

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

Programs Committee

MINUTES

Meeting 12/2010 Programs Committee was held in the Mandala Room, Level 3, David Myers Building, Bundoora, on Thursday, 16 September 2010 at 10.00 am.

Members Present	
Dr Julie Jackson (Chair)	Pro Vice-Chancellor (Quality Enhancement)
Mr Bruce Carboon	Director –Academic Services
Professor Noel Gough	Faculty of Education
Professor Norie Neumark	Faculty of Humanities and Social Sciences
Ms L Stinson	Director – LTI, co-opted member
Dr Sherrie Wentworth	Faculty of Health Sciences
Dr Vilma Stanisich	Faculty of Science, Technology and Engineering
Ms Eva Fisch	Library, co-opted member
Dr Judith Lyons	Curriculum Learning and Teaching Centre, co-opted member
Apologies	
Ms Raelene Reece	Nominee of DVC
Dr David Wilkinson	Faculty of Law and Management
In Attendance	
Mr Dean Best	Student
Secretariat	
Ms Robyn Sinclair	Executive Officer, GPPU
PART A-PROCEDURAL MATTERS	
12.1 Welcome and Apologies	ACTION
<p>The Chair welcomed members to the twelfth meeting of the Programs Committee: introductions were made and apologies noted.</p> <p>Mr Dean Best, a student participating in the University’s mentoring program, was also welcomed by the Committee.</p>	
12.2 Approval of the Agenda	
<p>The Committee confirmed the agenda with the following addition:</p> <ul style="list-style-type: none"> Item 12.1- Articulation Agreement Polytechnic West- LTU 	
12.3 Chair’s Report	
<p>The Chair provided a brief report, and in so doing, highlighted the following matters:</p> <ul style="list-style-type: none"> the Curriculum Teaching and Learning Committee had received the revised structure for the new double degree–HZPHID Master of Public Health/Master of International Development in response to a request from the Programs Committee to Professor Sandy Leggat to future proof the qualification [minute 	

<p>10.3.1 refers];</p> <ul style="list-style-type: none"> the nomenclature for a new course Master of Financial Analysis (Financial Analysis) [refer minute 11.9.4] had been amended to Master of Financial Analysis (Investment) prior to approval by CTLC; and an issue related to fees for international programs has recently emerged from discussions with International and Academic Services as a result of proponents documenting “to be confirmed” in the allocated field of the template. <p>In relation to the last dot point, the Director of LTI, Ms Liz Stinson advised that, from 2012 fees for international students will be centrally set. Indicative annual fees will be derived from this allocation and there will be a move from individual academic staff having to decide fees. The Committee noted that this field can be ultimately removed from the template.</p> <p>The Committee noted that there were other attributes of course approvals information that Academic Services and LTI must access and that the CIMS will be able to provide the central repository of data. The Committee undertook a discussion on the fee pricing methodology used by the University.</p> <p>The Chair foreshadowed that the <i>Assessment</i> and <i>Student Workload</i> policies were currently under review and these will be presented to a subsequent meeting of the Programs Committee. The revisions proposed will place assessment at the “heart” of learning. The <i>Different Instances of a Subject</i> policy was also being revised.</p> <p>The Chair concluded her report by providing a brief update on TESQA.</p>	
PART B –MATTERS FOR APPROVAL	
<p>11.3 Confirmation of Minutes</p> <p>The minutes of the eleventh meeting Programs Committee [PC10/99M] were confirmed as a true and accurate record.</p> <p>11.4 Matters Arising</p> <p>The Committee received paper PC10/106 entitled <i>Double Degrees with Bachelor of Health Sciences</i>.</p> <p>The Committee was advised that Diplomas were not quarantined from presenting a business case to the CALPS and that the Diploma in Health Sciences had been exempted due to the fact that there were no resource implications. The Chair advised the Committee that she had received correspondence from the Faculty of Health Sciences giving assurances that it will establish some clear quotas and processes for managing enrolments into Nursing.</p> <p>The Chair informed the Committee that paper PC10/106 has been submitted in response to the August meeting’s request for the structure of the double degrees with the Bachelor of Health Sciences.</p> <p>During the general discussion that ensued, it was noted that the structure of some of the specialisations required student to overload in third and fourth years (up to 150 credit points). The Committee agreed that students who wish to overload, should be entitled, but that the structure of courses should not require this. The Faculty of Health Sciences should consider allowing students to take 4 ½ years to complete. This proposed overloading will also have implications both from visa and Centrelink regulations.</p> <p>Recommendation That Dr S Wentworth to consult with the Faculty and provide a report to the next</p>	<p>ACTION</p> <p>FHS Rep</p>

scheduled meeting of the Committee.

