A meeting of the Programs Committee was held on 5 March 2009 at 9.30 am via videoconference in Room 2.06, Bray Centre (N54), Nathan Campus and Room 1.04, Chancellery (G34), Gold Coast Campus.

Present: Present by Invitation:
Professor Sally Borbasi (Chair)
Ms Kathy Grgic
Mr Dave Edwards
Associate Professor Wendy Loughlin
Mr Martin Borchet
Professor Royce Sadler
Dr Glenn Finger
Professor Lorelle Frazer
Dr Raymond Hibbins
Professor Nick Buys
Mr Andrew Last

APOLOGIES:
Dr Don Lebler
Dr Jennifer Osmond

Present by Invitation:
Dr Ray Tedman (Item 7.0)

Secretary: Mr Colin Cadell
Ms Karen Van Haeringen
Ms Sharon Clifford (for Agenda items 5 & 6)

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.)

<table>
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<tr>
<th>Name of Item (including Agenda Item Number and Attachment/s)</th>
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<tbody>
<tr>
<td>Confirmation of Minutes (Agenda Item 2.0)</td>
<td>Confirmation of the minutes of the 8/2008 meeting. Confirmation of the minutes of the 1/2009 meeting.</td>
<td>Confirmed</td>
<td>Forward to CARMS</td>
<td>Committee Secretary</td>
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| **MED SPECIAL PURPOSE SUBMISSION (2008/0002508)** (Agenda Item 7.0) | For implementation in semester 1 2009. | In relation to the proposal to establish an 85% cut-off for First Class Honours in the Bachelor of Medicine/Bachelor of Surgery (MBBS) Programs Committee commented as follows:  
- It was noted the MBBS is a 4-year program with embedded honours. The School of Medicine has sought approval to establish an 85% cut-off for awarding first class honours in accordance with the Bachelors Degree Policy which states: “…prescription of the formula used to determine the class of Honours will be proposed by the relevant Faculty Board, approved by Academic Committee on the recommendation of Programs Committee”.  
- It appears the School of Medicine is in breach of the Assessment Policy (2007/0017538) Section 4.1; the Dean (Learning and Teaching) in the Health Group undertook to investigate. | Resolved to:  
Recommend to the Academic Committee:  
- changes to the honours cut-off for Bachelor of Medicine/Bachelor of Surgery (1272) as described in 2008/0002508 (2008/0004883 revised) for introduction in semester 1, 2009. | Forward to Academic Committee |
| **Classification of Honours (Agenda Item 7.1)**  
1272 Bachelor of Medicine/Bachelor of Surgery | | | | |
| **Proposed Amendment to the University Medal Policy (Agenda Item 7.2)** | | | | |

In relation to the proposal to amend the University Medal Policy Programs Committee commented as follows:  
- The award of University Medal needs to be applied consistently across the University. It is an award of rare excellence and is not necessarily awarded every year.  
- It was recommended the Policy be amended to include a generic statement that enables an academic element to establish program-specific criteria for the award; such criteria would require approval by Academic Committee on a case-by-case basis. Ms Karen van Haeringen undertook to draft the change to policy and circulate to members for approval. | | The Head of Secretariat to prepare a draft policy and seek members' approval via a Flying Minute; the revised policy is then to be forwarded to Academic Committee for a decision. | Committee Secretary |
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<td>PSY MAJOR CHANGE SUBMISSION (2008/0004903) (Agenda Item 8.0)</td>
<td>- It was noted there is some urgency to establish the program-specific criteria for the Bachelor of Medicine/Bachelor of Surgery.</td>
<td>Resolved to: Recommend the submission to the Academic Committee for approval.</td>
<td>Forward to Academic Ctee</td>
<td>Committee Secretary</td>
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<tr>
<td>PSY MAJOR CHANGE SUBMISSION (2008/0004903) (Agenda Item 8.0)</td>
<td>For implementation in semester 2 2010. A proposal to establish a mid-year entry for Psychology programs offered at the Mt Gravatt campus.</td>
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<td>GBS SPECIAL PURPOSE SUBMISSION (2009/0014004) (Agenda Item 9.0)</td>
<td>For implementation in Semester 2 2009 A proposal to change the entry requirements.</td>
<td>Resolved to: Recommend the submission to the Academic Committee for approval.</td>
<td>Forward to Academic Ctee</td>
<td>Committee Secretary</td>
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<tr>
<td>ENG SPECIAL PURPOSE SUBMISSION (2008/0005853) (Agenda Item 10.0)</td>
<td>For implementation in Semester 1 2009 A proposal to change the program structure and degree requirements</td>
<td>Resolved to: Recommend the submission to the Academic Committee for approval.</td>
<td>Forward to Academic Ctee</td>
<td>Committee Secretary</td>
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<tr>
<td>PBH SPECIAL PURPOSE SUBMISSION (2008/0004879) (Agenda Item 12.0)</td>
<td>For implementation in Semester 1 2009 A proposal to change the admission.</td>
<td>Resolved to: Ratify the Chair’s executive action.</td>
<td>Forward to Academic Ctee</td>
<td>Committee Secretary</td>
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<tr>
<td>PSY WITHDRAWAL SUBMISSION (2008/0004904) (Agenda Item 13.0)</td>
<td>For implementation in Semester 1 2009 A proposal to withdraw these programs from offer.</td>
<td>Resolved to: Recommend the submission</td>
<td>Forward to Academic Ctee</td>
<td>Committee Secretary</td>
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<td>5326 Master of Forensic Psychology</td>
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<td>to the Academic Committee for approval.</td>
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<td>6008 Doctor of Philosophy in Forensic Psychology</td>
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<td>6014 Doctor of Psychology (Forensic)</td>
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**SECTION B: ACTION UNDER DELEGATED AUTHORITY**

