

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

Programs Committee

MINUTES

Meeting 7/2010 Programs Committee was held in the Mandala Room, Level 3, David Myers Building, Bundoora, on Thursday, 18th March 2010 at 2.00pm-4.00pm.

Members Present

Dr Julie Jackson (Chair)	Pro Vice-Chancellor (Quality Enhancement)
Dr Carlos Uxo	Faculty of Humanities and Social Sciences
Dr Sherrie Wentworth	Faculty of Health Sciences
Mr Bruce Carboon	Director –Academic Services
Professor Noel Gough	Faculty of Education
Ms Raelene Reece	Nominee of DVC

Apologies

Dr Vilma Stanisich	Faculty of Science, Technology and Engineering
Dr David Wilkinson	Faculty of Law and Management
Ms L Stinson	Director – LTI, co-opted member

In Attendance

Ms Randi Brooks	Executive Officer to Pro Vice-Chancellor (QE)
Professor David Spencer	proxy for Dr David Wilkinson
Ms Arlene Peace	proxy for Ms L Stinson
Professor Don Harding	for item 7.2

Secretariat

Robyn Sinclair	Executive Officer, GPPU
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PART A – PROCEDURAL MATTERS

ACTION

7.1 Welcome and Apologies

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

7.2 Approval of the Agenda

The Committee confirmed the agenda with the following additional items under agenda item 10:

- 10.1 Faculty of Science, Technology and Engineering – New Course Diploma in Computing ; and
- 10.2 Financial Modelling of Course Costs

7.3 Chair's Report

<p>The Chair highlighted the following:</p> <ul style="list-style-type: none"> • the Academic Board’s approval of the Coursework Masters Policy and Procedures, the Course LifeCycle Policy and Procedures, • the revisions to the Course Approvals procedures which have resulted in a streamlining, such that it is now possible to have a course proposal approved within 19 days of submission; • the Executive Officer, PVC {QE} has developed a website where all resources and documentation related to the Course Life Cycles presented. This will constitute a one stop shop and will be an important resource for proponents; • a Training Session on the new Course Life Cycle procedures and templates will be conducted on the 30 March 2010; • the matter of Maths pre-requisites for B.Business and B.Accounting courses has been discussed with DVC- International and Future Students who is LTU’s representative on the VTAC Management Committee.; and • the next scheduled meeting of the Curriculum Teaching and Learning Committee will consider a suite of policies and procedures that support the Design for Learning initiative. <p>Ms R Brooks, Executive Officer to PVC agreed to forward an invitation to the Training Session to Professor D Harding.</p>	<p>EO PVC (QE)</p>
<p>PART B –MATTERS FOR APPROVAL</p>	<p>ACTION</p>
<p>7.4 Confirmation of Minutes</p> <p>The minutes of the sixth meeting Programs Committee held on the 17 February 2010 [PC10/29(M)] were confirmed as a true and accurate record.</p> <p>7.5 Matters Arising</p> <p>7.5.1 Kangan Batman Institute-LTU Articulation Table (016)</p> <p>The Committee received paper CT10/31 entitled <i>Faculty Response to the Programs Committee minute 6.7.5.</i></p> <p>The Chair recounted for the Committee that the sixth meeting of the Programs Committee had queried the level of the amount of credit given for the Diploma course and that the correspondence satisfactorily addressed the Committee’s original concerns.</p> <p>The Committee thanked the Faculty of Science Technology and Engineering for its response.</p> <p>7.6 Matters Approved Out of Session</p> <p>The Committee received paper CT10/32 entitled <i>Matters Approved Out of Session</i></p>	

<p>The Chair informed the Committee that the following courses had been approved out of session;</p> <ul style="list-style-type: none">• Bachelor of Journalism (Sport) FHSS; and• Diploma in Business to be delivered by the Australian Campus Network,, FLM <p>The Committee was advised that these proposal had been sent to the Academic Board where they were approved on the 17 March 2010. The Chair informed the Committee that there was very positive feedback about the way the Faculties of Humanities and Social Sciences and Law and Management had collaborated on this course proposal and agreed that this should be communicated to those involved in the submission.</p> <p><i>[Secretarial note: copies of the course submissions were made available to the meeting.]</i></p> <p>The Committee undertook a discussion on the need to present new subjects with the course proposal. During the discussion about this matter it was acknowledged that the Faculties approved new units but it would be beneficial for the Programs Committee to see these subjects at the time that it receives the new course proposal.</p> <p>7.7 Course Approvals</p> <p>7.7.1 Faculty of Law and Management – New Double Qualification LTU Master of Business Administration/ EBU Master of Management</p> <p>The Committee received paper PC10/33 entitled <i>Proposal to Enter International Agreement</i>.</p> <p>The Chair introduced this item by advising the Committee that the proposal had heralded the need to review the current Double Qualifications policy and procedures which had not been drafted to accommodate double qualifications offered in consort with partners. The Chair provided a summary of the definitions of double, combined and dual qualifications being proposed by the AQF.</p> <p>During the Committee’s consideration of the course proposal, the following matters were raised</p> <ul style="list-style-type: none">• the documentation did not clarify how much credit was being offered nor specify the total duration of the double qualification program;• it mentions that credit can be transferable, but does not quantify this comment ;• the documentation provide for enrolments via a pre-approved course of study but does not clarify how this aligns with the duration of LTU Masters course;• it is unclear whether LTU students need to be fluent in German or whether the language of instruction at EBU is English.	<p>EO</p>
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Resolution: That the Faculty be invited to provide further clarification on the matters raised by the Committee.

