

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

**Programs Committee**

**MINUTES**

Meeting 6/2010 Programs Committee was held in Room 3, John Scott Meeting House, Bundoora, on Wednesday, 17<sup>th</sup> February 2010 at 2.00pm-4.00pm.

**Members Present**

Dr Julie Jackson (Chair)	Pro Vice-Chancellor (Quality Enhancement)
Dr Vilma Stanisich	Faculty of Science, Technology and Engineering
Dr Carlos Uxo	Faculty of Humanities and Social Sciences
Dr Sherrie Wentworth	Faculty of Health Sciences
Dr David Wilkinson	Associate Dean (International), Faculty of Law and Management
Ms Diane Villani	<i>vice</i> , B. Carboon
Ms Liz Stinson	Director La Trobe International (co-opted).
Mr Jacob Mildren	La Trobe SRC Representative
Professor Noel Gough	Associate Dean (Academic) Faculty of Education

**Apologies**

Mr Bruce Carboon	Director, Academic Services
Ms Raelene Reece	

**In Attendance**

Ms Randi Brooks	Executive Officer to Pro Vice-Chancellor (QE)
Ms Kate Long-Davidson	La Trobe SRC Representative

**Secretariat**

Robyn Sinclair	Executive Officer, Programs Committee
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**PART A – PROCEDURAL MATTERS**

**ACTION**

**6.1 Welcome and Apologies**

The Chair welcomed members to the sixth meeting of the Committee: introductions were made and apologies noted.

**6.2 Approval of the Agenda**

The Committee confirmed the agenda as amended to reflect the sixth meeting, and, with the following additional items under 5.1 of the agenda:

- Faculty of Health Sciences memorandum regarding the Bachelor of Health Sciences and Master of Dietetics program ; and
- Course and Load Planning Committee consideration of the Course Lifecycle documentation.

**6.3 Chair's Report**

The Chair highlighted the following:

- concerns about program design and its impact on students' ability to undertake a Major raised by the Registrar- Faculty of Humanities and Social Sciences had been conveyed to the DFL (Design for Learning) team for its consideration; and

<ul style="list-style-type: none"> <li>the documentation related to the revisions to the AQF provided to the meeting under agenda item 10 are not for general distribution at this stage, as it is anticipated that the reviews of the AQF being proposed under the project, <i>Strengthening the AQF</i> will undergo further adjustments.</li> </ul>	
<p><b>PART B –MATTERS FOR APPROVAL</b></p>	<p><b>ACTION</b></p>
<p><b>6.4 Confirmation of Minutes</b></p> <p>The minutes of the fifth meeting Programs Committee held on the 21 January 2010 (PC10/13(M)) were confirmed as a true and accurate record.</p> <p><b>Action:</b> Secretariat to replace PC10/13M with minutes published on the web.</p>	<p>EO</p>
<p><b>6.5 Matters Arising</b></p> <p><b>6.5.1 Bachelor of Health Sciences and Master of Dietetics</b></p> <p>The Committee received paper CT10/28 entitled <i>Memorandum from Dr Kerry Fitzmaurice, Associate Dean (Academic), Faculty of Health Sciences</i>.</p> <p>The Chair recounted for the Committee that the fifth meeting of the Programs Committee had queried whether this proposal to introduce a new course Bachelor of Health Science and Master of Dietetics, could be deferred pursuant to the AQF redesign.</p> <p>The Committee was informed that:</p> <ul style="list-style-type: none"> <li>the AQF revision is anticipated to be announced about July this year with a concomitant transitional period which could be a few years. It was important to ensure that the Faculty of Health Sciences is not impeded in meeting its Load targets;</li> <li>the AQF is still engaged in discussions about double qualifications and combined qualifications; and,</li> <li>the Chair has provided advice on the AQF and its impact on various Masters models to Academic Board and management and therefore, the associated issues were well understood.</li> </ul> <p>The Committee acknowledged that the Faculty had provided advice on suitable transitional arrangements and appropriate contingency strategies, and accordingly, agreed to endorse, for referral to the Curriculum, Teaching and Learning Committee, the introduction of the new program, Bachelor of Health Sciences and Master of Dietetics.</p> <p><b>6.5.2 Feedback on Course Life Cycle Documentation from the Course and Load Planning Committee.</b></p> <p>The Committee noted that whilst only the Course Life Cycle policy needs to be advanced through the committee system, the complete documentation had been presented to the Course and Load Planning Committee for its consideration. Deliberations about the Business Case were still in progress and feedback will be forthcoming. The Chair advised that the new national Tertiary Education Standards and Quality Agency (TESQA) will be most interested in the adoption of processes and policies encapsulated in the Course Life Cycle documentation, and the ability of the University to certify</p>	

