

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

**Programs Committee**

**MINUTES**

Meeting 8/2010 Programs Committee was held in the Mandala Room, Level 3, David Myers Building, Bundoora, on Thursday, 13<sup>th</sup> May 2010 at 10.00am to 12.00 pm.

**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
Professor Noel Gough	Faculty of Education
Ms Raelene Reece	Nominee of DVC
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

**Apologies**

Mr Bruce Carboon	Director –Academic Services
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**In Attendance**

Ms Randi Brooks	Executive Officer to Pro Vice-Chancellor (QE)
Ms Diane Villani	proxy for Mr Bruce Carboon

**Secretariat**

Robyn Sinclair	Executive Officer, GPPU
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**PART A-PROCEDURAL MATTERS**

**ACTION**

**8.1 Welcome and Apologies**

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

**8.2 Approval of the Agenda**

The Committee confirmed the agenda as circulated.

**8.3 Chair's Report**

The Chair informed the Committee that the matters to be discussed under this item will be addressed under items presented for discussion and/or information,

The Committee was informed that the Chair had received feedback from proponents articulating their appreciation of the contributions of the Programs Committee members in the process of appraising their course proposals.

PART B –MATTERS FOR APPROVAL	ACTION
<p><b>8.4 Confirmation of Minutes</b></p> <p>The minutes of the seventh meeting Programs Committee held on the 18 March 2010 [PC10/39(M)] were confirmed as a true and accurate record.</p> <p><b>8.5 Matters Arising</b></p> <p>A member of the Committee raised the following matters:</p> <ul style="list-style-type: none"> <li>• it would be prudent to provide proponents with a standard statement about other entry requirements that could be cut and paste directly into submissions; and</li> <li>• the retrospective nature of the suspension of the Master of Teaching (Primary) and (Secondary) and the consequential impact on international students indicated the need for Faculties to consult with LTUI.</li> </ul> <p>In relation to the first matter raised, the Committee noted that the Admissions Policy could include an exemplar on other entry requirements to be utilised by proponents for cutting and pasting into submissions and, pursuant to such a revision to the policy, that a link be inserted into the course approvals templates via the Programs Committee website.</p> <p><b>Action:</b> The Chair invited Ms R Reece and Ms Liz Stinson, Director LTUI to consider the development of a statement of minimum Tertiary Entrance Requirements in the context of the review of the Admissions Policy.</p> <p>In relation to the second matter raised, the Committee noted that the revised course suspension and closure template required documented evidence of consultation with La Trobe International.</p> <p><b>8.6 Matters Approved Out of Session</b></p> <p>The Committee received paper CT10/41 entitled <i>Matters Approved Out of Session</i></p> <p>The Chair informed the Committee that the following course submissions had been approved out of session and provided a brief rationale for the need to progress these accordingly:</p> <ul style="list-style-type: none"> <li>• Bachelor of Psychological Science (Significant Course Change)</li> <li>• New double qualification- Master of Business Administration (LTU) and Master of Management (EBS)</li> <li>• Revisions to New Course Bachelor of Politics, Philosophy and Economics FLM</li> </ul> <p>The Committee noted the error in the Faculty name on paper CT10/41.</p>	<p>RR LS</p> <p>EO</p>

## 8.7 Faculty of Law and Management Course Approvals

The Committee received paper PC10/42 entitled Report of the Faculty Law and Management Board held on 27 April 2010.

### 8.7.1 New Qualification- Master of Accounting (Research)

The Committee received paper PC10/43 entitled *New Coursework Program Proposal-LMAR Master of Accounting (Research)*.

The Associate Dean (Academic), Faculty of Law and Management advised the Committee that the new 18 month course was designed to provide a pathway for high achieving students into a PhD. The Faculty had previously offered Masters with Honours courses and to accord with the AQF, have accordingly developed this course to replace Masters with Honours.

