A meeting of the Programs Committee was held on Thursday 3 March 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:**
- Prof Gillian Bushell (Chair)
- 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 Mark Brimble
- Assoc Prof Ray Tedman
- Sharon Clifford (Secretary)

**Apologies:**
- Ms Karen van Haeringen (Item 5.0)
- Ms Kim Hillier
- Ms Talia Dissanayake

**Present by Invitation:**
- Ms Kim Hillier

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**AGENDA ITEM 2: CONFIRMATION OF MINUTES**

The minutes of the 8/2010 meeting held on 2 December 2010 were confirmed.

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

**Agenda Item 6: GBS MAJOR CHANGE SUBMISSION (2011/0003502)**

A proposal from the Griffith Business School to offer the Bachelor of Business through Open Universities Australia - *for implementation in Study Period 3 (OUA) 2011.*

Programs Committee commented and/or noted:
- Majors in Human Resource Management and Management will be offered.
- The University is seeking curriculum development funding from OUA.
- The OUA Academic Programs Committee will be considering the proposal at its meeting later this month.
- At this stage it is expected the Bachelor of Business at Logan will continue to be offered.

Resolved to:
Recommend the submission to Academic Committee for approval.
Agenda Item 8: ENV MAJOR CHANGE SUBMISSION (2011/0004252)
1087 Bachelor of Urban and Environmental Planning/Bachelor of Science (Environment)
1357 Bachelor of Urban and Environmental Planning/Bachelor of Science

A proposal from the Griffith School of Environment to enable students to enrol in up to 140CP of first year level courses - for implementation in Semester 2/2011.

Programs Committee commented and/or noted:
- This proposal does not compromise the intention in the Bachelors Degree Policy regarding the amount of first year courses in a program; this Policy is not specific regarding 5-year programs.
- The Secretary will confirm with the Dean (Learning and Teaching) in Science, Environment, Engineering and Technology regarding the requirement to have at least “66% of the required courses and total credit point value of each single degree structure incorporated into the structure of the double degree”.

Resolved to: Recommend the submission to Academic Committee for approval

Agenda Item 9: ENV MAJOR CHANGE SUBMISSION (2011/0004254)
1004 Bachelor of Science

A proposal from the Griffith School of Environment to introduce a new major in Aquatic Ecosystems - for implementation in Semester 1/2011.

Programs Committee commented and/or noted:
- The School offers different majors in the Bachelor of Science at its Gold Coast and Nathan campuses.

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

Agenda Item 10: BPS PROGRAM PROPOSAL (2011/0004259)
9316 Postgraduate Qualifying Program

A proposal from the School of Biomolecular and Physical Sciences to offer PQP pathways - for implementation in Semester 2/2011.

Programs Committee commented and/or noted:
- POP 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 Aviation Management
  - Master of Aviation Management
  - Master of Science with Honours (Biotechnology and Molecular Biology)
- In light of the revisions to the AQF the University may need to reconsider the requirements of the PQP.
- The Dean (Learning and Teaching), Griffith Business School indicated that the credit provisions for their PQP needs to be checked to ensure compliance with policy.
- The Chair and Secretary met with representatives from QIBT earlier in 2011 and agreed to establish a 40CP PQP for students requiring an English upgrade only. Currently the PQP is 80CP to cater for students who require an English and academic upgrade. Establishing a 40CP POP will resolve visa and program duration issues. At present there are no POPs for students requiring an academic upgrade; if in the future an academic element wants to introduce an academic upgrade program a separate 40CP PQP will be created.

Subsequent to the meeting and in response to a recommendation from the Dean (Learning and Teaching) the Chair has approved the removal of the opportunity for students to obtain credit from the PQP towards the relevant postgraduate program.

