

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

Programs Committee

MINUTES

Meeting 11/2010 Programs Committee was held in the Mandala Room, Level 3, David Myers Building, Bundoora, on Thursday, 13 August 2010 at 10.00 am.

<p>Members Present</p> <table border="0"> <tr> <td>Dr Julie Jackson (Chair)</td> <td>Pro Vice-Chancellor (Quality Enhancement)</td> </tr> <tr> <td>Mr Bruce Carboon</td> <td>Director –Academic Services</td> </tr> <tr> <td>Professor Noel Gough</td> <td>Faculty of Education</td> </tr> <tr> <td>Ms Raelene Reece</td> <td>Nominee of DVC</td> </tr> <tr> <td>Dr David Wilkinson</td> <td>Faculty of Law and Management</td> </tr> <tr> <td>Ms L Stinson</td> <td>Director – LTI, co-opted member</td> </tr> <tr> <td>Dr Sherrie Wentworth</td> <td>Faculty of Health Sciences</td> </tr> <tr> <td>Dr Vilma Stanisich</td> <td>Faculty of Science, Technology and Engineering</td> </tr> </table> <p>Apologies There were no apologies.</p> <p>In Attendance</p> <table border="0"> <tr> <td>Ms Randi Brooks</td> <td>Executive Officer, PVC (QE)</td> </tr> <tr> <td>Mr Greg Jamieson</td> <td>Senior Lecturer, School of Economics and Finances</td> </tr> </table> <p>Secretariat</p> <table border="0"> <tr> <td>Ms Robyn Sinclair</td> <td>Executive Officer, GPPU</td> </tr> </table>		Dr Julie Jackson (Chair)	Pro Vice-Chancellor (Quality Enhancement)	Mr Bruce Carboon	Director –Academic Services	Professor Noel Gough	Faculty of Education	Ms Raelene Reece	Nominee of DVC	Dr David Wilkinson	Faculty of Law and Management	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 Randi Brooks	Executive Officer, PVC (QE)	Mr Greg Jamieson	Senior Lecturer, School of Economics and Finances	Ms Robyn Sinclair	Executive Officer, GPPU	
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PART A-PROCEDURAL MATTERS	ACTION																							
<p>11.1 Welcome and Apologies</p> <p>The Chair welcomed members to the eleventh meeting of the Programs Committee: introductions were made and apologies noted.</p> <p>The Committee was advised that an invitation to the Dean of the Faculty of Humanities and Social Sciences to nominate a replacement for Mr Carlos Uxo had been extended and the Chair is awaiting a response.</p> <p>11.2 Approval of the Agenda</p> <p>The Committee confirmed the agenda with the following addition:</p> <ul style="list-style-type: none"> • Item 11.1- Significant Revisions to the Bachelor of Health Sciences. <p>11.3 Chair’s Report</p> <p>The Chair provided a brief report, and in doing so, highlighted the following matters:</p> <p><u>Consultation on AQF (Australian Qualifications Framework) project, <i>Strengthening the AQF – Architecture of the AQF</i>:</u></p>	<p>Secret Chair</p>																							

