A meeting of the Programs Committee was held on Thursday, 6 May 2010 at 9:30am via videoconference in Room 2.06, Bray Centre (NS4), 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:
Professor Gillian Bushell (Chair) Dr Roger Moni Item 10: 
Ms Kathy Grigic Ms Jacinta Colley Dr Fran Sheldon, ENV
Dr Kevin Ashford-Rowe Ms Erika Rak (Secretariat)
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
Secretary: Ms Sharon Clifford

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 the Secretary on 55372 for advice or if experiencing difficulties).

ACTION SHEET

Agenda Item 2: CONFIRMATION OF MINUTES
The Minutes of 1/2010 meeting held on 4 March 2010 were confirmed.

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

Agenda Item 5: REVISED PROGRAMS COMMITTEE ANNUAL REPORT FOR 2009 (2010/0011265)

Programs Committee noted this report on the activities of the committee in 2009.

Agenda Item 7: AUSTRALIAN HIGHER EDUCATION GRADUATION STATEMENT (AHEGS)

Programs Committee commented and noted:
- Griffith University was a member of a consortium of universities commissioned to develop a single agreed template.
- The University is implementing processes to provide all graduating students with an Australian Higher Education Graduation Statement (AHEGS), from the first graduating cohort in July 2010.
- The AHEGS comprises 5 sections as prescribed by the Commonwealth Government's Guidelines for the Presentation of the Australian Higher Education Graduation Statement, and outlined in the distributed paper (2010/0011263). The AHEGS will be specific to the student and the program completed, and will provide information about the graduate, the award, the University, the graduate’s academic
achievements and a description of the AHEGS system.
- The Griffith AHEGS Working Party decided to include University level activities undertaken by students, eg membership of the Honours College, University medals, prizes and scholarships.
- The AHEGS Project Officer and the Group Academic Services Officers are in the process of gathering data from Program Convenors on work/industry experience, capstone courses, pathways to further study, professional accreditation and professional recognition.
- In response to a query about including other types of information, for example Griffith Graduate Attributes and discipline specific activities, it was noted proposals to add other types of information in the future will be considered by Programs Committee for approval.
- The Program Proposal Template has been amended to seek relevant information from academic elements when they are proposing new or changes to existing programs, for inclusion on the AHEGS (refer Agenda Item 8 below). Data contained in the Program Proposal will, after Programs Committee approval, be entered into the PeopleSoft Student System against each program, enabling extraction to the AHEGS for each graduating cohort.
- Programs Committee has a role in ensuring that awards have been accredited and/or recognised by external bodies; this is likely to be more important with the establishment of the new national body with responsibility for regulation and quality assurance, the Tertiary Education Quality and Standards Agency (TEQSA). It is therefore recommended that before any claim for professional accreditation is made on the Program Catalogue or on an AHEGS that Programs Committee, via the Chair and/or Secretary, s sights written advice that the program is accredited.

Programs Committee endorsed:
- The content of the Graduation Statement and the processes employed to collect the initial AHEGS data as contained in the Report (2010/0011263).
- The role of Programs Committee in assuring itself that awards have been accredited and/or recognised by external bodies.
- The proposed approach for collecting, maintaining and verifying AHEGS award data in the longer term including modifications to the Program Proposal template (refer to item 8.0 below) and enhancements to the Program Management System (PMS).
- The role of Programs Committee in amending the standard sentences (in Section 2) and verifying AHEGS award data.

<table>
<thead>
<tr>
<th>Agenda Item 8: REVISED PROGRAM PROPOSAL TEMPLATES</th>
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</thead>
</table>

Programs Committee noted:
- The Program Proposal Template has been amended to incorporate fields to gather the Australian Higher Education Graduation Statement (AHEGS) data requirements.
- It has also been amended to include the new Griffith Graduate Attributes.

<table>
<thead>
<tr>
<th>Agenda Item 9: HUM FULL PROGRAM PROPOSAL (2010/0007517)</th>
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<tbody>
<tr>
<td>3261 Graduate Certificate in World Historical Studies (OUA)</td>
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</table>

A proposal to introduce a 40CP Graduate Certificate in World Historical Studies to be delivered externally (online) via Open Universities Australia - for introduction in Semester 1, 2011.

