

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

**Programs Committee**

**MINUTES**

Meeting 4/2009 of the Programs Committee was held at 10.00am-12.00pm on Thursday 5<sup>th</sup> November 2009, in the Moat Room, Level 3 David Myers Building, Bundoora

**PART A – PROCEDURAL MATTERS**

**Members in Attendance**

Dr Julie Jackson (Chair)	Pro Vice-Chancellor (Quality Enhancement)
Mr Ian Bailie	<i>vice</i> , Prof Noel Gough
Mr Bruce Carboon	Director, Academic Services
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 David Wilkinson	Associate Dean (International), Faculty of Law and Management

**Apologies**

Professor Noel Gough	Associate Dean (Academic), FED
Mr Jesse Marshall	SRC
Ms Liz Stinson	Director, La Trobe International
Dr Carlos Uxo	Lecturer, Faculty of Humanities and Social Sciences

**In attendance**

Randi Brooks	Executive Officer PVC(QE)
Rebecca di Corpo	Secretariat

**Confirmation of Agenda**

The Committee confirmed the agenda, with the late addition of items for approval as follows:

- 7.2 Articulation Agreement between La Trobe University and China University of Mining Technology (CMUT): with accompanying Tables (1), (2)
- 7.3 Articulation Agreement between La Trobe University and the Australian Business Colleges Pty Ltd (trading as Hales Institute): with accompanying Tables (1), (2), (3)
- 7.4 Memorandum from the Faculty of Education: Revision to English Language requirements for pre-service teacher education courses to align to VIT requirements

**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 28 September 2009 (PC09/41(M)) were confirmed as a true and accurate record, subject to the two amendments identified under item 2.2.

**2 Matters Approved Out-of-Session**

- 2.1 The Committee received and noted the matters approved out-of-session, as detailed in Paper PC09/43:
  - a) Faculty of Health Sciences proposal for the introduction of the double

<p>degree: Master of Sports Physiotherapy and Master of Musculoskeletal Physiotherapy</p> <p>b) Faculty of Health Sciences proposal for the significant restructure of the following three courses: Bachelor of Nursing (Graduate Entry); Bachelor of Nursing (Division 2 Conversion); Bachelor of Nursing (Internationally Registered Nurses)</p> <p>c) Local Articulation &amp; Packaged Offers Agreement: Kangan Batman Institute of TAFE</p> <p>Tables: Kangan Batman Institute of TAFE (KBIT): KBIT-LTU (002), (003), (004), (005), (006), (007), (008), (009), (010), (011), (012), (013), (014)</p> <p>Tables: Northern Institute of TAFE (NMIT): NMIT – LTU (009), (010), (012), (020), (021), (013), (014), (015), (016), (018), (019).</p> <p>2.2 The chair advised members that the Bachelor of Nursing degrees are one award, with different entry/articulation pathways, and that the School of Nursing has been using the different degree names to track student progress. As a solution Academic Services has indicated that the new SIS will have a field to facilitate tracking of different entry pathways.</p> <p>2.3 The chair will raise the broader implications of this at the next Curriculum, Teaching and Learning (CTL) Committee meeting.</p> <p>2.4 The Director, Academic Services suggested he meet with the faculty administrators concerned to begin the process of addressing the issues.</p> <p><b>Action:</b> Academic Services and Faculty of Health Sciences to coordinate.</p> <p><b>3 Articulations</b></p> <p>3.1 The Committee received and endorsed the proposed Articulation Tables: NMIT-LTU (022), (023), (024), (025), (026), (027), (028), (005), (017) and (011), as detailed in Paper PC09/44.</p> <p>3.2 The Committee received and endorsed the proposed Articulation Agreements (PC09/44-add) between:-</p> <p>a) La Trobe University and China University of Mining Technology (CUMT): with accompanying Tables (1), (2)</p> <p>b) La Trobe University and the Australian Business Colleges Pty Ltd (trading as Hales Institute): with accompanying Tables (1), (2), (3)</p> <p>3.3 Members were advised that refinements to the Articulation Framework are being made, including a searchable database for Agreements and Tables to be developed through the Office of the DVC (IFS). The approvals process for new Articulation Agreements is via the Programs Committee to CTLC.</p> <p><b>4 Faculty of Science, Technology and Engineering course proposals</b></p> <p>4.1 The Committee received and endorsed the proposals detailed in PC09/45, subject to the requirements listed herewith:</p> <p>a) Proposal to amend the IELTS overall and individual requirements for the Bachelor of Pharmacy from 7.0 to 6.5;</p> <p>b) Proposal to change the nomenclature of the Bachelor of Applied Science (Honours) to the Bachelor of Science (Honours);</p> <p>c) Proposal to amend the course structure of the Bachelor of Pharmacy;</p> <p>d) Proposal to change the nomenclature of the Bachelor of Conservation Biology and Ecology to Bachelor of Science (Wildlife and Conservation Biology).</p>	<p>Dir, AS/ FHS</p>
--	-------------------------