The Committee undertook a discussion about the arrangements for course completions during the transitional phase of implementing standardisation of credit points. It was noted that there will be some acceptance of minor credit point differentials of 5 credit points, for some course completions.

The Chair informed the Committee that she had received correspondence from two Faculties who were implementing credit point changes and that she had consulted with Professors Probert and Rosenberg to seek agreement that Business Cases would not be required in these instances.

11.5 Matters Approved Out-of Session

The Committee received paper PC10/101 entitled *Matters Approved Out of Session*

The Chair informed the Committee that the following proposal had been approved out of session:

- New off-shore locations for the Diploma in Business (East China Normal University, Tongji University and Hanoi University).

The Committee was informed that the Business Case for this proposal will be forthcoming.

11.6 2011 Meeting Dates

The Committee received paper PC10/102 entitled *Draft Meeting Dates for 2011*.

The Chair informed the Committee that the sub-committee of the Planning and Resources Committee, CALPS, will be scheduled in a co-ordinated way to expedite the approvals process.

It was agreed that the synchronistic approval of business and academic cases was required to ensure that the course approvals process remains timely. It was noted that the academic cases should not be presented to Academic Board if a business case has not been approved. The Chair agreed to write to the Faculties to remind them of this request.

12.8 Faculty of Health Sciences

The Dean of the Faculty of Health Sciences approved the following course submission on the

12.8.1 Significant Course Revision to Master of Health Sciences

The Committee received paper PC10/85.

Dr Sherrie Wentworth informed the Committee that the Master of Health Sciences run on Bundoora had been temporarily suspended pending a review. The review has recommended re-instating HMHSC and aligning the Master of Health Sciences courses on the Bendigo, City and Melbourne campuses, by discontinuing the RMHSC course at Bendigo. The 2 year Masters will offer eight majors.

The Committee queried whether it was the intention to include the majors in parenthesis on the testamurs in a similar vein to the degree course, Bachelor of Health Sciences. A further query was raised about the

<p>continuation of a post graduate diploma as an alternate exit point. The Committee foreshadowed that it will receive a course closure for the RMHSC course at a subsequent meeting.</p> <p>Resolution The Committee approved the significant revision to the Master of Health Sciences (MHSC), subject to the Faculty clarifying the matters raised by the Committee.</p> <p>12.9 Faculty of Education</p> <p>12.9.1 New Course- Bachelor of Early Childhood Education</p> <p>The Committee received paper PC10/104</p> <p>It was noted that the Faculty Board had not approved this course submission at the time of the Programs Committee meeting and it was agreed to invite the Chair to appraise the submission pursuant to the confirmation of the Faculty's approval.</p> <p>Resolution The Bachelor of Early Childhood Education was approved out of sessions on 24 September 2010.</p> <p>12.10 LTI Non-AQF award Qualification – Study Abroad Program</p> <p>The Committee received paper PC10/105</p> <p>The Director of LTI informed the Committee that all courses to be registered on CRICOS required Academic Board approval and this proposal was to include the Study Abroad Program on the University's Schedule of Qualifications under the section of Non AQF Award programs.</p> <p>Resolution The Committee agreed to refer the addition of the Study Abroad Program to La Trobe University's Schedule of Qualifications to Academic Board via the Report of the Curriculum Teaching and Learning Committee.</p>	<p>Rep FHS</p>
<p>PART C- MATTERS FOR DISCUSSION AND/OR INFORMATION</p>	
<p>12.10 Other Business</p> <p>12.10.1 Articulation Agreement - Polytechnic West/LTU</p> <p>The Committee received paper PC10/108</p> <p>Resolution The Committee agreed to refer the Articulation Agreement and associated Tables between Polytechnic West and LTU to the Curriculum Teaching and Learning Committee for approval.</p> <p>12.12 Next meeting</p>	

<p>The next meeting will be held on Thursday 14 October 2010, 10.00am-12.00pm; Mandala Room, Level 3 David Myers Building, Bundoora campus.</p>	
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