Programs Committee commented:
- Since this program is intended primarily for history teaching using the new national history curriculum it was suggested that staff in the School of Humanities establish a relationship with staff in the Faculty of Education, to draw on the strengths of both areas in offering this program.

The Secretary will forward the Committee’s endorsement to Academic Committee for approval.

Resolved to: Recommend the revised documents as listed to the Academic Committee for approval.
Subsequent to the meeting changes were made to the submission as follows:
- The course *Empires of the Ear: Transnational Histories of Sound and Soundscape* was replaced by *Europe in the World c. 1500-2000CE*.
- *Australian Progressive Traditions* has been renamed *Progressive Traditions: Australia and the World*.
- Additional information has been provided in section 1.1 about History teachers and the new national history curriculum.

The Chair executively approved these changes.

**Agenda Item 10: ENV FULL PROGRAM PROPOSAL (2010/0010013)**

3238 Graduate Certificate in Integrated Water Management
4149 Graduate Diploma of Integrated Water Management
5531 Master of Integrated Water Management

A proposal to introduce a nested suite of postgraduate programs in
- Integrated Water Management - for introduction in Semester 2, 2010, and
- Water Planning award specialisation within the Graduate Certificate program - for introduction in Semester 2, 2011.

Programs Committee commented and noted:
- In response to a query about whether the program contains a Work Integrated Learning (WIL) component, Dr Fran Sheldon from the Griffith School of Environment advised there is no WIL content and the submission will be amended accordingly (section 10.3).
- Programs Committee requested that the Admission Requirements (section 10.5) be clarified, particularly regarding whether a minimum 2 years work experience in a related field is required in addition to or instead of having a bachelors degree in a relevant field, for admission to the Masters and Graduate Diploma.

**Resolved to:**
Recommend the submission to the Academic Committee for approval, for an accreditation period of five years to 2016. Amended submission 2010/0011268.

**Agenda Item 11: GBS SPECIAL PURPOSE SUBMISSION (2010/0010509)**

1291/1292 Bachelor of Politics, Asian Studies And International Relations

A proposal to add transition arrangements for students who commenced this revised program prior to 2010 - for implementation in Semester 1, 2010.

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

**Agenda Item 12: HSV SPECIAL PURPOSE SUBMISSION (2010/0011007)**

3122 Graduate Certificate in Employment Services

A proposal to add a Semester 2 entry point for this program - for implementation in Semester 2, 2010.

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

**Agenda Item 13: GBS SPECIAL PURPOSE SUBMISSION (2010/0010523)**

1035 Bachelor of Commerce

A proposal to introduce a fast-track option at Nathan whereby students can complete the standard 240CP program (with the Accounting major) over two years - for introduction in Semester 2, 2010.

Programs Committee commented and noted:
- This pathway is being proposed in order to keep up with our competitors.
- Students will complete 50CP during four standard semesters and 20CP over two summer semesters, thus completing in two years.
- It is recommended the Program Convenor monitors the progress of students to ensure they are not overburdened and will be successful in their studies.

**Resolved to:**
Recommend the submission to the Academic Committee for approval.
### Agenda Item 14: GBS SPECIAL PURPOSE SUBMISSION (2010/0010524)
1288 Bachelor of Business

A proposal to introduce a fast-track option at Nathan whereby students can complete the standard 240CP program (with the Employment Relations, Human Resource Management, Management or Marketing major) over two years - for introduction in Semester 2, 2010.

Programs Committee commented and noted:
- This pathway is being proposed in order to keep up with our competitors.
- Students will complete 50CP during four standard semesters and 20CP over two summer semesters, thus completing in two years.
- It is recommended the Program Convenor monitors the progress of students to ensure they are not overburdened and will be successful in their studies.

