A meeting of the Programs Committee was held on Thursday 4 March 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:
Professor Gillian Bushell (Chair)
Ms Kathy Grgic
Dr Roger Moni
Dr Kevin Ashford-Rowe
Professor Glenn Finger
Professor Nick Buys
Professor Lorelle Frazer
Associate Professor Wendy Loughlin
Dr Don Lebler
Dr Raymond Hibbins
Associate Professor Ray Tedman
Dr Steve Drew
Ms Jacinta Colley

APOLOGIES:
Nil

Present by Invitation:
Item 30:
Professor Parlo Singh, GGRS
Professor Norm Morris, PES

Secretary: Ms Sharon Clifford

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 54392 for advice or if experiencing difficulties.)

ACTION SHEET

Agenda item 2:
CONFIRMATION OF MINUTES

The Minutes of 10/2009 meeting held on 3 December 2009 were Confirmed

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

Agenda item 7:
REVISED POLICY ON AWARDS, PROGRAM NOMENCLATURE AND ABBREVIATIONS (2010/0010251)

Programs Committee noted:
- Further amendments have been made to this policy since it was considered at the October 2009 Meeting.
- Changes include:
  - recognition of the University’s graduate attributes
  - reference to vocational education and training and University Certificates
  - reference to the Australian Higher Education Graduation Statement (AHEGS)
  - section on surrender of Testamurs
  - section on Revocation of Awards

Resolved to: Recommend the revised Policy to the Academic Committee for approval.
### Agenda item 10:
**ENG SPECIAL PURPOSE SUBMISSION (2010/0010008)**
- 1310 Bachelor of Engineering
- 1078 Bachelor of Engineering/Bachelor of Business Management
- 1320 Bachelor of Engineering (Advanced With Honours)
- 1321 Bachelor of Engineering/Bachelor of Information Technology
- 1323 Bachelor of Engineering/Bachelor of Science

A proposal to introduce a 40CP course, *4004ENG Thesis in Civil Engineering* into these programs, for introduction in semester 1 2010.

Programs Committee commented and noted:
- In response to a comment about including ‘thesis’ in the title of the 40CP course the committee was advised it is appropriate as students will be examined in the same way as an honours thesis. Students completing this course will be considered for admission to a Research Higher Degree.

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

### Agenda item 11:
**ENV SPECIAL PURPOSE SUBMISSION (2010/0010005)**
- 5428 Master of Science In Public Health (International)

A proposal to admit domestics students to the Master of Public Health (International), for introduction in semester 1 2010.

Programs Committee noted both Group Pro Vice Chancellors have approved this proposal.

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

### Agenda item 12:
**QCA SPECIAL PURPOSE SUBMISSION (2009/0003133)**
- 1189 Bachelor of Design

A proposal to add a 30CP elective specialisation, ‘Professional Practice (Internship)’, for implementation in semester 1 2010.

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

### Agenda item 14:
**GBS MAJOR CHANGE SUBMISSION (2009/0004091)**
- 5275 Master of Public Administration (SB)

A proposal to offer a 40CP coursework stream, for implementation in semester 1 2010.

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

### Agenda item 15:
**GLS SPECIAL PURPOSE SUBMISSION (2010/0011251)**
- 1365, 1366, Bachelor of Laws

A proposal to restrict enrolment in this program to 40CP per semester for students whose GPA is below 5.0, for implementation in semester 1 2010.

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

### Agenda item 16:
**GBS SPECIAL PURPOSE SUBMISSION (2009/0004083)**
- 1035, 1286 Bachelor of Commerce

A proposal to change the elective components of the Economics major, for implementation in semester 1 2010.

