edwards spoke to this item. Comments from Programs Committee:  
  - The Committee noted the submission was part of wider changes to SEET offerings in moving from 1 year Masters to 2 years aligning with international models.  
  - Members also noted that this created a more rigorous honours experience and provided students with better preparation in the laboratory or clinical area to carry out effective research.  
  - The Committee felt that the wording on page 5, the last | Resolved to: Recommend the submission to | | |
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<tr>
<td><strong>BPS Major Change Submission (2008/0005798)</strong></td>
<td>5080 Master Of Science In Genetic Counselling 5521 Master Of Science In Genetic Counselling With Honours (Agenda Item 11.0)</td>
<td>line of the 1st paragraph, in the section headed Honours Classification created a negative effect and asked that it be changed, deleting ‘Unsuccessful candidates for…’ and replacing with ‘Candidates who do not achieve…’ and remove the word only at the end of the sentence.</td>
<td>the Academic Committee for approval, subject to amendments, as listed, being addressed in a revised submission: 2008/0025777</td>
<td>Forward to Academic Ctee, BSS, Prof Inf Officer, GI.</td>
</tr>
<tr>
<td><strong>BPS Major Change Submission (2008/0005799)</strong></td>
<td>5085 Master Of Science In Forensic Science 5098 Master Of Science In Forensic Science (QPS) 5520 Master Of Science With Honours In Forensic Science 5522 Master Of Science With Honours In Forensic Science (QPS) (Agenda Item 12.0)</td>
<td>For implementation in semester 1, 2009. Mr Dave Edwards spoke to this item. Comments from Programs Committee:  – The Committee noted the submission was part of wider changes to SEET offerings in moving from 1 year Masters to 2 years aligning with international models.  – Members also noted that this created a more rigorous honours experience and provided students with better preparation in the laboratory or clinical area to carry out effective research.  – The Committee felt that the wording on page 5, the last line of the 1st paragraph, in the section headed Honours Classification created a negative effect and asked that it be changed, deleting ‘Unsuccessful candidates for…’ and replacing with ‘Candidates who do not achieve…’ and remove the word only at the end of the sentence.</td>
<td>Resolved to: Recommend the submission to the Academic Committee for approval, subject to amendments, as listed, being addressed in a revised submission: 2008/0025778</td>
<td>Forward to Academic Ctee, BSS, Prof Inf Officer, GI.</td>
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| **QCM Special Purpose Submission (2008/0017553)** 2049 Bachelor Of Music Technology With Honours (Agenda Item 13.0) | For implementation in semester 1, 2009. Comments from Programs Committee:  
− The reasoning of the submission does not match the intended outcome in Section 2.  
− The coherence of item 1) in Section 2 is not clear, there is no rationale or historical explanation for the GPA of 5.6 which is higher than the norm for honours.  
− Is this based on an external benchmark? If so details should be included.  
− The program catalogue entry needs to be made clearer:  
  o Dot point 2, needs to include after ‘…5.6 (in a scale of 7).’ if this is to be understandable to external students;  
  o Dot point 4 eliminates any application from an external student, is it too course specific?  
− The Committee asked that the submission be revised and resubmitted to the next available Programs Committee and that the Program Convenor (or nominee) be available to speak to the item. | Resolved to:  
Refer the revised submission back to the 5/2008 Programs Committee for further review, subject to issues and amendments, as listed, being addressed by the element in the revised submission: 2008/0025780 | Forward to Element for revision and resubmission to 5/2008 meeting. | Committee Secretary |
| **EDN Special Purpose Submission (2008/0017554)** 4035 Graduate Diploma Of Education – Primary (GC)  
4030 Graduate Diploma Of Education – Primary (MG)  
4145 Graduate Diploma Of Education – Middle Years (GC)  
4144 Graduate Diploma Of Education – Middle Years (MG)  
4138 Graduate Diploma Of Education – Secondary (GC)  
4137 Graduate Diploma Of Education – Secondary (MG)  
5121 Master Of Teaching – Primary (GC)  
5434 Master Of Teaching – | For implementation in semester 1, 2010. Comments from Programs Committee:  
− There was extensive discussion of this item and members felt the issues of the administration of the process had not been fully addressed and would need to be resolved:  