7.7.2 Faculty of Law and Management – New Course Bachelor of Politics, Philosophy and Economics.

The Committee received paper PC10/37 entitled *New Coursework Program Proposal Bachelor of Politics, Philosophy and Economics*.

The Committee appraised the new course proposal, and in so doing, highlighted the following matters:

- the entry requirements for international students were not articulated and could be improved by inserting “or equivalent” for VCE or senior secondary certificate;
- a Study Score for English is usually accompanied by a Study Score for ESL units;
- the requirements for accelerated entry require some further consideration of international students with regards the comparability of the ENTER and Maths study scores;
- the proposal needed to acknowledge other pathways into the course which could be inserted into section 3.9 *Other Pathways* of the template;;
- the third years of both the standard and accelerated structures appeared to have errors with a total of 150 credit points being required;
- the elective requirements statement for the second year of the programs needed to be amended to read, “Electives to the value of 60 credit points” to ensure student completion;
- it would be helpful to revise the structure to demarcate the core units from the electives;
- the elective requirement, “.. two of the following two subjects” needed to be changed to “ two of the following three subjects”
- the requirements for the Honours year needed to be specified in terms of the credit points, the research components and the discipline specific matters related to the thesis;
- in light of the proponent’s response to a query raised about the Study Score for English for the accelerated entry, it would be prudent to delete the reference to the English Study Score in section 2.2 *Course Overview*; and
- the new subjects required the code shells.

In relation to the last dot point, the Director -Academic Services agreed to assist the proponent in the coding of the subjects.

Resolution: The Committee agreed to approve the introduction of the new course, **Bachelor of Politics, Philosophy and Economics**, subject to the proponent addressing the matters raised by the Committee..

Subsequent to the Committee’s appraisal and endorsement of the

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course proposal, the proponent advised that Faculty of Humanities and Social Sciences has flagged its interest in developing Politics and Philosophy specialisations following the common first year of the program. The Faculty of Law and Management was amenable to this change.

The Chair agreed to foreshadow the change to this new course at the Curriculum Teaching and Learning Committee and to invite out of sessions approvals in order to meet the requisite VTAC deadlines.

The Committee noted that the course would require \$60,000 expenditure on marketing and that the Faculty could not support this amount. Professor Harding said that this figure was an estimate only. The Chair recommended that this issue be referred to the CALPS for consideration.

7.7.3 Faculty of Education: Course Suspension Master of Education (Primary Teaching) and (Secondary Teaching)

The Committee received paper PC10/34 entitled *Proposal to Suspend or Close a Course- Master of Education*

A member raised concerns that there were currently 4 international enrolments for these courses and that it will be incumbent upon LTU to find other courses. The lead time for International is at least 12 months and that Faculties need to be aware of this at the time of closing or suspending and make sure that they consult with LTI.

It was agreed that a comment about consultation with International prior to course suspensions be placed on the Course Lifecycles website and in the Course Suspension and Closure forms.

Noted: The Programs Committee noted the Faculty's intent to suspend the Master of Education (Primary Teaching) and (Secondary Teaching) from 01.01 2010 to 31.12.2010.

[Secretarial Note: Course closures must be approved by the Academic Board via recommendation of the Curriculum Teaching and Learning Committee, on advice from the University Programs Committee.]

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7.8 Articulation Tables

The Committee received paper PC10/35 entitled *Kangan Batman Institute _LTU (001) Diploma of Printing and Graphics Arts (Multimedia) to Bachelor of Graphic Design.*

Noted: The Committee noted the Articulation Table (001) Kangan Batman Institute _LTU (001) Diploma of Printing and Graphics Arts (Multimedia) to Bachelor of Graphic Design.

PART C- MATTERS FOR DISCUSSION AND/OR INFORMATION	
<p>7.9 Australian Qualifications Framework (AQF) Update</p> <p>The Committee received paper PC10/17 entitled <i>AQF Update</i>.</p> <p>The Chair informed the Committee that the National Working party will receive the draft AQF documentation on 27 March 2010. The Committee was reminded that the Chair had circulated correspondence about the online survey. The Committee was encouraged to contribute online and provide feedback.</p> <p>The Committee noted the AQF position on the one year Master programs and agreed that LTU will need to address this in future.</p>	
<p>7.10 Other Business</p> <p>7.10.1 Diploma in Computing</p> <p>The Committee received paper PC10/38 entitled <i>Proposal for Diploam in Computing at ACN</i>. This new program is to replace the current Diploma of Information Sciences taught at ACN and will be subject to quality assurance by the Faculty of Science, Technology and Engineering.</p> <p>Resolution: The Committee agreed to approve the introduction of the new course, Diploma in Computing for delivery by the Australian Campus Network [ACN].</p> <p>7.10.2 .Financial Modelling of Course Costing</p> <p>The Committee received an erudite presentation on the Financial Modelling of Course Costs from Ms Randi Brooks .</p> <p>The Committee noted that Ms Brooks will be providing a professional development session on the revised Course Life Cycle documentation and resources to all relevant staff on 30 March 2010.</p> <p>Ms Brooks agreed to renew the invitation to all members of the Programs Committee.</p>	
<p>7.11 Next meeting</p> <p>15th April, 10.00am-12.00pm, Mandala Room, Level 3 David Myers Building.</p>	ExO to PVC (QE)