AGENDA

1.0 APOLOGIES

Apologies can be recorded by telephoning Donna Kalaentzis on extension 57879 or by emailing D.Kalaentzis@griffith.edu.au.

2.0 CONFIRMATION OF MINUTES

The minutes of the 6/2010 meeting have been circulated.

To be taken as read and confirmed

3.0 ACTING CHAIR’S REPORT

The Chair will report to the Committee on items of importance since its last meeting.

ORDERING OF THE AGENDA

At this point in the agenda, members may propose that any matter on the agenda not included in Section I be so included.

SECTION I: MATTERS FOR DEBATE AND DECISION

4.0 IMPLEMENTATION OF ACADEMIC COMMITTEE AND SUB-COMMITTEE REVIEW REPORT RECOMMENDATIONS

4.1 Earlier this year the Deputy Vice Chancellor (Academic) commissioned a review of Academic Committee, to be chaired by Emeritus Professor Andrew Lister, to assess its effectiveness and that of its sub-committees in contributing towards assuring the quality of the University’s educational activities and attaining its strategic academic goals.

4.2 Attached for consideration are the following documents:
- 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)
4.3 The Review of Academic Committee (2010/0011553) contains the following recommendations relating to Programs Committee:

**Recommendation 6:**

That 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.

**Section 9.3 of the Review Report** raises issues about Student Representation.

4.4 This recommendation has been endorsed by the University’s Executive Group. As noted in the Implementation Plan (p4, recommendation 6) Programs Committee already has this responsibility as described in Section 10 of the attached Program Planning, Development, Approval and Review Processes.

4.5 Members are now invited to:
- offer general comments on the Review Report (2010/0011553) and its recommendations, and on the proposed implementation actions outlined in the Implementation Plan (2010/0011558) as they relate to Programs Committee;
- discuss how the recommendations affecting Programs Committee might be enacted via its Committee Constitution.

4.6 The attached draft Constitution (2010/0011309) has been revised in line with Recommendation 6 and the five Implementation Strategies (items A-E) outlined on page 4 of the Implementation Plan and is provided to members for consideration.

4.7 Academic Committee seeks advice from Programs Committee regarding the recommendations of the review report and the proposed Implementation Plan, to be provided for consideration at the 9 December meeting of Academic Committee for forwarding to the March 2011 meeting of the University Council. If approved by Council the timeframe for implementation is 1 July 2011.

4.8 The Academic Registrar will speak to this item.

For discussion and finalisation at the November meeting of Programs Committee

5.0 **GBS NEW PROGRAM PROPOSAL (2010/0010554)**

**1380 BACHELOR OF BUSINESS / BACHELOR OF DIGITAL MEDIA**

5.1 Programs Committee, on the recommendation of the Griffith Business School Board (5/2010, September) and the Arts, Education and Law Group Board (5/2010, October), is asked to consider the attached proposal to establish the Bachelor of Business / Bachelor of Digital Media (BBus/BDigitalMe) (1380), as detailed in 2010/0010554), for introduction in Semester 1, 2011.

5.2 The Griffith Business School (GBS) is proposing to introduce a small number of double degree programs (four) in areas of growth and demand. This is in response to the 2010 QTAC results and was a specific point of discussion at the GBS Program Planning meeting. This double degree aims to provide students with a unique suite of studies that link business with creativity. This combination enables students to enter into innovative start-up economies as well as established markets which demand high standards of inter-disciplinary thinking and professionalism.

5.3 To be eligible for the award of Bachelor of Business/Bachelor of Digital Media (BBus/BDigitalMe), a student must acquire 320CP as prescribed below – **For students not required to complete the English Language Enhancement course:**

**Option 1:** Digital Design, ePhotojournalism and Graphic Design Major (only)
- Gain 110CP for the prescribed first year level courses which includes:
  o 60CP for Business courses and
  o 50CP for QCA foundation courses
- Gain 210CP for second, third and fourth year courses which includes:
  o 100CP for Business courses comprising
    ▪ 20CP for 2007PPP [Legal Issues for Managers] and 3019MKT Franchising and Small Business and
    ▪ 80CP for a Business award major
  o 110CP for QCA courses comprising
    ▪ 60CP of the studio foundation courses
    ▪ 50CP of a listed studio major
- Gain no more than 120CP of first year courses
- Gain a minimum of 60CP for third year courses
- Gain no more than 40CP for courses in which a grade of Pass Conceded has been attained (a course for which a Pass Conceded has been awarded does not satisfy prerequisite requirements).

**Option 2: 3 Dimensional Design and Fine Art (only)**

- Gain 110CP for the prescribed first year level courses which includes:
  o 60CP for Business courses and
  o 50CP for QCA foundation courses
- Gain 210CP for second, third and fourth year courses which includes:
  o 100CP for Business courses comprising
    ▪ 20CP for 2007PPP [Legal Issues for Managers] and 3019MKT Franchising and Small Business and
    ▪ 80CP for a Business award major
  o 110CP for QCA courses comprising
    ▪ 50CP of the studio foundation courses
    ▪ 60CP of a listed studio major
- Gain no more than 120CP of first year courses
- Gain a minimum of 60CP for third year courses
- Gain no more than 40CP for courses in which a grade of Pass Conceded has been attained (a course for which a Pass Conceded has been awarded does not satisfy prerequisite requirements).

