A meeting of the Programs Committee was held on Thursday 29 May 2008 at 9.30am in room 1.07, Board Room, Hub Link (L07), Logan campus.

MINUTES

PRESENT:
Professor Sally Borbasi (Chair)
Dr Richard Armour
Mr Kevin Ashford-Rowe
Mr Dave Edwards
Dr Glenn Finger
Professor Lorelle Frazer
Dr Darryl Hawkins
Dr Ray Hibbins
Dr Duncan Nulty
Associate Professor Alf Lizzio (for Professor Nick Buys)

APOLOGIES:
Dr Jenny Osmond
Dr Paula Jervis-Tracey

Present by Invitation:
Ms Jenny Lock (Item 4.0)
Mr Matt Hitchcock (Item 12.0)

Robyn Rose (Secretary)

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.)

Name of Item (including Agenda Item Number and Attachment/s) | Brief Description | Resolution | Action to be Taken | Responsible Officer
---|---|---|---|---
Confirmation of Minutes | Confirmation of the minutes of the 2/2008 meeting. | The Minutes were confirmed. | Forward to CARMS | Committee Secretary

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

GGRS New Program Submission (2008/0025764) 3237 Graduate Certificate In Research Studies | For implementation in Semester 1, 2008. The Chair welcomed Ms Jenny Lock, Manager Research Higher Degrees, to the meeting. Comments from Programs Committee: | | | }
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<tr>
<th>Name of Item (including Agenda Item Number and Attachment/s)</th>
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| 5514 Master Of Research Studies (Agenda Item 4.0)               | - Committee members noted the proposed programs would be exit qualifications only.  
- These programs were being proposed to cater for students unable to meet the admission criteria for PhD or MPhil on completion of the University’s RHD Qualifying Program.  
- There was much discussion about whether having failed to qualify for a research higher degree, students should be awarded a Masters of Research Studies, which implies they have been successful in research. Other universities might consider such a Masters does qualify a student to undertake a PhD.  
- Members queried the title of the programs as not being truly representative of the outcome of the students’ efforts.  
- The Committee would like to see some statistics in support of the request for establishing these programs.  
- Members expressed the view that careful consideration needs to be given to establishing such coursework postgraduate awards and requests details about degree requirements and a program structure suitable for such coursework postgraduate programs.  
- The Committee also requested information regarding advice to be given to students in the RHD Qualifying Program about exit qualification strategies.  
- Members requested information about what procedures will be put in place for past unsuccessful RHD Qualifying Program students to be awarded this degree retrospectively.  
- The Committee recommended that consideration be given to having the proposed programs as the standard entry points (instead of the non-award RHD Qualifying Program) for potential RHD students who do meet the entry requirements for a RHD. Students who do not achieve a required GPA in the entry program would then exit with the entry qualification and those that met | Resolved to: Refer Programs Committee | Forward to Dean, Graduate Research |
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| **NRS New Program Submission (08/0004803)**  
5515 Master Of Acute Care Nursing (OUA)  
(Agenda Item 5.0) | For implementation in semester 1, 2009. Comments from the Programs Committee:  
- The Committee asks that the OUA course codes be included in the submission not Griffith codes.  
- There is a need for clarification of the semester of offer of the listed electives on pages 6 and 7, 8850NRS and 8851NRS are listed as elective options but only appear as offered in Semester 1 of the structure in Agenda Item 6.0.  
- 2.5 Mode of Delivery needs to clarify that the program and courses are available only as an OUA offering.  
- Members commented on the projected numbers, and would have liked further explanation but recognised the difficulties given this is an OUA program.  
- The submission needs to be checked for consistency in nomenclature, on page 2, Information for the Student System lists the incorrect program title and particularly in Section D, where all courses are listed as core, not core speciality and core courses.  
- The element is also asked to provide a more in depth explanation of the impact on resources as detailed in 6.0, given this will be a purely on-line program which has implications for quality assurance. | Resolved to:  
Recommend the submission to the Academic Committee for approval, subject to issues and amendments, as listed, being addressed in a revised submission: 2008/0025765 | Forward to Academic Ctee, BSS, Prof Inf Officer, GI. | Committee Secretary |
| **NRS New Program Submission (08/0004804)**  
5517 Master Of Infection Control and Prevention (OUA)  
(Agenda Item 6.0) | For implementation in semester 1, 2009. Comments from the Programs Committee:  
- The Committee asks that the OUA course codes be included in the submission not Griffith codes.  
- Members sought an explanation of the generic skills listed in page 2, 4th point listed – problem solving and design.  
- 2.5 Mode of Delivery needs to clarify that the program and courses are available only as an OUA offering. | | | Committee Secretary |
### NRS New Program Submission (08/0004805)
**S235 Master Of Emergency Nursing (OUA)**  
*(Agenda Item 7.0)*

