A meeting of the Programs Committee was held on **Friday 22 October 2010** at 1.00 pm in Room 2.01, Bray Centre (N54), Nathan campus.

<table>
<thead>
<tr>
<th>Present:</th>
<th>Apologies:</th>
<th>Present by Invitation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assoc Prof Wendy Loughlin (Acting Chair)</td>
<td>Prof Gillian Bushell</td>
<td>Item 6: David Lloyd, Matt Ditton, QCA</td>
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<tr>
<td>Ms Kathy Grgic</td>
<td>Dr Kevin Ashford-Rowe</td>
<td>Item 7 &amp; 8: Prof Frank Clarke, BPS</td>
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<tr>
<td>Assoc Prof Glenn Finger</td>
<td>Jacinta Colley</td>
<td>Item 10: Dr Cheryl Sim, EBL</td>
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<td>Dr Robyn Hollander</td>
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<td>Dr Steve Drew</td>
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<td>Dr Don Lebler</td>
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<td>Dr Ray Hibbins</td>
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<td>Assoc Prof Ray Tedman</td>
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<td>Dr Roger Moni</td>
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<tr>
<td>Sharon Clifford (Secretary)</td>
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</tbody>
</table>

**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 6/2010 meeting held on 6 August were **confirmed**.

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

**Agenda Item 4: IMPLEMENTATION OF ACADEMIC COMMITTEE AND SUB-COMMITTEE REVIEW REPORT RECOMMENDATIONS**

The following documents were before the committee:
- Memo from the Deputy Vice Chancellor (Academic) outlining recommendations from the Review relating to Programs Committee (dated 1 October 2010)
- Academic Committee Review Report Griffith University (2010/0011553)
- University Committee Structures Diagram as at September 2010
- Draft Revised Programs Committee Constitution (2010/0011309)
- Program Planning, Development, Approval and Review Processes (2008/0016317)

The Academic Registrar spoke to the papers and outlined the recommended changes to the Programs Committee Constitution, as contained in the Review of Academic Committee – Implementation Plan 2011-2012 (2010/0011558), specifically:
- **Recommendation 02:** Academic Committee and its sub-committees explicitly align their work with the University’s Strategic Plan and supporting documents.
- **Recommendation 03:** Academic Committee and its subcommittees more effectively discharge their assigned roles in quality assurance by paying more attention to the Review-Improve parts of the quality cycle.
**Recommendation 06:** The constitution of the Programs Committee be amended to include a role in monitoring the performance of programs from a University perspective, and that it perform this role by considering Annual Program Review and Improvement Reports and Five Year Program Review Reports of programs considered to be performing poorly. See also section 9.3 [of the Review Report] on Student representation.

Programs Committee noted and commented as follows:

- The current Programs Committee Constitution has been changed to reflect the recommendations above:
  - in 3 (1) to add the phrase “… relating to the structure and requirements of the University’s programs …” to differentiate between this Committee’s role and that of the Learning and Teaching Committee;
  - in 3 (3) and (4) clauses added to reflect the Committee’s role in program monitoring and review and in transnational program audits, as outlined in the *Program Planning, Development, Approval and Review Processes*;

- Additional changes have been made:
  - in 3 (2) to add “… award and non-award …” in accordance with a decision by the Deputy Vice Chancellor (Academic) that the Committee considers submissions for establishing non-award as well as award programs;
  - changing reference to ‘Faculty Boards’ to ‘Group Boards’;
  - 5 (1)(e) (membership categories) revised to reflect that from 2011 each Group will have one Dean (Learning and Teaching) who shall be a member;
  - 5 (1)(f-i) remove reference to each Dean (Learning and Teaching) and the student representative membership.

- In relation to student representation the Committee noted the Review Report’s reference to the value of student representation “… where the student voice seems of marginal relevance and students apparently struggle with the operational workload”. After some discussion it was agreed to recommend that Academic Groups take a proactive approach to engaging students and obtaining their input at School/Group Learning and Teaching Committees, and to remove the student representation from Programs Committee.

- Members discussed how Programs Committee will monitor programs that are performing poorly. It was noted that as part of the Annual Program Review and Improvement (APRI) Report processes Deans (Learning and Teaching) will in future be providing summary reports to Programs Committee which identify trends and issues for the Group’s programs arising from the individual APRI Reports; these APRI reports include recommendations regarding the need to bring forward a 5-year program review date where appropriate. Programs Committee will also be considering the 5-year Program Review Report Implementation Plans and/or Program Proposals arising out of these Reviews.