<p>The Chair recounted for the Programs Committee that it had received a copy of the La Trobe University's submission to the recent AQF consultation. The Committee was informed that there was strong accord between the submissions from La Trobe, and the IRU (Innovative Research Universities). One of the major concerns enunciated in the responses was the re-emergence of the concept of the two year Master degree that follows a three year Bachelor degree. There was little support for this across the sector, and UA, the IRU and La Trobe had all argued for the minimum notional duration of Master degrees following a 3 year undergraduate degree to be 1.5 years.</p> <p><u>Representation of the Programs Committee</u> The Chair informed the Committee that, as a result of recent discussions with the University Librarian and the Curriculum Teaching and Learning Centre, she proposes that staff from both these organisational units be invited onto the Programs Committee.</p> <p>Resolution After due deliberation, the Programs Committee agreed to co-opt for a period of twelve months:</p> <ul style="list-style-type: none"> • a representative from the Library with an interest in curriculum design; and • a representative from the Curriculum Teaching and Learning Centre with expertise in the Design for Learning aspects of curriculum. <p><u>Subject Aliases and Multi-level Subjects</u> The Chair has visited some Faculties to discuss the Subject Lifecycle Policy and Procedures suite and their impact on current practices. While the policy proscribes multi level subjects and subject aliasing in most circumstances, the Committee was informed that the policy was silent on shared lectures. The Chair provided a brief account of some of the scenarios that might be consistent with the policy and procedures. The Committee was advised that the policy and procedures will be presented to the August meeting of the Curriculum Teaching and Learning Committee for consideration.</p> <p>The Committee undertook a discussion on the matter of subject aliases and multi-level subjects. The Chair invited Mr Greg Jamieson to speak to the proposal to offer four undergraduate econometric subjects to Master students (refer to minute 11.10.4 below) who intend to take a PhD pathway. This proposal was to ensure that students would be able to compete on an equal footing with Honours students for Research Training candidature. The Committee was informed that these econometric subjects are drawn from 1st to 4th year subjects. The Committee noted that the revised (but not yet approved) AQF indicated that the majority of learning outcomes needed to be at the designated level.</p> <p>The Committee agreed to continue the discussion of this matter in the context of the course proposal [refer to minutes 11.9.4 and 11.9.5].</p>	
<p>PART B –MATTERS FOR APPROVAL</p>	<p>ACTION</p>
<p>11.4 Confirmation of Minutes</p> <p>The minutes of the tenth meeting Programs Committee held electronically [PC10/77M] were confirmed as a true and accurate record.</p> <p>11.5 Matters Arising</p> <p>The Chair informed the Committee that in response to the Committee's concerns recorded under minute 10.3, Professor Sandra Leggat has agreed to ensure that the course structure of the new double degree HZPHID Master of Public Health/Master of International Development would include the entire 120cp of the latter qualification to ensure that it will comply with the anticipated AQF changes.</p>	

The Committee agreed that only a revised course structure for the HZPHID should be re-submitted and that further, the approval of the course proposal be advanced to the Curriculum Teaching and Learning Committee, pursuant to the Chair receiving the documentation.

The Committee was advised that the pursuant to the Programs Committee approval of offering HBNP Bachelor of Nursing (Post Registration), a one year conversion course, at Chinese University of Hong Kong [refer minute 10.3.2], the matter of the amount of credit being proposed for the one year conversion course was raised at the CALPS meeting. The Chair informed the Committee that considerable discussion about the duration of the bachelor award and the application of the amount of credit accorded under the *Advanced Standing, Articulation and Credit Transfer Policy* has ensued. The Committee was informed that this matter also intersected with an issue about the nomenclature of the nursing courses for the award, Bachelor of Nursing, emanating from a Programs Committee action in 2009. The Chair agreed to raise this issue at the next meeting of the Curriculum Teaching and Learning Committee.

11.6 Matters Approved Out-of Session

The Committee received paper PC10/81 entitled *Matters Approved Out of Session*

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

- Agreement LTU/Anahuac University Mexico-Double Degree Bachelor of Management and Administration with the LTU Bachelor of Business (Economics, Macroeconomics, Management and Marketing).

11.7 Faculty of Health Sciences

The Committee received paper PC10/82 entitled *Dean's Out of Sessions Approval*

11.7.1 New Course – Diploma in Health Sciences

The Committee received paper PC10/83.

The Faculty of Health Sciences representative, Dr Sherrie Wentworth, spoke to the course proposal and, in so doing, informed the Committee that this program will provide an alternative pathway into the Bachelor of Health Sciences. This will be offered at the Bendigo campus in the first instance, and to be offered at other campuses in future. Students who successfully complete the Diploma will be offered a place in the Bachelor of Health Sciences with 120 credit points advanced standing.

