A meeting of the Programs Committee was held on Thursday 8 November 2007 at 9.30am in room 2.02, The Chancellery (G34), Gold Coast campus.

MINUTES

**PRESENT:**
Professor Sally Borbasi (Chair)
Dr Richard Armour
Dr Michael Crock
Mr Dave Edwards
Dr Glenn Finger
Professor Lorelle Frazer
Dr Ray Hibbins
Dr David Lee
Associate Professor Wendy Loughlin

Secretary: Ms Kim Hillier (Acting)

**APOLOGIES:**
Dr Paula Jervis-Tracey
Ms Chelsea Leach

**Present by Invitation:**
Dr Duncan Nulty, GIHE, for item 4.0
Ms Allison Vial, Project Manager, On-line Program Approval, for item 4.0
Ms Jill Moriarty

**Dr Michael Armour**

**Ms Chelsea Leach**

**Ms Allison Vial, Project Manager, On-line Program Approval**

**Ms Jill Moriarty**

**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.)

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<th>Name of Item (including Agenda Item Number and Attachment/s)</th>
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<tr>
<td><strong>Confirmation of Minutes</strong></td>
<td>Confirmation of the minutes of the 8/2007 meeting.</td>
<td>Taken as amended, and confirmed</td>
<td>Forward to CARMS</td>
<td>Committee Secretary</td>
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**SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES**

**BPS/ENV, NEW PROGRAM SUBMISSION 2007/0002653 (Agenda Item 5.0)**
1330 Bachelor of Science (Advanced with

For implementation in semester 1, 2008

Comments from the Programs Committee:
The Committee noted that this program included the standard degree requirements for the BSc and BSc with
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| Honours) 1342 Bachelor of Science (Advanced) (exit point only) | Honours at the Nathan and Gold Coast campus, together with an advanced studies component that involved collaboration with leading researchers on research tasks. The Committee was advised that sufficient staff resources are available to offer the program. The Committee questioned whether it was appropriate to include PC grades in the degree requirements and was advised that the preference was to retain this provision as allowed under University policy in order not to penalise unnecessarily any students who might experience issues in a particular semester but who still maintain the required GPA to remain in the Advanced with Honours program. The Committee requested the following amendments to the program:  
- Remove BSc award and testamur titles as these are not award plans within the program. Students whose GPA falls below 5.0 at the end of first, second or third year are transferred to the existing BSc programs  (p. 3)  
- Correct the required CP for bachelors courses to 80CP for year 2 and 65CP for year 3 in table 2 showing overall structure for the Nathan campus offering (p. 5)  
- Add requirements to progress to Honours year and exit point requirements to section 2.4 program structure (p. 8)  
- Add 1342 Bachelor of Science (Advanced) in program structure heading (p. 8) | Resolved to: Recommend the submission to the Academic Committee for approval, as amended. Revised submission: 2007/0000325 | Forward to Academic Ctee, BSS, Prof Inf Officer, GI. | Committee Secretary |

**GBS NEW PROGRAM SUBMISSION 2007/0002168 (Agenda Item 6.0)**

3229 Graduate Certificate in Logistics and Supply Chain Management

For implementation in semester 1, 2008  
The Committee was required to obtain considerable detail from the Dean (Learning & Teaching) (Business) which was not forthcoming in the new program submission.  
Comments from the Programs Committee:  
- Include in section 2.2 the advice provided by Professor Lorelle Frazer at the meeting that in addition to the 39 hours of face-to-face contact, students will be supported by regular contact with teaching staff and learning@griffith resources plus advice on any | Resolved to: Recommend the submission to the Academic Committee for approval, as amended. Revised submission: 2007/0000327 | Forward to Academic Ctee, BSS, Prof Inf Officer, GI. | Committee Secretary |
### Name of Item (including Agenda Item Number and Attachment/s)
- **EBL MAJOR CHANGE SUBMISSION 2007/0002886 (Agenda Item 7.0)**
  - **1065 Bachelor of Adult and Vocational Education**

### Brief Description
- For implementation in semester 1, 2008

### Comments from the Programs Committee:
- Dr Glenn Finger advised that wider concerns about this program will be the subject of a review within the Faculty outside of this particular proposal to introduce the VET in Schools major. One of the issues to be considered is the concern expressed by the QTC in relation to the inclusion of the HRD major that does not qualify students for registration. The Programs Committee requested that the following concerns raised at the meeting be included within this review:
  - The requirement for completion of an extra 10CP for students undertaking the embedded Honours stream.
  - Whether the requirements specified for the award of the “double majors” fit with the University’s revised bachelors degree policy.
  - The provision of an Associate Diploma exit point.

