A meeting of the Programs Committee was held on **Thursday, 5 May 2011** at 9.30am via videoconference in Room -1.18, Glyn Davis Building (N72) 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 Nick Buys
- Assoc Prof Wendy Loughlin
- Dr Don Lebler
- Assoc Prof Mark Brimble
- Assoc Prof Ray Tedman
- Dr Rene Hexel (arrived 10.10am)

**Apologies:**
- Prof Lorelle Frazer

**Present by Invitation:**

**University Committees Team Place Web Address**

[https://qplace01.domino.griffith.edu.au/sec-university-committees](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 extension 55529 for advice or if experiencing difficulties).

**ACTION SHEET**

**Agenda Item 2: CONFIRMATION OF MINUTES**

The minutes of the 2/2011 meeting held on 3 March 2011 were confirmed.

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

**Agenda Item 6: HUM MAJOR CHANGE SUBMISSION (2011/0003272)**

1016, 1021 Bachelor of Arts
1229, 1294 Bachelor of Arts/Bachelor of Business
1230, 1293 Bachelor of Arts/Bachelor of Commerce
1276, 1277 Bachelor of Laws/Bachelor of Arts

A proposal from the School of Humanities that the single Languages and Cultures award major be replaced with specifically named award majors in the areas of language study offered, so that the language completed is identified on students' testamurs - *for implementation in Semester 2/2011.*

Programs Committee commented and/or noted:

- Clarification will be sought from the School on the distinction between the Italian Studies/Spanish Studies award majors and the other award majors

Resolved to: Recommend the submission to Academic Committee for approval, subject to clarification/confirmation as specified.
listed in the submission under "Languages and Culture". Confirmation will also be sought that a descriptor "Languages and Culture" on the testamur will be relevant to all of the majors listed.

### Agenda Item 7: NRS MAJOR CHANGE SUBMISSION (2011/0003776)

**5424 Master of Advanced Practice (Mental Health Nursing)**

A proposal from the School of Nursing and Midwifery that
- the Mental Health Nursing specialty strand be withdrawn due to declining enrolment numbers
- the core course 8921NRS *Directions in Mental Health: Then and Now* (10CP) be replaced with 7035HSV *Understanding Mental Health: Theories and Practice* (10CP)

Programs Committee commented and/or noted:
- The School over the next years will need to address AQF compliance in terms of either extending the program or renaming to a Graduate Diploma and to take on notice possible AQF issues in relation to professional entry.
- Transition arrangements are in place to enable continuing students to complete the Mental Health Nursing specialty strand.
- There are Human Services courses with applicability to nurses and to other discipline areas that have enabled the streamlining of course offerings around Mental Health Practice.
- The term *policy* used in relation to the *Recognition of Professional Experience (RPE)* admission pathway will need to be changed as the document is a procedural document to guide consistency in admission decisions and not a formal admissions policy.

Resolved to:
Recommend the submission to Academic Committee for approval, subject to amendments as specified.
Amended submission 20110002263

### Agenda Item 8: NRS MAJOR CHANGE SUBMISSION (2011/0002257)

**5424 Master of Advanced Practice (Palliative Care)**

A proposal from the School of Nursing and Midwifery that
- the Palliative Care specialty strand be withdrawn due to declining enrolment numbers
- the core course 8014NRS *End of Life Studies* be relocated from semester 1 to semester 2 to enable the inclusion of this course as a core course in the Gerontology strand within these programs.

Programs Committee commented and/or noted:
- AQF considerations as noted for the previous item.
- Terminology change as noted for the previous item.
- All core courses in the Palliative Care specialty strand remain available to continuing students to enable them to complete the strand.

Resolved to:
Recommend the submission to Academic Committee for approval, subject to amendments as specified.
Amended submission 20110002262

### Agenda Item 9: HLS MAJOR CHANGE SUBMISSION (2011/0003760)

**5433 Master of Medical Research**

A proposal from Griffith Health that
- Nathan is removed as a campus of offer for the program as the Health Group does not have suitable research facilities at Nathan for any of the
specialisations offered in the program
- the campus of offer for each of the specialisations is identified more clearly in the program catalogue

Programs Committee commented and/or noted:
- The program’s admission requirements are not as rigorous as those for the University’s Masters Honours programs in that there is no minimum GPA requirement for admission.
- Rewording of the admissions criteria is recommended as the criteria currently seem to exclude graduates of some relevant Griffith biological science bachelors degrees from eligibility for admission.

