

LA TROBE UNIVERSITY  
ACADEMIC BOARD  
CURRICULUM, TEACHING AND LEARNING COMMITTEE

Programs Committee

MINUTES

Meeting 1/2009 of the Programs Committee was held at 10.00am-12.00pm on Thursday 11 June 2009, in the Mandala Room, Level 3 David Myers Building, Bundoora.

**PART A – PROCEDURAL MATTERS**

**Members in Attendance**

Dr Julie Jackson (Chair)	Pro Vice-Chancellor (Quality Enhancement)
Mr Bruce Carboon	Director, Academic Services
Mr Jesse Marshall	President, La Trobe University Guild (SRC)
Dr Vilma Stanisich	Lecturer, Faculty of Science, Technology and Engineering
Dr Sherrie Wentworth	Lecturer, Faculty of Health Sciences
Dr David Wilkinson	Associate Dean International, Faculty of Law and Management

**Others in Attendance**

Mr Ian Bailie	Academic Services Manager - <i>vice</i> , Faculty of Education
Mr Lachlan Batchelor	President, SRC

**Secretariat**

Ms Rebecca di Corpo	Executive Officer, Academic Programs
---------------------	--------------------------------------

**Apologies**

Professor Noel Gough	Director (Learning, Teaching & International), Faculty of Education
Ms Raelene Reece	Registrar, Faculty of Humanities and Social Sciences
Dr Julie White	<i>alternate</i> , Faculty of Education

**Confirmation of Agenda**

The Committee agreed to approve the agenda as circulated, noting two typography errors for the record:

- Item 2.1.1 'Education Studies' to be corrected to 'Educational Studies'; and  
Item 3 'La Trobe International College' to be corrected to 'La Trobe International'.

**PART B –MATTERS FOR APPROVAL**

**ACTION**

**1 Chair's Report**

- 1.1 The chair welcomed members to the first meeting of the Programs Committee and introductions were made.
- 1.2 The Committee received paper PC09/03 noting the request by LUPA to be granted membership. After careful consideration the Committee agreed that with LUPA represented on the Curriculum, Teaching and Learning (CTL) Committee they are positioned at the appropriate high level of membership for the contribution and intervention on any issues pertaining to the CTL Committee's three sub-committees.

*Action: the Chair to formally advise LUPA by way of a Memorandum*

Chair/  
EO, AP

**2 Course Approvals**

**2.1 Bachelor of Educational Studies**

2.1.1 The Committee received and noted paper PC09/04, a proposal to revise the Bachelor of Educational Studies from a one year to a three year course. In support of the proposal, the chair was encouraged to see it conforms to the La Trobe Qualifications Framework.

2.1.2 It was agreed that in order to appropriately manage the administrative technicalities and potential sensitivities with respect to the two cohorts of students, the Faculty of Education are to propose a closure of the current one year Bachelor of Educational Studies.

*Action: Faculty of Education to submit proposal for course closure as specified in the Course Suspension and Closure Policy and Procedures* F EDU

2.1.3 The Director of Academic Services advised the course fees structure for 2010 are available for information and requested the fees presented in the proposal reflect these accordingly (currently based on 2009 rate).

*Action: Academic Services to provide details of the 2010 fees structure; the Faculty of Education to provide details of the 2010 rate by way of a Memorandum in support of their original proposal.* AS,  
F EDU

2.1.4 Subject to the satisfactory completion of 2.1.2 and 2.1.3 above, the Committee resolved to recommend to the Curriculum, Teaching and Learning Committee that it endorse the proposal from the Faculty of Education to revise the Bachelor of Educational Studies from a one year to a three year course. EO, AP

## **2.2 Graduate Certificate in Higher Education Curriculum, Teaching and Learning**

2.1.1 The Committee received and considered paper PC09/05, a Memorandum from the Pro Vice-Chancellor (Curriculum and Academic Planning) to request the name change for the Graduate Certificate in Higher Education to become the 'Graduate Certificate in Higher Education Curriculum, Teaching and Learning'.