Resolved to: Recommend the submission to Academic Committee for approval, subject to amendments as specified. Amended submission 2010/0002253
| Agenda Item 13: **EDN MAJOR CHANGE SUBMISSION (2011/0003251)**  
| 5556/5559 Master of Early Childhood Education  
| A proposal from the School of Education and Professional Studies to modify the program to include a practicum in the early years setting, and to replace 2 Education courses with Early Childhood Education courses - for implementation in Semester 1 2011.  
| Resolved to: Ratify the Chair’s executive action in approving this submission for forwarding to Academic Committee for approval. |
|---|---|
| Agenda Item 14: **NRS MAJOR CHANGE SUBMISSION (2010/0011059)**  
| 5425 Master of Advanced Practice with Honours  
| A proposal from the School of Nursing and Midwifery to strengthen admission - for implementation in Semester 1/2011.  
| Resolved to: Ratify the Chair’s executive action in approving this submission for forwarding to Academic Committee for approval. |
|---|---|
| Agenda Item 15: **NRS MAJOR CHANGE SUBMISSION (2011/0003751)**  
| 1326 Bachelor of Nursing (off-Shore)  
| A proposal from the School of Nursing and Midwifery to change admission requirements - for implementation in Semester 1/2011.  
| Resolved to: Ratify the Chair’s executive action in approving this submission for forwarding to Academic Committee for approval. |
|---|---|
| Agenda Item 16: **ICT MAJOR CHANGE SUBMISSION (2011/0004256)**  
| 3259 Graduate Certificate in Enterprise Architecture  
| 5493 Master of Enterprise Architecture  
| A proposal from the School of Information and Communication technology to exit the Master of Enterprise Architecture with a Graduate Certification qualification - for implementation in Semester 1/2011.  
| Resolved to: Ratify the Chair’s executive action in approving this submission for forwarding to Academic Committee for approval. |
|---|---|
| Agenda Item 17: **HUM PROGRAM WITHDRAWAL SUBMISSION (2011/0003257)**  
| 1022 Bachelor of Arts (Logan)  
| The Deputy Vice Chancellor (Academic) has approved the withdrawal of this program. Currently enrolled students will continue their studies at the Logan campus.  
|---|
| Agenda Item 18: **SEET PROGRAM WITHDRAWAL SUBMISSION (2010/0010082)**  
| 5080 Master of Science in Genetic Counselling  
| The Deputy Vice Chancellor (Academic) has approved the withdrawal of this program. Two currently enrolled students will be able to complete their studies.  
|---|
| Agenda Item 19: **NRS PROGRAM WITHDRAWAL**  
| 5553 Master of Nursing (Nurse Practitioner)  
| The Deputy Vice Chancellor (Academic) has approved the withdrawal of this program.  
| Resolved to: Ratify the Chair’s executive action in approving this submission for |
Applicants have been advised the program will not commence in Semester 1 2011.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

<table>
<thead>
<tr>
<th>Agenda Item 11: ENV 5-YEAR PROGRAM REVIEW IMPLEMENTATION REPORT (2011/0004260) Griffith School of Environment Undergraduate Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programs Committee noted the implementation report prepared as a result of the Program Review for the Griffith School of Environment undergraduate programs. Some recommendations have been completed and program proposals are being prepared to implement others.</td>
</tr>
<tr>
<td>In response to a query regarding the recommendation to remove the Wildlife Biology major not being implemented it was noted that the review team had made this recommendation based on the apparent substantial overlap between the wildlife biology major within the BSc and the BSc (Ecology and Conservation Biology) program. However, the Review Committee was not aware of the number of students in the Gold Coast BSc who take two majors. Enrolment numbers in the wildlife biology major within the BSc indicate that the major is of substantial benefit (and clearly of substantial interest) to BSc students taking two majors.</td>
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<td>The Chair requested that any minor changes as a result of Program Reviews will need to be forwarded to and acknowledged by Programs Committee.</td>
</tr>
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<td>Noted</td>
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SECTION C: OTHER RECOMMENDATIONS AND REPORTS (to persons/committees other than the parent committee/s)

Nil

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

<table>
<thead>
<tr>
<th>Agenda Item 3: MEMBERSHIP</th>
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<tbody>
<tr>
<td>Members noted the following changes for 2011:</td>
</tr>
<tr>
<td>- Associate Professor Mark Brimble has been appointed the academic staff representative for the Business Group, to replace Dr Ray Hibbins.</td>
</tr>
<tr>
<td>- Dr Don Lebler has been reappointed the academic staff representative for the Arts, Education and Law Group.</td>
</tr>
<tr>
<td>- Professor Lorelle Frazer rejoins the Committee as the Dean (L&amp;T) for the Business Group after 6 months leave.</td>
</tr>
<tr>
<td>- Dr Steve Drew continues his membership of the Committee as the nominee of the Director of the Griffith Institute for Higher Education, replacing Dr Roger Moni.</td>
</tr>
<tr>
<td>- The Group Pro Vice Chancellor for the Science, Environment, Engineering and Technology will appoint an academic staff member to replace Dr Drew.</td>
</tr>
<tr>
<td>- During 2011 Ms Sharon Clifford will be working on a project in the Secretariat and Ms Kim Hillier will be the Committee Secretary and Manager, Academic Programs Services for the remainder of the year.</td>
</tr>
<tr>
<td>Members expressed their appreciation for Dr Roger Moni’s contribution to the work of the Committee since July 2009.</td>
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<td>Noted</td>
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<tr>
<th>Agenda Item 4: CHAIR’S REPORT</th>
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<td>Noted</td>
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</tbody>
</table>
The Chair advised there was nothing to report.