5.4 To be eligible for the award of Bachelor of Business/Bachelor of Digital Media (BBus/BDigitalMe), a student must acquire 320CP as prescribed below – For students **required to complete the English Language Enhancement course**:

**Option 1: Digital Design, ePhotojournalism and Graphic Design Major (only)**

- Gain 110CP for the prescribed first year level courses which includes:
  o 60CP for Business courses and
  o 50CP for QCA courses including the English Language Enhancement course [5904LAL]
- Gain 210CP for second, third and fourth year courses which includes:
  o 100CP for Business courses comprising
    ▪ 20CP for 2007PPP [Legal Issues for Managers] and 3019MKT Franchising and Small Business and
    ▪ 80CP for a Business award major
  o 110CP for QCA courses comprising
    ▪ 60CP of the studio foundation courses
    ▪ 50CP of a listed studio major
- Gain no more than 120CP of first year courses
- Gain a minimum of 60CP for third year courses
- Gain no more than 40CP for courses in which a grade of Pass Conceded has been attained (a course for which a Pass Conceded has been awarded does not satisfy prerequisite requirements).
Option 2: 3 Dimensional Design and Fine Art (only)
- gain 110CP for the prescribed first year level courses which includes:
  - 60CP for Business courses and
  - 50CP for QCA courses including the English Language Enhancement course [5904LAL]
- gain 210CP for second, third and fourth year courses which includes:
  - 100CP for Business courses comprising
    - 20CP for 2007PPP [Legal Issues for Managers] and 3019MKT Franchising and Small Business and
    - 80CP for a Business award major
  - 110CP for QCA courses comprising
    - 50CP of the studio foundation courses
    - 60CP of a listed studio major
- Gain no more than 120CP of first year courses
- Gain a minimum of 60CP for third year courses
- Gain no more than 40CP for courses in which a grade of Pass Conceded has been attained (a course for which a Pass Conceded has been awarded does not satisfy prerequisite requirements).

5.5 The University’s standard minimum English language requirements for entry to undergraduate programs will apply.

Recommendation

5.6 Programs Committee, on the recommendation of the recommendation of the Griffith Business School Board (5/2010, September) and the Arts, Education and Law Group Board (5/2010, October), is asked to recommend to Academic Committee:
- the proposal to establish the Bachelor of Business / Bachelor of Digital Media (BBus/BDigitalMe) (1380), as detailed in 2010/0010554), for introduction in Semester 1, 2011.
- the program be approved for an accreditation period of five years to 2016 and a five-year program review to be completed and forwarded to Programs Committee before the end of 2016.

For approval

6.0 GFS NEW PROGRAM (2010/0007579)
2083 BACHELOR OF GAMES DESIGN WITH HONOURS

6.1 Programs Committee, on the recommendation of the Arts, Education and Law Group Board (5/2010, October), is asked to consider the attached proposal to establish the Bachelor of Games Design with Honours (2083), as detailed in 2010/0007579, for introduction in Semester 1 2011.

6.2 The Griffith Film School proposes to establish an 80CP add-on Bachelor of Games Design with Honours to provide graduates from the Bachelor of Games Design (1338) an opportunity to study at Honours level. This will in turn provide a pathway for students to move into research and higher degree studies. For those students not wishing to pursue further studies, completing the Honours program will allow them to further develop their skills and prepare them better for the job market. It is proposed the new program commences in Semester 1, 2011 to cater for the first cohort of graduating students from the Bachelor of Games Design (1338) at the end of Semester 2, 2010.

6.3 To be eligible for the award of Bachelor of Games Design with Honours [BGamesDes (Hons)], a student must acquire 80CP as prescribed below:
- complete the Introduction to Research Methods course (10CP)
- complete the Honours Seminar A (10CP)
- complete the Professional Internship Project or Elective (10CP)
- complete the Thesis component (40CP Honours Research Project + 10CP Exegesis)
6.4 The University’s standard minimum English language requirements for entry to undergraduate programs will apply.

Recommendation

6.5 Programs Committee, on the recommendation of the Arts, Education and Law Group Board (5/2010, October), is asked to recommend to Academic Committee:
- the proposal to establish the Bachelor of Games Design with Honours (2083), as detailed in 2010/0007579, for introduction in Semester 1 2011;
- the program be approved for an accreditation period of five years to 2016 and a five-year program review to be completed and forwarded to Programs Committee before the end of 2016, or at the time when the Bachelor of Games Design has a five-year review.

For approval

7.0 BPS NEW PROGRAM (2010/0010064)
3256 GRADUATE CERTIFICATE IN APPLIED CLINICAL GENETICS
4155 GRADUATE DIPLOMA OF APPLIED CLINICAL GENETICS

7.1 Programs Committee, on the recommendation of the Science, Environment, Engineering and Technology Board (4/2010, July), is asked to consider the attached proposal to establish the Graduate Certificate in Applied Clinical Genetics (GCertAppClGenetics) (3256) and Graduate Diploma of Applied Clinical Genetics (GDipAppClGenetics) (4155), as detailed in 2010/0010064, for introduction in Semester 1 2011.

7.2 This nested suite of programs (40CP Graduate Certificate in Applied Clinical Genetics and 80CP Graduate Diploma of Applied Clinical Genetics) comprises applied programs which aim to meet the needs of medical practitioners and other health professionals who are, or will be, working in a variety of health disciplines: genetic research involving human participants; genetic laboratory services; community health related services. These programs aim to facilitate the acquisition of knowledge and skills in human genetics and counselling at the theoretical and practical levels.

7.3 To be eligible for the award of Graduate Certificate in Applied Clinical Genetics (GCertAppClGenetics), a student must gain 40CP for the core courses as prescribed.

7.4 To be eligible for the award of Graduate Diploma of Applied Clinical Genetics (GDipAppClGenetics), a student must acquire 80CP as prescribed below:
- gain 40CP for the core courses
- gain 40CP for approved elective courses
- no more than 10CP for courses in which the grade of Pass Conceded has been awarded can be counted towards the 80CP requirement to complete this degree
- a course for which a Pass Conceded grade has been awarded does not satisfy prerequisite requirements

7.5 It is proposed the minimum English language requirements for admission be higher than the standard minimum for postgraduate programs, as follow:
- A minimum overall band score of 7.0 on IELTS (Academic) with no sub-score of less than 6.5 or
- A minimum score of 580 on TOEFL or
- A computerized TOEFL score of 237 or
- An internet-based (iBT) TOEFL score of 92 (no score less than 22)
- No score less than 3+ in each skill of the ISLPR
- English test results must be no more than two years old.