- Members were asked to provide any additional feedback to the Academic Registrar or Secretary.

- It was agreed to adopt the proposed changes to the Programs Committee Constitution as contained in 2010/0011309, and that the above recommendations be forwarded to Academic Committee for consideration and approval.

**Resolved to:** Approve the proposed changes to the Programs Committee Constitution for forwarding to Academic Committee for approval.

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**Agenda Item 5:** **GBS NEW PROGRAM PROPOSAL (2010/0010554)**

**1380 Bachelor of Business / Bachelor of Digital Media**

A proposal from the Griffith Business School to introduce a 320CP Bachelor of Business/Bachelor of Digital Media for domestic and international students - *for introduction in Semester 1, 2011*.

Programs Committee noted and commented as follows:

- Information regarding work integrated learning is to be removed from the submission on page 21 under AHEGS configuration, because it’s not a compulsory requirement.

**Resolved to:** Recommend the submission to Academic Committee for accreditation period of five years to 2016.
**Agenda Item 6: GFS NEW PROGRAM (2010/0007579)**
2083 Bachelor of Games Design with Honours

A proposal from the Griffith Film School to introduce an 80CP Bachelor of Games Design with Honours for domestic and international students - *for introduction in Semester 1, 2011*.

Programs Committee commented and noted as follows:
- Students enrolled in this program and undertaking the research methods course will attend the same lectures as students undertaking other QCA honours programs.
- Programs Committee requested a change to page 8 of the submission: “Students undertaking the elective option may select, in consultation with the Program Convenor, any available course offered by the Queensland College of Art, Griffith Film School or (with the permission of the program convenor) elsewhere within the University”.
- In response to a query the Deputy Director (Learning and Teaching) advised the QCA is addressing in its courses the complex social, moral and ethical concepts associated with games design.

**Resolved to:**
Recommend the submission to Academic Committee for approval, as amended, for an accreditation period of five years to 2016.

---

**Agenda Item 7: BPS NEW PROGRAM (2010/0010064)**
3256 Graduate Certificate in Applied Clinical Genetics
4155 Graduate Diploma of Applied Clinical Genetics

A proposal from the School of Biomolecular and Physical Sciences to introduce a 40CP Graduate Certificate in Applied Clinical Genetics and an 80CP Graduate Diploma of Applied Clinical Genetics - *for introduction in Semester 1, 2011*.

Programs Committee noted and commented as follows:
- The Graduate Certificate is not available to international students as it is offered part-time only. The Graduate Diploma is available to international students and therefore details about international student fees is to be added to the submission.
- It was noted that the Graduate Certificate and Graduate Diploma of Applied Clinical Genetics does not automatically articulate with the Master of Science with Honours in Genetic Counselling, as students must achieve a GPA of at least 5.0 for admission to the Masters program.

**Resolved to:**
Recommend the submission to Academic Committee for approval, subject to amendments as specified, for an accreditation period of five years to 2016. Amended submission 2010/0011316

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**Agenda Item 8: BPS MAJOR CHANGE SUBMISSION (2010/0011313)**
5521 Master of Science with Honours in Genetic Counselling

A proposal from the School of Biomolecular and Physical Sciences for changes to the Master of Science with Honours in Genetic Counselling - *for implementation in Semester 1, 2011*.

Programs Committee noted and commented as follows:
- Information regarding professional accreditation is to be added to the submission for AHEGS configuration.

**Resolved to:**
Recommend the submission to Academic Committee for approval, subject to amendments as specified, for an accreditation period of five years to 2016. Amended submission 2010/0011315

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**Agenda Item 9: QCGU 5-YEAR PROGRAM REVIEW - MAJOR CHANGE (2010/0007581)**
1268 Bachelor of Music

A proposal from the Queensland Conservatorium of Music for changes to the Bachelor of Music program - *for implementation in Semester 1, 2011*.

**Resolved to:**
Recommend the submission to Academic Committee for approval, subject to amendments as specified.
Programs Committee noted and commented as follows:

- As a result of a 5-year program review the Queensland Conservatorium proposes significant changes to this program which will provide greater flexibility for students to undertake free choice electives from other areas of the University. The Committee had received the implementation report arising from this review at its June 2010 meeting.
- With the adoption of award majors the degree requirements are to be amended to require students to complete 80CP for their award major. It was noted this is reflected in the program structure but the degree requirements had not been amended.
- Another outcome of the 5-year review is that the Bachelor of Music Studies is proposed to be withdrawn.