2.1.2 The Committee resolved to recommend to the Curriculum, Teaching and Learning Committee that it endorse the proposal. EO, AP

## **2.2 Master of International Development; Master of International Development with Honours**

2.2.1 The Committee received and considered paper PC09/06, a proposal from the Faculty of Humanities and Social Sciences to implement a Master of International Development and Master of International Development with Honours for 2010.

2.2.2 The Committee approved the proposal in principle, however further information is required as follows:

a) *refer proposal pg 3, 2.1.1 (ii) Course Fee* - an explanation is required as to the differential between the domestic fee-paying postgraduate student and international student fees;

b) *refer proposal pg 5, Core Unit tables* - the Committee queried the inconsistency of course subject codes listed in the credit point tables against the codes of the same subjects in the attached subject descriptors, specifically POL5CAD/ DST5CAD and POL5SED/ DST5SED;

- c) *refer proposal pg 10, 2.2.4 & 2.2.5 Computer and Space Implications respectively* - in support of the existing statements details as to how the Faculty will meet these demands are to be provided.

*Action: Faculty Humanities and Social Sciences to address queries (a)-(c) above by way of a Memorandum to the Programs Committee in support of their proposal* FHSS

- 2.2.3 Subject to the satisfactory completion of 2.3.2 above, the Committee resolved to recommend to the Curriculum, Teaching and Learning Committee that it endorse the proposal from the Faculty of Humanities and Social Sciences to introduce the Master of International Development and Master of International Development with Honours in 2010. EO, AP

#### **2.4 Master of Nursing (Postgraduate degree model 2009)**

- 2.4.1 The Committee received and noted paper PC09/07, a proposal from the Faculty of Health Sciences to make some minor amendments to the Division of Nursing and Midwifery Postgraduate degree model 2009 – Research pathway, and Professional pathway.
- 2.4.2 The discussion raised the outstanding issue concerning the Honours/ Masters Pathway policy currently being addressed by the Higher Degrees by Research Committee. Immediate clarification is to be sought.

*Action: Pro Vice-Chancellor (Quality Enhancement) to contact the chair of the Higher Degrees by Research Committee for a formal response regarding the University's position on this issue* PVC (QE)

- 2.4.3 A query was raised concerning the differential between the domestic fee-paying postgraduate student fees and the international student fees; an explanation is required. *Refer proposal pg 11, 2.1.1 (ii) Course Fee*

*Action: Faculty of Health Sciences to provide rationale (Memorandum)* FHS

- 2.4.4 The Committee requests the TOEFL minimum score of 550 be double-checked as it believed this score should be 575 in accordance with University Policy.

*Action: Faculty of Health Sciences to confirm TOEFL minimum entry score* FHS

#### **2.5 Graduate Certificate in Child and Family Practice and Graduate Diploma in Child and Family Practice Leadership**

- 2.5.1 The Committee received and considered papers PC09/08 and PC09/09, a proposal from the Faculty of Health Sciences to endorse the new Graduate Certificate in Child and Family Practice and Graduate Diploma in Child and Family Practice Leadership to commence in Bundoora in August 2009.
- 2.5.2 There were a number of queries relating to the fact the courses are fully funded by the Department of Human Services securing placements for an employer lead scholarship programs, but that placements for domestic full-fee students and international students are also going to be offered. Clarification is therefore sought as follows:

- a) *refer grad.cert. proposal pg 7, 1.7.1 (ii) c) & pg 8, 1.7.1 (xi) a) - whether or not the courses are offered to international students;*
- b) *refer diploma proposal pg 8, 1.7.1 (ii) c) & pg 9, 1.7.1 (xi) a) - whether or not the courses are offered to international students;*
- c) *refer proposal pg 7, 1.7.1 (ii) b) + c) – details, if required, for domestic full-fee paying and international students (contact Academic Services for 2010 fees schedule); and*
- d) *refer diploma proposal pg 9, 1.7.1 (xi) - the implications around the practical content of the courses accommodating both existing practitioners from the Child Protection and Community Service sector, Family Services and out of home care alongside full-fee paying students.*