Resolved to: Recommend the submission to the Academic Committee for approval.
### Programs Committee Minutes 1/2010
4 March 2010

#### Agenda item 17:
**GBS SPECIAL PURPOSE SUBMISSION (2010/0010502)**
1314 Bachelor of Business (Hong Kong)

A proposal to change the admission requirements, *for implementation in semester 1 2010.*

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

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#### Agenda item 18:
**BPS SPECIAL PURPOSE SUBMISSION (2009/0001334)**
- 1031 Bachelor of Biomedical Science
- 1210 Bachelor of Science
- 1264 Bachelor of Biomolecular Science (Advanced)
- 1348 Bachelor of Forensic Science
- 8023 Diploma of Biosciences

A proposal to establish a minimum GPA of 3.75 for admission to the listed programs from the Diploma of Biosciences, *for implementation in semester 1 2010.*

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

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#### Agenda item 19:
**BPS SPECIAL PURPOSE SUBMISSION (2009/0001344)**
- 1265 Bachelor of Forensic Science/Bachelor of Criminology and Criminal Justice

A proposal to included the ELE course into the program structure and other changes as a result of course rationalisation, *for implementation in semester 1 2010.*

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

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#### Agenda item 20:
**ICT SPECIAL PURPOSE SUBMISSION (2010/0010004)**
- 1339, 1236 Bachelor of Information Technology/Bachelor of Multimedia

A proposal to included the ELE course into the program structure, *for implementation in semester 1 2010.*

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

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#### Agenda item 21:
**ICT SPECIAL PURPOSE SUBMISSION (2009/0001346)**
- 1250 Bachelor of Information Technology (BIT@Work or Accelerated)

A proposal to withdraw the 0CP writing skills course, *for implementation in semester 1 2010.*

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

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#### Agenda item 22:
**GBS, PROGRAM WITHDRAWAL SUBMISSION (2009/0004088)**
- 5527 Master of Information Systems Management

The Deputy Vice Chancellor has approved the withdrawal of this program; *students will be admitted for the last time in semester 1 2010.*

The submission outlines transition arrangements for continuing students.

Resolved to:
Recommend the submission to the Academic Committee for approval.
### Agenda item 23:
**BPS, PROGRAM WITHDRAWAL SUBMISSION (2010/0010001)**
- 1032 Bachelor of Biotechnology
- 1238 Bachelor of Biomolecular Science

The Deputy Vice Chancellor has approved the withdrawal of this program; *students were admitted for the last time in semester 2 2008.*

The submission outlines transition arrangements for continuing students.

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

### Agenda item 24:
**BPS, PROGRAM WITHDRAWAL SUBMISSION (2010/0010002)**
- 1211 Bachelor of Science With Advanced Studies

The Deputy Vice Chancellor has approved the withdrawal of this program; *students were admitted for the last time in semester 2 2007.*

The submission outlines transition arrangements for continuing students.

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

### Agenda item 25:
**BPS, PROGRAM WITHDRAWAL SUBMISSION (2010/0010009)**
- 2052 Bachelor of Science With Honours

The Deputy Vice Chancellor has approved the withdrawal of this program; *students were admitted for the last time in semester 1 2009.*

The submission outlines transition arrangements for continuing students.

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

### Agenda item 26:
**QCA, PROGRAM WITHDRAWAL SUBMISSION (2010/0011252)**
- 5460 Master of Fine Art

The Deputy Vice Chancellor has approved the withdrawal of this program; *students were admitted for the last time in semester 1 2009.*

The submission outlines transition arrangements for continuing students.