**Resolved to:**
Recommend the submission to Academic Committee for approval, subject to amendments as specified.
Amended submission 20110002264

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### Agenda Item 10: HSV MAJOR CHANGE SUBMISSION (2011/0002259)

#### 3050 Graduate Certificate in Rehabilitation Case Management

A proposal from School of Human Services and Social Work that

- the existing programs Graduate Certificate in Employment Services (3122) and Graduate Certificate in Rehabilitation Case Management (3050) be amalgamated into a single program titled Graduate Certificate in Case Management (3050)
- award specialisations in Personal Injury and in Employment Services be introduced in the Graduate Certificate in Case Management (3050)
- the courses 7027HSV Employment Case Management and 7038HSV Applied Communication Skills be withdrawn due to low enrolments

Programs Committee commented and/or noted:
- As currently a relevant undergraduate degree is one possible pathway into the Graduate Certificate in Rehabilitation Case Management, the submission should include a rationale for removal of this pathway in the amalgamated program.

**Resolved to:**
Recommend the submission to Academic Committee for approval, subject to amendments as specified.
Amended submission 20110002261

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### Agenda Item 11: HLS MAJOR CHANGE SUBMISSION (2011/0002258)

#### 3221 Graduate Certificate in Health Professional Education

A proposal from Griffith Health that the entry criteria be broadened as follows to encourage eligible health professionals to apply for the program:

- have relevant professional qualifications in their own health or human services field and
- be a health or human services professional engaged in, or about to commence engagement in, clinical practice or field education.

for implementation in Semester 1/2011.

Programs Committee commented and/or noted:
- In relation to the relevant professional qualification admissions criterion, advice was provided by the Dean (Learning & Teaching) (Health) that records are maintained on the reasons for admission decisions.

**Resolved to:**
Recommend the submission to Academic Committee for approval.
### Agenda Item 12: MED MAJOR CHANGE SUBMISSION (2011/0003765)
#### 1272 Bachelor of Medicine/Bachelor of Surgery

A proposal from the School of Medicine that
- the admissions criterion *Performance in a semi-structured interview* be changed by replacing the single semi-structured interview with a multiple station assessment based on the Multiple Mini Interview (MMI) developed by McMaster University in Canada
- minor changes be introduced to the sub-topics within the courses 1001MED Medicine 1, 2001MED Medicine 2 and 3001MED Medicine 3

- **for implementation in Semester 1/2012.**

Programs Committee commented and/or noted:
- The decision for this change is based on research evidence that the traditional interview ‘panel’ format does not accurately predict performance in medical school.
- The multiple station assessment procedure will comprise 8 separate stations, all of which will be completed by each candidate.
- The total time for completion will be 40 minutes, the same as currently for the single interview.
- The Director of Medical Studies will confirm with the Medical Selections Officer that there will be a link on the Program catalogue *Apply for Entry* page to details about the interview process.
- The interview process will be based on well-established protocols developed by McMaster University. Applicants will receive a quantitative score for each station.
- Six Australian universities are currently using the MMI process and have used the process for 2 - 6 years. Griffith staff have visited some of these universities to observe implementation of the process.
- The minor program structure changes are designed to enhance horizontal and vertical integration of course content.

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

### Agenda Item 13: PSY MAJOR CHANGE SUBMISSION (2011/0003763)
#### 1012, 1312 Bachelor of Psychological Science

A proposal from the School of Psychology that
- a Graduate Entry strand be introduced for students who have previously completed a university degree in a field other than psychology.
- **for implementation in Semester 1/2012.**

Programs Committee commented and/or noted:
- Applications will be by direct admission. Applicants will need to have completed the equivalent of the courses 1001PSY, 1002PSY and 1003PSY in their bachelors degree to be eligible for admission. Many students will have completed the equivalent of these courses in their prior degree.
- This pathway will provide graduates who meet the admissions criteria with an accelerated program of study while adhering to Australian Psychology Accreditation Council (APAC) requirements.

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

### Agenda Item 14: QCGU WITHDRAWAL SUBMISSION (2011/0003267)
#### 1266 Bachelor of Music Studies
#### 2070 Bachelor of Music Studies with Honours

A proposal from the QCGU to provide transition arrangements for continuing students enrolled in these withdrawn programs
- **for implementation in Semester 1, 2011.**

**Resolved to:**
Recommend the submission to Academic Committee for approval.
These programs were approved for incorporation as a specialist strand within the Bachelor of Music program (1268) from semester 1 2011 by the 7/2010 (9 December) meeting of Academic Committee, on the recommendation of the 7/2010 (October) meeting of Programs Committee.

**Agenda Item 15: ENG WITHDRAWAL SUBMISSION (2011/0004262)**

8022 Diploma of Engineering

A proposal from the Griffith School of Engineering to provide transition arrangements for continuing students enrolled in this withdrawn program - *for implementation in Semester 1, 2011.*

The Deputy Vice Chancellor (Academic) has approved the withdrawal of this program.

