

LA TROBE UNIVERSITY
ACADEMIC BOARD
CURRICULUM, TEACHING AND LEARNING COMMITTEE

Programs Committee

MINUTES

Meeting 3/2009 of the Programs Committee was held at 2.00pm-4.00pm on Monday 28th September 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)
Dr Vilma Stanisich	Lecturer, Faculty of Science, Technology and Engineering
Dr Carlos Uxo	Lecturer, Faculty of Humanities and Social Sciences
Dr Sherrie Wentworth	Lecturer, Faculty of Health Sciences
Dr David Wilkinson	Associate Dean (International), Faculty of Law and Management
Ms Diane Villani	<i>vice</i> , B. Carboon

Apologies

Mr Bruce Carboon	Director, Academic Services
Professor Noel Gough	Associate Dean (Academic)
Mr Jesse Marshall	SRC
Ms Raelene Reece	Registrar, Faculty of Humanities and Social Sciences

Secretariat

Rebecca di Corpo	Executive Officer, Academic Programs
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Confirmation of Agenda

The Committee confirmed the agenda, with the late addition of an item for information submitted by the Faculty of Law and Management, included as 11.1 of the agenda.

Chair's Report

Details of the chair's brief verbal report are provided under the respective minute items below.

PART B –MATTERS FOR APPROVAL

ACTION

1 Minutes of Meeting

- 1.1 The Minutes of Meeting 7 July 2009 (PC09/36(M)) were confirmed as a true and accurate record.

2 Matters Arising

- 2.1 The chair advised that the request for LUPA membership on the Programs Committee had now been resolved. The relevant minute item can be located in the Curriculum, Teaching and Learning Minutes of CTLC09/46(M), item 10.
- 2.2 The chair further advised that the recently appointed Director of La Trobe International has been nominated by the DVC (IFS) as the LTI representative, in attendance, for the Programs Committee.

3 2010 Meeting Dates

- 3.1 The Committee received and noted the Programs Committee meeting dates for 2010 as listed in paper PC09/38.

<p>3.2 Members noted that while monthly meetings had been scheduled the committee will continue to meet on an as needs basis.</p>	
PART C - OTHER ITEMS FOR DISCUSSION OR INFORMATION	
ACTION	
4 Qualifications categories and Honours programs	
<p>4.1 Members received paper CTLC09/61 for information and noted the issues outlined in the paper regarding qualifications categories, to be discussed at the Curriculum, Teaching and Learning Committee meeting of 30 September.</p>	
<p>4.2 The Committee supported the benefits of offering Honours 'with Distinction' but only within the context of a University-wide offer, thus adhering to equity and quality measures.</p>	
5 University process for course proposals	
<p>5.1 The chair informed members that a Course and Load Planning Subcommittee (CALPS), chaired by the DVC (IFS), will be established to consider faculty course proposals from a strategic perspective and to make recommendations to the Planning and Resources Committee.</p>	
<p>5.2 The obvious synergies but need for differentiation between the CALPS and the Programs Committee will require some further consideration and the chairs of both these committees will advise on the outcomes of these discussions within the next month.</p>	
<p>5.3 The chair confirmed that the out-of-session approvals process still applies where proposals are time-critical, and until such time as the above committees and related processes are clarified.</p>	
6 TAFE Articulations: University approval process	
<p>6.1 The chair advised that the Programs Committee is to take ownership of the Articulation documentation and become the responsible body for improving the internal processes concerned.</p>	
<p>6.2 The Articulation framework includes the Proforma Agreement, packaged arrangements, international arrangements, and a Proforma TAFE Agreement and pro forma Tables to contain the detail of course-to-course credit arrangements.</p>	
7 CRICOS registrations: University process	
<p>7.1 The chair spoke to this item concluding that with the membership of La Trobe International as advised in item 2.2, the Committee will be in a position to review of the University's CRICOS registrations process.</p>	
8 Other Business	
<p>8.1 Members were invited to note the submission of the Faculty of Law and Management: a minor course revision to the Bachelor of Business (Sport and Leisure Management) Honours.</p>	
9 Next Meeting	
<p>9.1 5th November, 10.00am-12.00pm, Mandala Room, Level 3 David Myers Building.</p>	