A meeting of the Programs Committee was held on Thursday, 6 October 2011 at 9.30am via videoconference in Room 2.06, Bray Centre (N54) 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:
Prof Gillian Bushell (Chair) Item 6: Dr Amanda Webster, EDN
Ms Kathy Grigic Assoc Prof Heather Alexander, GIHE
Dr Kevin Ashford-Rowe Ms Erika Rak (Secretariat)
Dr Steve Drew
Assoc Prof Glenn Finger
Prof Lorelle Frazer
Prof Lewis Adams
Prof Peter Healy
Dr Don Lebler
Assoc Prof Mark Brimble
Assoc Prof Ray Tedman
Dr Rene Hexel
Ms Sharon Clifford (Secretary)

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 extension 55529 for advice or if experiencing difficulties).

**ACTION SHEET**

**Agenda Item 2: CONFIRMATION OF MINUTES**

The minutes of the 6/2011 meeting held on 1 September 2011 were confirmed after noting the advice from the Dean (Learning and Teaching), Arts, Education and Law Group regarding the query raised at the meeting for 1385 Bachelor of Criminology and Criminal Justice (Item 4). He advised the CCJ courses will not initially be available at the Gold Coast as free-choice electives for students in other programs.

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

**Agenda Item 5: ADMISSIONS POLICY - INTRODUCTION OF PEARSON TEST OF ENGLISH (PTE) ACADEMIC**

Programs Committee was asked to consider a recommendation from the 3/2011 Internationalisation Advisory Committee (IAC) meeting that Griffith University recognise the Pearson Test of English (PTE) Academic and recommended admission scores as an alternate English language entry test. As a result changes are proposed to the Admissions Policy for Undergraduate Programs (2011/0004010) and Admissions Policy for Coursework Postgraduate Programs (2011/0004009) - for implementation in Semester 2 2012.

Programs Committee commented and/or noted:
- The PTE Academic is recognised around the world and has been accepted
by numerous Australian universities.

- It was suggested adoption of the PTE Academic be monitored by Internationalisation Advisory Committee during the first few years to assess its viability.
- The PTE Academic would not be applicable for any program where registration for professional practice was dependent upon another standard English test such as the IELTS (Academic).
- The Bachelor of Medicine/Bachelor of Surgery is one such program where the entry requirement is an IELTS (Academic) score of 7.0 only and this would need to be clearly stated on the Programs and Courses website.
- The Secretary will obtain a list of all programs for which the PTE Academic will not be accepted, due to professional accreditation requirements, to ensure excluded programs will not list the PTE Academic on the Programs and Courses website. This list will be forwarded to Academic Committee for consideration and approval.

**Resolved to:**
Endorse the IAC recommendation and proposed consequential policy changes and forward to Academic Committee for approval. The list of excluded programs is to be provided to Academic Committee.

---

**Agenda Item 6: EDN NEW PROGRAM PROPOSAL (2011/0003331)**

3270 Graduate Certificate in Autism Studies
5575 Master of Autism Studies

A proposal from the School of Education and Professional Studies to introduce the Graduate Certificate in Autism Studies and the Master of Autism Studies - for introduction in Semester 1 2012.

Programs Committee commented and/or noted:

- Section 10.5, Career Opportunities is to be reworded to include information about careers in both Education and Health.
- Section 10.7, Admission Requirements is to be amended to ensure transparency and equity in the selection process. It was further suggested that a Bachelors degree in any discipline would be appropriate.
- In response to a query about projected enrolments the Program Convenor advised she expects significant interest in the programs and will forward some data to the Chair. As a result the School is considering establishing a quota on admissions. Subsequent to the meeting, the School has requested a quota of 50 be established for admission to this suite of programs; the submission has been revised accordingly for consideration.
- It was noted the program will be offered on-line and therefore not available to international students in Australia on a student visa. It was requested information be provided to advise International students accordingly, but will be available to international students in their home country, and to international students not in Australia on a student visa.
- It was noted there are discrepancies between the 2012 and 2013 structures regarding course offerings. The Secretary will consult with the Program Convenor to clarify course offering details.

Subsequent to the meeting in consultation with the Program Convenor to clarify admission requirements it has been proposed that admission to the Masters requires a GPA of 4.5 in a bachelors degree. Further, it is proposed the Graduate Certificate provides an admission pathway to the Masters for students without a bachelors degree but with substantial work experience or a ‘registrable’ qualification, e.g. registered nurse; a GPA of 4.5 in the Graduate Certificate would be required to progress to the Masters.

**Resolved to:**
Recommend the submission to Academic Committee for approval for an accreditation period of five years to 2017. Amended submission: 2011/0002418.

---

**Agenda Item 7: EDN NEW PROGRAM PROPOSAL (2011/0003322)**

3271 Graduate Certificate in Early Childhood Education

A proposal from the School of Education and Professional Studies to offer the
Graduate Certificate in Early Childhood Education through Open Universities Australia - for introduction in OUA Study Period 2 2012.