**Agenda Item 5: ACTIVITIES TO SUPPORT PROGRAMS COMMITTEE IN 2011**

The Academic Registrar advised there are 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.

Ms Karen van Haeringen, Head of the Secretariat, spoke to the work plan developed in the Secretariat to facilitate Programs Committee’s work in these areas. This work plan derives from a number of strategic projects coming together, namely data collection for the Australian Higher Education Graduation Statement (AHEGS), revisions to the Australian Qualifications Framework (AQF), and the student-focussed Improving Student Experience Project.

- Review all undergraduate programs to ensure compliance with the Bachelors degree policy adopted in 2006 in relation to 100CP maximum at first year level and 60CP minimum at third year level (except where specific approval has been given for a variation).
- Develop a strategy in the context of PeopleSoft for the removal of 0CP courses that have been established for graduation checking of degree requirements such as work experience.
- Having completed the review of undergraduate degree requirements establish those programs that need specific degree requirements listed in the Program Catalogue and those that can be simply pointed to the set of general degree requirements.
- In this context review the wording of ELEC requirements for International students and their placement in the Program Catalogue.
- Review the Program Catalogue to remove outdated transition arrangements (using as a guide the inclusion of transition arrangements for two years prior to the current year) and provide broader access to archived program transition arrangements.
- Utilise data (e.g. WIL, Capstone courses, professional accreditation and recognition) collected through the AHEGS process to augment Program Catalogue Entries.
- Incorporate into the Program Proposal the course to program mapping, particularly in relation to graduate attributes, that is now available in the Electronic Course Profile System (ECPS) for Program Convenors. The Secretariat will provide training to Program Convenors regarding how to map courses to programs via the ECPS.
- Utilise curriculum initiatives tracking data after semester 2,2011 Course Profiles are published, mapped to Programs sets in the Course profile System, to report on the inclusion of Internationalisation, WIL, Blended Learning and ATSI content; and that Griffith Graduate Attributes in programs are consistent with what was approved for the program.
- Undertake an audit of postgraduate programs to identify issues in relation to the revised AQF (to commence once AQF Council confirms the strengthened Framework and the commencement of TEQSA as the regulator becomes clear).
- Review all VET and other pathways to ensure they are AQF compliant.
- Establish rules around the amount and type of program changes that Programs Committee expects in the context of the five year accreditation period it registers for each Program.
- Examine criteria and KPIs for Annual Program Monitoring and Five Year Reviews

Members commented and noted:
- Programs Committee will receive regular reports on the status of these activities.
- With a significant amount of this work affecting programs and the work of Program
Convenors it was recommended that Ms van Haeringen address the recently established Program Leaders Task Force to present the Secretariat’s Work Plan.

- A significant milestone for the Improving Student Experience Project is an improvement to the Program Catalogue later this year; a large amount of the work to be undertaken by the Secretariat will feed into this project, for which the Vice Chancellor has allocated significant funds to provide clear, consistent and simplified program information to prospective and current students. During 2012 an improved enrolment interface will be implemented which will coalesce the student portal, Learning@Griffith, PeopleSoft and the Program Catalogue.

- Industry Advisory Committees will play an important role in 5-year program review processes. The University’s Academic Plan 2011-2013 outlines in Goal 5 Producing Successful Graduates, the strategy to “increase the input from external, professional advisory boards to ensure that learning outcomes of all programs are aligned to the expectations of employers”.

The Chair advised one of the issues indentified in the recently completed Enrolment Review Process was the rate of change to the University’s programs.

It was agreed to forward this item to Group Boards. Boards are asked to:
- provide advice to Programs Committee about how much program change is acceptable. The Boards will be provided with an extract of the Enrolment Review Process Report and the statistics that were gathered from 2008 and 2009 Programs Committee activity for this Report, attached with these minutes.
- note the work plan being undertaken by the Secretariat during 2011.  

Agenda Item 7: BPS MAJOR CHANGE SUBMISSION (2011/0004258)
1028 Bachelor of Aviation

A proposal from the School of Biomolecular and Physical Sciences for changes to the Bachelor of Aviation - for implementation in Semester 1/2011.

Mr Peter Bryant from Griffith Aviation in the School of Biomolecular and Physical Sciences attended the meeting to speak to this item.