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

- as students were admitted to the Diploma course on other grounds, other than ATAR, the Committee raised its concerns about the lack of hurdle requirements or GPA, to move into the second year of the degree course, in light of the fact that first year degree students will be in larger classes with less academic support;
- the Committee noted that the Faculty of Law and Management has been offering a similar Diploma course for sometime and that there were some stipulations of academic achievement for the Accounting area;
- data from other courses indicate that students articulating from

- Diploma courses experience commensurate successes, where the originating Diploma course has an academic orientation;
- the Committee raised its concerns about the inference of a “guaranteed place” implicit in the wording,” those students who successfully complete the Diploma in Health Sciences at any campus/specified campus will be automatically offered a place in the Bachelor of ...”. This also impacted on quota issues related to clinical places and other fee paying cohorts. The Committee recommended that the proponent remove “automatically”, and reword the statements to read, “subject to satisfactory performance, students who complete the Diploma will be offered....”

Resolution

The Diploma of Health Sciences was endorsed, subject to the minor amendments as enunciated.

11.8 Faculty of Education

The Committee received paper PC10/84 entitled Consultation Education Programs. The Dean of the Faculty of Education provide out of sessions approval for the following suite of new courses and subjects on the 5 August 2010 (approval noted on hard copies only).

Ms R Reece, Faculty of Education, spoke to the proposals presented under agenda items 8.1- 8.3 and informed the Committee that the development of these new courses to be offered at the Melbourne campus had been instigated by the Course Review process undertaken by the Course and Load Planning Committee.

The Committee noted that the courses had stipulated a IELTS of 7 with no band under 7 which was consistent with VIT guidelines.

The Business Cases will be considered by a subsequent meeting of the CALPS.

11.8.1 New Course –Bachelor of Teaching (Primary)

The Committee received paper PC10/85.

The Committee considered the course submission to introduce a new Bachelor of Teaching (Primary).

Resolution

The Committee approved the introduction of the new course Bachelor of Teaching (Primary).

11.8.2 New Course-Bachelor of Teaching (Secondary)

The Committee received paper PC10/86

During the general appraisal of this course, it was noted that sections 3.9(b) and (c) required more information.

Resolution

The Programs Committee approved the new course, Bachelor of Teaching (Secondary).

11.8.3 New Course – Bachelor of Outreach and Community Education

The Committee received paper PC10/87

Resolution

The Committee approved the new course, Bachelor of Outreach and

Community Education.

11.8.4 New Education Subjects

The Committee received paper PC10/80

Noted

The Committee noted the out-of-sessions approval by the Dean of the Faculty of Education of the following new subjects:

- Teaching Number and Algebra [embedded in paper PC10-85];
- Language Literature and Literacy: Beginning Speaking and Writing [embedded in paper PC10-85];
- Teachers Understanding of Self and Others;
- Personalised and Active Learning; and
- Child and Adolescent Development.

11.9 Faculty of Law and Management Course Approvals

The Committee received paper PC10/88 entitled Faculty of Law and Management Board Report.

11.9.1 Course Suspension- MBA

The Committee received paper PC10/89.

Resolution

The Programs Committee agreed to refer suspension of the following courses delivered at Bendigo to the Curriculum Teaching and Learning Committee:

- LMBACB Master of Business Administration;
- LGBAB Graduate Diploma of Business Administration; and
- LCBAB Graduate Certificate of Business Administration.

The period of suspension for the aforementioned nested program is from the 1 January 2011 to 1 January 2013.

11.9.2 Minor Course Revision-Bachelor of Economics

The Committee received paper PC10/90.

Noted:

The Programs Committee noted that the Faculty of Law and Management Board had approved the minor course revision to the Bachelor of Economics on the 27 July 2010.

11.9.3 Minor Course Revision- Bachelor of Finance

The Committee received paper PC10/91.