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

### Agenda Item 15: MSC/BPS SPECIAL PURPOSE SUBMISSION (2010/0011009)
1280/1306 Bachelor of Medical Science

A proposal to remove performance in UMAT and an interview from the admission criteria for these programs and that these programs be made available to International students - for implementation in Semester 1, 2011.

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

### Agenda Item 16: QCA SPECIAL PURPOSE SUBMISSION (2010/0007510 and 2010/0007515)
1343 Bachelor of Design (Hong Kong)

A proposal (2010/0007510) to change the English language requirements for this program to conform with the standard English language requirements for admission to undergraduate programs - for implementation in Semester 1, 2010.

A proposal (2010/0007515) to change the advanced standing criteria in the admission requirements and degree requirements for this program for Higher Diploma in Fashion Design and Product Development graduates from the Chinese University of Hong Kong - for implementation in Semester 2, 2010.

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

### Agenda Item 17: DOH SPECIAL PURPOSE SUBMISSION (2010/0011006)
1259 Bachelor of Oral Health In Dental Science
1262 Bachelor of Oral Health In Oral Health Therapy

A proposal to remove performance in UMAT/ISAT and an interview from the admission criteria for these programs - for implementation in Semester 1, 2011.

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

<table>
<thead>
<tr>
<th>SECTION B: ACTION UNDER DELEGATED AUTHORITY</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>Nil</td>
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<tr>
<th>SECTION C: OTHER RECOMMENDATIONS AND REPORTS (to persons/committees other than the parent committee/s)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
<td></td>
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</table>
**SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION**

<table>
<thead>
<tr>
<th>Agenda Item 3: CHAIR’S REPORT</th>
<th>Action</th>
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<tbody>
<tr>
<td>The Chair advised the International Advisory Committee had considered a proposal regarding the University’s Double Degrees, and a paper will be coming forward to the next meeting for consideration.</td>
<td>Noted</td>
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<table>
<thead>
<tr>
<th>Agenda Item 4: 2010 REVIEW OF ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES</th>
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<tbody>
<tr>
<td>Members considered the draft Programs Committee Self Review (2010/0011626) and noted and commented as follows:</td>
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<tr>
<td>- In February 2009, the Deputy Vice Chancellor (Academic) announced a review of the role and structure of Academic Committee. In December 2009, Emeritus Professor Andrew Lister was engaged to coordinate the review during 2010 and to provide recommendations for consideration to the Deputy Vice Chancellor (Academic).</td>
<td></td>
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<tr>
<td>- The purpose of the review is to assess the effectiveness of Griffith’s Academic Committee and its sub-committees in contributing towards assuring the quality of the University’s educational activities and attaining its strategic academic goals.</td>
<td></td>
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<td>- The Committee had before it a Draft 2010 Review of Programs Committee Report (2010/0011262), which is to be finalised and provided to Professor Lister by 24 June 2010. Members provided the following feedback:</td>
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<tr>
<td>- Discussions at meetings are fruitful, vital and central to the Committee’s obligations, as outlined in the Constitution, especially in relation to legislative and compliance issues, and quality assurance in ensuring appropriateness of program structures and requirements.</td>
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<tr>
<td>- The Committee is responsible for ensuring the quality of the University’s programs, as outlined in the Program Planning, Development, Approval and Review Processes, including maintaining ongoing quality via the annual and 5-year program review processes.</td>
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<tr>
<td>- Membership is appropriate, with representation from relevant areas of the University. Discussion is stimulating with differing perspectives enabling a range of issues to be considered to ensure a well informed decision-making process.</td>
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<tr>
<td>- Members commented they have an enhanced awareness of relevant policies, program structures and accreditation requirements after having served on the Committee and gain expertise which proves valuable when their own element is undertaking program development.</td>
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<td>- Overlapping terms of office for members enables continuity of knowledge where new members develop a broad understanding of relevant issues from the longer-term members. Some staff have been on the Committee for several years and this enables the corporate history to be preserved.</td>
<td></td>
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<tr>
<td>- Depending upon the business processes for an academic element, program proposals may go through several different levels of scrutiny before they come to the Committee but this is not the case across all academic areas of the University.</td>
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<td>- Academic elements are provided with constructive feedback about their program proposals; this information is useful to other staff in the area undertaking future program development.</td>
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<tr>
<td>- The Committee can quickly be responsive to urgent requests to establish new or change existing programs, however experience has shown there is a tension between agility to process proposals quickly and rigour to ensure quality outcomes.</td>
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</table>
Agenda Item 6: TRANSNATIONAL PROGRAM AUDITS