Programs Committee commented and/or noted:
- The existing on-campus offering of this program has had low enrolments.
- This additional OUA offering is a strategy to increase enrolments in the early childhood education area and also our overall OUA presence in the education field.
- This OUA program will complement the Graduate Certificate in Middle Years which is already available for registered teachers via OUA.
- Confirmation that OUA has approved this program will be required before it is published on the Programs and Courses website.

Resolved to:
Recommend the submission to Academic Committee for approval for an accreditation period of five years to 2017.

Agenda Item 8: **EDN MAJOR CHANGE PROPOSAL (2011/0003323)**
1049/1050/1060 Bachelor of Education - Primary
1052 Bachelor of Education - Special Education

A proposal from the School of Education and Professional Studies to change these programs in response to the Queensland College of Teachers (QCT) Professional Standards and thereby ensure that Griffith graduates meet the requirements for teacher registration - for implementation in Semester 1 2012.

Programs Committee commented and/or noted:
- The changes to these programs are in response to the five key recommendations in the QCT major review (Phase 2) report.
- All changes to meet QCT requirements will be in place by 2012.
- It was noted in light of a drop in interest in these programs in the 2011 QTAC admission round that marketing for 2012 should be more coordinated and targeted towards employment prospects.
- It was also noted that the presentation of program information in the QTAC Guide needs to be carefully managed as we respond to changes to meet QCT requirements.
- In response to a query regarding the proposed decrease in the elective component in the degree requirements for the Bachelor of Education - Primary, the meeting was advised that this is due to course rationalisation in elective offerings.
- It was noted that the degree requirements for the award of Honours in the Bachelor of Education - Primary need to be amended to include 60CP of Professional Experience and Learning to complete the required 320CP.

Resolved to:
Recommend the submission to Academic Committee for approval.
Amended submission: 2011/0002421.

Agenda Item 9: **GBS MAJOR CHANGE PROPOSAL (2011/0002396)**
2075/2076/2077 GBS Honours Degree Program

A proposal from the Griffith Business School to change the array of specialisations offered in this program - for implementation in Semester 2 2011.

Programs Committee commented and/or noted:
- The specialisation changes in the GBS Honours Degree Program will now reflect the specialisations that are available across the range of undergraduate Business programs.

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

Agenda Item 10: **DOH MAJOR CHANGE PROPOSAL (2011/0003823)**
5402 Master of Dental Technology in Prosthetics
4136 Graduate Diploma of Dentistry

A proposal from the School of Dentistry and Oral Health to change the IELTS
### Agenda Item 11: PHM MAJOR CHANGE PROPOSAL (2011/0002412)

1242 Bachelor of Pharmaceutical Science

A proposal from the School of Pharmacy to remove the articulation pathway for Saudi Arabian pharmacy technicians and to change the IELTS (Academic) entry requirements for this program - for implementation in Semester 1 2012.

Programs Committee commented and/or noted:
- The articulation pathway to the second year of this program for Saudi Arabian pharmacy technicians has not been successful as these students lack the required basic science knowledge for second year studies.
- It was noted the University is obliged to honour 2012 offers already made to students. The Committee therefore requested the School of Pharmacy is to clearly specify the expectations for these students and to offer some counselling and remedial work to students identified in need.
- This issue has also highlighted the need to clearly state expectations in all articulation agreements. The Chair suggested this issue and establishing bridging preparatory programs could be discussed at the Learning and Teaching Committee.
- The IELTS (Academic) entry requirement for this program will be increased to a score of 7.0 with no sub-score less than 7.0 which is in accordance with the Griffith Health Board decision to raise the IELTS (Academic) entry requirement to this level for programs leading to professional practice.

Resolved to:
- Recommend the submission to Academic Committee for approval.
- Forward to LTC for consideration.

### Agenda Item 12: PES MAJOR CHANGE PROPOSAL (2011/0003827)

1171 Bachelor of Exercise Science

A proposal from the School of Physiotherapy and Exercise Science to change the listed electives and to amend the requirement for students to complete a First Aid Certificate for this program - for immediate implementation.

Programs Committee commented and/or noted:
- The transition arrangements for students who commenced prior to 2010 to be clarified for the Programs and Courses website.
- The degree requirements to be simplified to remove duplication.

Resolved to:
- Recommend the submission to Academic Committee for approval.
- Amended submission: 2011/0002430.

### Agenda Item 13: PBH MAJOR CHANGE PROPOSAL (2011/0003829)

3082 Graduate Certificate in Health Services Management
5266 Master of Health Services Management
5405 Master of Health Services Management with Honours

(Academic) entry requirements for these programs - for implementation in Semester 2 2011.

Programs Committee commented and/or noted:
- The IELTS (Academic) entry requirement for these programs will be increased to a score of 7.0 with no sub-score less than 7.0 which is in accordance with the Griffith Health Board decision to raise the IELTS (Academic) entry requirement to this level for programs leading to professional practice.