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| NRS New Program Submission (08/0004805)                     | For implementation in semester 1, 2009. Comments from the Programs Committee:  
  - The Committee asks that the OUA course codes be included in the submission not Griffith codes.  
  - Members sought an explanation of the generic skills listed in page 2, 4th point listed – problem solving and design.  
  - Page 5, paras 3 and 4, inconsistency in the offering numbers of 8005NRS Emergency Nursing 3 and 8006NRS Emergency Nursing 4, should be 2 and 3.  
  - Members commented on the projected numbers, and would have liked further explanation but recognised the difficulties given this is an OUA program.  
  - The submission needs to be checked for consistency in nomenclature, particularly in Section D, where all courses are listed as core, not core speciality and core courses.  
  - The element is also asked to provide a more in depth explanation of the impact on resources as detailed in | Resolved to: Recommend the submission to the Academic Committee for approval, subject to issues and amendments, as listed, being addressed in a revised submission: 2008/0025766 | Forward to Academic Ctee, BSS, Prof Inf Officer, Gl. | Committee Secretary |

- Members commented on the projected numbers, and would have liked further explanation but recognised the difficulties given this is an OUA program.
- The submission needs to be checked for consistency in nomenclature, particularly in 2.2, page 7 and Section D, where all courses are listed as core, not core speciality and core courses.
- The element is also asked to provide a more in depth explanation of the impact on resources as outlined in para 3, page 13 of the submission given this is a purely on-line offering and will need to quality assurance.
- How will the clinical assessment be overseen for example and does it have resource implications?
- The Chair requests the School advises what specific undergraduate qualifications are required for entry.

Resolved to: Recommend the submission to the Academic Committee for approval, subject to issues and amendments, as listed, being addressed in a revised submission: 2008/0025767

Forward to Academic Ctee, BSS, Prof Inf Officer, Gl.

