

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

**Programs Committee**

**MINUTES**

Meeting 14/2010 Programs Committee was held in the Mandala Room, Level 3, David Myers Building, Bundoora, on Thursday, 11 November 2010 at 10.00 am.

<b>Members Present</b>	
Dr Julie Jackson (Chair)	Pro Vice-Chancellor (Quality Enhancement)
Mr Bruce Carboon	Director –Academic Services
Ms Raelene Reece	Nominee of DVC
Dr Judith Lyons	Curriculum Learning and Teaching Centre, co-opted member
Ms L Stinson	Director – LTI, co-opted member
Dr David Wilkinson	Faculty of Law and Management
Dr Vilma Stanisich	Faculty of Science, Technology and Engineering
Dr Sherrie Wentworth	Faculty of Health Sciences
Ms Eva Fisch	Library, co-opted member
<b>Apologies</b>	
Professor Noel Gough	Faculty of Education
Professor Norie Neumark	Faculty of Humanities and Social Sciences
<b>In Attendance</b>	
Ms Randi Brooks	Executive Officer, Office of PVC (QE)
<b>Secretariat</b>	
Ms Robyn Sinclair	Executive Officer, GPPU
<b>PART A-PROCEDURAL MATTERS</b>	
<b>14.1 Welcome and Apologies</b>	<b>ACTION</b>
The Chair welcomed members to the fourteenth meeting of the Programs Committee: introductions were made and apologies noted.	
<b>14.2 Approval of the Agenda</b>	
The Committee confirmed the agenda as circulated.	
<b>14.3 Chair’s Report</b>	
The Chair provided a brief report, and in so doing, highlighted the following matters: <u>AQF Update</u> There is still some confusion about the Masters duration on the website, however, the AQF Council has agreed to institute an 18 month Masters with the possible 4 +1 model. MCTEE may not be convening until early in 2011 to consider the endorsement of the AQF. Courses will not be amended until such time that MCTEE has endorsed the revised AQF.	
<u>Different Instances of a Subject and Student Workload policies and procedures.</u>	

<p>The Different Instances will be resubmitted to the November meeting of the Curriculum Teaching and Learning Committee whilst the Student Workload policy and procedures will be deferred until the Assessment policy is ready for presentation.</p> <p>Mr Bruce Carboon, Director of Academic Services, advised the Committee that the presentation on Challenge Examinations and the CTL Committee had generated considerable interest and was received very positively.</p>	
<p><b>PART B –MATTERS FOR APPROVAL</b></p>	<p><b>ACTION</b></p>
<p><b>14.4 Confirmation of Minutes</b></p> <p>The minutes of the thirteenth meeting Programs Committee [PC10/119M] were confirmed with the following addition to the second last paragraph of minute 13.3</p> <ul style="list-style-type: none"> <li>• “and that institutions have documented policies for credit transfer.”</li> </ul> <p><b>14.5 Matters Arising</b></p> <p>Prior to discussing item 14.5.1, the Chair updated the Committee on the progress of the actions contained in the minutes.</p> <p><b>14.5.1 Bachelor of Health Sciences Double Degrees Bachelor of Health Sciences and Bachelor of International Development (HZHSID) Bachelor of Health Sciences and Bachelor of Business (HZHSB)</b> <i>(minute 13.5.2 refers).</i></p> <p>The Committee received paper PC10/121 entitled <i>Double degree structures for the Bachelor of Health Sciences and Bachelor of International Development (HZHSID) and the Bachelor of Health Sciences and Bachelor of Business (HZHSB)</i>.</p> <p>The Chair recounted for the Committee that, at its twelfth meeting it had invited the Faculty to consider revising the structures of the double degrees to ensure that overloading was not a requirement for the completion of the course. The potential visa and Centrelink problems had also been raised by the Committee. The revised structures contained in paper PC10/121, whilst alleviating some of the overload by distributing the load, did not address the issues previously raised by the Committee.</p> <p>The Committee also raised its concerns about how the pre-requisites of some Health Sciences subjects would affect the progress of students who chose to undertake these courses without overloading. The Committee agreed that the standard structure for these double degrees should be 120 credit points per year, with the fast track structures being provided as an alternative for any students wishing to take this option. The Committee agreed that course structures should be provided in the 120CP per year model.</p> <p><b>Resolution</b></p> <p>The Committee invited the Faculty of Health Sciences to revise the structures of the double degrees to ensure that the standard double degree is consistent with a 120 credit point allocation and provide the overloaded structures as a fast tracked option only.</p> <p>Pursuant to the Committee’s resolution on the matter of the double degrees, the Programs Committee invited the Executive Officer, Governance and Policy Unit, to write on its behalf to the Director of the Faculty of Humanities and Social Sciences and the Faculty’s Academic Services Manager, to advise that all</p>	

proposals emanating from the Faculty need to ensure that the subjects are compliant with the 15 credit point policy.