Noted:

The Programs Committee noted that the Faculty of Law and Management Board had approved the minor course revision to the Bachelor of Finance on the 27 July 2010.

11.9.4 New Course Proposals – Master of Financial Analysis

The Committee received paper PC10/92.

<p>The Committee agreed to consider agenda items 9.4 and 9.5 in tandem. Dr Wilkinson, Associate Dean International Programs, Faculty of Law and Management, provided a brief account of the antecedent courses and their professional recognition. The replacement suite of Financial Analysis courses has been redesigned to be more attractive to potential students by offering a number of financial specialisations within the program. The Committee was advised that this proposal did not involve the closure of any existing courses.</p> <p>The Committee was informed that the courses were designed to accept students without prior knowledge or experience by offering a Foundation module, comprising four subjects; accounting, finance, economics and quantitative methods. Students who consider that they have sufficient prior knowledge in the four Foundation subjects, can elect to undertake a Challenge Examination and, based upon obtaining a mark in excess of 60%, will be granted full credit of advanced standing for the subject.</p> <p>In response, the Committee noted that a minor amendment to the current Advanced Standing policy to accommodate Challenge Examinations could be implemented. The Committee was advised that the Visa issues would need to be managed carefully.</p> <p>The actual cost for the Challenge Examinations and the charging for RPL, needed to be further clarified in relation to compliance with Higher Education Support Act (2003). The Committee invited the Director, Academic Services, to provide some further clarification about the issue of charging fees for Challenge Examinations.</p> <p>The Committee agreed that the matter of charging fees for the Challenge Examinations could be clarified in the near future.</p> <p>In relation to the double degree, LYFAIM the Committee noted that the Master of International Business was a one year Master degree, and that the Faculty should consider future proofing the structure of this course, in a similar vein to the double degree HZPHID Master of Public Health/Master of International Development [refer minute 11.5 above]. The proponent was invited to re-submit the revised course design to the Chair.</p> <p>Action: Mr G Jamieson to provide a revised course structure for LYFAIM</p> <p>The Committee discussed the pedagogical rationale for the differentiation in credit points for those students intending to use the course as a pathway to a PhD.</p> <p>The Committee agreed that the proponent had provided a cogent rationale for the use of the nomenclature “Research Methods” for course LMFAR and agreed that Research Studies or Research Methods be used for Master courses providing research pathways.</p> <p>Resolution</p> <p>The Committee noted this proposal constituted a most innovative approach and accordingly, approved the following revision to existing course and introduction of new courses for referral to the Board via the Curriculum Teaching and Learning Committee:</p> <ul style="list-style-type: none"> ➤ LMFA Master of Financial Analysis* ➤ LMFAF Master of Financial Analysis (Financial Analysis) ➤ LMFAM Master of Financial Analysis (Financial Risk Management) ➤ LMFAP Master of Financial Analysis (Financial Planning) ➤ LMFAI Master of Financial Analysis (Islamic Finance) ➤ LMFAR Master of Financial Analysis (Research Methods) ➤ LMFAPAMaster of Financial Analysis/ Master of Professional 	<p>Dir.Ac Srvcs</p> <p>Proponent Assoc Dean L&M</p>
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- Accounting*
- LMFAIB Master of Financial Analysis/Master of Islamic Banking and Finance*
- LYFABA Master of Financial Analysis/Master of Business Administration;
- LYFAIM Master of Financial Analysis/ Master of International Business;
- LGCF Graduate Certificate in Finance
- LGDF Graduate Diploma in Finance
- LGCM Graduate Certificate in Financial Risk Management
- LGCP Graduate Certificate in Financial Planning

* existing courses being changed significantly.

11.9.5 Introduction of Challenge Exams in suite of Master of Financial Analysis courses

The Committee received paper PC10/93.

The discussion on this item is recorded under minute 11.9.4.