The Committee noted that the issue of Masters with Honours was commonplace in the University and that the resolution of the course nomenclature would influence other course proposals in future.

During the Committee's consideration of the course proposal, the following matters were raised:

- the current nomenclature suggested that this was Higher Degree by Research, rather than a postgraduate coursework program;
- the grading referenced in the course submission was not consistent with the policy on Masters by Coursework Policy and Procedures; and
- the length of the thesis did not appear to be commensurate with an Honours thesis. The Chair has been consulting with the relevant committees to attain parity of esteem with Honours and Masters theses and therefore, a commensurate word length would be appropriate.

**Resolution:** The Programs Committee agreed to refer the introduction of a new Master of Accounting to the Curriculum Teaching and Learning Committee, subject to the Faculty:

- reconsidering the proposed nomenclature;
- ensuring that the grading is consistent with LTU policy;
- amending the second sentence in *Reasons for proposal* ; and
- reconsidering the length of the thesis comparable to an Honours thesis in the same discipline.

*[Secretarial note: The proponent provided the revised course proposal, Master of Accounting Research Studies to the Chair on the 18.05.10].*

At the conclusion of the discussion on this proposal, the Chair foreshadowed that a workshop on postgraduate coursework programs will be conducted in June to identify the current policy gaps and means of addressing these.

### 7.7.2 Major Course Change- Bachelor of Business (Sport

Members  
ProgCom

### **Management) Honours (nomenclature)**

The Committee received paper PC10/44 entitled *Memorandum to Dr T Joiner, Head of School regarding name change for Bachelor of Business (Sport and Leisure Management) Honours* .

**Resolution:** The Committee agreed to refer the change of nomenclature from the Bachelor of Business (Sport and Leisure Management) Honours to the Bachelor of Business (Sport Management) Honours to Academic Board via the report of the Curriculum Teaching and Learning Committee.

The Committee noted that the Course Revision Template now accommodated the ability to change the award nomenclature for the bachelor and honours awards simultaneously.

### **8.7.3 New Qualifications- Bachelor of Business (Event Management/Marketing) Bachelor of Business (Event Management/Tourism Management) Bachelor of Business (Tourism Management/Marketing**

The Committee received paper PC10/45 entitled *New Coursework Proposals*.

The Associate Dean (Academic) of the Faculty of Law and Management highlighted the following aspects of the proposals:

- that the new course proposals had been developed in response to market interest;
- the model of doubling the majors reflected the current model utilised by competitors;
- the model of double majors did restrict the number of electives and subject choice, but student choice was attained through the combining of the majors; and
- the three new degrees constitute the amalgamation of existing degrees and do not require any new resources, staffing or subjects.

During the discussion that ensued, the following points were raised:

- the recent course review process conducted by CALPS had indicated to some Faculties the need to consolidate courses with small numbers whilst this proposal did not appear to be consistent with this approach. The University needs to provide guidance on this matter;
- the April meeting of the Academic Board has approved the Majors and Minors Policy and Procedures which by inference now precluded the listing of majors on testamurs. The majors now may be specified in the name of courses. Therefore the Academic Board has indicated its preference for separate courses; and
- the number of subjects is of more concern to the University than the number of courses with small enrolments.

**Resolution:** The Committee agreed to refer the introduction of the following new courses to the Academic Board via the Curriculum Teaching and Learning Committee

- Bachelor of Business (Event Management/Marketing)
- Bachelor of Business (Event Management/Tourism Management)
- Bachelor of Business (Tourism Management/Marketing)

#### **8.7.4 Minor Course Change-Bachelor of Business (Human Resource Management)**

The Committee received paper PC10/46 entitled *Memorandum to request change to B.Bus HRM.*

**Noted:** The Programs Committee noted the Faculty's approval of the minor revision to the Bachelor of Business (Human Resource Management) on 27 April 2010.

Minor amendments needed to be noted at Programs Committee and approved at the Faculty level. Academic Services needed to be alerted of such changes.

