

**LA TROBE UNIVERSITY
ACADEMIC BOARD
CURRICULUM, TEACHING AND LEARNING COMMITTEE**

Programs Committee

MINUTES

Meeting 2/2009 of the Programs Committee was held at 2.00pm-4.00pm on Tuesday 7 July 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
Professor Noel Gough	Director (Learning, Teaching & International), Faculty of Education
Ms Raelene Reece	Registrar, Faculty of Humanities and Social Sciences
Dr Vilma Stanisich	Lecturer, Faculty of Science, Technology and Engineering
Dr Sherrie Wentworth	Lecturer, Faculty of Health Sciences
Dr Carlos Uxo	Lecturer, Faculty of Humanities and Social Sciences
Secretariat	
Ms Rebecca di Corpo	Executive Officer, Academic Programs
Apologies	
Dr David Wilkinson	Associate Dean International, Faculty of Law and Management
Mr Jesse Marshall	President, La Trobe University Guild (SRC)
Confirmation of Agenda	
The Committee confirmed the agenda, with the late addition of two items (included as 4.4 and 4.5 of the agenda) submitted by the Faculty of Health Sciences in relation to course approvals.	
PART B –MATTERS FOR APPROVAL	ACTION
1 Terms of Reference	
1.1 The chair welcomed members to the second meeting of the Programs Committee and introductions were made. Members noted the membership according to the Terms of Reference composition is complete.	
1.2 The Terms of Reference (ToR) were received (PC09/04); the chair highlighted the need for the Committee to consider the use of expert panels in the approval process for new and substantially revised courses, as detailed in the last section of the ToR. It was agreed this item will be included as a future agenda discussion item.	EO, AP
2 Minutes of Meeting	
2.1 The Minutes of Meeting 11 June 2009, paper PC09/19(M), were confirmed as a true and accurate record.	
3 Matters Arising	
3.1 The Committee received and noted paper PC09/22, correspondence regarding LUPA's request for membership of the Programs Committee. The Committee agreed to maintain its position on the issue.	Chair/

<p><i>Action: the chair to correspond with LUPA reasserting the position of the Committee on this issue</i></p> <p>3.2 The Director, Academic Services tabled paper PC09/33 - a Memorandum from La Trobe International (LTI) to the Programs Committee concerning Academic Board approval of Exchange-in Program for the purpose of CRICOS Registration.</p> <p>3.3 It was agreed that the La Trobe University Schedule of Qualifications be amended to include the Exchange Program/Exchange-in Program under the non-Award category before LTI's recommendation be referred to the Curriculum, Teaching and Learning (CTL) Committee, for referral to Academic Board.</p> <p><i>Action: Executive Officer, Academic Programs and PVC (QE) to action, for referral to CTL Committee and Academic Board. .</i></p>	<p>EO, AP</p> <p>Chair/EO, AP</p>
<p>4 Course Approvals</p>	
<p>4.1 The Committee received and considered paper PC09/23, the Faculty of Humanities and Social Sciences' formal response to the Minutes of Meeting 11 June 2009 (PC09/19(M)) - action item 2.2.3, concerning the Master of International Development and Master of International Development with Honours.</p>	
<p>4.2 The Committee thanked the Faculty for their response and resolved to recommend to the Curriculum Teaching and Learning Committee that it endorse, for referral to Academic Board, the proposal to introduce the Master of International Development and Master of International Development with Honours in 2010.</p>	<p>EO, AP</p>
<p>4.3 The Committee received and considered paper PC09/24, the Faculty of Health Sciences' formal response to the Minutes of Meeting 11 June 2009 (PC09/19(M)) - action items 2.4.1-2.4.4, concerning the proposed amendments to the Master of Nursing (Postgraduate degree model 2009).</p>	
<p>4.4 The Committee thanked the Faculty for their response and resolved to recommend to the Curriculum Teaching and Learning Committee that it endorse, for referral to Academic Board, the proposal for amendments to the Master of Nursing (Postgraduate degree model 2009).</p>	<p>EO, AP</p>
<p>4.5 The discussion raised the issue of the University's policy on thesis grading in the context of determining postgraduate entry and scholarships. It was agreed the Committee will draft an Issues Paper for a future meeting agenda.</p> <p><i>Action: Executive Officer, Academic Programs and chair to draft issues paper on the grading of Honours thesis pending the response from the Higher Degrees by Research Committee regarding the Honours/Masters Pathway policy (refer item 2.4.2 of PC09/19(M)).</i></p>	<p>Chair/EO, AP</p>
<p>4.6 The Committee received and considered paper PC09/25, the Faculty of Health Sciences' formal response to the Minutes of Meeting 11 June 2009 (PC09/19(M)) - action items 2.7.1-2.7.5, concerning the proposal to offer the existing Master of Health Administration as an distance/online course.</p>	
<p>4.7 The Committee thanked the Faculty for their response and resolved to recommend to the Curriculum Teaching and Learning Committee that it endorse, for referral to Academic Board, the proposal to offer a distance/online Master of Health Administration, equivalent to the existing MHA.</p>	<p>EO, AP</p>