the academic merit and standards of its programs (including compliance with the AQF).

The Director, La Trobe International, informed the Committee that the timing of Course Revisions and Suspensions impact significantly on international students, requiring more consistent business processes across the University.

## **6.6 Matters Approved Out of Session**

The Chair informed the Committee that there had been no matters approved since the January 20<sup>th</sup> meeting of the Programs Committee and foreshadowed that there were two items pending prior to the next scheduled meeting.

## **6.7 Articulation Tables**

### **6.7.1 IDEA-LTU (002) 21874VIC Diploma of Graphic Design to RBVG Bachelor of Graphic Design**

The Committee received paper PC10/19 entitled *IDEA –LTU (002)*

### **6.7.2 IDEA-LTU (003) 21873VIC Advanced Diploma of Graphic Design to RBVG Bachelor of Graphic Design**

The Committee received paper PC10/20 entitled *IDEA –LTU (003)*

### **6.7.3 IDEA-LTU (004) 21886VIC Diploma of Visual Arts to RBVA Bachelor of Visual Arts**

The Committee received paper PC10/21 entitled *IDEA –LTU (004)*

### **6.7.4 Articulation Proposal with Republic Polytechnic, Singapore**

The Committee received emailed paper PC10/26 entitled *RP-LTU (001)*

The Committee noted and referred the articulation tables recorded under minutes 6.7.1 to 6.7.4. To the Curriculum, Teaching and Learning Committee.

### **6.7.5 Kangan Institute-LTU (017) Diploma of Information Technology (Software Development) to Bachelor of Computer Science**

**Kangan Institute- LTU (018) Advanced Diploma of IT (Network Security) to Bachelor of Computer Science**

**Kangan Institute-LTU (016) Diploma of Information Technology (Software Development) to Bachelor of Information Systems**

**Kangan Institute-LTU (015)- Advanced Diploma of IT (Network Security) to Bachelor of Information Systems**

The Committee received paper PC10/227 entitled *Replacement document for papers PC10/22 to PC10/25*

The Committee noted that;