In relation to the submission before it, the Programs Committee requested the following revisions:
- Reword the first paragraph to remove the negative statement that the current program falls short.
- Reword the second paragraph to remove the negative statement that current graduates of the BAdVocEd have their employment options limited. The Committee noted that the proposed new major will position Griffith to fill the VET in schools niche in line with its strong profile in AdVocEd.
- Remove the option for a double major in AVT and VET as the elective course set for the component majors are mutually exclusive.

### Resolution
- Resolved to:
  - Recommend the submission to the Academic Committee for approval as amended.
  - Revised submission:

### Action to be Taken
- Forward to Academic Ctee, BSS, Prof Inf Officer, GI.

### Responsible Officer
- Committee Secretary
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<td><strong>PSY MAJOR CHANGE SUBMISSION 2007/0012392</strong> (Agenda Item 8.0)</td>
<td>For implementation in semester 1, 2008&lt;br&gt;Comments from the Programs Committee: &lt;br&gt;- The option of substituting the Independent Learning Project for a core course was queried in relation to the program's academic outcomes and also as the Independent Learning Project is 5CP whilst the core courses are 10CP.&lt;br&gt;- Include a clean copy of the revised program structure in addition to the marked up copy.&lt;br&gt;- Add a description of the change to admission requirements to section 3.0.</td>
<td>Resolved to: &lt;br&gt;Recommend the submission to the Academic Committee for approval as amended. &lt;br&gt;Revised submission: 2007/0000324</td>
<td>Forward to Academic Ctee, BSS, Prof Inf Officer, GI.</td>
<td>Committee Secretary</td>
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<td><strong>ENV MAJOR CHANGE SUBMISSION 2007/0002661</strong> (Agenda Item 9.0)</td>
<td>For implementation in semester 1, 2008&lt;br&gt;The Committee noted that it is proposed to replace the off-shore component in these programs with a planned articulation arrangement that provides students with advanced standing into the program, and to consolidate the separate offerings into a single International program to facilitate the extension of the arrangements to other overseas institutions. &lt;br&gt;Comments from the Programs Committee: &lt;br&gt;- Add testamur titles to section 1.0&lt;br&gt;- Note program fee configuration change in section 1.0&lt;br&gt;- As the off-shore component of the program has been removed, and an Admission Requirements section will need to be added to the submission explicitly stating that students require an IELTS of at least 6.0 for admission to the program. Students admitted with IELTS 6.0 will be required to complete the course 7009CAL.&lt;br&gt;- Students will need to complete 7161ENV Research Design and Planning in year 1 prior to their enrolment</td>
<td>Resolved to: &lt;br&gt;Recommend the submission to the Academic Committee for approval as amended. &lt;br&gt;Revised submission: 2007/0000326</td>
<td>Forward to Academic Ctee, BSS, Prof Inf Officer, GI.</td>
<td>Committee Secretary</td>
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| **GBS MAJOR CHANGE SUBMISSION (INCLUDING NEW PROGRAM) 2007/0002153 (Agenda Item 10.0)** | For implementation in semester 1, 2008  
Comments from the Programs Committee:  
- Note GCert as an entry point in section 1.0.  
- Include a clean copy of new program structures in addition to the marked up copy in the submission.  
- The Committee questioned the possible award of 40CP of credit towards the Masters for completion of a bachelors degree. The Committee was advised that this Masters is a conversion program. Where credit is awarded in recognition of prior bachelors degree coursework that covers foundational program content, students complete 120CP for the Masters (Advanced). Students who do not have the foundational program content that permits the award of credit complete 160CP for the Masters (Advanced). Subsequent to the meeting the Chair executively approved a further amendment to remove the opportunity for students to gain credit towards specialisations. | Resolved to: Recommend the submission to the Academic Committee for approval as amended.  
Revised submission: 2007/0000328 | Forward to Academic Ctee, BSS, Prof Inf Officer, GI. | Committee Secretary |
| **GBS MAJOR CHANGE SUBMISSION 2007/0002167 (Agenda Item 11.0)** | For implementation in semester 1, 2008  
Comments from the Programs Committee:  
- Note no direct entry to these programs in section 1.0.  
- Add testamur titles to section 1.0.  
- Note in transitional structure for students commencing MBA (Advanced) prior to 2006 that students who have not completed the core component select their alternative courses in consultation with the Programs Convenor.  
- The Committee sought clarification on why a GPA is specified for progression to the Advanced program for the MBA but not for the M Commerce. The Committee was advised that this requirement was considered important for the MBA which has a five star rating with the GMAA. | Resolved to: Recommend the submission to the Academic Committee for approval as amended.  
Revised submission: 2007/0000329 | Forward to Academic Ctee, BSS, Prof Inf Officer, GI. | Committee Secretary |
| **MSC/BPS SPECIAL PURPOSE SUBMISSION 2007/0012393** | For implementation in semester 1, 2008  
Comments from the Programs Committee: | Resolved to: Recommend the submission to | Forward to Academic Ctee, Committee Secretary | Committee Secretary |
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<td><strong>(Agenda Item 12.0)</strong> 1280, 1306 B Medical Science</td>
<td>Remove summer semester elective course suggestions from Nathan program structure.</td>
<td>the Academic Committee for approval. Revised submission: 2007/0000331</td>
<td>BSS, Prof Inf Officer, GI.</td>
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<td><strong>NRS SPECIAL PURPOSE SUBMISSION 2007/0012375</strong> (Agenda Item 13.0) 1161, 1162, 1165 B Nursing</td>
<td>For implementation in semester 1, 2009 The following concerns were raised in relation to this submission:  - Should all students rather than just International students undergo English language testing to ascertain whether they meet the IELTS requirement for admission to the program.  - As the issue of IELTS and ELS is currently being reviewed by Academic Committee, it was felt that this submission should be forwarded to Academic Committee for consideration in light of their deliberations.</td>
<td>Resolved to: Forward the submission to the Academic Committee for debate in light of the wider review of English language testing practices being undertaken by the sub-committee established by the Academic Committee for this purpose.</td>
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<td><strong>GBS SPECIAL PURPOSE SUBMISSION 2007/0002188</strong> (Agenda Item 14.0) 5457 International Master of Business Administration</td>
<td>For implementation in semester 1, 2008 Comments from the Programs Committee:  - Concerns were expressed about whether simply raising the GPA required for admission to the IMBA and to the program’s WIL component would resolve the issues experienced with the WIL. The Committee questioned whether the issues might go deeper eg. the level of preparation provided for the WIL.  - Minor wording change required in relation to advice to students that it may be necessary to commute for the work placement.  - The members recommended student performance be reviewed next year to ascertain whether or not the change in GPA resolves this problem.</td>
<td>Resolved to: Recommend the submission to the Academic Committee for approval. Revised submission: 2007/0000330</td>
<td>Forward to Academic Ctee, BSS, Prof Inf Officer, GI.</td>
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<td><strong>GBS SPECIAL PURPOSE SUBMISSION 2007/0002096</strong> (Agenda Item 15.0) Degree Requirements for all Griffith Business School single and double undergraduate and postgraduate programs</td>
<td>For implementation in semester 1, 2008 Comments from the Programs Committee:  - Reword the generic degree rule more positively in terms of the maximum amount of credit that will be awarded in lieu of Griffith core business courses in the programs.</td>
<td>Resolved to: Recommend the submission to the Academic Committee for approval as amended.</td>
<td>Forward to Academic Ctee, BSS, Prof Inf Officer, GI.</td>
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Committee Secretary

