A meeting of the Programs Committee was held on Thursday, 2 September 2010 at 9:30am via videoconference in Room 2.06, Bray Centre (N54), Nathan campus and Room 1.04, The Chancellery (G34), Gold Coast campus.

Present: Apologies: Present by Invitation:
Prof Gillian Bushell (Chair) Assoc Prof Glenn Finger Item 4: Prof Sue Spence, DVC(A)
Ms Kathy Grgic Dr Ray Hibbins Item 7: Assoc Prof Richard John, ENV
Dr Kevin Ashford-Rowe Assoc Prof Ray Tedman Item 8: Dr Claire Kennedy, LAL
Dr Robyn Hollander Dr Roger Moni Item 9: Dr Jock Macleod, HUM
Assoc Prof Wendy Loughlin Prof Nick Buys
Dr Steve Drew Ms Erika Rak (Secretariat)
Dr Don Lebler
Ms Jacinta Colley

Secretary: Ms Sharon Clifford

University Committees Team Place Web Address
https://qplace01.domino.griffith.edu.au/sec-university-committees
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ACTION SHEET

Agenda Item 2: CONFIRMATION OF MINUTES

The minutes of 5/2010 meeting held on 5 August were confirmed.

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

Agenda Item 4: UNIVERSITY DOUBLE DEGREES

The July meeting of Programs Committee considered revisions to the Bachelors Degree Policy and the Policy for the Award of Masters Degrees other than the Master of Philosophy for the university double degrees.

The following revised policies were before the committee for further consideration:
- Bachelors Degree Policy (2010/0011300)
- Policy for the Award of Masters Degrees other than the Master of Philosophy (2010/0011302)

Professor Sue Spence attended for discussion of this item.

Programs Committee noted and commented as follows:
- These changes are proposed in preparation for changes to the Australian Qualifications Framework. Further, they are intended to ensure the quality and reputation of the University and its double degrees, and to maintain the integrity of both components of a double degree.
- A significant number of existing double degrees comply with or are very close to complying with the amendments to the policy in terms of meeting the minimum requirements of courses from each single degree and in relation to minimum
program durations.
- Where a course may be attributed to either component of a double degree it was agreed the convention be that such courses may be attributed to either but not both components of the double degree.
- It is proposed that transition arrangements be established such that:
  “The minimum requirement of 66% of courses from each single degree to be listed in the double degree will be phased in from 2011. Where existing double degrees do not comply with the revised requirements, the current structure will apply to all enrolled students and the program's host element will prepare a program proposal to change the double degree structure to comply with requirements for all new students from 2012. The program proposal will be processed through the University's program approval processes.”

**Resolved to:**
Endorse the proposed changes to the policies and forward to Academic Committee for approval.

### Agenda Item 5: GBS NEW PROGRAM PROPOSAL (2010/0010546)
1373 Bachelor of Business/Bachelor of Journalism (Nathan)
1374 Bachelor of Business/Bachelor of Journalism (Gold Coast)

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

Programs Committee noted and commented as follows:
- Dr Robyn Hollander undertook to check the contents of the business award majors and the GBS Specialisations available in the Bachelor of Journalism to ensure compliance with policy in that “the majority of courses in a major will be unique to that major and not shared with other majors”.
- It was requested that the testamur titles for the Business award majors be included in the degree requirements for this program.

**Resolved to:**
Recommend the submission to Academic Committee for accreditation period of five years to 2016. Amended submission 2010/0011303.

### Agenda Item 6: GBS NEW PROGRAM PROPOSAL (2010/0010547)
1378 Bachelor of Business/Bachelor of Communication (Nathan)
1379 Bachelor of Business/Bachelor of Communication (Gold Coast)

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

Programs Committee noted and commented as follows:
- Dr Robyn Hollander undertook to check the contents of the business award majors and the GBS Specialisations available in the Bachelor of Communication to ensure compliance with policy in that “the majority of courses in a major will be unique to that major and not shared with other majors”.
- It was requested that the testamur titles for the Business award majors be included in the degree requirements for this program.

**Resolved to:**
Recommend the submission to Academic Committee for approval, as amended, for an accreditation period of five years to 2016. Amended submission 2010/0011304.

### Agenda Item 7: ENV NEW PROGRAM PROPOSAL (2010/0010048)
3258 Graduate Certificate in Science (Science Education)
5554 Master of Science (Science Education)

A proposal from the Griffith School of Environment to introduce a 40CP Graduate Certificate in Science (Science Education) and an 80CP Master of Science (Science Education) for domestic students only - *for introduction in Semester 1, 2011.*

**Resolved to:**
Recommend the
Programs Committee noted and commented as follows:

- The Committee requested the admissions requirements be amended to require that to be eligible for admission applicants have a teaching qualification, which is typically four years in accordance with current registrable teaching qualifications.
- It was noted Commonwealth Grants Scheme (GCS) funding is not available for this program, however students will have access to Fee-Help.
- The Committee recommended the School investigates offering scholarships to attract students and promote the program.
- It was noted this 80CP masters degree complies with the Australian Qualifications Framework (AQF) Council’s recent consultation paper on revisions to the AQF, in that it requires a minimum 4-year qualification for admission.