  o How will students be identified?  
  o What can be put in place at QTAC/GGRS to identify these students?  
  o Will there be a need for blanket testing of all students?  
  o What supplemental support was being provided for existing students?  
− Members also raised issues concerning the need for possible English Language support for new students | | | |
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| Secondary (GC) (Agenda Item 14.0)                           | either before or during their program.  
− The Committee also noted that the old acronym of NESB was used throughout the submission and suggested that it be updated to the now correct terminology of CALD Background (Culturally and Linguistically Diverse).  
− In light of other submissions (Nursing) previously considered by the Committee and the University’s overall need to address the issue of Language of Instruction (LOI) and English language admission requirements at a higher level it was resolved to hold over the submission to the next Programs Committee pending discussion and advice from Academic Committee on the overall issue of LOI. | Resolved to:  
Refer the submission back to the 5/2008 Programs Committee for further review subject to advice from Academic Committee. | Forward to Academic Ctee, for final approval. | Committee Secretary |
| GBS Special Purpose Submission (2008/0017543)  
5457 International Master Of Business Administration (Agenda Item 15.0) | For implementation in semester 1, 2008. Comments from Programs Committee:  
− The Committee expressed concern over exclusion from a program for failing a single course but noted that the precedent had been set in other disciplines such as Education and Nursing.  
− Members noted that placements were problematic with international students but questioned if the WIL preparation within the program could be enhanced to combat the issue of failing students  
− Members acknowledged that GBS had in place support structures for the placement process but asked if GBS staff could perhaps look at different ways of managing placement expectations and working more closely with students to ensure success  
− Members also noted that the submission was somewhat unclear regarding the exit point for students failing the WIL component and sought clarification on this matter.  
− Subsequent to the meeting the Chair received clarification on the exit point, namely the Master of | Resolved to:  
Recommend the submission to the Academic Committee for | | |
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<td>International Business (120CP) or the Graduate Diploma in International Business Administration (120CP). The Chair advised that this information should be included more specifically in the Program Catalogue entry.</td>
<td>approval, subject to amendments, as listed, being addressed in a revised submission: 2008/0025781</td>
<td>Forward to Academic Ctee, BSS, Prof Inf Officer, GI.</td>
<td>Committee Secretary</td>
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<td>DOH Special Purpose Submission (08/0004824) 1259 Bachelor Of Oral Health In Dental Science 1260 Bachelor Of Oral Health In Dental Technology 1262 Bachelor Of Oral Health In Oral Health Therapy (Agenda Item 16.0)</td>
<td>For implementation in semester 1, 2009.</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>ICT Special Purpose Submission (2008/0005782) 1250 Bachelor Of Information Technology@Work (Agenda Item 17.0)</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>ICT/QIBT PQP Submission (2008/0005780) 9316 Postgraduate Qualifying Program (Agenda Item 18.0)</td>
<td>For implementation in Semester 1, 2008. Comments from Programs Committee: - Members were concerned that if a student fails one of the Griffith University course/s in the PQP program they are permitted to proceed to the Graduate Certificate/Masters program and carry the subject. - Members felt that this created an overload situation for a student already under pressure from failing a course by requiring them to enrol in 50CP in their first full semester of postgraduate study. - Members also queried what structures were in place to provide support to these students once they were in mainstream postgraduate studies.</td>
<td>Resolved to: Refer the revised submission back to the 5/2008 Programs Committee for further review, subject to issues and amendments, as listed, being addressed by the element in the revised submission: 2008/0025775</td>
<td>Forward to Element for revision and resubmission to 5/2008 meeting.</td>
<td>Committee Secretary</td>
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**SECTION D: MATTERS NOTED, CONSIDERED, OR REMAINING UNDER DISCUSSION**