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<td>BPS PROGRAM WITHDRAWAL SUBMISSION 2007/0002591 (Agenda Item 17.0) 1214 Bachelor of Science (Logan)</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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<td>PES PROGRAM WITHDRAWAL SUBMISSION 2007/0012320 (Agenda Item 18.0) 2032 Bachelor of Exercise Science with Honours</td>
<td>For implementation in semester 1, 2008</td>
<td>Resolved to: Recommend the submissions 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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SECTION B: ACTION UNDER DELEGATED AUTHORITY

SECTION C: OTHER RECOMMENDATIONS AND REPORTS [TO PERSONS/COMMITTEES OTHER THAN THE PARENT COMMITTEE(S)]

PROGRAM PLANNING, DEVELOPMENT, AND APPROVAL PROCESS (Agenda Item 4.0)  
The Committee recalled that at the 8/2007 Programs Committee meeting, it had been agreed that a pilot be undertaken to complete a new program submission using the proposed Full Program Proposal format. The Committee had before it a test case of conversion of the approved Bachelor of Engineering new program submission to the new format. Dr Duncan Nulty was welcomed to the meeting to speak to this conversion exercise. He advised the Committee that he had been able to translate 90% of the original document to the new template. Whilst there were sections in the new document for which there was no material in the previous document, the task of completion was not onerous.