Recommendation

7.6 Programs Committee, on the recommendation of the Science, Environment, Engineering and Technology Board (4/2010, July), is asked to recommend to Academic Committee:
- the proposal to establish the Graduate Certificate in Applied Clinical Genetics (GCertAppCIGenetics) (3256) and Graduate Diploma of Applied Clinical Genetics (GDipAppCIGenetics) (4155), as detailed in 2010/0010064, for introduction in Semester 1 2011;
- the programs be approved for an accreditation period of five years to 2016 and a five-year program review to be completed and forwarded to Programs Committee before the end of 2016.

For approval

8.0 BPS MAJOR CHANGE SUBMISSION (2010/0011313)

5521 MASTER OF SCIENCE WITH HONOURS IN GENETIC COUNSELLING

8.1 Programs Committee, on the recommendation of the Science, Environment, Engineering and Technology Board (4/2010, July), is asked to consider the attached submission proposing changes to the Master of Science with Honours in Genetic Counselling (5521), as detailed in 2010/0011313, for implementation in Semester 1, 2011.

8.2 The School of Biomolecular and Physical Sciences proposes the following changes to the Master of Science with Honours in Genetic Counselling (5521):
- embed the 80CP of coursework from Master of Science in Genetic Counselling (5080) as year 1 of Master of Science with Honours in Genetic Counselling (5521);
- add new courses as follows:
  - 7246BPS Bioethics Journal Club (10CP) in semester 2 year 1;
  - 7248BPS community practice course (10CP, 20 days placement) in semester 2, year 1.
  - 7250BPS P1_3 Clinical Placement (15 week 30CP) across summer semester and semester 1 and 2, year 2.
- remove courses as follows:
  - 7244BPS Case Study/Practicum (6 week 20CP course) from semester 2, year 1.
  - 6003BPS Research Methodologies (10CP)
- establish an exit point after 80CP if GPA <5.0 to enable these students to graduate with the Graduate Diploma of Applied Clinical Genetics (4155) (new program, refer item 7.0 above).
- enrolment to be capped at 5-6 students (5 domestic + 1 International)

8.3 It is also proposed to withdraw the Master of Science in Genetic Counselling (5080) from offer; a withdrawal submission will be forwarded to a future meeting.

Recommendation

8.4 Programs Committee, on the recommendation of the Science, Environment, Engineering and Technology Board (4/2010, July), is asked to recommend to Academic Committee the proposed changes to the Master of Science with Honours in Genetic Counselling (5521), as detailed in 2010/0011313, for implementation in Semester 1, 2011.

For approval

9.0 QCGU 5-YEAR PROGRAM REVIEW: MAJOR CHANGE (2010/0007581)

1268 BACHELOR OF MUSIC

9.1 Programs Committee, on the recommendation of the Arts, Education and Law Group Board (5/2010, October), is asked to consider the attached submission proposing changes to the Bachelor of Music (1268), as detailed in 2010/0007581, for introduction in Semester 1 2011.

9.2 A Committee for the Review of Bachelor of Music Program was established in January 2010 to review the program and course content and teaching and learning strategies in the Bachelor of Music. The Committee recommended initiatives to improve the flexibility of the
program and quality of teaching practices, as detailed on pages 1-2 of the submission. As a result changes are proposed to the program as follows:
- a reduction in the proportion of prescribed courses after first year;
- a reduction in required music theory and aural courses;
- a reduction in required music literature courses;
- use of a single course code for each ensemble activity regardless of a student's year of study;
- continuing to allow repeat enrolments in ensembles;
- use of non-graded pass for the assessment of ensembles;
- removal of ensemble courses from GPA calculations;
- enhanced availability of Conservatorium listed electives;
- introduction of free choice electives;
- introduction of courses specifically addressing issues around life as a music student and preparation for professional music practice; and
- incorporation of the current Bachelor of Music Studies program into the Bachelor of Music program
- develop specific skills for Musical Theatre by integrating a dedicated pathway including voice training, ensemble, acting skills and dance.

**Recommendation**

9.3 Programs Committee, on the recommendation of the Arts, Education and Law Group Board (4/2010, August), is asked to recommend to Academic Committee the proposed changes to the Bachelor of Music (1268), as detailed in 2010/0007581, for implementation in Semester 1, 2011.

**For approval**

10.0 **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)

10.1 Programs Committee, on the recommendation of the Arts, Education and Law Group Board (4/2010, August), is asked to consider the attached proposal to:
- establish the Bachelor of Education – Secondary with Honours (1381) as an embedded 360CP program
- make changes to the existing 320CP Bachelor of Education - Secondary (1051) as detailed in 2010/0010546, for introduction in Semester 1 2011.

10.2 The School of Education and Professional Studies (Brisbane//Logan) undertook a major review of the Bachelor of Education – Secondary during 2009, after wide consultation with students, recent graduates, school communities and academic staff. The outcome is a proposal to significantly restructure the program and to introduce a stand alone 360CP 4-year Bachelor of Education – Secondary with Honours. The proposed structure is laid out in diagrammatic form on page 6 of the attached submission.

10.3 In the restructured Bachelor of Education – Secondary, students will be able to accelerate the four years to complete the 320CP in 3.5 years. This is possible through the provision of 4 of the 32 courses in intensive summer semester delivery.
- Year 1: is a normal academic year consisting of two 13 week semesters
- Years 2 & 3: will include a summer semester of two weeks intensive contact for 2 courses followed by the normal university two semesters of 13 weeks
- Year 4: one semester of 13 weeks with 4 courses.

10.4 Students completing the 320CP Bachelor of Education – Secondary will complete their studies in mid-year 4th year. Students undertaking the additional 40CP for the Honours stream will complete at the end of the 4th year.
To be eligible for the award of Bachelor of Education (BEd), a student must acquire 320CP as prescribed below:
- gain 140CP of Teaching Area Content course (TAC) and including at least 60CP in each of two teaching areas
- gain 70CP of General Pedagogical Knowledge courses (GPK)
- gain 70CP of Curriculum, Assessment & Pedagogy (CAP)
- satisfactorily complete all Professional Experience requirements as follows:
  - gain 40CP for Professional Experience and Learning courses (PEL)
  - School Experience (80 days of teaching in schools)
  - Wider Professional Experience (20 days of professional experience in education)
- gain no more than 40CP in courses in which the grade of Pass Conceded has been attained.