Nil.

**SECTION C: OTHER RECOMMENDATIONS AND REPORTS [TO PERSONS/COMMITTEES OTHER THAN THE PARENT COMMITTEE(S)]**

**ENGLISH LANGUAGE STRATEGY – POLICY CHANGES (Agenda Item 6.0)**

The Academic Registrar spoke to an alternative proposal that had been put to the Pro Vice Chancellor (Quality and Student Outcomes). Members noted key aspects of this alternative proposal:

- Maintenance of the existing English language admission requirements for International Student as set out in the UG and PG Admission policies.
- An English Language Enhancement (ELE) course be mandatory for all International Students who:
  1. fail ≥50% of their courses in their first semester of study and/or have a GPA of 3.0 (UG students) or 3.5 (PG students);
  2. meet the above requirements in any subsequent semester of enrolment and have not previously completed the ELE course; these requirements are in accordance with the Academic Standing, Progression and Exclusion Policy.
- In applying these requirements staff in Student Administration will be able to identify students who need to undertake the ELE course. This intervention would also be included in the Student at Risk strategy, demonstrating a commitment to the spirit of the National Code of the ESOS Act.
- For students who are required to complete the ELE Course completion of it is a condition for continuing
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| enrolment in the program.                                   | - As an 'enrolment condition' as opposed to a 'mandatory degree requirement' it is more appropriate for the course to have a non-graded pass scheme. In this instance the non-graded pass would be included in the GPA calculation and for the pass grade the student would achieve the grade value of 4.0 and for failing 0).  
- Failure in the ELE course for a student who is already on a GPA of 3.0 (UG) or 3.5 (PG) will result in application of the Academic Standing, Progression and Exclusion Policy. |             | Forward to English Language Working Party | Committee Secretary |

Comments from Programs Committee
- The Chair expressed the view that the ELE strategy provides a positive way of catering for students with poor English language skills.
- Concerns were expressed that the alternative proposal is a punitive one, and has the potential to put pressure on staff to pass students or have them excluded from the program.
- The meeting was advised the Pro Vice Chancellor (QSO) had not supported the alternative proposal.
- Although the current strategy will be difficult to implement, with several administrative issues still to be resolved, staff in Academic Administration are working through them.
- It was agreed to recommend to the English Language Working Party reference be included in the *Structure and Requirements of Degrees Awarded by Griffith University* to outline the benefits of the ELE strategy.
- There was general support to continue with the current strategy.

Resolved to: Endorse changes to:
- Structure and Requirements of Degrees Awarded by Griffith University (2009/0005753)
- Bachelors Degree Policy (2009/0005752)
- Admission Policy for Undergraduate Programs (2009/0005751)

Committee Secretary
### SECTION D: MATTERS NOTED, CONSIDERED, OR REMAINING UNDER DISCUSSION

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| **FULL PROGRAM PROPOSAL TEMPLATE (2009/0007251) (Agenda Item 5.0)** | Programs Committee commented on the revised Full Program Proposal as follows:  
- Concerns were expressed over the length of the proposal, and the need to eliminate repetition.  
- Program structures are to be provided in Section 3.0 with the description of the program.  
- Remove the requirement to obtain signatures since the FPP is completed in the Program Management System, which records this information.  
- Seek advice in section 1.3 of the FPP regarding reliance upon specific expertise in the staffing profile.  
- Consideration is to be given requiring the Director (GIHE) to be involved in the program submission sign-off process. | Resolved to: Further revised the Full Program Proposal Template and distribute via flying. | Program Management Change Manager | Committee Secretary |
| **PROGRAM REVIEW TOOL: INTERNATIONALISATION OF THE CURRICULUM (Agenda Item 11.0)** | Programs Committee had before it a summary of the data collected via the Internationalisation of the Curriculum Review Tool (2009/0003260) that had been adopted for use by the Learning and Teaching Committee (7/2008 meeting).  
  