- the amount of credit being recognised for the Diploma of IT (Software

<p>Development) (016), 180 Credit Points, appeared to be anomalous with the credit recorded for the Advanced Diplomas; and</p> <ul style="list-style-type: none"> <li>• there needed to be consistency with recording of the number of credit points required to complete the course.</li> </ul>	<p>Chair/EO</p>																		
<p><b>Action:</b> The Committee agreed to invite the Chair to consult further with Dr Prakash Veeraghavan about this matter.</p>																			
<p><b>6.8 Faculty of Law and Management Course Proposals</b></p>																			
<p>The Committee received paper PC10/15 entitled <i>Removal of Prerequisites for Faculty of Law and Management Degrees</i></p>																			
<p>Dr David Wilkinson, Associate Dean International, FLM, spoke to the proposal to remove VCE Mathematics prerequisites for Bachelor of Accounting and Bachelor of Business and some double degree courses, and in so doing, highlighted the following matters:</p>																			
<ul style="list-style-type: none"> <li>• the course proposal had been developed after benchmarking the admission requirements of similar courses offered by competitors; and</li> <li>• the Faculty's request that the prerequisites be removed from Semester 2 2010, may be prevented by the VICTER requirements.</li> </ul>																			
<p>The Committee acknowledged the differing admissions arrangements for direct entry applicants and the potential to remove the Study Score but offer bonuses for the study of Mathematics; however, the implementation of this course change could only be resolved by the VTAC Management Committee.</p>	<p>Chair</p>																		
<p><b>Action:</b> The Chair agreed to consult with La Trobe University's representative on the VTAC Management Group with a view to ameliorate this situation at the central level.</p>																			
<p>After due deliberation, the Committee provided in principle endorsement for the removal of Maths prerequisites and referred the proposal to the Curriculum, Teaching and Learning Committee.</p>																			
<p><b>6.9 Faculty of Science, Technology and Engineering Course Proposals</b></p>																			
<p>The Committee received paper PC10/16 entitled <i>Proposal to modify Computer Science and Computer Engineering (CSCE) Postgraduate Courses in order to meet ACS course accreditation requirements.</i></p>																			
<p>The Committee received and endorsed, for referral to the Curriculum, Teaching and Learning Committee, the revisions to the following courses:</p>																			
<table border="0"> <tr> <td>SPCS</td> <td>Postgraduate Diploma in Computer Science</td> </tr> <tr> <td>SMCSC</td> <td>Master of Computer Science</td> </tr> <tr> <td>SMCN</td> <td>Master of Computer Networks</td> </tr> <tr> <td>SMICT</td> <td>Master of Information and Communication Technology</td> </tr> <tr> <td>SMIS</td> <td>Master of Information Systems</td> </tr> <tr> <td>SMIT</td> <td>Master of Information Technology</td> </tr> <tr> <td>SMITCN</td> <td>Master of Information Technology (Computer Networks)</td> </tr> <tr> <td>SZITBA</td> <td>Master of Information Technology/Master of Business Administration</td> </tr> <tr> <td>SMPCC</td> <td>Master of Mobile and Pervasive Computing</td> </tr> </table>	SPCS	Postgraduate Diploma in Computer Science	SMCSC	Master of Computer Science	SMCN	Master of Computer Networks	SMICT	Master of Information and Communication Technology	SMIS	Master of Information Systems	SMIT	Master of Information Technology	SMITCN	Master of Information Technology (Computer Networks)	SZITBA	Master of Information Technology/Master of Business Administration	SMPCC	Master of Mobile and Pervasive Computing	
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<p>SMSE SGCS</p>	<p>(Computer Networks) Master of Software Engineering Graduate Diploma in Computer Science</p>	
<b>PART C- MATTERS FOR DISCUSSION AND/OR INFORMATION</b>		

#### 6.10 Australian Qualifications Framework (AQF) Update

The Committee received paper PC10/17 entitled *AQF Update*.

The Chair informed the Committee that, based upon indications so far, the following areas will be of interest to the University:

- double qualifications;
- one year Master qualifications;
- Masters Honours qualifications; and
- admissions and Certificate IV.

#### 6.11 Coursework Masters Policy and Procedures

The Committee received paper PC10/18 entitled *Masters by Coursework Policy*.

The Chair informed the Committee that the policy and procedures had been developed to clarify thesis examination and length and other matters related to Coursework Masters qualifications. The setting of an IELTS level or equivalent for domestic students was in accordance with the University's *English Language Entry Requirements policy*.

The Committee provided the following feedback:

- the submission of theses in a durable record format, rather than hard copy, could be a matter decided at the Faculty or School level;
- the thesis length could be amended to read 5,000 -7,000 in point 2 of the *General Requirements* in Appendix A.

**Action:** Office of the Pro Vice-Chancellor (Quality Enhancement) to amend as necessary.

Chair/RB

The Committee endorsed the *Coursework Masters Policy and Procedures* as amended and agreed to refer it to the Curriculum, Teaching and Learning Committee for its consideration.

#### 6.12 Other Business

There was no other business.

#### Next Meeting

18<sup>th</sup> March, 10.00am-12.00pm, Mandala Room, Level 3 David Myers Building.