<p>4.8 The Committee discussed the tabled paper PC09/34, the Faculty of Health Sciences' formal response to the Minutes of Meeting 11 June 2009 (PC09/19(M)) - action item 2.5.2, concerning the proposal for the new Graduate Certificate in Child and Family Practice and Graduate Diploma in Child and Family Practice Leadership to commence at the Bundoora campus in August 2009.</p> <p>4.9 The Committee thanked the Faculty for their response and resolved to recommend to the Curriculum, Teaching and Learning Committee that it endorse, for referral to Academic Board, the new course proposal for a Graduate Certificate in Child and Family Practice and Graduate Diploma in Child and Family Practice Leadership.</p> <p>4.10 The Committee discussed the tabled paper PC09/35, the Faculty of Health Sciences' formal response to the Minutes of Meeting 11 June 2009 (PC09/19(M)) - action item 2.6.3-2.6.7, concerning the proposal for an integrated set of new courses.</p> <p>4.11 The Committee thanked the Faculty for their response and resolved to recommend to the Curriculum, Teaching and Learning Committee that it endorse, for referral to Academic Board, the proposal for an integrated set of proposals including five distance-mode courses in:</p> <ul style="list-style-type: none"> - Master in Ergonomics, Safety & Health (with and without Honours) - Master in Occupational Health (with and without Honours) - Graduate Certificate in Occupational Health, Safety and Ergonomics <p>4.12 It was noted that the two articulated Masters courses - Master in Ergonomics, Safety & Health (with and without Honours), previously included with the original proposal, will follow in due course.</p> <p>4.13 It was noted the course closures, as requested in action item 2.6.6 of PC09/19(M), will follow in due course. These are:</p> <ul style="list-style-type: none"> - Graduate Certificate in Occupational Health & Safety - Master of Ergonomics by coursework and minor thesis - Postgraduate Diploma and Master of Occupational Health by coursework and minor thesis 	<p>EO, AP</p> <p>EO, AP</p>
<p>5 Matters Approved on behalf of the Programs Committee</p>	
<p>5.1 Members noted the following matters approved out-of-session by the chair on behalf of the Programs Committee, for referral to the Curriculum, Teaching and Learning Committee,</p> <p>5.1.1 Faculty of Education: proposal for Course Closure of the "Bachelor of Educational Studies" (one year program);</p> <p>5.1.2 Faculty of Education: proposal to revise the "Bachelor of Educational Studies" from a one year to a three year course;</p> <p>5.1.3 Faculty of Humanities and Social Sciences: proposal for the addition of a stream: New INU Global Citizenship stream for Master of International Relations.</p>	
<p>6 University Process for New Course Approval</p>	
<p>6.1 The Committee discussed the suite of documentation regarding the process for new course approvals and related issues; items 6.1 – 6.4 of the agenda.</p>	

<p>6.2 The Committee agreed the Business Case Template should be under the ownership of the Programs Committee, as a supporting document to the New Coursework Program Proposal Template. Where any critical budgetary issues remain unresolved in new course proposals the Programs Committee will refer to the Planning and Resource Committee prior to referring the proposal to the CTL Committee. All documentation relating to the new course approval process to be amended accordingly.</p> <p><i>Action: the Executive Officer, Academic Programs to continue developing the documentation accordingly before calling a second meeting of the working party for sign off.</i></p> <p>6.3 The Committee agreed each Faculty should formally nominate a programs committee liaison officer.</p> <p><i>Action: the chair to send a Memorandum to the Deans, cc'ing the Associate Dean Academics and respective Programs Committee representative.</i></p> <p>7 Other Policies and Procedures issues</p> <p>7.1 Members received and noted paper PC09/29, the Policies and Procedures for which the committee is responsible for reviewing, monitoring and reporting against.</p> <p>7.2 The Committee received and noted paper PC09/30, the draft Tuition Fee Setting Policy prepared for the Tuition Fee Setting Committee. The Director of Academic Services will take on notice the feedback provided.</p> <p>7.3 The chair recommended this item be discussed at a future meeting pending the details and outcome of the piloted dual-coding of subjects undertaken by the Faculty of Humanities and Social Sciences.</p> <p><i>Action: the FHSS Registrar to provide the details of the pilot dual-coding of subjects for the chair's consideration.</i></p>	<p>EO, AP</p> <p>PVC (QE)</p> <p>Rgstr. FHSS</p>
PART C - OTHER ITEMS FOR DISCUSSION OR INFORMATION	
<p>8 New or Revised Masters Coursework Proposals</p> <p>8.1 Members received paper PC09/32 for information and noted the imminent review of La Trobe's approach to Honours and Masters. The chair and Faculty of Education representative advised they were members of the Design for Learning Steering Committee.</p> <p>9 Curriculum, Teaching and Learning Committee</p> <p>9.1 Members supported the chair's approach to report on the activity to-date of the newly established Programs Committee at the CTL Committee meeting of 22 July 2009.</p> <p>10 Other Business</p> <p>10.1 The chair advised that due to time constraints items 10.1 & 10.2 of the agenda (CRICOS Registrations and Course Database respectively) will be put back to a future meeting agenda.</p> <p>11 Next Meeting</p>	ACTION

11.1 The Committee agreed to meet again within the next few weeks to continue working through the course proposal processes and other key issues.

Action: Executive Officer, Academic Programs to coordinate

EO, AP