To be eligible for the award of Bachelor of Education – Secondary with Honours (BEd Hons), a student must acquire 360CP as prescribed below:
- gain 140CP of Teaching Area Content course (TAC) and including at least 60CP in each of two teaching areas
- gain 70CP of General Pedagogical Knowledge courses (GPK)
- gain 70CP of Curriculum, Assessment & Pedagogy (CAP)
- satisfactorily complete all Professional Experience requirements as follows:
  - gain 40CP for Professional Experience and Learning courses (PEL)
  - School Experience (80 days of teaching in schools)
  - Wider Professional Experience (20 days of professional experience in education)
- gain 10CP for the Research Methods course [3241EBL]
- gain 30CP for the Dissertation
- the grade of Pass Conceded will not be awarded for any course in this program.

The School of Education and Professional Studies proposes to vary the English Language Entry Requirements for the Bachelor of Education – Secondary with Honours (1381), in line with all other Griffith teacher registration programs, as stipulated in section 3.8 of the Admissions Policy for Undergraduate Programs:
- variation to clause 3.8.1 regarding English language test scores, requiring an academic IELTS of 7.0 with no sub-score less than 6.5 or equivalent for admission; this is higher than the standard for undergraduate programs (IELTS 6.0);
- variation to clause 3.8.2: only the following admission pathways and qualifications (which are exempt from the requirement to complete the English language enhancement (ELE) course) will be accepted:
  i) A minimum of one or two years full-time equivalent senior secondary, post-secondary, associate degree- or degree-level study or equivalent in one of the following countries: Canada (excluding Quebec), New Zealand, Australia, Republic of Ireland, United States or United Kingdom.
  ii) One of the qualifications specified in Schedule A.
  iii) A minimum of two years full-time equivalent post-secondary, associate degree- or degree-level study or equivalent in a country as specified in Schedule A in which the language of instruction and assessment/ examination was in English; All other international applicants will need to achieve an IELTS of 7.0 as stipulated above.

Recommendation

Programs Committee, on the recommendation of the Arts, Education and Law Group Board (4/2010, August), is asked to recommend to Academic Committee the following, as detailed in 2010/0010546, for introduction in Semester 1 2011:
- to establish the Bachelor of Education – Secondary with Honours (BEd Hons) (1381) as an embedded 360CP program;
- it be approved for an accreditation period of five years to 2016 and a five-year program review to be completed and forwarded to Programs Committee before the end of 2016
- make changes to the existing 320CP Bachelor of Education - Secondary (1051)

For approval
11.0 GBS 5-YEAR PROGRAM REVIEW: MAJOR CHANGE (2010/0010559)  
1289, 1290 BACHELOR OF BUSINESS (HOTEL, TOURISM, EVENT, REAL ESTATE AND PROPERTY, SPORT)  

11.1 Programs Committee, on the executive recommendation of the Dean (Learning and Teaching), Griffith Business School (15 October 2010), is asked to consider the attached submission proposing changes to the Bachelor of Business (Hotel, Tourism, Event, Real Estate and Property, Sport) (1289, 1290), as detailed in 2010/0010559, for introduction in Semester 1 2011.

11.2 Pursuant to the Program Planning, Development, Approval and Review Processes, the Griffith Business undertook to review this program in 2009/2010. The Department of Tourism, Leisure, Hotel and Sport Management undertook a rigorous year-long review of its curriculum and presented a detailed briefing document to the Review Committee. In light of the majors in Real Estate and Property Development and the International Tourism and Hotel Management programs being in their second year of operation they were only considered incidentally to the review of majors in Event Management, Sport Management, Hotel Management, and Tourism Management.

11.3 The briefing paper informed the review and a number of recommendations were made for consideration by the Griffith Business School Board and Group Executive Committee. The Bachelor of Business (Hotel, Tourism, Real Estate & Property, Sport) Five Year Review report was approved at the 5/2010 Griffith Business School Board; it includes 16 recommendations. A number of program changes are required based on the outcomes of the review as outlined on pages 3-5 of the attached submission. No changes are required to the degree or admission requirements.

Recommendation

11.4 Programs Committee, on the executive recommendation of the Dean (Learning and Teaching), Griffith Business School (15 October 2010), is asked to recommend to Academic Committee the proposed changes to the Bachelor of Business (Hotel, Tourism, Event, Real Estate and Property, Sport) (1289, 1290), as detailed in 2010/0010559, for introduction in Semester 1 2011.

For approval

12.0 GBS MAJOR CHANGE SUBMISSION (2010/0010555)  
1105, 1107 BACHELOR OF INTERNATIONAL BUSINESS  
1288, 1045 BACHELOR OF BUSINESS  

12.1 Programs Committee, on the recommendation of the Griffith Business School Board (5/2010, September), is asked to consider the attached submission proposing changes to the Bachelor of International Business (1105, 1107) and Bachelor of Business (1288, 1045) and additional programs as listed in 12.2 below, as detailed in 2010/0010555, for implementation in Semester 1, 2011.

12.2 The Griffith Business School proposes to introduce a new 80CP award major titled ‘International Management’ at the Nathan campus. The major will be available in the Bachelor of International Business, Bachelor of Business and related double degree programs. The major builds on an existing 60CP minor available in the Bachelor of International Business, and will also be available in the following programs:
- 1307/1308 GBS Double Degree Program – Business component
- 1293/1230 Bachelor of Arts/Bachelor of Business
- 1325 Bachelor of Business/Bachelor of Psychological Science
- 1299/1126 Bachelor of Laws/Bachelor of Business
- 1378/1379 Bachelor of Business/Bachelor of Communication
- 1373/1374 Bachelor of Business/Bachelor of Journalism.

Recommendation
12.3 Programs Committee, on the recommendation of the Griffith Business School Board (5/2010, September), is asked to recommend to Academic Committee the proposed changes to the Bachelor of International Business (1105, 1107) and Bachelor of Business (1288, 1045) and additional programs as listed in 12.2 above, for implementation in Semester 1, 2011.