**Chair’s Report (Agenda Item 3.0)**

The Chair reported on the following:

- The Language of Instruction issue had resulted in a
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<td>discussion paper that had been submitted to the International Advisory Committee, who had recommended changes to the paper before it be referred to Academic Committee. Academic Committee discussed the issues and subsequently sought formal recommendations from the IAC.</td>
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<td>- Many issues had arisen from the discussion paper and subsequent committee meetings. Other issues raised by Programs Committee members included:</td>
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<td>o The need for screening tests, but at what level to be administered;</td>
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<td>o Embed English language in 1st year;</td>
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<td>o GBS talking to LAL regarding options of customising or embedding language in programs;</td>
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<td>o Start language support in week 3-4, ongoing through mid-semester break;</td>
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<td>o Diagnostic screening before starting.</td>
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<td>- The Chair advised that this was a work in progress and she would report back to the Committee on further developments.</td>
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<td>- The Chair also reported on the Annual Program Review and Reporting working party. The trial would commence in September but still waiting on advice from QPS re data availability.</td>
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<td>- As yet the criteria for the trial was not set, nor the elements chosen to participate. The new format was simpler and could be applied university wide.</td>
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<td>- Members suggested that only selected elements use the QPS data but that the trial be university wide which may ensure the trial does not have to wait on further data.</td>
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<td>- The working party will be seeking volunteers and the Executive Officer to the PVC (L&amp;SO) would visit elements involved to assist them in supporting the process.</td>
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<td>Noted</td>
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<td><strong>Next Meeting (Agenda Item 20.0)</strong></td>
<td>The next meeting of the Programs Committee will be held on Thursday 7 August 2008 at 9.30am in Room 1.13, Science Education (M15), Mt Gravatt campus.</td>
<td>Noted</td>
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Confirmed: ____________________________  Date: 7 August 2008  
Prof Sally Borbasi (Chair)
<table>
<thead>
<tr>
<th>Member</th>
<th>Appointment Type</th>
<th>Term of Office</th>
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<tbody>
<tr>
<td>Professor Sally Borbasi (Chair)</td>
<td>Vice Chairperson of the Academic Committee (appointed to 30 June 2007)</td>
<td>ex officio</td>
</tr>
<tr>
<td>Dr Richard Armour</td>
<td>Academic Registrar</td>
<td>ex officio</td>
</tr>
<tr>
<td>Mr Kevin Ashford-Rowe</td>
<td>Director, Flexible Learning and Access Services</td>
<td>ex officio</td>
</tr>
<tr>
<td>Dr Duncan Nulty</td>
<td>Director, Griffith Institute for Higher Education (or nominee)</td>
<td>ex officio</td>
</tr>
<tr>
<td>Professor Lorelle Frazer</td>
<td>Dean (Learning and Teaching), Griffith Business School</td>
<td>ex officio</td>
</tr>
<tr>
<td>Associate Professor Alf Lizzio</td>
<td>Dean (Learning and Teaching), Griffith Health</td>
<td>ex officio</td>
</tr>
<tr>
<td>Dr Glenn Finger</td>
<td>Dean, appointed by Pro-Vice Chancellor (Arts, Education and Law)</td>
<td>Two years, to 31 December 2008</td>
</tr>
<tr>
<td>Dr Paula Jervis-Tracey</td>
<td>Full-time academic staff member nominated by the Pro-Vice Chancellor (Arts, Education and Law)</td>
<td>Two years, to 31 December 2008</td>
</tr>
<tr>
<td>Dr Ray Hibbins</td>
<td>Full-time academic staff member nominated by the Pro-Vice Chancellor (Business)</td>
<td>Two years, to 31 December 2008</td>
</tr>
<tr>
<td>Dr Jenny Osmond</td>
<td>Full-time academic staff member nominated by the Pro-Vice Chancellor (Health)</td>
<td>Two years, to 31 December 2009</td>
</tr>
<tr>
<td>Associate Professor Wendy Loughlin</td>
<td>Full-time academic staff member nominated by the Pro-Vice Chancellor (Science and Technology)</td>
<td>Two years, to 31 December 2009</td>
</tr>
<tr>
<td>Ms Aja Pymble-Ward</td>
<td>One student of the University</td>
<td>One year, to 31 December 2008</td>
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<td>Ms Robyn Rose (Secretary)</td>
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**Other Copies**
- CARMS copy (attachments)
- Binding copy (attachments)
- Spare copy

**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, Environment, Engineering & Technology) – Professor Ned Pankhurst
- Pro-Vice Chancellor (International) – Mr Chris Madden
- Pro-Vice Chancellor (Learning and Student Outcomes) – Professor Sue Spence

**Information Copies (continued)**
- Dean, Graduate Studies – Professor Joy Cumming (with attachments)
- Director, Student Admin – Ms Cathy McGrath
- Student Systems Operations Manager – Ms Barbara Buckley
- Manager, Planning & Statistics – Mr John Fairbairn
- Publications Officer – Ms Julie Townsend
- Student Services, Nathan – Ms Vicki Tolstoff (with attachments)
- Head, Secretariat – Ms Karen van Haeringen (with attachments)
- Secretary, Academic Committee – Ms Sharon Clifford (with attachments)
- Coordinator, Student Web Services – Ms Elissa Colebrook
- Program Information & Web Publishing Officers – Ms Erika Rak, Ms Elena Walker, and Mr Simon Ong
Items remaining outstanding from previous meetings:

10/2007
GLS, NEW PROGRAM SUBMISSION (2007/0002193)
(Agenda Item 4.0)
5501 Master of Migration Law and Practice

3/2008
NRS New Program Submission (08/0004803)
5515 Master Of Acute Care Nursing (OUA)
(Agenda Item 5.0)

NRS New Program Submission (08/0004805)
5235 Master Of Emergency Nursing (OUA)
(Agenda Item 7.0)

PES Full Program Proposal (08/0004777)
3233/5508/5510
Graduate Certificate in Sports Coaching
Master of Sports Coaching
Master of Sports Coaching with Honours
(Agenda Item 11.0)