#### **8.7.5 Significant Course Change- Bachelor Business (Sport Management)**

The Committee received paper PC10/47 entitled *Bachelor of Business (Sport Management) Course Change proposal.*

The Committee was informed that a course advisory committee had reviewed this program in 2009 and the proposed changes to the Bachelor of Business (Sport Management) were the culmination of this review.

**Resolution:** The Committee agreed to refer the significant course change to the Bachelor of Business (Sport Management) to the Academic Board via the Curriculum Teaching and Learning Committee.

### **8.8 Faculty of Science, Technology and Engineering**

#### **8.8.1 Major Course Change- Bachelor of Conservation Biology and Ecology (Honours)**

The Committee received paper PC10/48 entitled *Memorandum to Programs Committee from FSTE.*

**Resolution:** The Committee agreed to refer the change of nomenclature from the *Bachelor of Conservation Biology and Ecology (Honours)* to the Bachelor of Science (Wildlife and Conservation Biology) with Honours to Academic Board via the report of the Curriculum

Teaching and Learning Committee.

At the conclusion of the course appraisals, the Chair thanked all the course developers for their contributions, especially in light of the introduction of the new templates.

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

**8.9 Double Qualifications Policy and Procedures.**

The Committee received paper PC10/49 entitled *Revised Double Qualifications Policy and Procedures*.

The Chair spoke to the revised policy and procedures, and in so doing, highlighted the following matters:

- the revisions anticipate the changes to the AQF and the proposed definitions for double, combined and joint qualifications;
- replacing the stipulation of a minimum 75% of course completion for each degree with minimum of 2/3 for each degree constituted the most significant change to the current policy;
- this revised policy provides an alignment with the Advanced Standing and Credit Transfer Guidelines which stipulate maximum credit; and
- it was important for the Committee to ensure that the statement, “Students must also complete a maximum of 75% of the final year subjects from each qualification” was cogent in light of the range of courses offered by the Faculties.

The Committee undertook a discussion on the revised policy and procedures and its ramifications for various course models. The Committee noted that the amount of credit points was an important consideration in double qualifications and not the semester delivery or unit overload. The Chair informed the Committee that there will be a transition period for the introduction of revised policy. The existing formal agreements with overseas partners will need to be reconciled against the 2/3 requirements. Existing rules for Majors also needed to be reconciled, however, the Committee was advised that the definition of a Major is not inflexible.

**Resolution:**

After due deliberation, the Committee agreed to refer the policy and procedures to the Curriculum Teaching and Learning Committee.

**8.10 Business Case and Calculator**

The Executive Officer to the Pro Vice-Chancellor, Ms Randi Brooks, advised the Committee that the name of the Income Expenditure Table had been renamed Business Case Calculator and will be posted on the Programs Committee website.

[Secretarial note: the Business Case Calculator was posted on the following website on the 14 May 2010.]

<http://www.latrobe.edu.au/programs-committee/>

The Committee was informed that the major update to the Calculator had been the accommodation of 18 month degrees. The Committee was advised that due to the diverse undergraduate and postgraduate costing formulae, the Business Case Calculator cannot calculate combined undergraduate and postgraduate degrees at this stage.

Another consideration during the recent revisions was to amend the methodology for apportioning sums to indirect costs however; this was not progressed as it would not adequately reflect how Finance apportions costs. The Committee acknowledged the usefulness to the tool and the means by which the Faculty is alerted to what it is being charged in terms of infrastructure.

The Committee thanked Ms Randi Brooks for her excellent work.

### **8.11 Advice on Forthcoming Course Proposals and VTAC Entries**

The Chair introduced this item by acknowledging that the University does not have any agreed process for including courses in VTAC prior to approvals and that this issue had been raised by the Deputy Vice-Chancellor.