Committee Secretary
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| NRS New Program Submission (08/0004806) 5516 Master Of Sexual Health (OUA) (Agenda Item 8.0) | For implementation in semester 1, 2009. Comments from the Programs Committee:  
- The Committee asks that the OUA course codes be included in the submission not Griffith codes.  
- Members sought an explanation of the generic skills listed in page 2, 4th point listed – problem solving and design.  
- The element is asked to outline how they intend to assess oral communication through an external online offering as detailed on page 3, 1st dot point after para 5.  
- Members commented on the projected numbers, and would have liked further explanation but recognised the difficulties given this is an OUA program.  
- The submission needs to be checked for consistency in nomenclature, particularly in 2.2 Specialised Courses and Section D, where all courses are listed as core, not core specialty and core courses.  
- The element is also asked to provide a more in depth explanation of the impact on resources as detailed in 6.0 in relation to on-line delivery and quality assurance.  
- The Chair requests the School advises what specific undergraduate qualifications are required for entry. | Resolved to: Recommend the submission to the Academic Committee for approval, subject to issues and amendments, as listed, being addressed in a revised submission: 2008/0025768 | Forward to Academic Ctee, BSS, Prof Inf Officer, GI. | Committee Secretary |
| NRS New Program Submission (08/0004807) 5236 Master Of Critical Care Nursing (OUA) (Agenda Item 9.0) | For implementation in semester 1, 2009. Comments from the Programs Committee:  
- The Committee asks that the OUA course codes be included in the submission not Griffith codes.  
- Members sought an explanation of the generic skills listed in page 2, 4th point listed – problem solving and design.  
- Members commented on the projected numbers, and would have liked further explanation but recognised the difficulties given this is an OUA program. | | | |
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| GBS New Program Submission (2008/0016787)                    | For implementation in semester 2, 2008. Professor Fraser spoke to this item. Comments from the Programs Committee:  
  - The Committee noted that this program was to be introduced in Semester 2, 2008 on campus, in person and that it would be offered online from Semester 1, 2009.  
  - Members asked that under 4.0 Admission Requirements, in the final paragraph which outlines credit arrangements for transition to the MBA that the course 7421MGT Leadership and Self Development be ‘deemed equivalent to’ instead of ‘substituted for’ as indicated in the last line of text. | Resolved to:  
  Recommend the submission to the Academic Committee for approval, subject to issues and amendments, as listed, being addressed in a revised submission: 2008/0025769 | Forward to Academic Ctee, BSS, Prof Inf Officer, GI. | Committee Secretary |
| PES Full Program Proposal (08/0004777)                        | For implementation in semester 1, 2009. Comments from the Programs Committee:  
  - Members noted that a change to the submission had been negotiated between PES and GBS and that the new courses listed as offered by GBS would now be existing courses developed to online mode and that the revised submission will include these HSL codes.  
  - Under Section 2.0 members noted that the objectives listed were written as outcomes and requested that they be relabelled as such and the numbering deleted.  
  - On page 5, section 3.1, first full paragraph, members asked for clarification of the second line ‘These characteristics will ensure…’ as it is not clear what is the intent of this sentence, or its context. | Resolved to:  
  Recommend the submission to the Academic Committee for approval, subject to amendments, as listed, being addressed in a revised submission: 2008/0025770 | Forward to Academic Ctee, BSS, Prof Inf Officer, GI. | Committee Secretary |
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| QCM Major Change Submission (2008/0025761) 1195 Bachelor of Music Technology (Agenda Item 12.0) | For implementation in semester 2, 2008. The Chair welcomed Mr Matthew Hitchcock, Program Convenor to the meeting. Comments from Programs Committee.  
- The Committee noted that the submission had undergone all changes requested at the last meeting and expressed its thanks to the Program Convenor for his willingness to attend the meeting to discuss any further issues.  
- Members noted that under 3.0 Description of the Change there was an error in the credit point weightings for the elective courses, should read 50CP not 30CP to make the degree total 240CP. Members also advised that these should be broken down into 20CP of listed electives and 30CP of free choice and that the submission should include recommended pathways within the elective choices available.  
- The Committee recommended that under the program structure in diagrammatic form that the electives listed for Year 1 should read 'Listed Conservatorium'                                                                 | Resolved to: Recommend the submission to the Academic Committee for approval, subject to amendments, as listed, being addressed in a revised submission: 2008/0025771                                                                                     | Forward to Academic Ctee, BSS, Prof Inf Officer, GI.                                                                                                                                  | Committee Secretary  |

- Members asked that the word ‘post’ be inserted before graduate in the first line of text under section 3.2, page 5.  
- It was noted that the part-time structure for the Masters was incorrectly listed in page 6 and should be corrected to reflect the structure listed in page 17.  
- The element is asked to outline how they intend to assess oral communication through an external online program as it is listed as a Graduate Skill under 6.0, page 9.  
- Members felt that the Admission Requirements should include acknowledgement that broadband internet access is the minimum required technology.  
- The Committee sought clarification of 9.0 Resources, C2: including whether the technology requirements could be met, especially by students.  

