A meeting of the Programs Committee was held on Thursday, 14 July 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: Apologies: Present by Invitation:
Prof Gillian Bushell (Chair) Dr Rene Hexel Professor Bofu Yu – for agenda items 4 & 5
Ms Kathy Grgic
Dr Kevin Ashford-Rowe
Dr Steve Drew
Assoc Prof Glenn Finger
Prof Lorelle Frazer
Prof Nick Buys
Assoc Prof Wendy Loughlin
Dr Don Lebler
Assoc Prof Ray Tedman
Assoc Prof Mark Brimble
Assoc Prof Heather Alexander
Kim Hillier (Secretary)

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 extension 55529 for advice or if experiencing difficulties).

ACTION SHEET

Agenda Item 2: CONFIRMATION OF MINUTES
The minutes of the 3/2011 meeting held on 2 June 2011 were confirmed.

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

Agenda Item 4: ENG MAJOR CHANGE SUBMISSION (2011/0004284)
1310/1311 Bachelor of Engineering
1320 Bachelor of Engineering (Advanced Studies)

A proposal from the Griffith School of Engineering to introduce a new award major in Mechanical Engineering within the Gold Coast offerings of the Bachelor of Engineering and Bachelor of Engineering (Advanced Studies). A staged introduction of the new award major is proposed, commencing with first year in 2012 followed by years 2, 3 and 4 rolled out progressively in 2013, 2014 and 2015.

Programs Committee commented and/or noted:
- The proposal completes the transformation to a comprehensive Engineering profile at the Gold Coast campus.
- Civil engineering is currently the largest enrolling major at the Gold Coast.

Resolved to:
Recommend the submission to Academic Committee for approval.
The new Mechanical Engineering major is expected to attract significant demand. The national market share for Mechanical Engineering is around 20% compared to approximately 10% for Civil Engineering.
- Funding for fit-out of new laboratory space has been set aside and University approval has been obtained for the required new staff appointments.
- A submission for provisional accreditation of the new major will be forwarded to Engineers Australia but full accreditation will not be available until the first cohort has graduated.
- The degree requirements currently include the requirement for completion of a 0CP course for all of the majors. A future submission will need to be forwarded to remove this requirement.

**Agenda Item 5: ENG NEW PROGRAM PROPOSAL (2011/0004277)**

**5574 Master of Engineering (Dual Specialisation)**

A proposal from the Griffith School of Engineering to introduce a 160CP Master of Engineering (Dual Specialisation) for domestic and international students for introduction in Semester 2 2011.

Programs Committee commented and/or noted:
- Demand for the proposed offering has been evidenced by the number of students (mainly international) currently completing dual specialisation study by completing the Master of Engineering at one campus in a particular discipline area and then enrolling in the Master of Engineering again at the other campus to complete a second discipline area.
- The existing 2 year Master of Engineering with Advanced Studies program cannot accommodate completion of two discipline areas as it contains a year-long research component.
- Combinations of complementary disciplines have used in the dual specialisation program.
- The program will be coordinated by a Primary Program Convenor supported by discipline specific Convenors.
- Students will complete 20CP of core courses and 60CP of discipline specific courses for each discipline.

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

**Agenda Item 6: BPS MAJOR CHANGE SUBMISSION (2011/0004292)**

**5471 Master of Clinical Science (Clinical Microbiology/Clinical Physiology)**

A proposal from the School of Biomolecular and Physical Sciences to restrict admission into the Clinical Microbiology stream within the Master of Clinical Science to domestic students who hold an appropriate Australian Bachelor degree, for implementation in Semester 1 2012.

Programs Committee commented and/or noted:
- The BPS program Master of Science (Molecular Microbiology) is a more appropriate program for International students, as its extended laboratory component enables better clinical skills integration.
- This change will be reviewed when the duration of the Master of Clinical Science (Clinical Microbiology/Clinical Physiology) is reviewed for AQF compliance.

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

**Agenda Item 7: ENG NEW PROGRAM PROPOSAL (2011/0004296)**

**9354 Postgraduate Qualifying Program**

A proposal from the Griffith School of Engineering to offer PQP pathways for implementation in Semester 2 2011.

Programs Committee commented and/or noted:
- PQP pathways will be provided for students who meet academic admission requirements but who have been assessed as no greater than 0.5 IELTS below the English language requirements for admission to the following
programs:
- Graduate Certificate in Engineering
- Master of Engineering

**Agenda Item 8: PES NEW PROGRAM PROPOSAL (2011/0003791)**
4157 Graduate Diploma of Exercise Science

A proposal from the School of Physiotherapy and Exercise Science to introduce an 80CP Graduate Diploma of Exercise Science for domestic and international students for introduction in Semester 1 2012.