For approval

13.0 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
5348 INTERNATIONAL MASTER OF BUSINESS ADMINISTRATION (ADVANCED)

13.1 Programs Committee, on the executive recommendation of the Dean (Learning and Teaching) Griffith Business School (4 October 2010), is asked to consider the attached submission proposing changes to the Master of Commerce (5439, 5440), Master of Commerce (Advanced) (5441, 5506), Master of Business Administration (5159, 5158), Master of Business Administration (Advanced) (5163, 5162), International Master of Business Administration (5457, 5458), and International Master of Business Administration (Advanced) (5348), as detailed in 2010/0010556, for implementation in Semester 1, 2011.

13.2 The Griffith Business School proposes changes to the to the Applied Finance specialisation as follows:
- core requirements of the Applied Finance specialisation will change from 40CP to 50CP.
- to add a Semester 2 offering for 7203AFE Corporate Financial Risk Management; this course is currently offered in Semester 1 only at Nathan.
- The Department of Accounting, Finance and Economics proposes to offer the capstone course 7240AFE Issues in Advanced Corporate Finance in Semesters 1 & 2.

Recommendation

13.3 Programs Committee, on the executive recommendation of the Dean (Learning and Teaching) Griffith Business School (4 October 2010), is asked to recommend to Academic Committee the proposed changes to the Master of Commerce (5439, 5440), Master of Commerce (Advanced) (5441, 5506), Master of Business Administration (5159, 5158), Master of Business Administration (Advanced) (5163, 5162), International Master of Business Administration (5457, 5458), and International Master of Business Administration (Advanced) (5348), as detailed in 2010/0010556, for implementation in Semester 1, 2011.

For approval

14.0 PBH MAJOR CHANGE SUBMISSION (2010/0011312)
1333 BACHELOR OF PUBLIC HEALTH

14.1 Programs Committee, on the recommendation of the Griffith Health Board (7/2010, October), is asked to consider the attached submission proposing changes to the Bachelor of Public Health (1333), as detailed in 2010/0011312, for implementation in Semester 1, 2011.

14.2 The School of Public Health proposes changes to the Bachelor of Public Health (1333) as follows:
- merge the existing Nutrition and Health Promotion majors into one 160CP award major Nutrition and Health Promotion;
- change first year courses and the Environmental Health & Sustainability major;
- rebadge 1980PBH Food Systems as Year 3 Semester 2 course and change course code to 3206PBH Food and Population Growth.
Recommendation

14.3 Programs Committee, on the recommendation of the Griffith Health Board, is asked to recommend to Academic Committee the proposed changes to the Bachelor of Public Health (1333), as detailed in 2010/0011312, for implementation in Semester 1, 2011.

For approval

15.0 NRS MAJOR CHANGE SUBMISSION (2010/0011310)
1161, 1162, 1165 BACHELOR OF NURSING

15.1 Programs Committee, on the recommendation of the Griffith Health Board, is asked to consider the attached submission proposing changes to the Bachelor of Nursing (1161, 1162, 1165), as detailed in 2010/0011310, for implementation in Semester 1, 2011.

15.2 The Bachelor of Nursing is an accredited program with the Queensland Nursing Council (QNC) until 31 December 2010. A curriculum review is required every five years for the purposes of re-accreditation. In preparation for the re-accreditation process, a systematic review of the program was undertaken during 2009, and extensive changes are proposed to these programs, including cessation of the accelerated program from 2011. The accelerated program includes summer semester courses, and was originally designed to meet industry's nursing employment deficit, enabling students to graduate mid-year. The decision to discontinue this option was made in consultation with various industry partners who could no longer see the viability of employing graduates mid-year.

15.3 The revised curriculum enhances student learning in Patient safety; Specific health needs of the indigenous population; Integration of biosciences with nursing care; Focus on chronic conditions; and Increased clinical practicum from 19 to 22 weeks.

Recommendation

15.4 Programs Committee, on the recommendation of the Griffith Health Board, is asked to recommend to Academic Committee the proposed changes to the Bachelor of Nursing (1161, 1162, 1165), as detailed in 2010/0011310, for implementation in Semester 1, 2011.

For approval

16.0 PES MAJOR CHANGE SUBMISSION (2010/0011032)
5269 MASTER OF MUSCULOSKELETAL AND SPORTS PHYSIOTHERAPY
5271 MASTER OF MUSCULOSKELETAL AND SPORTS PHYSIOTHERAPY WITH HONOURS

16.1 Programs Committee, on the recommendation of the Griffith Health Board (7/2010 October), is asked to consider the attached submission proposing changes to the Master of Musculoskeletal and Sports Physiotherapy (5269) and Master of Musculoskeletal and Sports Physiotherapy with Honours (5271), as detailed in 2010/0011032, for implementation in Semester 1, 2011.

16.2 The Australian Physiotherapy Association (APA) has finalised guidelines for accreditation for Musculoskeletal and Sports Physiotherapy programs. These guidelines provide clearer learning objectives and outcomes that need to be achieved in such programs. The School of Physiotherapy and Exercise Science therefore proposes the following:
- to restructure the program to provide clearer delineation between the musculoskeletal and sports physiotherapy elements of the program and provide greater scope for clinical placements;
- amend to the admission requirements to include provision of a detailed curriculum vitae;
- to add three new courses and to rationalise existing courses by renaming and increasing or reducing credit points.
16.3 The revised program structure has been presented to the APA accreditation panel chaired by Professor Gordon Waddington (University of Canberra). The revised program is now an accredited program by the APA in both Musculoskeletal and Sports Physiotherapy. The Secretary will obtain documentation to place on the program file.

Recommendation

16.4 Programs Committee, on the recommendation of the Griffith Health Board (7/2010 October), is asked to recommend to Academic Committee the proposed changes to the Master of Musculoskeletal and Sports Physiotherapy (5269) and Master of Musculoskeletal and Sports Physiotherapy with Honours (5271), as detailed in 2010/0011032, for implementation in Semester 1, 2011.