*Action: Director of Academic Services to liaise with the Faculty of Health Sciences to address queries (a)-(c) above, with the likely outcome of a re-submission of the course proposals with amendments as necessary*

FHS,  
Dir/ AS

## **2.6 Graduate Certificate in Occupational Health, Safety and Ergonomics; Master of Ergonomics, Safety and health (MESH); Master of Occupational Health**

- 2.6.1 The Committee received and considered paper PC09/10, a proposal from the Faculty of Health Sciences to endorse the integrated set of new courses: Graduate Certificate in Occupational Health, Safety and Ergonomics; Master of Ergonomics, Safety and health (MESH); Master of Occupational Health.
- 2.6.2 The Committee noted in particular the Honours embedded within the courses and the difference of the modified articulated course as detailed.
- 2.6.3 It was suggested by the Committee that seven courses are to be identified within this proposal:
  - Articulated M.ESH
  - Articulated M.ESH with Honours

*[5 x distance-mode]*

  - Graduate Certificate in Occupational Health, Safety & Ergonomics
  - Master of Ergonomics, Safety & Health by coursework
  - Master of Ergonomics, Safety & Health by coursework with Honours
  - Master of Occupational Health by coursework
  - Master of Occupational Health by coursework with Honours

*Action: Faculty of Health Sciences to acknowledge the need to identify the courses as seven separate titles (Memorandum)*

FHS

- 2.6.4 With respect to both forms of the M.ESH the Committee requested that all references made regarding the “optional honours year” be amended to “optional honours program” to accommodate both part-time and full-time study.

*Action: Faculty of Health Sciences to amend titles across all course documentation where appropriate*

FHS

- 2.6.5 The chair of the committee made reference to the Nested Qualifications

Policy and Procedures suggesting the proposal be amended where the term “integrated” was applied in the introduction for the five distance-mode courses (see pg 1 of 25, 3<sup>rd</sup> para, 5<sup>th</sup> line).

*Action: Faculty of Health Sciences to note for future proposals and amend existing documentation accordingly for internal use only* FHS

2.6.6 Highlighted in the discussion was the need for the old courses to be formally closed, as detailed in the Course Closure and Suspension Policy and Procedures. Courses noted for closure are:

- Graduate Certificate in Occupational Healthy & Safety
- Master of Ergonomics by coursework and minor thesis
- Postgraduate Diploma and Master of Occupational Healthy by coursework and minor thesis

*Action: Faculty of Health Sciences to submit a proposal for course closure* FHS

2.6.7 The Committee recommended the proposal be re-submitted to the Programs Committee for consideration, subject to the completion of the above requests, at the next meeting to be scheduled for July 2009.

*Action: Faculty of Health Sciences to work with the Executive Officer, Academic Programs in preparation for this* FHS /  
EO, AP

## **2.7 Master of Health Administration (Online); Master of Health Administration (Hong Kong)**

2.7.1 The Committee received and considered paper PC09/11, a proposal from the Faculty of Health Sciences for an existing course to be offered on another campus (including off-shore).

2.7.2 Clarification is needed on the face-to-face requirements for local applicants and the one week block for students in Hong Kong and related costs. Due to the one proposal incorporating two course approvals there is ambiguity in the detail provided.

2.7.3 The Committee recommend a revised proposal be submitted to the Programs Committee with clearer distinctions between the online MHA for Australian students and the intensive MHA in partnership with the Hong Kong Management Association.

*Action: Faculty of Health Sciences to prepare proposal for consideration at the next Programs Committee meeting scheduled for July 2009* FHS/  
EO, AP

2.7.4 Referring to item 2.2.4 of the proposal the Committee require details on what the additional computer access support requirements are and how they will be provided.

*Action: Faculty of Health Sciences to include in revised proposal* FHS

2.7.5 The Committee noted the statement provided under item 2.2.5 of the proposal concerning space requirements and trust the issue has been brought to the attention of the appropriate university bodies.