Programs Committee commented and/or noted:
- The proposed program will provide Bachelor of Exercise Science graduates with a pathway to professional accreditation by Exercise and Sports Science Australia (ESSA) as an Accredited Exercise Physiologist (AEP).
- The concerns raised by Student Administration in relation to admission requirements have been addressed. An interview will be part of the application process and will be assessed using clear criteria developed in collaboration with Physiotherapy colleagues who already assess applicants by interview.
- A minimum overall IELTS (Academic) score of 7.0 with no sub-score less than 7.0 is proposed which is higher than the standard IELTS requirement for postgraduate programs. The School wishes to admit with the IELTS required for accreditation to reduce the possibility of students being unable to practise post-graduation.
- The information in section 1.2 of the submission will be reworded to clarify that the program is not a formal pathway to medicine and physiotherapy degrees.

Resolved to:
Recommend the submission to Academic Committee for approval, subject to amendments as specified.
Amended submission 20110003806

**Agenda Item 9: PES MAJOR CHANGE SUBMISSION (2011/0003786)**
5320 Master of Physiotherapy

A proposal from the School of Physiotherapy and Exercise Science for the following changes to the Master of Physiotherapy for implementation in Semester 2 2011:
- increase the minimum IELTS (Academic) score required for entry to the program to a minimum overall band score of 7.0 on IELTS (Academic) with no sub-score of less than 7.0, in response to new English language skills standards now mandated for all applicants registering with the Physiotherapy Board of Australia (PBA).
- amend the application process to require all applicants to complete the Selection Supplement.

Resolved to:
Recommend the submission to Academic Committee for approval, subject to a minor amendment to the Selection Supplement.

**Agenda Item 10: HSV MAJOR CHANGE SUBMISSION (2011/0003785)**
1095 Bachelor of Child and Family Studies

A proposal from the School of Human Services and Social Work to introduce in Semester 2 2011 an advanced standing pathway, whereby graduates of the Advanced Diploma in Children’s Services, Advanced Diploma in Community Sector Management or Advanced Diploma in Community Services Work, with at least two years industry experience in the early childhood or related sectors, will receive 160CP of advanced standing and complete the remaining 80CP of the Bachelor of Child and Family Studies by off-campus on-line study over four semesters.

Programs Committee commented and/or noted:
- This pathway has been developed at the request of Education Queensland and the Department of Education and Training (DET) to provide DET scholarship holders with a pathway to teacher registration in Queensland via completion of one year of the Bachelor of Child and Family Studies and completion of the Graduate Diploma of Early Childhood Education (offered by the School of Education and

Resolved to:
Recommend the submission to Academic Committee for approval, subject to amendments as specified.
Amended submission 20110003803
Professional Studies. The proposal addresses changes in government training requirements for employment in early childhood education settings.
- The pathway is also open to Advanced Diploma non-scholarship holders although these students do not have automatic entry into the Graduate Diploma of Early Childhood Education.
- The proposal involves the development of 3 new on-line EDN courses. The HSV courses are already offered on-line.
- The work of the Dean (Learning & Teaching) (AEL) with Education Queensland and the Department of Education and Training to develop this proposal was formally acknowledged.
- The program structure will need to be reviewed to ensure that it meets the University’s 2nd and 3rd year level course requirements for the award of a bachelor's degree.

**Agenda Item 11: NRS MAJOR CHANGE SUBMISSION (2011/0003788)**

1165 Bachelor of Nursing

A proposal from the School of Nursing and Midwifery to withdraw the offering of the dual enrolled (concurrent) Metropolitan South Institute of TAFE - Diploma of Nursing / Bachelor of Nursing strand within the Bachelor of Nursing (Logan) program to commencing students for implementation in Semester 2 2011.

Programs Committee commented and/or noted:
- Students currently enrolled in this strand will be able to complete their program under the existing requirements.

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

**Agenda Item 12: EPS MAJOR CHANGE SUBMISSION (2011/0003293)**

1069 Bachelor of Arts in Applied Theatre

A proposal from the School of Education and Professional Studies to increase the Theatre major from 70CP to 100CP, comprising 50CP of final year core courses and 50CP of listed electives, for implementation in Semester 1 2012.