Amended submission 2010/0011318

Agenda Item 10: **EBL 5-YEAR PROGRAM REVIEW - NEW PROGRAM / MAJOR CHANGE (2010/0007561)**

1381 Bachelor of Education – Secondary with Honours (New Program)

1051 Bachelor of Education – Secondary (Existing)

A proposal from the School of Education and Professional Studies for changes to the Bachelor of Education – Secondary - for implementation in Semester 1, 2011.

Programs Committee commented and noted as follows:

- As a result of a 5-year program review the Faculty of Education is proposing significant changes to the Bachelor of Education – Secondary, including adding 40CP to the program for students to complete an honours degree, rather than having it embedded within the existing 320CP.
- Members considered the structure of the program as presented in the diagram on page 6 of the submission.
- Concerns were expressed about undertaking the research methods courses after first year whilst the dissertation component is completed in the final semester.
- Dr Cheryl Sim from the Faculty of Education advised it is no longer possible to incorporate honours courses into the 320CP because of Queensland College of Teachers’ accreditation requirements. In the proposed structure, whilst students will be completing their research methods courses early on in their studies these students will maintain a close relationship with their supervisor to finalise their research project.
- The Academic Registrar advised the Bachelors Degree Policy states “Where a differentiated program is required for Honours, the credit points required in the differentiated program should normally be the same as the credit points for the standard (non-honours) program”. Members agreed there is no justification to vary this policy requirement.
- After lengthy discussion it was agreed not to approve the 360CP structure for the Bachelor of Education with Honours.
- It was suggested the Faculty of Education directs students seeking a pathway to a research higher degree to the Master of Education (5129) which provides both a research and a coursework stream.
- Concerns were also expressed about including three 0CP courses in the program; courses with workload requirements for students and/or staff need to be allocated credit points and courses with no workload requirements should not be included in the program structure. If there is no workload requirement associated with these three courses the Faculty of Education is asked to remove them (1253EBL, 1262EBL and 2257EBL) from the program structure. If students are required to undertake any professional development or other activities outside the university to be eligible to graduate these will need to be listed in the degree requirements. The Secretary undertook to check with Student Administration how the achievement of these requirements is recorded for graduation checking purposes.
- A query was raised about whether there have been recent additions to the list of countries for which the University recognises the language admission pathways as consistent with the standard English language entry requirements; countries

Resolved to: Recommend the submission for the Bachelor of Education (1051) to Academic Committee for approval, subject to amendments as specified. Amended submission 2010/0011319

Resolved not to: Approve the submission for the Bachelor of Education with Honours (1381).
currently on the list are Canada (excluding Quebec), New Zealand, Australia, Republic of Ireland, United States or United Kingdom. The Secretary checked and there have been no changes to the policy.

**Agenda Item 11: GBS 5-YEAR PROGRAM REVIEW - MAJOR CHANGE (2010/0010559)**

1289, 1290 Bachelor of Business (Hotel, Tourism, Event, Real Estate and Property, Sport)

A proposal from the Griffith Business School for changes to the Bachelor of Business (Hotel, Tourism, Event, Real Estate and Property, Sport) - *for implementation in Semester 1, 2011.*

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

**Agenda Item 12: GBS MAJOR CHANGE SUBMISSION (2010/0010555)**

1105, 1107 Bachelor of International Business
1288, 1045 Bachelor of Business

A proposal from the Griffith Business School for changes to the Bachelor of International Business and Bachelor of Business - *for implementation in Semester 1, 2011.*

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

**Agenda Item 13: GBS MAJOR CHANGE SUBMISSION (2010/0010556)**

5439, 5440 Master of Commerce
5441, 5506 Master of Commerce (Advanced)
5159, 5158 Master of Business Administration
5163, 5162 Master of Business Administration (Advanced)
5457, 5458 International Master of Business Administration (Advanced)
5348 International Master of Business Administration (Advanced)

A proposal from the Griffith Business School for changes to the Applied Finance specialisation in the above listed programs - *for implementation in Semester 1, 2011.*

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

**Agenda Item 14: PBH MAJOR CHANGE SUBMISSION (2010/0011312)**

1333 Bachelor of Public Health

A proposal from the School of Public Health for changes to the Bachelor of Public Health - *for implementation in Semester 1, 2011.*