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

**Agenda Item 16: BPS WITHDRAWAL SUBMISSION (2011/0004257)**

8023 Diploma of Biosciences

A proposal from the School of Biomolecular and Physical Sciences to provide transition arrangements for continuing students enrolled in this withdrawn program - *for implementation in Semester 1, 2011.*

The Deputy Vice Chancellor (Academic) has approved the withdrawal of this program.

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

**Agenda Item 17: NRS WITHDRAWAL SUBMISSION (2011/0003772)**

5230 Master of Midwifery

A proposal from the School of Nursing and Midwifery to provide transition arrangements for continuing students enrolled in this withdrawn program - *for implementation in Semester 1, 2011.*

The Deputy Vice Chancellor (Academic) has approved the withdrawal of this program.

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

**Agenda Item 18: ENG WITHDRAWAL SUBMISSION (2011/0004261)**

2026 Bachelor of Technology with Honours in Microelectronics

The Deputy Vice Chancellor (Academic) has approved the withdrawal of this program.

**Resolved to:** Recommend the submission to 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**

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

**Action**

**Agenda Item 3: MEMBERSHIP**

Members noted the following changes for 2011:

- Dr Rene Hexel has been appointed the academic staff representative for the Science, Environment, Engineering and Technology Group to replace Dr Steve Drew.

**Noted**
**Agenda Item 4: CHAIR’S REPORT**

The Chair advised that an update on the 2011 Annual Program Review and Improvement Report (APRIR) process would be raised under Other Business.

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

At the 1/2011 (3 March) meeting, Programs Committee was advised on a work plan developed in the Secretariat to facilitate Program’s Committee’s work in the following 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.

In relation to the third area of activity listed above, the Academic Registrar recalled advice provided to the 1/2011 (3 March) Programs Committee meeting that a recent Enrolment Review Process had identified the amount of program change as one of the issues affecting the quality of the student experience. In considering whether any limits should be placed on the amount of program change, Programs Committee had agreed to seek feedback on the matter from Group Boards.

Programs Committee noted that the feedback from all Group Boards did not support the introduction of mandatory restrictions on the timing and amount of program changes.

Program Committee will continue to consider major change submissions for programs within their 5 year accreditation period. However, it was agreed that Programs Committee will require all major change submissions coming forward for its consideration to include a strong rationale for the proposed changes, an explanation of the benefits of the changes to the student cohort and clear transition arrangements for continuing students.

In relation to transition arrangements, the Academic Registrar also noted that the *Improving Student Experience Project* is looking at ways to communicate transition arrangements more clearly in the Program Catalogue by providing specific cohort views of program information from semester 1 2012.

Programs Committee further agreed to track minor change submissions where a number of minor change submissions are submitted for the same program within the same year. It was agreed that where three or more minor changes for a particular program are submitted within a calendar year, advice on the changes will be provided to Programs Committee in section III of the agenda for noting. Data on programs for which multiple minor change submissions were forwarded over 2010 will be provided to the June meeting of Programs Committee.

**Agenda Item 19: GRIFFITH UNIVERSITY PROFORMA (2011/0002255) 9354 Postgraduate Qualifying Program**

The generic PQP proforma has been revised to reflect the agreement with QIBT earlier this year to establish a 40CP PQP for students seeking to upgrade their English qualifications for admission to Griffith postgraduate programs.

**Agenda Item 20: OTHER BUSINESS**

Noted
The Chair issued a reminder to Programs Committee members that the Annual Program Review and Improvement Reports and the Dean (Learning & Teaching) Annual Program Review and Improvement Reports will be considered at Programs Committee’s June meeting.

**Agenda Item 21: NEXT MEETING**

The next meeting of the Programs Committee is scheduled to be held on **Thursday, 2 June 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).
- 2011 transnational program audits.

Minutes Confirmed: ______________________  Date: 2 June 2011

Professor Gillian Bushell (Chair)
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<td>Professor Gillian Bushell (Chair)</td>
<td>Vice Chairperson of the Academic Committee</td>
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<td>Ms Kathy Grigic</td>
<td>Academic Registrar</td>
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<td>Dr Kevin Ashford-Rowe</td>
<td>Director, Learning and Teaching, INS</td>
<td>ex officio</td>
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<td>Dr Steve Drew</td>
<td>Nominee of Director, GIHE and Dean (Student Outcomes) (nominee)</td>
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<td>Dean (Learning and Teaching), Griffith Business School</td>
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<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>
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<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 2010)</td>
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<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>17 March 2011 to 31 December 2011</td>
</tr>
<tr>
<td>Ms Kim Hillier (Secretary)</td>
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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-Mariee Fitzpatrick, Ms Cassandra Van Wyk