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

**Agenda Item 13: GBS MAJOR CHANGE SUBMISSION (2011/0003516)**

GBS Postgraduate Programs

A proposal from the Griffith Business School to standardise specification of admission requirements for its postgraduate coursework programs, to facilitate interpretation of the requirements by students and the introduction of an automated enrolment process for these programs, for implementation in semester 1 2012.

Programs Committee commented and/or noted:
- This proposal will contribute towards enhancing the student experience by facilitating students' admission and enrolment.

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

**Agenda Item 15.0 BACHELORS DEGREE POLICY**

A proposal from the English Language Working Party for the following amendment to section 3.2 of the Bachelors Degree Policy:

*Students who are native speakers of English are not permitted to enrol in the ELE course. Domestic students for whom English is not their first language, may enrol in the ELE course as one of their free choice electives if given approval by the Head of School or nominee. Domestic students who are native speakers of English are not permitted to enrol in the ELE course.*

Resolved to:
- Recommend the amendment to the Bachelors degree Policy to Academic Committee for approval.

**Agenda Item 19.0 HSV WITHDRAWAL SUBMISSION (2011/0003770)**

3122 Graduate Certificate in Employment Services

A proposal from the School of Human Services and Social Work to provide transition arrangements for continuing students enrolled in this withdrawn program

Resolved to:
- Recommend the submission to Academic Committee for approval.
- for implementation in Semester 2, 2011.

The withdrawal of this program was approved by the Deputy Vice Chancellor (Academic) - for implementation in Semester 2, 2011.

The program was approved for amalgamation with the Graduate Certificate in Rehabilitation Case Management (3050) as a single program offering Graduate Certificate in Case Management (3050) from semester 2 2011 by the 2/2011 (5 May) meeting of Programs Committee.

**Agenda Item 20.0 QCGU WITHDRAWAL SUBMISSION (2011/0003295) 4111 Graduate Diploma of Music – Vocal Performance**

The withdrawal of this program was approved by the Acting Deputy Vice Chancellor (Academic) - for implementation in Semester 1, 2011.

As there are no continuing students in this program, transition arrangements are not required.

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

**Agenda Item 21.0 QCGU WITHDRAWAL SUBMISSION (2011/0003296) 4112 Graduate Diploma of Music – Opera Performance**

A proposal from the Queensland Conservatorium to provide transition arrangements for continuing students enrolled in this withdrawn program - for implementation in Semester 1, 2011.

The withdrawal of this program was approved by the Acting Deputy Vice Chancellor (Academic).

**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**

**Agenda Item 3: CHAIR’S REPORT**

The Chair provided a reported on OUA engagement with providers. Programs Committee was advised that discussions are taking place between providers, OUA and DEEWR on the provision of CGS places for OUA students, including discussions on matters of implementation and administration and whether new approval processes will be required. Undergraduate on-line education is an area of emerging demand. In response, Griffith is seeking to strategically grow its on-line offerings. Deans (L&T) are in discussion with PVCs on the Groups’ strategic plans for expanding their on-line offerings.

**Agenda Item 14.0 VERIFICATION OF AHEGS (AUSTRALIAN HIGHER EDUCATION GRADUATION STATEMENT) DATA FOR JULY 2011 GRADUATIONS**

Programs Committee commented and/or noted:

- Recently Program Convenors were asked to review the data recorded for their program/s for inclusion on the AHEGS to be issued to each graduating student in July 2011 and to provide advice on any changes required to the data.

- As the University needs to be assured of the integrity of the AHEGS content for its graduating students, the data recorded for each award
Agenda Item 16.0 QCGU FIVE-YEAR PROGRAM REVIEW (2011/0003297 and 2011/0003298)
1195 Bachelor of Music Technology
1196 Bachelor of Popular Music

Programs Committee had before it the 2011 5 Year Program Review Reports for the Bachelor of Music Technology (1195) and Bachelor of Popular Music (1196).

Programs Committee commented and/or noted:

- Recommendations from the B Music Technology Review will result in significant program structure changes, to incorporate new areas of focus in experimental music making and music for moving image, while maintaining the current focus on recording practice. The mapping of the program’s graduate attributes to the ALTC creative and performing arts learning outcomes statements for bachelors degrees was noted.
- The B Popular Music Review recommendations will result in program structure changes, including extension of creative music technologies, introduction of free choice electives and extension of music theory.
- Major change submissions to implement the recommendations in the Review Reports will be forwarded to the September meeting of Programs Committee.

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Agenda Item 17.0 ANNUAL PROGRAM REVIEW AND IMPROVEMENT REPORTS

Following consideration of the Deans' (Learning & Teaching) summary reports on the 2010 APRIRs, the Chair met individually with each Dean (Learning & Teaching) to discuss revision of the summary reports to address strategies to track progress on implementation of identified improvement actions.