For approval

17.0 ICT MAJOR CHANGE SUBMISSION (2010/0010065)  
1110, 1046 BACHELOR OF MULTIMEDIA

17.1 Programs Committee, on the executive recommendation of the Dean (Learning and Teaching) in the Science, Environment, Engineering and Technology Group (12 October 2010), is asked to consider the attached submission proposing changes to the Bachelor of Multimedia (111, 1046), as detailed in 2010/0010065, for implementation in Semester 1, 2011.

17.2 The following three courses are listed in the Internet Computing major of the Bachelor of Multimedia; however the prerequisite courses are not:
- 2506ICT Computer Communication Networks [prerequisite 1007ICT],
- 2512ICT eCommerce [prerequisites 1410ICT and 1007ICT] and
- 3400ICT Information Systems Security [prerequisite 1410ICT]

17.3 The listed prerequisite courses have been part of the major in the Bachelor of Information Technology but students in the Bachelor of Multimedia were unable to take them due to the extensive core which is characteristic of the multidisciplinary Multimedia degree. It is proposed to add 1007ICT Introduction to Computer Systems and Network and 1410ICT Introduction to Information Systems to the requirements for the Internet Computing major in the Bachelor of Multimedia.

Recommendation

17.4 Programs Committee, on the executive recommendation of the Dean (Learning and Teaching) in the Science, Environment, Engineering and Technology Group (12 October 2010), is asked to recommend to Academic Committee the proposed changes to the Bachelor of Multimedia (111, 1046), as detailed in 2010/0010065, for implementation in Semester 1, 2011.

For approval

18.0 QCA MAJOR CHANGE SUBMISSION (2010/0007565)  
3089 GRADUATE CERTIFICATE IN DIGITAL DESIGN  
5385 MASTER OF DIGITAL DESIGN

18.1 Programs Committee, on the recommendation of the Arts, Education and Law Board (5/2010, October), is asked to consider the attached submission proposing changes to the Graduate Certificate in Digital Design (3089) and Master of Digital Design (5385), as detailed in 2010/0007565, for implementation in Semester 1, 2011.

18.2 The postgraduate Digital Design suite of programs has undergone rapid expansion in student numbers over the last few years, with 90 students enrolled in 2010. Digital Design is also a rapidly changing specialisation especially in terms of its methods, software and use of
online technologies. Consequently, amendments to the program are required to ensure it is strongly related to current industry needs and reflective of global best practice.

18.3 The Queensland College of Art proposes the following changes:
- add a ‘Learning and Teaching’ specialisation
- add minimum GPA admission requirement
- introduce new course and change titles of existing courses
- make program structure more prescriptive, and therefore also change degree requirements.

18.4 To be eligible for the award of Graduate Certificate in Digital Design (GCertDigitalDes), a student must acquire 40CP as prescribed below:
- gain 40CP for prescribed courses (i.e., any four courses from one of the specialisation lists with the exception of 7011QCA and 7502QCA).

18.5 To be eligible for the award of Master of Digital Design (MDigitalDes), a student must acquire 80CP as prescribed below:
- gain 80CP for prescribed courses including one of the following specialisations:
  - Learning and Teaching
  - Motion Graphics
  - Web Screen Design
- gain no more than 10CP for courses with a grade of Pass Conceded (the grade of Pass Conceded for a course which is a prerequisite for a later course is not regarded as sufficient for meeting the prerequisite requirements).

Recommendation

18.6 Programs Committee, on the recommendation of the Arts, Education and Law Board (5/2010, October), is asked to recommend to Academic Committee the proposed changes to the Graduate Certificate in Digital Design (3089) and Master of Digital Design (5385), as detailed in 2010/0007565, for implementation in Semester 1, 2011.

For approval

19.0 QCA MAJOR CHANGE SUBMISSION (2010/0007564)
3231 GRADUATE CERTIFICATE IN DESIGN FUTURES
5284 MASTER OF DESIGN FUTURES

19.1 Programs Committee, on the recommendation of the Arts, Education and Law Board (5/2010, October), is asked to consider the attached submission proposing changes to the Graduate Certificate in Design Futures (3231) and Master of Design Futures (5284), as detailed in 2010/0007564, for implementation in Semester 1, 2011.

19.2 The Graduate Certificate in Design Futures and Master of Design Futures were first offered in 2008. Both programs are now established and attract a modest intake of students. Given this small cohort, it is requested that the semester intakes and mode of study be changed in order to minimise the impact on resources. The changes result in a better organised pathway for students moving from the Graduate Certificate to the Masters. In the Masters the changes will also result in the rationalisation of the order of courses.

Recommendation

19.3 Programs Committee, on the recommendation of the Arts, Education and Law Board (5/2010, October), is asked to recommend to Academic Committee the proposed changes to the Graduate Certificate in Design Futures (3231) and Master of Design Futures (5284), as detailed in 2010/0007564, for implementation in Semester 1, 2011.

For approval
20.0 QCA SPECIAL PURPOSE SUBMISSIONS
2035 BACHELOR OF ANIMATION WITH HONOURS
2074 BACHELOR OF FILM & SCREEN MEDIA PRODUCTION WITH HONOURS
2043 BACHELOR OF DESIGN WITH HONOURS
2081 BACHELOR OF DIGITAL MEDIA WITH HONOURS
2037 BACHELOR OF FINE ART WITH HONOURS
2041 BACHELOR OF PHOTOGRAPHY WITH HONOURS
2061 BACHELOR OF CONTEMPORARY AUSTRALIAN INDIGENOUS ART WITH HONOURS

20.1 Programs Committee, on the recommendation of the Arts, Education and Law Board (5/2010, October), is asked to consider the attached submissions proposing changes to the admission requirements for the above listed programs, as detailed in the relevant submission, for implementation in Semester 1, 2011.

20.2 Bachelor of Animation with Honours (2035) and Bachelor of Film and Screen Media Production with Honours (2074) (2010/0007545)
- applicants be required to negotiate up to two supervisors from any relevant area within the College;
- applicants be required to submit a proposal outlining the nature of the Research Project they wish to undertake.