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

**Agenda Item 15: NRS MAJOR CHANGE SUBMISSION (2010/0011310)**

1161, 1162, 1165 Bachelor of Nursing

A proposal from the School of Nursing and Midwifery for changes to the Bachelor of Nursing - *for implementation in Semester 1, 2011.*

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

**Agenda Item 16: PES MAJOR CHANGE SUBMISSION (2010/0011032)**

5269 Master of Musculoskeletal and Sports Physiotherapy
5271 Master of Musculoskeletal and Sports Physiotherapy with Honours

A proposal from the School of Physiotherapy and Exercise Science for changes to the Master of Musculoskeletal and Sports Physiotherapy programs - *for implementation in Semester 1, 2011.*

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

Programs Committee commented and noted as follows:

- Advice has been received from the Australian Physiotherapy Association (APA) that graduates of the programs are now eligible to apply for both the title ‘APA Musculoskeletal Physiotherapist’ and ‘APA Sports Physiotherapist’ on the APA
academic pathway;
- The review panel of the APA identified some areas of concern and therefore the program will be provisionally recognised by the APA and the University has been asked to demonstrate that all elements of the Professional Practice Standards have been fulfilled within the next three years.
- The Health Group has listed this suite of programs for 5-year review during 2013.

<table>
<thead>
<tr>
<th>Agenda Item 17: ICT MAJOR CHANGE SUBMISSION (2010/0010065)</th>
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</thead>
<tbody>
<tr>
<td>1110, 1046 Bachelor of Multimedia</td>
</tr>
<tr>
<td>A proposal from the School of Information and Communication Technology for changes to the Bachelor of Multimedia - for implementation in Semester 1, 2011.</td>
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</tbody>
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<tr>
<th>Agenda Item 18: QCA MAJOR CHANGE SUBMISSION (2010/0007565)</th>
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<tbody>
<tr>
<td>3089 Graduate Certificate in Digital Design</td>
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<tr>
<td>5385 Master of Digital Design</td>
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<tr>
<td>A proposal from the Queensland College of Art for changes to the Graduate Certificate and Master of Digital Design - for implementation in Semester 1, 2011.</td>
</tr>
<tr>
<td>Programs Committee commented and noted as follows:</td>
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<tr>
<td>- Concern was expressed about the appropriateness of the title of the proposed new specialisation as ‘Learning and Teaching’. After discussion it was agreed to investigate alternative titles.</td>
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<tr>
<td>Subsequent to the meeting the Acting Chair approved the proposed title ‘Design in Education’</td>
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<tr>
<th>Agenda Item 19: QCA MAJOR CHANGE SUBMISSION (2010/0007564)</th>
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<tbody>
<tr>
<td>3231 Graduate Certificate in Design Futures</td>
</tr>
<tr>
<td>5284 Master of Design Futures</td>
</tr>
<tr>
<td>A proposal from the Queensland College of Art for changes to the Graduate Certificate and Master of Design Futures - for implementation in Semester 1, 2011.</td>
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<tr>
<th>Agenda Item 20: QCA SPECIAL PURPOSE SUBMISSIONS</th>
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<tbody>
<tr>
<td>2035 Bachelor of Animation with Honours (2010/0007545)</td>
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<tr>
<td>2074 Bachelor of Film &amp; Screen Media Production with Honours (2010/0007545)</td>
</tr>
<tr>
<td>2043 Bachelor of Design with Honours (2010/0007546)</td>
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<tr>
<td>2081 Bachelor of Digital Media with Honours (2010/0007546)</td>
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<tr>
<td>2037 Bachelor of Fine Art with Honours (2010/0007551)</td>
</tr>
<tr>
<td>2041 Bachelor of Photography with Honours (2010/0007549)</td>
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<tr>
<td>2061 Bachelor of Contemporary Australian Indigenous Art with Honours (2010/0007550)</td>
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<tr>
<td>Proposals from the Queensland College of Art for changes to the above listed programs - for implementation in Semester 1, 2011.</td>
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<tr>
<th>Agenda Item 21: EBL/EPS NEW PROGRAM (2010/0007567)</th>
</tr>
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<tbody>
<tr>
<td>5562, 5563 Master of Teaching (Professional Practice) – Primary (MG, GC)</td>
</tr>
<tr>
<td>A proposal from the School of Education and Professional Studies to introduce two 160CP Master of Teaching (Professional Practice) – Primary programs - for introduction in Semester 1, 2011.</td>
</tr>
</tbody>
</table>
**Agenda Item 22: EBL/EPS NEW PROGRAM (2010/0007568)**
5564, 5565 Master of Teaching (Professional Practice) – Secondary (MG, GC)

A proposal from the School of Education and Professional Studies to introduce two 160CP Master of Teaching (Professional Practice) – Secondary programs - for introduction in Semester 1, 2011.