Forward to Academic Ctee, BSS, Prof Inf Officer, GI.
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<td><strong>Electives’ only.</strong></td>
<td>Members also recommended that the Electives section at the end of Years 2 and 3 read as Electives, deleting ‘Listed Conservatorium and Griffith University’ and that the ‘Undergraduate Conservatorium electives’ heading and table should be deleted and replaced with listed electives as recommendations and ‘any other approved elective’. Under section 6.0, page 9, the listing of previous 5CP courses includes 1719QCM and 1729QCM which are and have always been 10CP, to be deleted from list. Members queried how students might react to having done a 5CP course that now became 10CP. The Program Convenor advised that students had been consulted and were not unhappy about this.</td>
<td><strong>Resolved to:</strong> Recommend the submission to the Academic Committee for approval, subject to amendments, as listed, being addressed in a revised submission: 2008/0025772</td>
<td>Forward to Academic Ctee, BSS, Prof Inf Officer, GI.</td>
<td>Committee Secretary</td>
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<tr>
<td><strong>HSV Major Change Submission (08/0004708)</strong> 3169 Graduate Certificate in Community and Youth Work, 5169 Master of Human Services (Agenda Item 14.0)</td>
<td>For implementation in semester 2, 2008. Comments from the Programs Committee: Members noted that the diagram on page 4 did not show an entry point from the Masters to the Masters with Honours. Under section 3.1 members queried how assessment of ‘demonstrated ability to undertake graduate study’ would be assessed, and requested that the word in the last line of that paragraph ‘capacity’ be replaced with ‘capability’ as this was felt to be more appropriate. Under section 3.3 members requested that the first paragraph have the words ‘specified in the Graduate Certificate’ added to complete the sentence. The Committee noted that there was no amended Program Catalogue Entry for the Graduate Certificate program included in the submission and requested that it be added to the revised submission with the appropriate changes/additions marked up. Admission requirements for the Masters program (page 6) incorrectly state that the interview process is held</td>
<td><strong>Resolved to:</strong> Recommend the submission to the Academic Committee for approval, subject to issues and amendments, as listed, being addressed in a revised submission: 2008/0025773</td>
<td>Forward to Academic Ctee, BSS, Prof Inf Officer, GI.</td>
<td>Committee Secretary</td>
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<td><strong>with the Program Convenor for the Graduate Certificate.</strong></td>
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<td><strong>The following submissions were executively approved by the Chair after the meeting, as the meeting became in quorate.</strong></td>
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<td><strong>HSV Major Change Submission (08/0004810)</strong> 5476/5505 Master of Social Work (Agenda Item 13.0)</td>
<td>For implementation in Summer Semester (Jan/Feb) 2009. Comments from the Chair: − The submission was noted. The issue of finding clinical placements nationally will be challenging together with monitoring of standards – the concept of a field supervision model is excellent. Accreditation will be crucial to the success of this offering.</td>
<td>Resolved to: Recommend the submission to the Academic Committee for approval.</td>
<td>Forward to Academic Ctee, BSS, Prof Inf Officer, GI.</td>