A concern was raised that program planning teams may experience difficulties in distinguishing the requirements of the sections in the document and that they may be repeating information in multiple places, as program sequencing, content and learning outcomes are all interrelated. The capacity for a common and systematic document to accommodate a diversity of curriculum design

The Committee resolved that:  
- The Full Program Proposal document be presented as the trial document to the 8 December meeting of the Learning and Teaching Committee.  
- Programs Committee members participate by invitation in a trial of populating the Full Program Proposal document.  
- Programs Committee will review the new process in September 2008.
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<td>strategies was discussed. It was agreed that the incorporation of pointers to different sections may assist with the issue of different curriculum designs. It as agreed that it would be useful for the Committee to see a number of highly developed exemplars for different curriculum designs, with Committee members participating in the development of these documents, perhaps during the implementation trial. The members agreed that, if possible, professional accreditation document requirements should be aligned with the new program planning processes.</td>
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<td>Ms Allison Vial reported on progress with development of an electronic method for tracking and storing program profiles. The aims of the project are to: 1) Provide a web based system for submission and storage of program submissions on-line. 2) To introduce automatic publication to reduce the time taken to provide program catalogue information. Features of the new system will include: 1) The ability to repopulate sections of the program planning document from previous versions of the document. 2) Mapping of courses to programs to enable identification of the impact of program changes. 3) The online submission and approval process will trigger a workflow process. Comments on decisions on program consideration will be stored for reference and queries can be made on approval status.</td>
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<td>The Board noted the following important timelines: The Full Program Proposal template needs to be finalised by mid December 2007 (in terms of headings and subheadings/ table and text options). The “build phase” of the online system will then follow for the trial in April 2008.</td>
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<td>9316 POSTGRADUATE QUALIFYING PROGRAM 2007/0000316 (Agenda Item 16.0)</td>
<td>Discussion of this item was deferred to the Program Committee’s next meeting.</td>
<td>Noted</td>
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| Chair’s Report (Agenda Item 3.0) | The Chair reported on the following:  
- Program planning, development and approval process: The Chair advised that Dr Duncan Nulty was in attendance to address further developments in relation to the Full Program Proposal and Ms Allison Vial would attend today’s meeting to provide advice on progress with development of the on-line program approval system.  
- Programs Committee Christmas lunch – it was agreed to hold the lunch on 18 December. | Noted | | |
| Next Meeting (Agenda Item 23.0) | The next meeting of the Programs Committee will be held on Thursday 6 December 2007 at 9.30am in room 2.01, Bray Centre (N54), Nathan campus. | Noted | | |

Confirmed: ___________________________ Date: 6 December 2007
Prof Sally Borbasi Chair)
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<th>Member</th>
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<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 Michael Crock</td>
<td>Director, Flexible Learning and Access Services</td>
<td>ex officio</td>
</tr>
<tr>
<td>Dr Calvin Smith</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>Associate 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 and 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 David Lee</td>
<td>Full-time academic staff member nominated by the Pro-Vice Chancellor (Health)</td>
<td>Two years, to 31 December 2007</td>
</tr>
<tr>
<td>Assoc Professor Wendy Loughlin</td>
<td>Full-time academic staff member nominated by the Pro-Vice Chancellor (Science and Technology)</td>
<td>Two years, to 31 December 2007</td>
</tr>
<tr>
<td>Ms Chelsea Leach</td>
<td>One student of the University</td>
<td>One year, to 31 December 2007</td>
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<td>Ms Jill Moriarty (Secretary)</td>
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#### Other Copies
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- Spare copy

#### Information Copies (without attachments unless stated)
- Vice Chancellor - Professor Ian O’Connor
- Deputy Vice Chancellor (Academic) - Professor John Dewar
- Deputy Vice Chancellor (Research) - Professor Lesley Johnson
- Pro-Vice Chancellor (Arts, Education and Law) - Professor Marilyn McMeniman
- Pro-Vice Chancellor (Business) - Professor Michael Powell
- Pro-Vice Chancellor (Health) - Professor Allan Cripps

#### Information Copies (continued)
- Pro-Vice Chancellor (Science and Technology) - Professor Ned Pankhurst
- Pro-Vice Chancellor (International) - Mr Chris Madden
- Dean, Graduate Studies - Professor Joy Cumming (with attachments)
- Director, Student Admin - Ms. Cathy McGrath
- Student Systems Operations Manager - Ms Annette McCarthy
- Manager, Planning & Statistics - Mr John Fairbairn
- Publications Officer - Ms Julie Townsend
- Student Services, Nathan - Ms Vicki Tolstoff (with attachments)
- Head, Secretariat, - Ms Danielle Cooper (with attachments)
- Secretary, Academic Committee – Ms Sharon Clifford (with attachments)
- Co-ordinator, Student Web Services, Ms Elisa Colebrook
- Program Information & Web Publishing Officers - Ms Erika Rak, Ms Elena Walker, Mr Simon Ong

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