**Resolved to:**
Ratify the Chair’s executive action in approving these submissions for forwarding to Academic Committee for approval.

**Agenda Item 23: DOH WITHDRAWAL SUBMISSION (2010/0011033)**
1262 Bachelor of Oral Health in Oral Health Therapy

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

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

**Agenda Item 24: PES WITHDRAWAL SUBMISSION (2010/0011046)**
3233 Graduate Certificate in Sports Coaching
5508 Master of Sports Coaching
5510 Master of Sports Coaching with Honours

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

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

<table>
<thead>
<tr>
<th>SECTION B: ACTION UNDER DELEGATED AUTHORITY</th>
<th>Action</th>
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<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>
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<tbody>
<tr>
<td>Nil</td>
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<tr>
<th>SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION</th>
<th>Action</th>
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<tbody>
<tr>
<td><strong>Agenda Item 3: CHAIR’S REPORT</strong></td>
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<tr>
<td>The Acting Chair advised there was nothing to report.</td>
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<tr>
<td><strong>Agenda Item 14: OTHER BUSINESS</strong></td>
<td>Nil</td>
</tr>
</tbody>
</table>

| **Agenda Item 15: NEXT MEETING**                                  |   Noted |
| The next meeting of the Programs Committee is scheduled to be held on Thursday 2 December 2010 at 9.30am in Room 2.27, Information Services (L03) Logan campus. |   |
| **Agenda Item 16: FUTURE ITEMS**                                  |   Noted |

www.griffith.edu.au/committees
Programs Committee Working Party Reports:
- Australian Qualifications Framework (awaiting outcomes of AQF consultations).

Minutes Confirmed:  
Professor Gillian Bushell  
(Chair)

Date: 2 December 2010
## 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, INS</td>
<td>ex officio</td>
</tr>
<tr>
<td>Dr Roger Moni</td>
<td>Nominee of Director, GIHE and Dean (Student Outcomes) (nominee)</td>
<td>ex officio</td>
</tr>
<tr>
<td>Dr Robyn Hollander</td>
<td>Acting 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>Assoc Professor Wendy Loughlin</td>
<td>Dean (Learning and Teaching), Science, Environment, Engineering &amp; Technology Group</td>
<td>ex officio</td>
</tr>
<tr>
<td>Assoc 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>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 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>
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</table>

### Other Copies
- Binding (CARMS) (attachments)
- Spare copy (attachments)

### Information Copies (without attachments unless stated)
- Vice Chancellor – Professor Ian O’Connor
- Deputy Vice Chancellor (Academic) – Professor Sue Spence
- Deputy Vice Chancellor (Research) – Professor Ned Pankhurst
- Pro-Vice Chancellor (Arts, Education and Law) – Professor Paul Mazerolle
- Pro-Vice Chancellor (Business) – Professor Michael Powell
- Pro-Vice Chancellor (Health) – Professor Allan Cripps
- Pro-Vice Chancellor (Science, Environment, Engineering & Technology) – Professor Sue Berners-Price
- Pro-Vice Chancellor (international) – Mr Chris Madden
- Director, GIHE and Dean (Student Outcomes) – Professor Kerri-Lee Krause
- Dean, Graduate Studies – Professor Parlo Singh
- Director, Student Admin – Ms Cathy McGrath
- Director, External Relations – Ms Hilarie Dunn
- Student Operations Manager – Mr Pascal Boucher
- Manager, Planning & Statistics – Mr John Fairbairn
- Publications Manager – Mr Patrick Hanson
- Student Services, Nathan – Ms Vicki Tolstof (with attachments)
- Head, Secretariat – Ms Karen van Haeringen (with attachments)
- Secretary, Academic Committee – Ms Lea-Anne Stafford (with attachments)
- Coordinator, Student Web Services – Ms Elisa Colebrook
- Program Information & Web Publishing Officers – Ms Anne-Maree Fitzpatrick, Ms Cassandra Van Wyk