<td>Committee Secretary</td>
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<tr>
<td><strong>NRS Major Change Submission (08/0004812)</strong> 5230 Master of Midwifery 5244 Master of Midwifery with Honours (Agenda Item 15.0)</td>
<td>For implementation in semester 2, 2008. Comments from the Programs Committee: − The Chair noted that prior to the meeting the element had advised that in the paragraph, Summary of Change, the sentence from ‘although these students…..’ to the end of the paragraph be deleted.</td>
<td>Resolved to: Recommend the submission to the Academic Committee for approval, subject to amendments, as listed, being addressed in a revised submission: 2008/0025774</td>
<td>Forward to Academic Ctee, BSS, Prof Inf Officer, GI.</td>
<td>Committee Secretary</td>
</tr>
<tr>
<td><strong>ART Major Change Submission (2008/0017543)</strong> 1116 Bachelor of Arts in Languages and Linguistics (Agenda Item 16.0)</td>
<td>For implementation in semester 1, 2009.</td>
<td>Resolved to: Recommend the submission to the Academic Committee for approval.</td>
<td>Forward to Academic Ctee, BSS, Prof Inf Officer, GI.</td>
<td>Committee Secretary</td>
</tr>
<tr>
<td><strong>QCM Special Purpose Submission (2008/0017545)</strong> 4111/4112 Graduate Diploma of Music (Agenda Item 17.0)</td>
<td>For implementation in semester 1, 2008.</td>
<td>Resolved to: Recommend the submission to the Academic Committee for approval.</td>
<td>Forward to Academic Ctee, BSS, Prof Inf Officer, GI.</td>
<td>Committee Secretary</td>
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<tr>
<td><strong>ART Special Purpose Submission (2008/0017539)</strong> 3007,3043,4013,4051,5075,5147,5076,5152 Graduate Certificate/Graduate</td>
<td>For implementation in Semester 2, 2008</td>
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<td>Diploma, Master of Arts/Master of Arts with Honours – in Journalism and Mass Communication (Agenda Item 18.0)</td>
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<td>Resolved to: Recommend the submission to the Academic Committee for approval.</td>
<td>Academic Ctee, BSS, Prof Inf Officer, Gl.</td>
<td>Committee Secretary</td>
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<tr>
<td>GBS Special Purpose Submission (2008/0016791) 5158/5159 Master of Business Administration (Agenda Item 19.0)</td>
<td>For implementation in Semester 2, 2008</td>
<td>Resolved to: Recommend the submission to the Academic Committee for approval.</td>
<td>Forward to Academic Ctee, BSS, Prof Inf Officer, Gl.</td>
<td>Committee Secretary</td>
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<tr>
<td>HSV Special Purpose Submission (08/0004808) 1098 Bachelor of Human Services 1095 Bachelor of Human Services – Child and Family Services 1244 Bachelor of Human Services/Bachelor of Education (Primary) 1263 Bachelor of Human Services/Bachelor of Criminology and Criminal Justice 1282 Bachelor of Social Work (Agenda Item 20.0)</td>
<td>For implementation in semester 1, 2009.</td>
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<tr>
<td>PES Withdrawal Of Program Submission (08/0004778) 5270 Master of Echocardiography 5272 Master of Echocardiography with Honours (Agenda Item 22.0)</td>
<td>For implementation in Semester 2, 2008</td>
<td>Resolved to: Recommend the submission to the Academic Committee for approval.</td>
<td>Forward to Academic Ctee, BSS, Prof Inf Officer, Gl.</td>
<td>Committee Secretary</td>
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**SECTION B: ACTION UNDER DELEGATED AUTHORITY**