The Committee was advised that completion of the Internationalisation of the Curriculum Tool is particularly important as the University is required to report to AUQA on the internationalisation of the curriculum by March 2009.  
Programs Committee Commented that:  
- a response rate slightly below 30% has been achieved university-wide;  
- a better response is required but expressed concern about the value and validity of the curriculum review. | | | |
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<td>tool; - audit tool questions are too open to interpretation and are arduous to complete; - the timing for completion of the tool resulted in the low completion rate; - further analysis and interpretation of the data is required in order for Programs Committee to use it for Programs Approval purposes. Ms Karen van Haeringen undertook to organise a research officer to analyse the Curriculum Review Tool data.</td>
<td>Resolved to: Reconsider this data when it been analysed and interpreted in more detail.</td>
<td>The Head of Secretariat to organise a research officer to analyse the Curriculum Review Tool data</td>
<td>Head of the Secretariat</td>
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<tr>
<td>COURSE OUTLINE REPORT SEMESTER 1 2009 (2009/0007252) (Agenda Item 14.0)</td>
<td>The Course Outline Publishing Report for Semester 1 2009 was tabled.</td>
<td>Noted</td>
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<td>MEMBERSHIP (Agenda Item 3.0)</td>
<td>The Committee welcomed Mr Andrew Last, the student member, to his first meeting.</td>
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<td>CHAIR’S REPORT (Agenda Item 4.0)</td>
<td>The Chair advised there was nothing to report that was not included on the Agenda.</td>
<td>Noted</td>
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### DISTRIBUTION LIST

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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>
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<tr>
<td>Ms Kathy Grgic</td>
<td>Academic Registrar</td>
<td>ex officio</td>
</tr>
<tr>
<td>Mr Martin Borchert</td>
<td>Director, Griffith Institute for Higher Education (or nominee)</td>
<td>ex officio</td>
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<td>Associate Professor Wendy Loughlin</td>
<td>Dr Glenn Finger</td>
<td>Two years, to 31 December 2010</td>
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<td>Mr Andrew Last</td>
<td>Dr Don Lebler</td>
<td>Two years, to 31 December 2010</td>
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<td>Mr Colin Cadell (Secretary)</td>
<td>Dr Ray Hibbins</td>
<td>Two years, to 31 December 2010</td>
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<td>Dr Jenny Osmond</td>
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<td>Associate Professor Wendy Loughlin</td>
<td>One year, to 31 December 2009</td>
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### Other Copies
- CARMS copy (attachments)
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- Spare copy

### Information Copies (continued)
- Dean, Graduate Studies – Professor Parlo Singh (with attachments)
- Director, Student Admin – Ms Cathy McGrath
- Student Systems Operations Manager – Mr Pascal Boucher
- 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 Lea-Anne Stafford (with attachments)
- Coordinator, Student Web Services – Ms Elisa Colebrook
- Program information & Web Publishing officers – Ms Erika Rak, and Mr Simon Ong

### Information Copies
- Assistant Vice Chancellor (Corporate) – Ms Linda Miles
- Assistant Vice Chancellor (Academic) – Professor John Dewar
- Assistant Vice Chancellor (Business) – Professor Lesley Johnson
- Academic Registrar – Ms Kathy Grgic
- Director, Griffith Institute for Higher Education – Mr Martin Borchert
- Director, Griffith Business School – Professor Lorelle Frazer
- Dean (Learning and Teaching), Griffith Health – Dr Jenny Osmond
- Dean (Learning and Teaching), Science, Environment, Engineering & Technology Group – Dr Ray Hibbins
- Dean, appointed by Pro-Vice Chancellor (Arts, Education and Law) – Dr Glenn Finger
- Dean, appointed by Pro-Vice Chancellor (Business) – Dr Don Lebler
- Full-time academic staff member nominated by the Pro-Vice Chancellor (Arts, Education and Law) – Mr Andrew Last
- Full-time academic staff member nominated by the Pro-Vice Chancellor (Business) – Dr Ray Hibbins
- Full-time academic staff member nominated by the Pro-Vice Chancellor (Health) – Dr Jenny Osmond
- Full-time academic staff member nominated by the Pro-Vice Chancellor (Science and Technology) – Associate Professor Wendy Loughlin
- One student of the University – Mr Andrew Last

### Other Copies
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### 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

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