Concluding discussion on this item, the Chair noted her appreciation of the contributions of the Faculty of Health Sciences in seeking to resolve this matter.

**PART C- MATTERS FOR DISCUSSION AND/OR INFORMATION**

**14.6 Master of Health Information Management (Pass and Honours), Bachelor Health Sciences and Master of Health Information Management, and Bachelor of Information Systems and Master of Health Information Management**

The Committee noted that this submission had not been presented by the Faculty of Health Sciences at this stage. The Committee also agreed to convey the University's decision to phase out the Masters (Honours) courses and suggested that the Faculty consider this in the process of implementing the revisions to the courses.

**14.7 2010 Self-Review of the Committee**

The Committee received paper PC10/123

The Committee undertook a discussion on its activity during 2010 and highlighted the following matters:

- the Committee had met all of its current Terms of Reference and identified that it had also undertaken considerable policy development and referral throughout the year. It would be prudent to recommend that an extra Term of Reference be added to reflect this work of the Committee
- in relation to the Term of Reference 7 it was noted that LTI is included the processes but not the wording:
- there have been approvals of many new courses but fewer formal closures of courses. The Chair noted that Faculties were still developing in their understanding of the processes for course closures and suspensions;
- the Programs Committee noted that the development of new courses has attracted new markets and it is important to ensure that old programs are reviewed or phased out:
- the number of major and significant course revisions also encompasses the removal of some Graduate Diplomas and Graduate Certificates:
- the standard of the papers being presented to the Committee during 2010 had shown improvement;
- the configuration of the Committee had been augmented by co-opted member and invitations to course proponents to attend to meetings as required:
- the meetings had been scheduled adequately throughout the year;
- the business outlined in paper PC10/123 provides evidence that the Committee has served both the Curriculum Teaching and Learning Committee and Academic Board well. Academic Board and CTL Committee has not queried any aspects of the course submissions being recommended and this may attest to the Programs Committee fulfilling its responsibilities as divested by the Board. The Academic Board and Curriculum, Teaching and Learning Committee membership will be invited to provide feedback on its perceptions of the Programs Committee in their review feedback for the year:
- decisions and follow up is communicated to the Faculties via action memos and the Faculty representatives on the Committee;
- the Programs Committee website is of great importance to the wider University

- community whereas the UNITE site provides specific information about the decisions of the meetings and matters of governance;
- academic staff have provided feedback that the governance processes in the Faculties, in addition to those processes of the central governance system are too complex. The introduction of the Course and Information Management System will ameliorate the current situation where academics have to keep inputting the course information into various systems post approvals;
  - the Committee noted that there were current “work-arounds” being implemented by administrative areas that should support academics;
  - it may be prudent to conflate the business case with the academic case into a single document to be presented to the Governance and Policy Unit for distribution to the relevant committees;
  - the Course Information and Management System is critical to improving all aspects of course approvals, management and publishing, and accordingly, should be a systems priority for the University;
  - the Committee had also ensured compliance with external regulatory frameworks and policies;
  - the roles and responsibilities of the members were clearly understood and the meetings were collegiate and productive as a consequence.
  - the greatest strengths of the Committee has been its responsiveness and the amount of time allocated to meetings with stakeholders outside scheduled meeting times to address issues and to provide guidance on policy issues. The Committee has continued to make improvements to templates and processes in response to feedback from the Faculties;
  - the greatest weakness emanates from the integrity of the course documentation due to the complex manual systems that are required to progress submissions and the lack of an authoritative corporate course records.

It was noted that a comprehensive report on the self-review of the Committee will be conveyed to the Curriculum Teaching and Learning Committee.

#### **14.8 Subject Rules Policy and Procedures**

The Committee received paper PC10/124

The Director, Academic Services, Mr Bruce Carboon spoke to the Subject Rules policy and procedures, and in so doing, highlighted the following matters:

- the Chair of Academic Board, Professor Rimmer, had requested that Academic Services develop a statement on the definition and management of subject rules to replace outmoded statements;
- the current policy identifies only one kind of restriction to subject enrolment, that of pre-requisites;
- upon review of the current subject rules, it was apparent that there was widespread waiving of the pre-requisite rules; and
- the policy was designed to ensure that where rules exist that the Faculty maintain these rules and/or identify rules that should be discontinued.