Programs Committee noted and commented as follows:

- The Diploma of Languages will be available as a stand-alone program or students will be able to enrol concurrently with their Bachelors Degree.
- Programs Committee agreed credit will be available to students towards a bachelors degree on the basis of studies undertaken in the Diploma, but agreed no credit would be awarded towards the Diploma of Languages.
- Students undertaking the Bachelor of Arts in Languages and Applied Linguistics will be required to undertake an alternative language in the Diploma as they will not receive credit for these courses towards the Bachelors degree.
- It was noted that the amount of credit applied on a case-by-case basis to a particular bachelors degree depends upon the structure of that degree and the flexibility for students to undertake free-choice electives and/or obtain unspecified credit. A maximum of 40CP credit is available towards a bachelors degree from studies undertaken in an AQF Diploma in accordance with the Credit Transfer Policy.
- Programs Committee agreed that where a student is taking an overload by enrolling in greater than 50CP in any semester a GPA of 5.0 needs to be maintained in both the degree and the diploma. The Program Convenors of both the bachelors degree and the Diploma need to approve the overload.
- Students with prior knowledge in their chosen language will be required to have a placement assessment prior to enrolling and may be eligible to undertake more advanced level courses rather than the introductory level courses.

Agenda Item 8: **LAL NEW PROGRAM PROPOSAL (2010/0007559)**  
8025 Diploma of Languages

A proposal from the School of Languages and Linguistics to introduce an 80CP Diploma of Languages for domestic and international students - *for introduction in Semester 1, 2011.*

Programs Committee noted and commented as follows:

- At the August meeting of Programs Committee, members had expressed concern about the proposal to rename the “Contemporary Society and Culture major” to the “Sociology major”. Dr Jock Macleod from Humanities presented further information to the Committee to justify the renaming of this major which included that:
  - there is significant student demand for the study of Sociology and
  - even though the major does not cover all aspects of Sociology, the use of this recognised terminology would be the preferred option.
- Members agreed that majors should be declared after first year and that students be provided with timely information to make their choice of major less complicated.

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 2010/0011308

Agenda Item 9: **HUM MAJOR CHANGE SUBMISSION (2010/0007554)**  
1016/1021/1022 Bachelor of Arts

A proposal from the School of Humanities for changes to the Bachelor of Arts program - *for implementation in Semester 1, 2011.*

Resolved to: Recommend the submission to Academic Committee for approval.
## Agenda Item 10: GBS MAJOR CHANGE SUBMISSION (2010/0010545)
1289/1290 Bachelor of Business (Hotel, Tourism, Event, Real Estate and Property, Sport); 1307/1308 Griffith Business School Double Degree Program

A proposal from the Griffith Business School for changes to the Real Estate and Property Development award major in these programs - *for implementation in Semester 1, 2011.*

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

## Agenda Item 11: GBS MAJOR CHANGE SUBMISSION (2010/0010519)
1034 Bachelor of Business (Gold Coast)

A proposal from the Griffith Business School to extend the offering of the Logistics and Supply Chain Management award major and minor to the Gold Coast campus - *for implementation in Semester 1, 2011.*

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

## Agenda Item 12: PHM SPECIAL PURPOSE SUBMISSION (2010/0011021)
1242 Bachelor of Pharmaceutical Science

A proposal from the School of Pharmacy to provide entry pathways to this program for students with prior qualifications - *for implementation in Semester 1, 2011.*

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

## Agenda Item 13: GBS PROGRAM WITHDRAWAL (2010/0010543)
1346 Bachelor of Asian Business with Honours

A proposal from the Griffith Business School 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.

### SECTION B: ACTION UNDER DELEGATED AUTHORITY

**Action**

Nil

### SECTION C: OTHER RECOMMENDATIONS AND REPORTS

(to persons/committees other than the parent committee/s)

**Action**

Nil

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

**Action**

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**Agenda Item 3: CHAIR’S REPORT**

The Chair reported on advice received from the Deputy Vice Chancellor (Academic) regarding changes for future Transnational Program Audits which included:

- more specific terms of reference with a maximum of six items rather than a generic model for all transnational program audits (i.e. different questions for different programs) and
- separate reports to be prepared for each transnational program audit.

**Noted**

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**Agenda Item 14: OTHER BUSINESS**

Nil

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**Agenda Item 15: NEXT MEETING**

The next meeting of Programs Committee is scheduled to be held on **Friday, 22 October 2010** at 1:00pm in Room 2.01, Bray Centre (N54), Nathan campus.

**Noted**
No video-conference facilities are available for this meeting.

<table>
<thead>
<tr>
<th>Agenda Item 16: <strong>FUTURE ITEMS</strong></th>
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<tbody>
<tr>
<td><strong>Programs Committee Working Party Reports:</strong></td>
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<tr>
<td>- Australian Qualifications Framework (awaiting outcomes of AQF consultations).</td>
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<td><strong>Noted</strong></td>
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Minutes Confirmed:  
Associate Professor Wendy Loughlin  
(Acting Chair)  
Date: 22 October 2010
### DISTRIBUTION LIST

<table>
<thead>
<tr>
<th>Member</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>
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<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>
<td></td>
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### 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 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 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-Marlee Fitzpatrick, Ms Cassandra Van Wyk