Programs Committee considered the draft Offshore Program Audit Report for the Bachelor of Business and the Master of Drama Education, both offered in Hong Kong, and commented as follows:

- The review indicates both programs are doing well but there are a range of issues needing to be addressed by academic and administrative elements of the University.
- The Chair advised the transnational audit process is driven by Commonwealth legislation and compliance requirements, and therefore the University will undertake a thorough review of the recommendations contained in the report, which will be forwarded to the DVC(Academic) for further action.
- The University needs to communicate formally with staff from the Chinese University of Hong Kong and Hong Kong Arts Centre about outcomes of the review. It was suggested consideration be given to setting time-lines by which elements respond to the recommendations and also to consider how and from whom our formal response should be sent, given the wide-ranging nature of the recommendations.
- It was recommended that the Offshore Academic Orientation Guide recently published be provided to academic and administrative managers who receive the Review Report as this may be useful in developing their implementation plan.
- Professor Nick Buys advised that staff from the partner organisations were very responsive to the audit and relationships between the University and the two organisations had been strengthened as a result.
- Committee members expressed their appreciation to panel members, Professors Sally Borbasi and Nick Buys for their work in undertaking the program audits.

Subsequent to the meeting the Report has been referred to the Deputy Vice Chancellor (Academic), and will be discussed at Executive Group before any further action is taken.

Agenda Item 18: HUM PROGRAM WITHDRAWAL SUBMISSION (2010/0007521)

9024 Continuing Education Certificate in Journalism
9025 Continuing Education Certificate in Public Relations

The Deputy Dean (Learning and Teaching), Faculty of Humanities and Social Sciences has approved the withdrawal of these programs - from Semester 1, 2010.

Agenda Item 20: NEXT MEETING

The next meeting of the Programs Committee is scheduled to be held via video conference on Tuesday, 22 June 2010 at 9.30am in:

- Room 2.06, Bray Centre (N54), Nathan
- Room 3.04A, Academic 1 (L05), Logan
- Room 1.04, The Chancellery (G34), Gold Coast.

Agenda Item 21: FUTURE ITEMS

Programs Committee Working Party Reports:
- Australian Qualifications Framework

Five-Year Program Reviews - 2009/2010

Annual Program Review and Improvement (APRI) Reports - 2009

Minutes Confirmed: ____________________________ Date: 22 June 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>
</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, Information Services</td>
<td>ex officio</td>
</tr>
<tr>
<td>Dr Roger Moni</td>
<td>Director, Griffith institute for Higher Education and Dean (Student Outcomes) (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>Associate Professor Wendy Loughlin</td>
<td>Dean (Learning and Teaching), Science, Science, Science, Environment, Engineering &amp; Technology Group</td>
<td>ex officio</td>
</tr>
<tr>
<td>Associate Professor Glenn Finger</td>
<td>Dean, appointed by Pro-Vice Chancellor (Arts, Education and Law)</td>
<td>Two years, to 31 December 2010</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 2010</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 2010</td>
</tr>
<tr>
<td>Associate 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 Steve Drew</td>
<td>Full-time academic staff member nominated by the Pro-Vice Chancellor (Science and Technology)</td>
<td>Two years, to 31 December 2011</td>
</tr>
<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>
</tr>
</tbody>
</table>

### Other Copies

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- 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 Mazero1
- 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
- Director, External Relations – Ms Hilarie Dunn
- Student Systems Operations Manager – Mr Pascal Boucher
- Manager, Planning & Statistics – Mr John Fairbairn
- Publications Manager – Mr Patrick Hanson
- Student Services, Nathan – Ms Vicki Tolsto1 (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