

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

**Programs Committee**

**MINUTES**

Meeting 15/2011 Programs Committee was held in the David Myers Meeting Room, Level 1, David Myers Building, Bundoora, on Thursday, 10 February 2011 at 10.00 am.

<p><b>Members Present</b></p> <p>Dr Julie Jackson (Chair) Pro Vice-Chancellor (Educational Partnerships &amp; Quality)            Mr Bruce Carboon Director –Academic Services            Professor Noel Gough Faculty of Education            Ms L Stinson Director – LTI, co-opted member            Dr Vilma Stanisich Faculty of Science, Technology and Engineering            Dr Sherrie Wentworth Faculty of Health Sciences            Ms Eva Fisch Library, co-opted member</p> <p><b>Apologies</b></p> <p>Professor Norie Neumark Faculty of Humanities and Social Sciences            Dr Judith Lyons Curriculum Learning and Teaching Centre, co-opted member            Ms Raelene Reece Nominee of DVC            Dr David Wilkinson Faculty of Law and Management</p> <p><b>In Attendance</b></p> <p>Mr Ian Bailie Faculty of Education (video conference link)            Ms Randi Brooks Executive Officer, Office of PVC (Ed Partnerships &amp; Quality)            Mrs Mary Imam Faculty of Law and Management            Ms Sally Collins Faculty of Health Sciences            Ms Margaret Botterill Faculty of Health Sciences            Ms Denise Bush Director, La Trobe Melbourne</p> <p><b>Secretariat</b></p> <p>Ms Robyn Sinclair Senior Executive Officer, GPPU</p>		
<b>PART A-PROCEDURAL MATTERS</b>		<b>ACTION</b>
<p><b>15.1 Welcome and Apologies</b></p> <p>The Chair welcomed members to the fifteenth meeting of the Programs Committee: introductions were made and apologies noted.</p> <p>On behalf of the Committee, the Chair also extended a welcome to the Faculty Program Liaison Officers.</p> <p><b>15.2 Approval of the Agenda</b></p> <p>The Committee confirmed the agenda as circulated.</p> <p><b>15.3 Chair’s Report</b></p> <p>The Chair provided a brief report, and in so doing, highlighted the following matters:  <u>AQF Update</u>            The Ministerial Council for Tertiary Education and Employment (MCTEE) has accepted the revised AQF, as recommended by the AQF Council. This included allowing a limited number of Masters titles pertaining to the level 9 qualifications. The Masters model accepts</p>		

single year (EFT) duration when following a 4 year Level 8 Bachelor degree in the same cognate field. This model is conditional upon the existence of level 8 subjects in the final year of the Bachelor course.

The Committee was advised that this decision will require some adjustment to some of the Master courses offered by La Trobe and further, a review of some of the Graduate Diploma offerings to make commensurate in level with Honours courses. MCTEE also asked the AQF Council to review the strengthened descriptors and specifications for the Doctoral Degree to ensure the integrity of Australia's highest level qualification. In relation to the Doctorates being proposed for level 9 qualifications by University of Melbourne, it was noted that the academic transcript will be required to distinguish the Master level of the qualification.

In relation to foreshadowed changes to La Trobe's courses, the Committee was informed that the Chair had received correspondence from the Associate Dean (Academic), Associate Professor Fitzmaurice in relation to the current 2+ 2 Master model offered by the Faculty of Health Sciences. The Committee was informed that the implications for each Faculty differed and that she intended to make herself available to speak to each Faculty in relation to their respective concerns.

*[Secretarial note: The strengthened version of the AQF as provided to MCTEE can be accessed on the AQF website at <http://www.aqf.edu.au> ]*

#### **15.4 Matters Approved Out of Sessions**

The Committee received paper PCI 1/02

The Committee noted that the following agreement and significant course changes had been approved out of session:

- Significant Course Revisions to Bachelor of Human Services and Master of Social Work; and
- Agreement between LaTrobe and Universidad Peruana Cayetano Heredia.

In relation to the significant course amendment to align the course structure in line with the AQF, the Committee was advised that a considerable amount of liaison between the Faculty, Academic Services and Legal Services had been conducted to oversee the transitional arrangements for students enrolled in the original courses. The Committee was informed that the University was required to comply with the ACCC regulations and external laws in relation to the contractual obligations of offers of enrolments.

### **PART B –MATTERS FOR APPROVAL**

### **ACTION**

#### **15.5 Confirmation of Minutes**

The minutes of the fourteenth meeting Programs Committee [PC10/129M] held on 11 November 2010 were confirmed with as a true and accurate record.

#### **15.6 Matters Outstanding from Meetings held in 2010.**

Prior to discussing this item, the Chair updated the Committee on the progress of the actions contained in the minutes.