During the general discussion that ensued, the following matters were raised:

- the student system did not have the capacity to enter credit and therefore Faculties were required to waive rules;
- Faculties will still be able to establish subject rules, but will be responsible for articulating the circumstances whereby rules will be waived;
- the structure of the Faculty of Health Sciences degrees often required large scale waiving of the pre-requisite rules and that further options were being investigated, including finding new definitions for sequential rules; and
- sections 15 and 16 of the *Subject Rules Procedures* needed further amendment to address the typographical mistakes.

### **Resolution**

The Committee agreed to refer the *Subject Rules Policy and Procedures* to the Curriculum Teaching and Learning Committee for its consideration.

#### **14.9 Late Submission of Assessment Tasks Policy and Procedures**

The Committee received paper PC10/125.

The Chair informed the Committee that the *Late Submission of Assessment Tasks Policy and Procedures* had been developed in response to students who were seeking more consistency across the University in relation to the late submission of work. The Committee was informed that penalties for late submission of assessment tasks vary widely sometimes even within Faculties and Schools.

The Committee undertook a discussion on the policy and procedures;

- it would be useful to define the 3% penalty more clearly;
- the policy needed to identify that students can not hand any work after the eleventh day, therefore the second dot point be amended to read, "No assessments will be accepted after the tenth working day of the due date or after the actual return date of assessment tasks."
- students who cannot meet the deadlines for specific reasons should be directed to an Extension of Due Date application;
- students will be required to apply a formal extension to submit after a due date.
- the days are constituted as working days and the policy needed to define the closing time as 5pm; and
- the % penalty should be the % of the available grade.

The Committee noted that the return of assessment tasks was of a major concern to students and invited the Chair to ensure that the Assessment Policy addresses the return of student work.

### **Resolution**

The Committee agreed to refer the revised Late Submission of Assessment Tasks Policy and Procedures to the Curriculum Teaching and Learning Committee.

#### **14.10 Faculty of Humanities and Social Sciences –Course Closure Bachelor of Social Sciences ABSS and AHSS**

The Committee received paper PC10/126 entitled *Coursework Program Closure*.

The Committee raised its concern about the lateness of this submission in light of VTAC timely applications and the possible negative impact on the La Trobe University's reputation to withdraw a course so late in the year. The Committee noted that there were financial penalties imposed by VTAC to deter such late withdrawals. The submission indicated that the proposal had been agreed to by the Faculty committees and Board in April to July and it was unclear why this submission had not been progressed in a timely fashion.

### **Resolution**

The Programs Committee agreed to recommend to the CTLC the closure of the Bachelor of Social Sciences **for 2012** and that any rationale to close this course for 2011, after VTAC timely applications have closed, would need to be provided to the Chair of the Curriculum, Teaching and Learning Committee.

#### **14.11 Other Business**

#### **14.11.1 Articulation Agreement ITESM Mexico**

The Committee received paper PC10/127 entitled *Instituto Tecnológico de Estudios Superiores de Monterrey, Campus Guadalajara, Mexico Agreement with La Trob University*.

The Committee flagged its concerns that the course structures for the proposed double degree included 20 credit points subjects. As a consequence all the structure of these double degree courses will need to be resubmitted to ensure compliance with University policy.

##### **Resolution**

The Programs Committee provided in-principle approval for an Agreement with ITESM, Mexico, but invited changes to the course structures for the following double degrees:

- Bachelor of International Relations (LTU)/ ITESM G Bachelor of International Relations
- Bachelor of Media Studies (LTU)/ ITESM G Licenciado en Ciencias de la Comunicación
- Bachelor of Journalism (LTU) ITESM G Bachelor of Journalism

#### **14.11.2 Faculty Law and Management – Course Suspension Bachelor of Business (Tourism and Hospitality) Bendigo Campus.**

The Committee received paper PC10/128 entitled *Coursework Program Suspension Bachelor of Business (Tourism and Hospitality)*

The Committee raised its concern about the lateness of this proposal to suspend the course at the Bendigo Campus in light of VTAC timely offers. It was noted that budgetary constraints may have been the impetus for the Faculty Law and Management's to suspend this course. The Chair informed the Committee that Legal Services had provided legal advice that the University needs to meet its obligations to deferred students. The Faculty will need to consult with all students who have been made offers to ensure that informed consent by all students is achieved if it intends to proceed with the course suspension.

##### **Resolution**

The Committee agreed to recommend to the CTLC the suspension of the Bachelor of Business (Tourism and Hospitality) at Bendigo for 2012, but invited the Faculty of Law and Management to consult with the Chair of the Curriculum, Teaching and Learning Committee about the extenuating circumstances related to the need to suspend the course earlier.

#### **Next meeting**

The next meeting will be held on Thursday 10<sup>th</sup> February, 2011, 10.00am-12.00pm; Mandala Room, Level 3 David Myers Building, Bundoora campus.