20.3 Bachelor of Design with Honours (2043) and Bachelor of Digital Media with Honours (2081) (2010/0007546)
- applicants be required to submit a proposal outlining the nature of the Research Project they wish to undertake.

20.4 Bachelor of Photography with Honours (2041) (2010/0007549)
- applicants be required to negotiate up to two supervisors from any relevant area with the College;
- applicants be required to submit a proposal outlining the nature of the Research Project they wish to undertake;
- for students entering this Honours program with the Bachelor of Communication, it be stipulated they must have completed an Elective major in News and Magazine Photography.

20.5 Bachelor of Contemporary Australian Indigenous Art with Honours (2061) (2010/0007550)
- applicant must have achieved a GPA of at least 5.0 over the best 100 credit points from courses belonging to the second and third years of the undergraduate program and in 1208QCA Modernism & Post Modernism and 1209QCA Reading the Visual. 1208QCA and 1209QCA are first year art theory courses;
- applicants be required to negotiate up to two supervisors from any relevant area with the College;
- applicants be required to submit a proposal outlining the nature of the Research Project they wish to undertake.

20.6 Bachelor of Fine Art with Honours (2037) (2010/0007551)
- applicants be required to negotiate up to two supervisors who are available and willing to facilitate the student’s requirements;
- applicants be required to submit a proposal outlining the nature of the Research Project they wish to undertake;
- applicants be required to have completed a 30 credit point elective specialisation in Art Theory in the second and third years of their undergraduate degree with a grade point average of at least 5.0.

Recommendation

20.7 Programs Committee, on the recommendation of the Arts, Education and Law Board (5/2010, October), is asked to recommend to Academic Committee the proposed changes to the above listed programs, as detailed in the relevant submissions, for implementation in Semester 1, 2011.

For approval
SECTION II: MATTERS REQUIRING RATIFICATION OF EXECUTIVE ACTION

21.0  EBL/EPS NEW PROGRAM (2010/0007567)
5562, 5563 MASTER OF TEACHING (PROFESSIONAL PRACTICE) – PRIMARY (MG, GC)

21.1 The Chair of Programs Committee took executive action to recommend to Academic Committee (July 2010) a submission proposing to establish the Master of Teaching (Professional Practice) – Primary (5562, 5563), as detailed in 2010/0007567, for implementation in Semester 1, 2011 on the executive recommendation of the Chair of the Arts, Education and Law Group Board (13 September 2010).

21.2 This 2 year equivalent (160CP) postgraduate preservice teacher education program is designed to position the Faculty of Education at Griffith University to address the emerging teacher education priorities and quality agenda. It will provide a professional preparation for teaching in primary schools and is designed for high quality graduates from a non-education background wishing to teach from Prep to year 7. The program will cover the theory and practice of teaching, concentrating on the characteristics of learners and teachers in primary schooling environments, and the social and educational contexts of education and includes Informing Discipline and Education Studies, and Curriculum and Professional Studies and Practice. It addresses specific focus areas of literacy, numeracy and assessment, incorporates an innovative, coherent, induction semester in partnership with a Primary School, and a research learning component.

21.3 To be eligible for the award of Master of Teaching (MTeach), a student must acquire 160CP as prescribed below:
- gain 40CP for Informing Discipline Studies (IDS)
- gain 40CP for Curriculum Studies (CS)
- gain 40CP for Professional Experience and Practice and Induction in Primary settings (PE) through completing school experience as required by the Queensland College of Teachers
- gain 40CP of Education Studies (ES)
- the grade of Pass is the minimum standard required for any course in this program.

21.4 Students with English as a second language must provide evidence of English language competence at Level 7 in each subscore of IELTS (Academic) at application.

Recommendation

21.5 Programs Committee is asked to ratify the Chair’s executive action in recommending to Academic Committee the approval as follows:
- the proposal to establish the Master of Teaching (Professional Practice) – Primary (5562, 5563), as detailed in 2010/0007567, for implementation in Semester 1, 2011;
- the program be approved for an accreditation period of five years to 2016 and a five-year program review to be completed and forwarded to Programs Committee before the end of 2016.

For ratification

22.0  EBL/EPS NEW PROGRAM (2010/0007568)
5564, 5565 MASTER OF TEACHING (PROFESSIONAL PRACTICE) – SECONDARY (MG, GC)

22.1 The Chair of Programs Committee took executive action to recommend to Academic Committee (July 2010) a submission proposing to establish the Master of Teaching (Professional Practice) – Secondary (5564, 5565), as detailed in 2010/0007568, for implementation in Semester 1, 2011 on the executive recommendation of the Chair of the Arts, Education and Law Group Board (13 September 2010).

22.2 This 2 year equivalent (160CP) postgraduate preservice teacher education program is designed to position the Faculty of Education at Griffith University to address the emerging teacher education priorities and quality agenda. It will provide a professional preparation for teaching in secondary schools and is designed for high quality graduates from a non-
education background wishing to teach in the secondary setting. It covers the theory and practice of teaching, concentrating on the characteristics of learners and teachers in secondary schooling environments, and the social and educational contexts of education and includes Informing Discipline and Education Studies, and Curriculum Studies in (preferably) two subject areas, and Professional Studies and Practice. It addresses specific focus areas of literacy, numeracy and assessment, incorporates an innovative, coherent, induction semester in partnership with a Secondary School, and a research learning component. Graduates will be eligible for registration as teachers with the Queensland College of Teachers.

22.3 To be eligible for the award of Master of Teaching (MTeach), a student must acquire 160CP as prescribed below:
- gain 40CP for Informing Discipline Studies (IDS)
- gain 40CP for Education Studies (ES)
- gain 40CP in Curriculum studies (CS) within approved academic plans as identified in the letter of offer (requests for changes of academic plans must be made via the program convenors)
- gain 40CP for Professional Experience and Practice (PEP)
- the grade of Pass is the minimum standard required for any course in this program.

22.4 Students with English as a second language must provide evidence of English language competence at Level 7 in each subscore of IELTS (Academic) at application.