##### **15.6.1 Bachelor of Health Sciences Double Degrees -Bachelor of Arts and Bachelor of Health Sciences**

The Chair read out correspondence she had received from the Associate Dean, Academic, Faculty of Health Sciences, Associate Professor Fitzmaurice, in relation to the issue of student over loading created by the structure of the double degrees.

<p>The Faculty representatives advised that a further restructure of the double degrees to provide a 4 ½ year duration was a complex undertaking and would require some further time. The Committee was informed that the issue of student overloading had been raised in the original AUQA audit and it was important to provide a standard structure does not mandate overloading for students. Promotion of the fast track version of the course is permitted, but advice should also be provided that students not wishing to overload should consult the faculty about an alternative course plan.</p> <p><b>15.6.2 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</b></p> <p>The Committee was advised that the course submissions will be presented to a subsequent meeting. The Committee reissued its invitation to the Faculty of Health Sciences to consider the opportunity to revise the Master of Health Information Management (Honours) in light of MCTEE's endorsement of limiting the nomenclature of Masters courses within the AQF.</p> <p><b>15.6.3 Dual Degree Structures between La Trobe and Instituto Tecnológico de Estudios Superiores de Monterey, Campus Guadalajara, Mexico</b></p> <p>The Committee noted the advice provided by the Faculty of Humanities and Social Sciences in relation to the timing of the credit point conversions for subjects within the Faculty and agreed to lift the previous caveats placed on the double degrees listed in the Schedule of the Agreement between La Trobe and Instituto Tecnológico de Estudios Superiores de Monterey, Mexico.</p>	
<b>PART C- MATTERS FOR DISCUSSION AND/OR INFORMATION</b>	
<p><b>15.7 Faculty of Health Sciences</b></p> <p><b>15.7.1 Bachelor of Nursing Post Registration CUHK-Minor Amendment</b> The Committee received paper PCI I/03</p> <p><b>Noted:</b></p> <p>The Committee noted that the Dean of the Faculty of Health Sciences, Professor Hal Swerrisen had approved the minor amendment to the Bachelor of Nursing Post Registration CUHK out of sessions on 18 January 2011.</p> <p><b>15.8 Faculty of Science, Technology and Engineering</b></p> <p><b>15.8.1 Bachelor of Information Technology, Bachelor of Information Technology (Professional), Bachelor of Pharmacy, Master of Statistical Science, Master of Technology in Pavements and Master of Engineering in Pavements- Minor Amendment</b></p> <p>The Committee received paper PCI I/04</p> <p><b>Noted:</b></p> <p>The Committee noted that the Dean of the Science, Technology and Engineering, Professor Brian McGaw had approved the minor amendments to the Bachelor of</p>	<b>ACTION</b>

Information Technology, Bachelor of Information Technology (Professional), Bachelor of Pharmacy, Master of Statistical Science, Master of Technology in Pavements and Master of Engineering in Pavements out of sessions on 15 November 2010.

## **15.9 Faculty of Education**

### **15.9.1 EBPOEB Bachelor of Physical and Outdoor Education**

The Committee received paper PCI 1/05

#### **Noted:**

The Committee noted that the Dean of the Education, Professor Lorraine Ling, had approved the minor amendments to the Bachelor of Physical and Outdoor Education out of sessions on 20 December 2010.

## **15.10 Faculty of Education Out of Sessions Approval 31.01 2011**

The Committee received paper PCI 1/06 entitled *Memorandum English Tests for Faculty of Education courses*.

### **15.10.1 IELTS for Education Courses**

The Faculty of Education representative on the Committee, Professor Noel Gough provided a brief background on the Faculty's decision to only accept IELTS and TOEFL as English Language requirements as entry into its suite of courses.

The Committee undertook a discussion on the Faculty's recommendation and agreed that it would be prudent to invite the Faculty to provide the benchmarking evidence that led to this decision to the Programs Committee. The Committee agreed to invite the Dean of the Faculty of Education, Professor Ling to attend a subsequent meeting to discuss this matter.

The Director of La Trobe International, Ms L Stinson, informed the Committee that English Language Level benchmarking activities had been conducted by La Trobe International College and presented to the Committee for Admissions, Retention and Success for Students in 2010. Navitas insists on tracer studies and this benchmarking mechanism had been a condition of the Agreement between La Trobe and Navitas.

#### **Recommendation**

That the Faculty of Education be invited to present the benchmarking evidence informing their decision on the English Language Entry requirement statements to a subsequent meeting of the Programs Committee. In further discussions within the Faculty, the proposed revisions to the University's English Entry Language Requirements Policy should be considered.

## **15.11 Faculty of Law and Management Out of Sessions Approval 01.02.2011**

### **15.11.1 LPA Post Graduate Diploma in Accounting**

The Committee received paper PCI 1/05

The Chair recounted for the Committee that the closure of this course had been flagged in 2010 with the submission of the new course proposal, Master of Accounting Research Studies.