Programs Committee commented and noted:
- The School is proposing these changes as the relationship between the Bachelor of Aviation and the Graduate Diploma in Flight Management has been problematic for successful student progression, as outlined on page 2 of the submission, especially regarding completion of the flight training.
- Issues for both the Bachelors degree and Graduate Diploma are reflected in the proposal before the Committee; a proposal for changes to the Graduate Diploma will come to Programs Committee in the near future.
- To be eligible to graduate from the Bachelor of Aviation students are required to complete a Commercial Pilot License (CPL), either through the GDip Flight Management, or through an approved private provider. The School proposes changes to the program catalogue to ensure students are aware up front of the costs associated with obtaining the CPL.
- In addition, students are to be advised up front about the associated costs to obtain the following, which will be additional admission requirements from 2012:
  - a Class One Medical issued by CASA, to ensure their eligibility for CPL and Multi-Engine Command Instrument Rating (MECIR);
  - an Aviation Reference Number (ARN) before completing the Class One Medical examination;
  - a Pilot Aptitude Assessment to gain important career guidance;
  - a simulator assessment
  - a selection interview.
- Members expressed some concerns about changes to admission requirements, as follows:
  - The proposed timeline for the selection interviews, which are prior to QTAC
application deadlines, would mean all applicants for admission will need to be
interviewed, at their expense, even though they may not achieve the OP/rank
required.

- Further, assessing an applicant's ability to meet the set of selection criteria is
problematic on several fronts: with the number of students to be interviewed
the work of the selection panel will be onerous; if several panels are formed
processes will need to be established to ensure equity for all applicants;
assessing students against the proposed criteria has the potential to be
subjective; the panel will need to keep records identifying decisions regarding
why students were deemed not eligible for admission; there will be significant
costs associated with these interviews.

- The Committee requested that information regarding the Pilot Aptitude Assessment
could be provided to the flight training provider only with the agreement of the
student.

- Other than for the selection interview members agreed that as long as these
changes to admission requirements are HESA compliant they are acceptable.
Members noted the Manager, Student Operations, Secretary and Manager,
Academic Program Services will meet to discuss these issues and provide advice
to the Academic Registrar prior to finalisation of the proposal.

- The School also proposes progression rules regarding completion of the program:

  - Students in the new Standard Pathway are to be advised of the requirement to
    complete the Practical Program (Grad. Dip. Flight Management or Self funded)
    and final 60CP of B Aviation coursework within 2 years of (a) the
    commencement of the first Flight Practicum course of the Graduate Diploma of
    Flight Management or (b) commencement of the self-funded flight training;

  - Students in the new Standard Pathway are to be advised of the requirement to
    take a leave of absence after 2 years of study in the BAvn, in order to
    complete the Graduate Diploma of Flight Management or Self-Funded
    Practical Program (non-international students).

- Members agreed these changes are acceptable provided that there is a system in
place to accurately record the date of commencement of flight training for those
students undertaking private flight training. The Committee noted students may
apply to the Dean for an extension to completion times where exceptional
circumstances occur.

- The Committee noted that students who are unable to complete the flight training
will be provided counselling to alternative study pathways.

- At present a 10CP Aviation Project is offered in the program. It is proposed to
introduce the course 3504BPS Aviation Major Project to enable students to
complete a larger project in the Aviation area.

Programs requested that a revised submission be forwarded for consideration at the
next meeting.

<table>
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<tr>
<th>Next Agenda</th>
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**Agenda Item 12: 2011 TRANSNATIONAL PROGRAM AUDIT**

The Chair advised the Deputy Vice Chancellor (Academic) has requested a
transnational review be undertaken for the Bachelor of Nursing offered in Singapore.
Clear terms of reference are to be developed for this review.

The Chair requested the Dean (Learning and Teaching), Griffith Health, provide a report
arising from the internal review of the Bachelor of Nursing offered in Abu Dhabi during
2010.

<table>
<thead>
<tr>
<th>Secretary to follow up.</th>
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**Agenda Item 20: OTHER BUSINESS**

Nil

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### Agenda Item 21: NEXT MEETING

The next meeting of the Programs Committee is scheduled to be held on **Thursday 5 May 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 22: FUTURE ITEMS

**Programs Committee Working Party Reports:**
- Australian Qualifications Framework (awaiting outcomes of AQF consultations).

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Minutes Confirmed: ___________________________  Date:  5 May 2011

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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</thead>
<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 Grgic</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>
</tr>
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<td>Professor Nick Buys</td>
<td>Dean (Learning and Teaching), Griffith Health</td>
<td>ex officio</td>
</tr>
<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 2012</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 2012</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>May to 31 December 2011</td>
</tr>
<tr>
<td>Ms Sharon Clifford</td>
<td>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 Panikhurst
- 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-Maree Fitzpatrick, Ms Cassandra Van Wyk

www.griffith.edu.au/committees