A meeting of the Programs Committee was held on Thursday, 2 June 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) Assoc Prof Glenn Finger Items 8 and 9: Assoc Prof Paul Bates and Mr Peter Bryant
Ms Kathy Grgic Assoc Prof Heather Alexander
Dr Kevin Ashford-Rowe
Dr Steve Drew
Prof Lorelle Frazer
Prof Nick Buys
Assoc Prof Wendy Loughlin
Dr Don Lebler
Assoc Prof Mark Brimble
Assoc Prof Ray Tedman
Dr Rene Hexel
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 2/2011 meeting held on 5 May 2011 were confirmed.

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

Agenda Item 8: BPS MAJOR CHANGE SUBMISSION (2011/0004278)
1028 Bachelor of Aviation

A proposal from the School of Biomolecular and Physical Sciences for major changes to the Bachelor of Aviation to address the relationship between this program and the Graduate Diploma of Flight Management, in response to issues of successful student progression, particularly regarding completion of the flight training.

Programs Committee commented and/or noted:

- Since the Committee’s 1/2011 (March) meeting, the degree requirements have been amended to provide students with a choice of completing a Pilot stream or a non-flying stream (Aviation stream). These are award streams which will be noted on the testamur.
- Progression rules apply to the Pilot stream. There is no time restriction on completion of the first 180CP of this stream. However on completion of this

Resolved to: Recommend the submission to Academic Committee for approval, subject to amendments as specified. Amended submission 2011/0002272
180CP, students will be required to take a 1 year leave of absence to concentrate on completion of the practical flight training through the Graduate Diploma of Flight Management. Students will be required to complete the Graduate Diploma and the final 60CP of the Bachelor of Aviation within 2 years of commencement of first flight practicum course of the Graduate Diploma. The lighter CP load in the final year of the Bachelor of Aviation will assist students in picking up any additional flight training required to meet the required standards.

- The 2010 commencing cohort will be most affected by the progression rules as these students will be expecting to be able to complete both the Bachelor of Aviation and Graduate Diploma within 3 years. A “fast-track” pathway has been included to make this possible for the 2010 commencing cohort. The 2011 commencing cohort received a letter via QTAC on the new arrangements for completion of the 2 qualifications and an update letter will be sent to confirm the changes.

- The Aviation stream will cater for International students who complete self-funded flight training either overseas, or in Australia with a CRICOS registered provider, and any students not wishing to complete flight training (ie those students who wish to work in ground support roles).

- Students seeking admission to the Pilot Stream are required to have an Aviation Reference Number and CASA Class 1 Aviation Medical Certificate. These up-front admission requirements have been introduced to address the issue of students entering the program with a Class 2 medical certificate and subsequently failing the Class 1 medical certificate required for flight training. Completion of a Pilot Aptitude Assessment will be strongly recommended but not mandatory for admission to the Pilot Stream.

- It was recommended that more detail be provided in the program catalogue on employment pathways following completion of the Aviation stream to ensure that this stream is viewed in a positive light.

**Agenda Item 9: BPS MAJOR CHANGE SUBMISSION (2011/0004279)**

4140 Graduate Diploma of Flight Management

A proposal from the School of Biomolecular and Physical Sciences for major changes to the Graduate Diploma of Flight Management to achieve better alignment of professional standards within the Graduate Diploma and the Bachelor of Aviation (Pilot Stream) and to improve student progression and completion of both qualifications.

Programs Committee commented and/or noted:

- The program fee has been increased to cover all flight training costs except the cost of “tools of trade”.
- The MATES program which is an admission requirement for the Graduate Diploma is a component of the Bachelor of Aviation (Pilot Stream). The MATES program targets the skills and qualities sought by the major airlines to improve students’ chances of job placement. The MATES program is supervised by the Head, Griffith Aviation and a student leadership team.
- Program changes have not been imposed on the 2007-2009 commencing cohort. Completion of the Graduate Diploma by these transitional students will be managed on a case-by-case basis.
- The Flight Practicum courses will be assigned a CP value that reflects the flight training hours involved.
- The first Practicum courses are timetabled in the commencing summer semester which will enable those students at risk of non-completion to exit into the Bachelor of Aviation non-flying stream without disadvantage to their progress in the B Aviation.
- The School monitors the CASA testing but CASA, as the Australian Government regulatory authority, can choose to administer some tests.
- Flight Practicum courses will be graded on a NGP/F basis with RW and UNF grades used to enable students to undertake extra training where required.