The Committee noted that there were no current enrolments in this course and

<p>invited the Faculty of Law and Management to confirm that there were no outstanding offers of enrolments or deferrals.</p> <p><b>Recommendation</b></p> <p>The Committee agreed to recommend the course closure of <i>LPA Post Graduate Diploma in Accounting</i> from February 2011 to Academic Board via the Curriculum, Teaching and Learning Committee.</p> <p><b>15.12 Recommendations Related to La Trobe Melbourne ELICOS Non-Award Courses</b></p> <p>The Committee received paper PCI 1/08 entitled <i>Memo Proposed Changes to ELICOS (non award) Programs Offered by La Trobe Melbourne</i>.</p> <p>The Director of LTI, Ms Liz Stinson, spoke to this item, and in so doing, introduced the Director of La Trobe Melbourne, Ms Denise Bush. The Committee was advised that the suite of changes enunciated in paper PCI 1/08 included:</p> <ul style="list-style-type: none"> <li>• the discontinuation of Business English classes;</li> <li>• a change of hours per week for all ELICOS classes; and</li> <li>• the introduction of a new direct entry program, Advanced IELTS Preparation Program for courses requiring IELTS 7.0 or above.</li> </ul> <p>During the discussion on the recommendations that ensued, the Committee noted that the Advanced IELTS Preparation Program was envisaged to provide a direct entry into the Faculty of Education and Health Sciences courses, and therefore, consultation with these Faculties was required prior to the Committee's deliberations. To this end, Ms Liz Stinson was invited to meet with the Associate Deans(Academic) and (International) from the respective Faculties.</p> <p><b>Recommendation</b></p> <p>The Committee agreed to terminate the Business English course and defer consideration of the remainder of the recommendations contained in paper PCI 1/08, pending consultation with the Faculties</p>	<p><b>Dir LTI</b></p>
<p><b>PART D- MATTERS FOR DISCUSSION AND/OR INFORMATION</b></p>	<p><b>ACTION</b></p>
<p><b>15.13. Revisions to Double, Combined and Joint Qualifications Policy and Procedures</b></p> <p>The Committee received paper PCI 1/09 entitled</p> <p>The Chair provided a brief background on the latest revisions to the <i>Double, Combined and Joint Qualifications Policy and Procedures</i> and in so doing, highlighted the following matters:</p> <ul style="list-style-type: none"> <li>• a review of External Programs had resulted in the need to distinguish the offering of double degrees with external partners and therefore, a new definition of dual qualification had been added to the policy and procedures;</li> <li>• the policy had clearly delineated the differences in arrangements for articulation agreements; and</li> <li>• the revisions in relation to the Joint Research Qualifications will be considered by the Research and Graduate Studies Committee.</li> </ul> <p>The Committee agreed that students should complete 75% of final year subjects from each qualification in double qualification arrangements and undertook a discussion on the stipulated requirements for entry into double degrees through concurrent studies. After due deliberation, the Committee agreed that sentence on concurrent studies should remain as written.</p> <p>In relation to the matter of prescribed texts, the Library representative raised the a number</p>	

of issues, e.g. the wording “have access to “ vs “are required to purchase”, multiple copies of titles, and the availability/licensing of electronic copies.

**Recommendation**

The Committee invited the Library representative to develop a brief paper on prescribed texts for circulation to the Faculties, pursuant to its consideration by a subsequent meeting of the Committee.

**Lib Rep**

**15.14 Presentation on Revisions to Course Templates**

Ms Randi Brooks, Executive Officer, Office of the Pro Vice-Chancellor (Educational Partnerships and Quality), provided a presentation on the latest revisions to the Course Approvals Templates and for the benefit of the Committee highlighted the following aspects:

- the Cost Calculator changes and streamlining;
- the conflation of templates to eradicate duplication of effort where possible;
- the 3 discrete templates for the differing types of course changes; and
- changes to the recording of approvals.

The Chair reminded the Committee that the intention of the Cost Calculator was to provide a reliable indicator of costs and could not provide the exact costs for the course. It should be regarded as a tool to assist decision making in the Faculties. The Committee was advised that the Course and Load Planning Committee also used the data for informed decision making and as a basis for feedback and reconciliation of the strategic review of the courses later down the track. The Committee was also advised that this data may also be used in the academic course review process.

The Committee was informed that the Subject Template form had also been updated to capture most of the feedback provided by Ms Sally Collins, Programs Liaison Officer, Faculty of Health Sciences. Consultation was proceeding with relevant staff from Academic Services to update the Unit Database. The Committee was advised that the fields in subject template had been reconfigured to align with the Unit Database.

At the conclusion of this item, the Committee acknowledged the excellent contributions of Ms Randi Brooks, in improving the paperwork.

**15.15 Other Business**

| There was no other business.

**Next meeting**

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