<p>| EBL NEW PROGRAM SUBMISSION (2008/0017544) 4038 Graduate Diploma of Adult and Vocational Education (Agenda Item 21.0) | For implementation in Semester 2, 2008 | Resolved to: Ratify the Chair’s executive action to recommend the submission to the Academic Committee for approval. | Forward to Academic Ctee, BSS, Prof Inf Officer, Gl. | Committee Secretary |</p>
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| **ONLINE PROGRAM PLANNING, APPROVAL, DESIGN AND REVIEW (OppDAR)** | The Committee made several comments about the FPP which will be referred to the Project Board through the Chair of PC.  
- Admission requirements could include a prompt on required technology ie do students need internet broadband access as minimum.  
- In the submission proforma include need to request specifications from INS as level of technology needed may exceed current status.  
- The Full Program Proposal needs to be re-ordered and checked for duplication/repetition, also the Board is to consider moving sections 16.0 and 17.0 to the beginning of the proposal as per previous version. | **Resolved to:**  
Refer to the Online Program Management System Project Management Board for advice. | **Forward to Project Management Board** | Committee Secretary |

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

| **Chair’s Report (Agenda Item 3.0)** | The Chair reported on the following:  
- The OPPDAR project is progressing well with 12 programs using the templates.  
- The Project Board is seeking feedback from users to feed into the rollout process.  
- The new template for Program Monitoring is also moving ahead and will be trialled by QCA in September and the results will be presented to the Committee.  
- The Course Review and Improvement Report (CRIR) template is being trialled now.  
- Feedback from the AUQA offshore visits has been positive. | **Noted** | | |

| **Next Meeting (Agenda Item 20.0)** | The next meeting of the Programs Committee will be held on Thursday 3 July 2008 at 9.30am in room 2.01, Bray Centre (N54), Nathan campus. | **Noted** | | |
### DISTRIBUTION LIST

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<tr>
<th>Member</th>
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<th>Term of Office</th>
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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>
</tr>
<tr>
<td>Dr Richard Armour</td>
<td>Academic Registrar</td>
<td>ex officio</td>
</tr>
<tr>
<td>Dr Martin Borchert</td>
<td>Director, Flexible Learning and Access Services</td>
<td>ex officio</td>
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<tr>
<td>Dr Duncan Nulty</td>
<td>Director, Griffith Institute for Higher Education (or nominee)</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>
<tr>
<td>Professor Nick Buys</td>
<td>Dean (Learning and Teaching), Griffith Health</td>
<td>ex officio</td>
</tr>
<tr>
<td>Mr Dave Edwards</td>
<td>Dean (Learning and Teaching), Science, Environment, Engineering &amp; Technology Group</td>
<td>ex officio</td>
</tr>
<tr>
<td>Dr Glenn Finger</td>
<td>Dean, appointed by Pro-Vice Chancellor (Arts, Education and Law)</td>
<td>Two years, to 31 December 2008</td>
</tr>
<tr>
<td>Dr Paula Jervis-Tracey</td>
<td>Full-time academic staff member nominated by the Pro-Vice Chancellor (Arts, Education and Law)</td>
<td>Two years, to 31 December 2008</td>
</tr>
<tr>
<td>Dr Ray Hibbins</td>
<td>Full-time academic staff member nominated by the Pro-Vice Chancellor (Business)</td>
<td>Two years, to 31 December 2008</td>
</tr>
<tr>
<td>Dr Jenny Osmond</td>
<td>Full-time academic staff member nominated by the Pro-Vice Chancellor (Health)</td>
<td>Two years, to 31 December 2009</td>
</tr>
<tr>
<td>Dr Darryl Hawkins</td>
<td>Full-time academic staff member nominated by the Pro-Vice Chancellor (Science and Technology)</td>
<td>Two years, to 31 December 2009</td>
</tr>
<tr>
<td>Ms Aja Pymble-Ward</td>
<td>One student of the University</td>
<td>One year, to 31 December 2008</td>
</tr>
<tr>
<td>Ms Robyn Rose (Secretary)</td>
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#### Other Copies
- CARMS copy (attachments)
- Binding copy (attachments)
- Spare copy

#### Information Copies (without attachments unless stated)
- Dean, Graduate Studies – Professor Joy Cumming (with attachments)
- Director, Student Admin – Ms Cathy McGrath
- Student Systems Operations Manager – Ms Barbara Buckley
- Manager, Planning & Statistics – Mr John Fairbairn
- Publications Officer – Ms Julie Townsend
- Student Services, Nathan – Ms Vicki Tolstoff (with attachments)
- Head, Secretariat – Mr Barry Reardon (with attachments)
- Secretary, Academic Committee – Ms Sharon Clifford (with attachments)
- Coordinator, Student Web Services – Ms Elisa Colebrook
- Program Information & Web Publishing Officers – Ms Erika Rak, Ms Elena Walker, and Mr Simon Ong
Items remaining outstanding from previous meetings:

10/2007
GLS, NEW PROGRAM SUBMISSION (2007/0002193)
(Agenda Item 4.0)
5501 Master of Migration Law and Practice

2/2008
NRS SPECIAL PURPOSE SUBMISSION (2008/0025763)
(Agenda Item 10.0)
1326 Bachelor of Nursing (Abu Dhabi)