It was recommended that a trigger for Faculties to submit courses for VTAC publication would be useful. The Committee agreed that the approval of the Course Concept by CALPS would be an appropriate trigger for entry of courses into VTAC. CALPS decisions were communicated directly to Faculties and it was proposed that Ms K Kellerman, VTAC Liaison Officer, be included in the communications

Concerns were raised about the time required to approve courses and that some communications about the requisite timing was required. The Chair agreed to consult further with Professor Probert on the process for submitting courses to VTAC and other publications.

PVC (QE)

### **8.12 Subject Approval Templates and Forthcoming Subject Lifecycle Policy Suite**

The Committee received paper PC10/50 entitled *Template for Compulsory Subjects and Template for Elective Subjects*.

In introducing this item, the Chair recounted for the Committee that it had previously agreed that it would like to see new subjects as new courses were being developed.

Ms Randi Brooks spoke to the subject templates and advised the Committee that pursuant to Faculty consultation the original decision to have two templates, one for electives and the other for compulsory subjects, had been replaced to present a single subject template regardless of whether the subject is core, capstone or cornerstone. Notwithstanding the adoption of single template, the Faculty graduate capabilities and Learning Outcomes needed to be documented for compulsory subjects only.

During the general discussion that ensued, the Committee raised the following

issues:

- there existed courses which comprised completely of compulsory subjects as well as cornerstone and capstone subjects and it appeared that learning outcomes and graduate capabilities will be required to be documented for every subject in the course;
- cornerstone subjects measure the LTU graduate capabilities and were differentiated from compulsory subjects;
- some Faculties are documenting learning outcomes and graduate capabilities for every subject and every course learning outcome must be covered somewhere in the subjects pertaining to the course;
- new courses did not always have the details for later year subjects and often the staff are not even employed in the University;
- it was important to have some idea about how the graduate capabilities and learning outcomes are mapped across the course;
- the Curriculum Teaching and Learning Centre was developing the wording of the capabilities and outcomes and further, the AQF also provided useful wording; and
- the templates are also to be used for major changes to subjects as well as new subjects. The forthcoming Subject Lifecycle Policy and Procedures will provide further guidance on these matters.

### **8.13 AQF update, multi level subjects and aliases**

The Chair informed the Committee that she intends to attend Faculty meetings to discuss the concept of multi level subjects and aliases in light of the DfL policies and proposed levels identified under the AQF projects. Both these initiatives assume distinct learning outcomes for subjects offered in various stages of degree courses.

It was noted that the development of learning outcomes may also impact on the current practices of subject aliases. The reasons for aliases were discussed by the Committee.

The Chair concluded discussion on this matter by advising that subject aliases and multi-level subjects were being presented for discussion only at this stage.

### **8.14 Review of Committee's Terms of Reference**

The Committee received paper PC10/51 entitled *Review of the Terms of Reference of the Programs Committee*.

A member of the Committee noted that his position title was inaccurate in the listing of members.

The Chair informed the Committee that the Course Review procedures were accessible on the web and that she was currently revising these to distinguish the course review roles of the CALPS from the Programs Committee.

#### **Resolution**

The Committee agreed to refer the proposed changes to the Committee's Terms of Reference to the Curriculum Teaching and Learning Committee.

### **8.15 Honours and Coursework Master degrees**

EO

The Chair informed the Committee that, aside from the Master by Coursework policy and procedures, there existed gaps in policy guidance in the postgraduate area. The DVC, PVC(CAP) and the Chair have agreed to conduct a half-day workshop for staff involved in postgraduate coursework and Honours programs to discuss pertinent issues around the Design for Learning, the AQF and to provide the opportunity for some presentations from the Faculties on good work being undertaken in postgraduate coursework programs.

The Chair advised that further information on this workshop will be forthcoming.

#### **8.16 Other Business**

There was no other business.

#### **Next meeting**

The next meeting will be held on Thursday 17 June 2010, 10.00am-12.00pm; Mandala Room, Level 3 David Myers Building, Bundoora campus.