Resolved to:
- Recommend the submission to Academic Committee for approval.
### Agenda Item 14: PES MAJOR CHANGE PROPOSAL (2011/0003831)
#### 1344 Bachelor of Exercise Science (Pre-Physiotherapy)

A proposal from the School of Physiotherapy and Exercise Science to change the IELTS (Academic) entry requirements for this program - for implementation in Semester 1 2013.

Programs Committee commented and/or noted:
- The IELTS (Academic) entry requirement for this program will be increased to a score of 7.0 with no sub-score less than 7.0 which is in accordance with the Griffith Health Board decision to raise the IELTS (Academic) entry requirement to this level for programs leading to professional practice.
- This proposal was considered at the 6/2011 (September) meeting and was subsequently withdrawn due to inaccuracies which have been corrected in this current proposal.

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

### Agenda Item 15: QCGU MAJOR CHANGE PROPOSAL (2011/0003328)
#### 9334 Postgraduate Qualifying Program

A proposal from the Queensland Conservatorium to add an additional offering to the Postgraduate Qualifying Program (PQP) - for introduction in Semester 1 2012.

Programs Committee commented and/or noted:
- The requirements for progression to the specified postgraduate Music programs need to be clarified.
- The credit arrangements do not conform with the current QIBT agreement.

Resolved to:
Return the submission to the Conservatorium for amendment and submit to the next meeting for consideration.

### Agenda Item 16: QIBT MAJOR CHANGE PROPOSAL (2011/0002407)
#### 9334 Postgraduate Qualifying Program

A proposal from the Queensland Institute of Business Technology (QIBT) to offer the Postgraduate Qualifying Program (PQP) at the Gold Coast campus in addition to the Mt Gravatt campus - for implementation in Semester 1 2012.

Subsequent to the meeting the Chair has agreed, after consultation with staff at QIBT and in the Griffith Business School, to revert to the previous structure of the Postgraduate Qualifying Program, pending a review of the GBS pathways from the PQP to postgraduate programs.

Resolved to:
Ratify the Chair’s executive action in approving this submission for forwarding to Academic Committee for approval.

The Secretary will forward to Academic Committee once the review has been completed.
Agenda Item 4: CHAIR’S REPORT
The Chair advised that there were no matters to report.

Agenda Item 17: ANNUAL PROGRAM REVIEW AND IMPROVEMENT (APRI) REPORTS
The committee noted the following APRI Summary Reports:
- Griffith Business School (2011/0003546)
- Science, Environment, Engineering and Technology Group (2011/0002413)

Agenda Item 18: OTHER BUSINESS
Nil

Agenda Item 19: NEXT MEETING
The next meeting of the Programs Committee is scheduled to be held on Thursday, 10 November 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 20: FUTURE ITEMS
- Group Five Year program Review Schedules.
- Update report on the Secretariat Work Plan, tabled at the March 2011 meeting as Activities to Support Programs Committee in 2011.

Minutes Confirmed: __________________________ Date: 10 November 2011

Professor Gillian Bushell (Chair)
### DISTRIBUTION LIST

<table>
<thead>
<tr>
<th>Member</th>
<th>Appointment Type</th>
<th>Term of office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Gillian Bushell</td>
<td>Vice Chairperson of the Academic Committee</td>
<td>ex officio</td>
</tr>
<tr>
<td>(Chair)</td>
<td>Academic Registrar</td>
<td>ex officio</td>
</tr>
<tr>
<td>Ms Kathy Grigic</td>
<td>Director, Learning and Teaching, INS</td>
<td>ex officio</td>
</tr>
<tr>
<td>Dr Kevin Ashford-Rowe</td>
<td>Nominee of Director, GIHE and Dean (Student Outcomes) (nominee)</td>
<td>ex officio</td>
</tr>
<tr>
<td>Dr Steve Drew</td>
<td>Dean (Learning and Teaching), Arts, Education and Law</td>
<td>ex officio</td>
</tr>
<tr>
<td>Assoc Professor Glenn Finger</td>
<td>Dean (Learning and Teaching), Griffith Business School</td>
<td>ex officio</td>
</tr>
<tr>
<td>Professor Lorelle Frazer</td>
<td>Dean (Learning and Teaching), Griffith Health</td>
<td>ex officio</td>
</tr>
<tr>
<td>Professor Lewis Adams</td>
<td>Dean (Learning and Teaching), Science, Environment, Engineering &amp; Technology Group</td>
<td>ex officio</td>
</tr>
<tr>
<td>(Acting)</td>
<td>Full-time academic staff member nominated by the Pro-Vice Chancellor (Arts, Education and Law)</td>
<td>Two years (to 31 December 2012)</td>
</tr>
<tr>
<td>Dr Kevin Ashford-Rowe</td>
<td>Full-time academic staff member nominated by the Pro-Vice Chancellor (Business)</td>
<td>Two years (to 31 December 2012)</td>
</tr>
<tr>
<td>Assoc Professor Glenn Finger</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 Sharon Clifford (Secretary)</td>
<td></td>
<td></td>
</tr>
</tbody>
</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, 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-Maree Fitzpatrick, Ms Cassandra Van Wyk, Ms Louise Ascough