<p>4.2 The Committee agreed that in future all proposals and issues concerned with IELTS be directed to the Student Admissions, Retention and Success Committee.</p> <p><b>Action:</b> Secretariat to confirm with the chair of the SARS Committee.</p>	Sec
<p>4.3 The Committee requested the FSTE provide the following to the Programs Committee;</p> <p>4.3.1 the submission of a proposal to close the Bachelor of Applied Science (Honours);</p> <p>4.3.2 a rationale for the proposal to amend the course structure of the Bachelor of Pharmacy;</p> <p>4.3.3 the submission of a proposal to close the Bachelor of Conservation Biology and Ecology;</p> <p><b>Action:</b> Chair to write to the FSTE advising of outcomes of their proposals. Executive Officer to draft response.</p>	Chair/ Sec
<p>4.4 The matter of amending course nomenclature resulted in a discussion on the implications of changing course codes, with faculties not necessarily aware of the wider impact on these decisions. A number of solutions were suggested to raise awareness such as using Procedures and Guidelines. Members agreed this issue could be debated at the CTL Committee.</p> <p><b>Action:</b> Director, Academic Services and Registrar, FHSS to provide a brief for the chair of the Programs Committee to present to the CTL Committee.</p>	Dir, AS/ Reg, FHSS
<p><b>5 Faculty of Education: Revision to English Language requirements for pre-service teacher education courses to align to VIT requirements.</b></p>	
<p>5.1 The Committee received and considered the Faculty of Education's Memorandum concerning the proposal to change the English Language admission requirement for all pre-service teacher education courses to an IELTS score of 7.0, with no band less than 7.0 (from no band less than 6.5), as detailed in Paper PC09/49.</p>	
<p>5.2 The Committee endorsed the proposal to increase the requirement to be an IELTS score of 7.0 with no individual band score less than 7.0, and that IELTS be the only test accepted by the Faculty. As per item 4.2, it should be recommended that in future, all proposals concerned with IELTS be directed to the Student Admissions, Retention and Success Committee in the first instance.</p>	
<p>5.3 The Committee was not in favour of supporting the proposal that the IELTS change be effective for 2010 admissions due to the existing publication of admission requirements for next year. Moreover, the University will have already entered into contractual agreements with applicants offered a place based on these published admission requirements. On this basis, the Faculty's proposal to pay for an IELTS test for applicants admitted without the higher score was not supported.</p>	
<p>5.4 The Programs Committee chair will share with the Faculty of Education the nature of the discussion on this issue, and the decisions agreed upon, including recommendations that:</p> <ul style="list-style-type: none"> <li>- the Faculty seek advice from the University's Legal Services with respect to honouring the contractual agreements entered into with domestic and international fee-paying students;</li> <li>- the Faculty address the immediate issue of ensuring students meet the VIT</li> </ul>	Chair/Sec

<p>requirements to achieve an overall academic IELTS score of 7.0, with no band less than 7.0, by completion of their course.</p> <p><b>Action:</b> Chair to write to the FED advising of outcome of their proposal. EO (Academic Programs) to draft.</p> <p>5.5 The Registrar, FED advised that he will be on long-service leave and that further matters on this issue should be addressed to Joan Freeman.</p>	
<p><b>PART C - OTHER ITEMS FOR DISCUSSION OR INFORMATION</b></p>	<p><b>ACTION</b></p>
<p><b>6 Terms of Reference</b></p> <p>6.1 Members received and considered the Terms of Reference (PC09/46) for the end of year review.</p> <p>6.2 It was agreed the final section regarding the establishment of expert panels will be removed and that expert advice should be included in design phase, rather than approvals phase.</p> <p>6.3 The approval of Articulation Agreements is to be removed from the ToR of the SARS Committee and added to the ToR of the PC</p> <p><b>Action:</b> Chair/Secretariat to finalise ToR, for referral to CTL Committee.</p> <p>6.4 With the establishment of CALPS the two committees will differentiate the objectives concerned with the course proposals process and clarify any governance issues, through the respective Terms of Reference and through the Course Approvals Procedures. Consideration of the way in which course reviews should be undertaken will be raised as part of the schedule of business for 2010.</p> <p><b>7 Course Information Management Scoping Project</b></p> <p>7.1 The Director, Academic Services updated the Committee on the current project concerned with a university course database reassuring members that while the project is owned by ICT all appropriate stakeholders will be involved in the scoping process.</p> <p><b>8 Australian Qualifications Framework</b></p> <p>8.1 The chair informed the Committee about the proposed forthcoming changes to the AQF.</p> <p>8.2 Members were requested to familiarise themselves with the 'Strengthening the AQF: An Architecture for Australia's Qualifications' Consultation Paper (September 2009) and 'AQF Qualification Issuance Policy and Protocols' Consultation Paper (September 2009), to be found at <a href="http://www.aqf.edu.au/">http://www.aqf.edu.au/</a></p> <p><b>9 Other Business</b></p> <p>9.1 It was agreed an information/ workshop session will be developed for all academic staff and faculty administrators concerned with course proposals between April and June 2009.</p> <p>9.2 In the meantime, faculties will continue to use the new pro-formas where available, in isolation of the Business Case until it is finalised.</p> <p>9.3 As soon as up-to-date procedures and guidelines are available and all related pro-formas are finalised faculties will be requested to use these resources through the pilot phase until the documentation and process is formally launched</p>	<p>Chair/ Sec</p> <p>All</p>

at the information/workshop session.

**10 Next Meeting**

- 10.1 The chair will be overseas on business at the time of the next scheduled meeting of 17 December. It is likely this meeting will be cancelled unless there is urgent and/or sufficient business; the secretariat will advise accordingly.