Programs Committee noted a revised APRI summary report (2011/0002287) prepared by the Dean (Learning and Teaching) (Health). Programs Committee approved the proposal in the summary report to bring forward the planned review date for the Graduate Certificate/Master of Mental Health Practice (3232/5475) from 2012 to 2011.

Programs Committee further noted the following individual APRIRs that were not available for consideration at its June meeting:
1013 Bachelor of Business (Human Resource Management)/Bachelor of Psychological Science
5280 Master of Organisational Psychology
6013 Doctor of Psychology (Organisational)
6018 Doctor of Clinical Dentistry

Resolved to:
Approve that the planned review date for the Graduate Certificate/Master of Mental Health Practice (3232/5475) be brought forward from 2012 to 2011.

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Agenda Item 18.0 ACTIVITIES TO SUPPORT PROGRAMS COMMITTEE IN 2011

At the 1/2011 (3 March) meeting, Programs Committee was advised on a work plan developed in the Secretariat to facilitate Programs Committee’s work in the following three strategic areas of activity related to program management:
- Regular program monitoring in the context of quality assurance
- Ensuring compliance with the revised AQF
- Simple and consistent presentation of program and course information to internal and external audiences via the Program Catalogue.

In relation to the third area of activity listed above, Programs Committee was advised that a recent Enrolment Review Process had identified the amount of program change as one of the issues affecting the quality of the student
experience. Programs Committee agreed to track minor change submissions where a number of minor change submissions are submitted for the same program within the same year. It was agreed that where three or more minor changes for a particular program are submitted within a calendar year, advice on the changes will be provided to Programs Committee in section III of the agenda for noting.

To indicate the extent of this practice, Programs Committee had before it data on programs for which three or more minor change submissions were forwarded over 2010.

<table>
<thead>
<tr>
<th>Agenda Item 22: OTHER BUSINESS</th>
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<td>Nil</td>
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<tr>
<th>Agenda Item 23: NEXT MEETING</th>
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<tbody>
<tr>
<td>The next meeting of the Programs Committee is scheduled to be held on Thursday, 11 August 2011 at 9.00am via videoconference at the following locations:</td>
</tr>
<tr>
<td>- Room 2.06, Bray Centre (N54), Nathan campus</td>
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<tr>
<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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<td>Members are asked to note the change in meeting commencement time.</td>
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<th>Agenda Item 24: FUTURE ITEMS</th>
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<tr>
<td>- Report from Programs Committee Working Party: Australian Qualifications Framework (awaiting outcomes of AQF consultations)</td>
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<td>- 2010 APRIR outcomes for the Group’s programs – identified issues, improvement actions and timeline</td>
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<tr>
<td>- Group Five Year Program Review Schedules</td>
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Minutes Confirmed: ____________________________ Date: 11 August 2011
Professor Gillian Bushell (Chair)
### DISTRIBUTION LIST

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<thead>
<tr>
<th>Member</th>
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<tbody>
<tr>
<td>Professor Gillian Bushell (Chair)</td>
<td>Vice Chairperson of the Academic Committee</td>
<td>ex officio</td>
</tr>
<tr>
<td>Ms Kathy Grigic</td>
<td>Academic Registrar</td>
<td>ex officio</td>
</tr>
<tr>
<td>Dr Kevin Ashford-Rowe</td>
<td>Director, Learning and Teaching, INS</td>
<td>ex officio</td>
</tr>
<tr>
<td>Dr Steve Drew</td>
<td>Nominee of Director, GIHE and Dean (Student Outcomes) (nominee)</td>
<td>ex officio</td>
</tr>
<tr>
<td>Assoc Professor Glenn Finger</td>
<td>Dean (Learning and Teaching), Arts, Education and Law</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>
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<tr>
<td>Professor Nick Buys</td>
<td>Dean (Learning and Teaching), Griffith Health</td>
<td>ex officio</td>
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<tr>
<td>Assoc Professor Wendy Loughlin</td>
<td>Dean (Learning and Teaching), Science, Environment, Engineering &amp; Technology Group</td>
<td>ex officio</td>
</tr>
<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 2010)</td>
</tr>
<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 2010)</td>
</tr>
<tr>
<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>
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<tr>
<td>Ms Kim Hillier (Secretary)</td>
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### Other Copies

- Binding (CARMS) (attachments)
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### Information Copies (without attachments unless stated)

- Vice 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 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 Tolstof (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