Resolved to:
Recommend the submission to Academic Committee for approval, subject to amendments as specified.
Amended submission 2011/0002273
minimum of 150 hours is required for completion of the CPL but the typical student requires an additional 30 hours. Students completing the CPL without additional hours will receive free extra flying. The School will maintain careful records to monitor flight training completion.

- It was suggested that the submission clarify that students only partially completing the Graduate Diploma and required to exit to the B Aviation (Aviation stream) will receive the statements of attainment that CASA provides for various levels of achievement.

**Agenda Item 10: BPS MAJOR CHANGE SUBMISSION (2011/0004274)**

5519 Master of Clinical Science with Honours (Clinical Microbiology/Clinical Physiology/Applied Clinical Genetics)

A proposal from the School of Biomolecular and Physical Sciences for major changes to the Master of Clinical Science with Honours to add a new award specialisation in Applied Clinical Genetics to provide a pathway to Honours for students who have completed the Graduate Diploma of Applied Clinical Genetics.

Programs Committee commented and/or noted:

- The proposed Masters Honours pathway is an efficient use of resources as it utilises the common research methods courses 6002BPS and 6003BPS which are shared with the School’s Honours program.

Resolved to:

Recommend the submission to Academic Committee for approval.

**Agenda Item 11: QCGU MAJOR CHANGE SUBMISSION (2011/0003277)**

1268 Bachelor of Music

A proposal from the Queensland Conservatorium to provide an Honours pathway for voice students in the Performance and Pedagogy specialisation within the Bachelor of Music and to remove the designation of courses for the purposes of exclusion from the program’s degree requirements for commencing and continuing students.

Resolved to:

Recommend the submission to Academic Committee for approval.

**Agenda Item 7: Programs Committee Annual Report for 2010**

Programs Committee considered the Programs Committee Annual Report for 2010 (2011/0002266).

Resolved to:

Recommend the 2010 Programs Committee Annual Report (2011/0002266) to Academic Committee for noting.

**SECTION B: ACTION UNDER DELEGATED AUTHORITY**

**Agenda Item 6: 2011 TRANSNATIONAL PROGRAM AUDIT**

Programs Committee is responsible for ensuring Transnational Program Audits are undertaken every two years as outlined in Section 10.3 of the University’s Program Planning, Development, Approval and Review Processes. As outlined in these processes, Programs Committee selects transnational programs to be audited and appoints two members of the Committee as audit panel members to check and verify that these programs are operating in the form approved by the University and that the host country’s accreditation frameworks are being met.

Programs Committee noted that the Deputy Vice Chancellor (Academic) had requested a transnational review be undertaken in 2011 for the Bachelor of Nursing offered in Singapore. Programs Committee considered Terms of Reference for this review drafted by the Chair and approved the terms of reference for forwarding to the DVC (Academic) with the following modifications:

- TOR 1: Teaching and learning are of high quality [data includes enrolment...
Programs Committee approved the appointment of Professor Gillian Bushell and Professor Lorelle Frazer as the two audit panel members.

### SECTION C: OTHER RECOMMENDATIONS AND REPORTS

**(to persons/committees other than the parent committee/s)**

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<td>Nil</td>
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### SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

**Agenda Item 3: CHAIR’S REPORT**

The Chair reported that further to Program Committee’s discussion on the rate of program change at its 2/2011 (May) meeting, data on programs for which multiple minor change submissions were forwarded over 2010 will be provided to the Committee’s 4/2011 (July) meeting.

**Agenda Item 4: ANNUAL PROGRAM REVIEW AND IMPROVEMENT REPORTS**

In accordance with the University's *Program Planning, Development, Approval and Review Processes*, Programs Committee considered the 2010 Dean (Learning and Teaching) Annual Program Review and Improvement Summary Reports and the 2010 individual APRI Reports. Programs Committee commented and/or noted:

- The purpose of the Dean (Learning and Teaching) Reports is to identify trends and issues for the Group’s programs rather to comment on the specifics of the data.
- The requirement for an individual APRI for every current undergraduate and postgraduate coursework program involves a large amount of paperwork.
- A number of the 2010 APRI/Rs did not provide advice on the program’s 5 year review date.
- Incomplete information in the APRI and Deans’ reports is a matter of concern as quality assurance requirements may not be met.
- Groups advise which programs are scheduled for a 5 year review within the next 2 years on their annual program profile plan. However, as part of the APRI reporting, Programs Committee requires a 5 year review schedule for all undergraduate and postgraduate coursework programs for each Group, updated each year on the basis of the Groups’ consideration of the APRI, with a rationale provided by the Dean (Learning & Teaching) for any proposed changes to a 5 year review date. Proposed changes to 5 year review dates will be forwarded by Programs Committee to the DVC (Academic) for approval and the approved changes noted by the Group in its next iteration of the PPP.
- The use of a schedule as outlined above, which also notes issues of concern and improvement strategies for particular programs, could streamline the APRI process by replacing individual APRI reports.
- To close the quality loop, Deans (Learning & Teaching) will be asked to report back on the implementation of program improvement strategies for programs with performance issues at the first meeting of Programs Committee in the year following the APRI.
- The point was raised that some program improvement recommendations may relate to central elements outside the Group. It was noted that it would be
useful to have a mechanism for consolidating the list of issues across Groups so that central elements can identify priorities. It was noted that Programs Committee could take a role in collating this information, so that, for example, the Director, Learning and Teaching, INS could take this information forward to the PVC for prioritisation of resources.

- A query was raised on whether the rationale statements provided in minor and major change submissions could be linked into the APRIR process.
- The Chair and Academic Registrar will discuss further with the DVC (Academic) possible ways of streamlining the APRIR process.
- The 2010 Dean (Learning and Teaching) summary reports were noted as draft interim reports. The Chair will meet with the Deans (Learning & Teaching) within the next 2 weeks to discuss revisions to the Deans’ reports. The 14 July meeting of Programs Committee will review the amended final Deans’ reports.

**Agenda Item 5: 5 YEAR PROGRAM REVIEW**

The University’s *Program Planning, Development, Approval and Review Processes* require that all undergraduate and postgraduate programs are normally reviewed at least once in every five year period for the purpose of continuous improvement, benchmarking, curriculum renewal and reaccreditation.

Programs Committee noted that Associate Professor Heather Alexander has been working on the development of guidelines to assist academic groups with the analysis of their programs according to the requirements for 5 Year Program Review as outlined in the *Program Planning, Development, Approval and Review Processes*. As Associate Professor Alexander was an apology for this meeting, it was agreed to defer her address to Programs Committee on this matter to the 4/2011 (July) meeting.

**Agenda Item 12: OTHER BUSINESS**

Nil

**Agenda Item 13: NEXT MEETING**

The next meeting of the Programs Committee is scheduled to be held on **Thursday, 14 July 2011** 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 14: FUTURE ITEMS**

Programs Committee Working Party Reports:
- Australian Qualifications Framework

Minutes Confirmed:  

Professor Gillian Bushell (Chair)  

Date: 14 July 2011
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<table>
<thead>
<tr>
<th>Member</th>
<th>Appointment Type</th>
<th>Term of office</th>
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<tbody>
<tr>
<td>Professor Gillian Bushell</td>
<td>Vice Chairperson of the Academic Committee</td>
<td>ex officio</td>
</tr>
<tr>
<td>(Chair)</td>
<td>Academic Registrar</td>
<td>ex officio</td>
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<tr>
<td>Ms Kathy Grigic</td>
<td>Director, Learning and Teaching, INS</td>
<td>ex officio</td>
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<tr>
<td>Dr Kevin Ashford-Rowe</td>
<td>Nominee of Director, GIHE and Dean (Student Outcomes)</td>
<td>ex officio</td>
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<tr>
<td>Dr Steve Drew</td>
<td>(nominee)</td>
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<td>Assoc Professor Glenn Finger</td>
<td>Dean (Learning and Teaching), Arts, Education and Law</td>
<td>ex officio</td>
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<td>(ex officio)</td>
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<td>Professor Lorelle Frazer</td>
<td>Dean (Learning and Teaching), Griffith Business School</td>
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<td>Professor Nick Buys</td>
<td>Dean (Learning and Teaching), Griffith Health</td>
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<td>Assoc Professor Wendy Loughlin</td>
<td>Dean (Learning and Teaching), Science, Environment, Engineering &amp; Technology Group</td>
<td>ex officio</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 2010)</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 2010)</td>
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<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)
- Spare copy (attachments)

### 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 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-Marlee Fitzpatrick, Ms Cassandra Van Wyk