Resolution

The Committee referred the matter of Challenge Exams in the following courses to CTLC for further discussion and possible approval:

- LMFA Master of Financial Analysis
- LMIBF Master of Islamic Banking and Finance
- LMPA Master of Professional Accounting
- LMAFM Master of Accounting & Financial Management
- LMFAF Master of Financial Analysis (Financial Analysis)
- LMFAM Master of Financial Analysis (Financial Risk Management)
- LMFAP Master of Financial Analysis (Financial Planning)
- LMFAI Master of Financial Analysis (Islamic Finance)
- LMFAR Master of Financial Analysis (Research Methods)
- LMFAPAMaster of Financial Analysis/Master of Professional Accounting
- LMFAIB Master of Financial Analysis/Master of Islamic Banking and Finance
- LYFABA Master of Financial Analysis/Master of Business Administration; and
- LYFAIM Master of Financial Analysis/ Master of International Business;

11.9.6 Double Degree with Groupe Sup de Co Montpellier

The Committee received paper PC10/94 and replacement paper PC10/98 revised Agreement with Groupe Sup de Co Montpellier.

The Committee was informed that this constituted an extension of an existing agreement. Dr David Wilkinson drew the Committee's attention to the minor amendments to the Schedule of the Agreement as articulated in replacement paper PC10/98.

Resolution

The Committee approved the double degree with Group Sup de Co Montpellier and referred it to the Curriculum Teaching and Learning Committee for ratification.

PART C- MATTERS FOR DISCUSSION AND/OR INFORMATION

11.11 Other Business

11.11.1 Significant Course Revision to suite of Bachelor of Health Sciences HBHS, HBHSB, HZHSB, AZAHS and HZHSID

The Committee received tabled paper PC10/97.

The Committee was informed that the proposal to convert the current four streams embedded in the Bachelor of Health Sciences into majors and to add a new major in Rehabilitation Counselling had originated from the professional bodies and employers who wanted some clarity around the majors completed. This was to formalise the naming of the course submissions ensuring that the specialisation is listed on the testamur.

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

- the creation of the multiple new courses would result in a proliferation of courses and double degree courses in the VTAC thereby possibly creating confusion for prospective students;
- it would be preferable to have a single Bachelor of Health Sciences with the specialisations listed. This would avoid making students use all their VTAC preferences on the LTU courses, given that their every choice is the same first year;
- there were also some disadvantages with listing the streams in the VTAC Guide and further market research would be prudent;
- the need to create multiple courses is created by the decision not to list Majors on testamurs. The Faculty of Education had been able to address this issue by creating a series of exit codes with the award titles being differentiated. It was agreed that the Committee could consider the approval of the award titles without creating multiple courses;
- the proposal for degrees entitled Bachelor of Health Sciences (Health Sciences) and Bachelor of Health Sciences (Health Promotion Minor) seemed too refined; and
- it was unclear whether the CALPS has been accorded the opportunity to consider the creation of multiple courses during the course review process, but it was noted that the Business Case will be considered by the meeting scheduled for 1 September 2010.

Resolution

The Committee approved the listing of the majors as new award titles, without creating new courses, subject to the Faculty submitting the course structure for all double degrees.

The new award titles include:

- Bachelor of Health Sciences (Public Health)
- Bachelor Health Sciences (Environmental Health)
- Bachelor of Health Sciences (Human Anatomy and Physiology)
- Bachelor of Health Sciences (Ergonomics, Safety and Health) and
- Bachelor of Health Sciences (Rehabilitation Counselling).

The Committee did not agree to the creation of new awards for the following:

- Bachelor of Health Sciences (Health Sciences) and
- Bachelor of Health Sciences (Health Promotion Minor)

11.12 Next meeting

The next meeting will be held on Thursday 16 September 2010, 10.00am-12.00pm; Mandala Room, Level 3 David Myers Building, Bundoora campus.