Recommendation

22.5 Programs Committee is asked to ratify the Chair’s executive action in recommending to Academic Committee the approval as follows:
- the proposal to establish the Master of Teaching (Professional Practice) – Secondary (5564, 5565), as detailed in 2010/0007568, for implementation in Semester 1, 2011;
- the program be approved for an accreditation period of five years to 2016 and a five-year program review to be completed and forwarded to Programs Committee before the end of 2016.

For ratification

SECTION III: MATTERS FOR NOTING AND WHERE APPROPRIATE, ACCEPTANCE OF RECOMMENDATIONS

23.0 DOH WITHDRAWAL SUBMISSION (2010/0011033)

1262 BACHELOR OF ORAL HEALTH IN ORAL HEALTH THERAPY

23.1 The School of Dentistry and Oral Health has obtained approval from the Deputy Vice Chancellor (Academic) (25 August 2010) to withdraw the Bachelor of Oral Health in Oral Health Therapy (1262).

23.2 The attached submission (2010/0011033) outlines transition arrangements for continuing students enrolled in the Bachelor of Oral Health in Oral Health Therapy, as follows:
- All students will be able to complete their program without disadvantage. All courses with the exception of the three listed below are offered in other programs within the University. These courses will continue to be available in order for students to complete their studies.
- 2013DOH_Y1 and Y2 Comprehensive Oral Health Care 1
- 3017DOH_Y1 and Y2 Comprehensive Oral Health Care 1
- 3014DOH_Introduction to Oral Pathology and Oral Medicine

Recommendation

23.3 Programs Committee is asked recommend to Academic Committee the transition arrangements for enrolled students in the Bachelor of Oral Health in Oral Health Therapy (1262), as detailed in 2010/0011033.

For approval
24.0 PES WITHDRAWAL SUBMISSION (2010/0011046)

3233 GRADUATE CERTIFICATE IN SPORTS COACHING
5508 MASTER OF SPORTS COACHING
5510 MASTER OF SPORTS COACHING WITH HONOURS

24.1 The School of Physiotherapy and Exercise Science has obtained approval from the Deputy Vice Chancellor (Academic) (18 October 2010) to withdraw the Graduate Certificate in Sports Coaching (3233), Master of Sports Coaching (5508) and Master of Sports Coaching with Honours (5510).

24.2 The attached submission (2010/0011046) outlines transition arrangements for continuing students enrolled in these programs, as follows:
- All students will be able to complete their respective program in the current structure on the web (online) through Griffith University. The School anticipates completion will take one to two years.

Recommendation

24.3 Programs Committee is asked recommend to Academic Committee the transition arrangements for enrolled students in the Graduate Certificate in Sports Coaching (3233), Master of Sports Coaching (5508) and Master of Sports Coaching with Honours (5510), as detailed in 2010/0011033.

For approval

25.0 OTHER BUSINESS

26.0 NEXT MEETING

The next meeting of the Programs Committee is scheduled to be held on Thursday, 11 November 2010 at 9.30am via videoconference in Room 2.06, Bray Centre (N54) Nathan campus; Room 2.27, Information Services (L03) Logan campus and Room 1.04, The Chancellery (G34) Gold Coast campus.

27.0 FUTURE ITEMS

27.1 Report from Programs Committee Working Party:
- Australian Qualifications Framework (awaiting outcomes of AQF consultations).
### DISTRIBUTION LIST

#### Committee Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointment Type</th>
<th>Term of Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Gillian Bushell (Chair)</td>
<td>Deputy 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, Information Services</td>
<td>ex officio</td>
</tr>
<tr>
<td>Dr Roger Moni</td>
<td>Nominee for Director, Griffith Institute for Higher Education</td>
<td>ex officio</td>
</tr>
<tr>
<td>Dr Robin 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>Associate Professor Wendy Loughlin</td>
<td>Dean, (Learning and Teaching), Science, Environment, Engineering and Technology Group</td>
<td>ex officio</td>
</tr>
<tr>
<td>Associate Professor Glenn Finger</td>
<td>Dean, appointed by Pro-Vice Chancellor (Arts, Education and Law)</td>
<td>Two years, up 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, up 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, up to 31 December 2010</td>
</tr>
<tr>
<td>Associate Professor Ray Tedman</td>
<td>Full-time academic staff member nominated by the Pro-Vice Chancellor (Health)</td>
<td>Two years, up 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, Environment, Engineering and Technology)</td>
<td>Two years, up to 31 December 2011</td>
</tr>
<tr>
<td>Ms Jacinta Colley</td>
<td>One student of the University</td>
<td>One year, up to 31 December 2010</td>
</tr>
<tr>
<td>Ms Sharon Clifford</td>
<td>Secretary</td>
<td></td>
</tr>
</tbody>
</table>

#### Information Copies (without attachments unless stated)
- Vice Chancellor – Professor Ian O’Connor
- Deputy Vice Chancellor (Academic) – Professor Sue Spence
- Deputy Vice Chancellor and Provost – Professor Marilyn McMeniman AM
- 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 (SEET) – Professor Sue Berners-Price
- Pro Vice Chancellor (International) – Mr Chris Madden
- Dean, Student Outcomes and Director (GIHE) – Professor Kerri-Lee Krause
- Dean, Graduate Research School – Professor Parlo Singh
- Director, Student Admin – Ms Cathy McGrath
- Acting Student Systems Operations Manager – Mr Pascal Boucher
- Technical Manager SEET Technical Services (Nathan) – Mr George Klich
- Technical Manager SEET Technical Services (Gold Coast) – Mr Stephen Boyd
- Student Services, Nathan (with attachments) – Ms Vicki Tolstoff,
- Head, Secretariat (with attachments) – Ms Karen van Haeringen
- Secretary, Academic Committee (with attachments) – Ms Lea-Anne Stafford
- Co-ordinator, Student Web Services – Ms Elisa Colebrook
- Program Information & Web Publishing Officers – Ms Anne-Maree Fitzpatrick, Ms Cassandra Van Wyk

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