**Resolved to:**
Recommend the submission to the 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)]

**Action**

Nil

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

**Action**

**Agenda item 5:**
**ADMISSIONS POLICY FOR COURSEWORK POSTGRADUATE PROGRAMS (2008/0016279)**

Programs Committee commented and noted:
- The University has been asked by the Queensland Ombudsman to improve the
<table>
<thead>
<tr>
<th>Agenda item 6:</th>
<th>QTAC ADMISSIONS REPORT (2010/0011255)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programs Committee noted the Report had been considered at Executive Group and that staff in Office of Student Recruitment are using the report to develop a set of Key Performance Indicators.</td>
<td>Noted</td>
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</tbody>
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<tr>
<th>Agenda item 8:</th>
<th>PSY MAJOR CHANGE SUBMISSION (2010/0011003)</th>
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<tbody>
<tr>
<td>1012, 1312, Bachelor of Psychological Science (GC, MG)</td>
<td>This item, proposing the introduction of a graduate entry strand for the Bachelor of Psychological Science for semester 1 2011, was withdrawn from the Agenda and a revised submission will be presented at a future meeting.</td>
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<tr>
<th>Agenda item 9:</th>
<th>NRS MAJOR CHANGE SUBMISSION (2009/0002631)</th>
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<tbody>
<tr>
<td>1161, 1162, 1165, Bachelor of Nursing (NA, GC, MG)</td>
<td>A proposal to make changes to the Bachelor of Nursing, for implementation in semester 1 2011. Subsequent to the meeting this item was withdrawn and a revised submission will be presented at a future meeting.</td>
</tr>
</tbody>
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<tr>
<th>Agenda item 13:</th>
<th>GBS, SPECIAL PURPOSE SUBMISSION (2010/0010501)</th>
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<tbody>
<tr>
<td>5457, 5458 International Master of Business Administration</td>
<td>A proposal to require students to complete a Declaration of Work Experience, for introduction in semester 2 2010. Programs Committee commented and noted: It is recommended a definition be included on the form to describe what is meant by 'full-time equivalent' work experience. documentary evidence of work experience be provided with the signed declaration. Concern was expressed about the legal status of students making such a declaration, and also whether it's appropriate require students to submit the declaration with their application for admission.</td>
</tr>
</tbody>
</table>
Agenda item 30:
**PES FULL PROGRAM SUBMISSION (NEW) (2009/0002595)**
6019 Doctor of Physiotherapy

A proposal to offer the Doctor of Physiotherapy, for introduction in Summer semester (Nov-Dec) 2011.

Professor Parlo Singh (Dear, Griffith Graduate Research School) and Professor Norm Morris (School of Physiotherapy and Exercise Science) attended the meeting.

Programs Committee commented and noted:
- Establishment of this program is primarily market driven to enable Griffith to be competitive in the market place and keep up with global developments in physiotherapy qualifications, especially in the USA and Europe. Only three other Australian Universities are offering or planning to offer a Doctor of Physiotherapy at this time.
- It is a 240CP program offered intensively over 2 years. It is not intended to be a research higher degree (RHD); it has a 25% research component and an honours classification enabling students to progress to RHD. Students completing the Bachelor of Exercise Science (Pre-Physiotherapy) (240CP over 3 years) and achieving a GPA of at least 5.0 will be admitted.
- In response to a query about the requirement for students to work in groups to produce the report for the 50CP Research Thesis and how students will be individually assessed Professor Norm Morris advised 2 examiners will be appointed. It was agreed that assessment criteria need to be developed on an individual level and the Program Convenor is asked to consider this issue in consultation with the Dean Griffith Graduate Research School.
- The proposed program does not comply with the requirements in the Professional Doctorate policy, in that it does not meet standard admission criteria nor contain a minimum 33% research component.
- In response to a query about compliance with the Australian Qualifications Framework (AQF), in terms of research component by other Australian universities introducing a similar model, it was noted this information is not readily available.
- Included with the discussion paper before the Committee is a proposal to amend the Professional Doctorate Policy (2009/0005789) to enable graduates of bachelors degrees to be admitted to a professional doctorate in certain circumstances, and includes a proposed variation to permit less than 30% research.
- Professor Parlo Singh suggested a different policy document be developed for doctorate programs not covered under the Research Training Scheme (RTS) which would be oriented towards a practitioner market.
- After lengthy discussion about policy development it was agreed to establish a Working Party to draft a policy for consideration at the May Programs Committee meeting. This Working party will be chaired by the Academic Registrar, Ms Kathy Grgic and other members will include Professor Parlo Singh (GGRS), Professor Norm Morris (PES), Professor Nick Buys (HTH), Associate Professor Wendy Loughlin (SEET), Professor Lorelle Frazer (GBS) and Professor Paul Draper (AEL).