## **2.8 Bachelor of Health Sciences/Bachelor of International Relations**

EO, AP

2.8.1 The Committee received paper PC09/12 and endorsed, for referral to the

Curriculum, Teaching and Learning Committee, the proposal to close the double-degree course Bachelor of Health Sciences/Bachelor of International Relations.

## **2.9 Bachelor of Health Sciences/Bachelor of Media Studies**

- 2.9.1 The Committee received paper PC09/13 and endorsed, for referral to the Curriculum, Teaching and Learning Committee, the proposal to close the double-degree course Bachelor of Health Sciences/Bachelor of Media Studies. EO, AP

## **2.10 Bachelor of Health Sciences/Bachelor of Commerce (Accounting)**

- 2.10.1 The Committee received paper PC09/14 and endorsed, for referral to the Curriculum, Teaching and Learning Committee, the proposal to close the double-degree course of Bachelor of Health Sciences/Bachelor of Commerce (Accounting). EO, AP

## **3 La Trobe International – accreditation of Exchange Programs**

- 3.1 The Committee received paper PC09/15, a Memorandum explaining LTI's issue concerning the re-registration of the Exchange Programs with VRQA.
- 3.2 The Director of Academic Services recommended he contact LTI outside of session to clarify where the issues lie and determine how best the LTI can obtain immediate accreditation/ approval.

*Action: Director, Academic Services to promptly liaise with La Trobe International on the matter and report back* Dir, AS

- 3.3 The Committee acknowledged the broader issue concerning CRICOS registrations and the role of the Programs Committee in this process. This item has been noted for a future meeting agenda.

*Action: Executive Officer, Academic Programs to include in Forward Work Programme* EO, AP

## **4 Course Proposal Guidelines – Centrelink benefits**

- 4.1 The Committee received and noted paper PC09/16 acknowledging the need for academic staff to consider students' eligibility requirements for receipt of a study related Centrelink benefit. This information will be communicated to Faculties through the Programs Committee proposals process.

*Action: Executive Officer, Academic Programs to include in online guidelines/ notes for course approvals process* EO, AP

## **5 Course Approvals Process and Procedures**

- 5.1 The Chair thanked the Director of Future Students for her work to date on developing the new pro-formas for new course proposals.
- 5.2 It was agreed that a Working Party be established to manage the sign off and implementation of the new pro-formas for 'new course' proposals, to return to the next Programs Committee meeting with recommendations going forward. The members of the working party were confirmed as Associate Dean International - Faculty of Law and Management, Director - Academic Services (and colleagues) and the SRC representative; secretariat - Executive Officer, Academic Programs.

*Action: Working Party to meet before end June 2009*

EO, AP

## **6 Curriculum, Teaching and Learning Committee**

- 6.1 Members noted the next Curriculum, Teaching and Learning (CTL) Committee scheduled for the 22<sup>nd</sup> July 2009; a progress report from the Programs Committee will be prepared accordingly for the Chair of the Programs Committee to present. PVC (QE)

### **PART C - ITEMS FOR DISCUSSION**

### **ACTION**

## **7 Other Business**

7.1 It was agreed the following items will be deferred to the next meeting:

- Terms of Reference
- Course Database
- Policies and Procedures
- Articulation Agreements
- New or revised Masters Coursework Proposals
- Management of CRICOS Registrations

*Action: Executive Officer, Academic Programs to note for next meeting agenda and circulate to members the list of policies & procedures under the responsibility of the Programs Committee*

EO, AP

## **8 Next Meeting**

8.1 It was agreed the next Programs Committee meeting should be held prior to the 22 July CTL Committee meeting.

*Action: Executive Officer, Academic Programs to coordinate*

EO, AP

### **PART D - ITEMS FOR INFORMATION**

### **ACTION**

## **9 New or Revised Masters Coursework Proposals**

9.1 Members received paper PC09/18, a copy of email correspondence dated 5 June 2009 from the Deputy Vice-Chancellor to Faculties advising of the imminent review of La Trobe's approach to Honours and Masters. This issue will be revisited in the next Programs Committee meeting as stated in 7.1 above.