Subsequent to the meeting the Deputy Vice Chancellor (Academic) has advised the Health Group this program needs to comply with the Professional Doctorate Policy to include at least 33% research and thesis.

Revised documents to be considered at a future meeting.

Agenda item 3:
**MEMBERSHIP**

The following appointments were noted:
- Professor Gillian Bushell, Chair, appointed for 2 years to 31 January 2012
- Associate Professor Ray Tedman, Health Group academic staff member, re-appointed for 2 years to 31 December 2011

Noted
- Dr Steve Drew, Science, Environment, Engineering and Technology Group academic staff member, re-appointed for 2 years to 31 December 2011.
- Ms Jacinta Colley, student representative, appointed for 1 year to 31 December 2010

**Agenda item 4:**
**CHAIR’S REPORT**

The Chair advised there was nothing to report at this time.

**Agenda item 28:**
**NEXT MEETING**

The next meeting of the Programs Committee is scheduled to be held via video conference on Thursday 1 April 2010 at 9.30am in:
- Room 2.06 Bray Centre (N54), Nathan,
- Room 2.27, Information Services Building, (L03), Logan
- Room 1.04, The Chancellery (G34), Gold Coast.

**Agenda item 29:**
**FUTURE ITEMS**

**Transnational Audit Report**, December 2009 in Hong Kong:
- B Business (1314)
- M Drama Education (5463)
- M Drama Education Honours (5362)

**Programs Committee Working Party Reports:**
- Australian Qualifications Framework
- Double Degrees

**5 Year Program Reviews** - 2009/2010

**Annual Program Review and Improvement Reports** – 2009

Minutes Confirmed: _______________ Date: 6 May 2010

Professor Gillian Bushell, (Chair)
### DISTRIBUTION LIST

<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 (Chair)</td>
<td>Vice Chairperson of the Academic Committee</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>Dr Kevin Ashford-Rowe</td>
<td>Director, Information Services (Learning and Teaching)</td>
<td>ex officio</td>
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<tr>
<td>Dr Roger Moni</td>
<td>Director, Griffith institute for Higher Education and</td>
<td>ex officio</td>
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<td></td>
<td>Dean (Student Outcomes) (nominee)</td>
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<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>Associate Professor Wendy Loughlin</td>
<td>Dean (Learning and Teaching), Science,</td>
<td>ex officio</td>
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<td>Environment, Engineering &amp; Technology Group</td>
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<td>Associate Professor Glenn Finger</td>
<td>Dean, appointed by Pro-Vice Chancellor (Arts, Education</td>
<td>Two years, to 31 December 2010</td>
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<td></td>
<td>and Law)</td>
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<td>Dr Don Lebler</td>
<td>Full-time academic staff member nominated by Pro-Vice</td>
<td>Two years, to 31 December 2010</td>
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<td></td>
<td>Chancellor (Arts, Education and Law)</td>
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<tr>
<td>Dr Ray Hibbins</td>
<td>Full-time academic staff member nominated by Pro-Vice</td>
<td>Two years, to 31 December 2010</td>
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<td></td>
<td>Chancellor (Business)</td>
<td></td>
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<tr>
<td>Associate Professor Ray Tedman</td>
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<td>Two years, to 31 December 2011</td>
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<td></td>
<td>Chancellor (Health)</td>
<td></td>
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<tr>
<td>Dr Steve Drew</td>
<td>Full-time academic staff member nominated by Pro-Vice</td>
<td>Two years, to 31 December 2011</td>
</tr>
<tr>
<td></td>
<td>Chancellor (Science and Technology)</td>
<td></td>
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<tr>
<td>Ms Jacinta Colley</td>
<td>One student of the University</td>
<td>One year, to 31 December 2010</td>
</tr>
<tr>
<td>Ms Sharon Clifford</td>
<td>Secretary</td>
<td></td>
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</table>

### 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

### Information Copies (continued)
- Dean, Graduate Studies – Professor Parlo Singh
- 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 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 Info & Web Publishing Officers – Ms Anne-Maree Fitzpatrick, Mr Simon Ong