

**LA TROBE UNIVERSITY
ACADEMIC BOARD
EDUCATION COMMITTEE**

Programs Committee

MINUTES

Meeting 20/2011 Programs Committee was held in the Mandala Room, Level 3, David Myers Building, Melbourne Campus on Tuesday 8 September, 2011 at 10.00 am.

Members Present	
Dr Julie Jackson (Chair)	Pro Vice-Chancellor (Educational Partnerships & Quality)
Mr Bruce Carboon	Director –Academic Services
Professor Noel Gough	Faculty of Education
Dr Judith Lyons	Curriculum Learning and Teaching Centre, co-opted member
Ms Raelene Reece	Nominee of DVC (Education)
Associate Prof Kay Souter	Faulty of Humanities and Social Sciences
Ms L Stinson	Director – LTI, co-opted member
Dr Sherrie Wentworth	Faculty of Health Sciences
Apologies	
Dr David Wilkinson	Faculty of Law and Management
Dr Vilma Stanisich	Faculty of Science, Technology and Engineering
Ms Eva Fisch	Library, co-opted member
In Attendance	
Ms Randi Brooks	Executive Officer, Office of PVC (Ed Partnerships & Quality)
Dr Anne Evans	Executive Officer, Molecular Sciences (for item 8.1)
Secretariat	
Ms Robyn Sinclair	Senior Executive Officer, Governance Services

PART A-PROCEDURAL MATTERS		ACTION
20.1	Welcome and Apologies	
	The Chair welcomed members to the twentieth meeting of the Programs Committee: introductions were made and apologies noted.	
	The Chair welcomed Associate Professor Kay Souter to her first meeting of the Programs Committee in her capacity as the representative of the Faculty of Humanities and Social Sciences.	
	The Committee took the opportunity to express its appreciation of the contributions to the	

<p>Committee of Professor Norie Neumark, the outgoing representative of the Faculty of Humanities and Social Sciences.</p> <p>20.2 Approval of the Agenda</p> <p>The Committee confirmed the agenda, PC11/132(A) as circulated.</p> <p>20.3 Chair's Report</p> <p>The Chair, Dr Julie Jackson, informed the Committee that she had met with Associate Professor Kay Souter to discuss the Faculty's process for making its Master courses AQF compliant.</p>	
<p>PART B—MATTERS FOR APPROVAL ACTION</p>	
<p>20.4 Confirmation of Minutes</p> <p>The minutes of the nineteenth meeting Programs Committee held on 19 July 2011 [PC11/67 (M)] were confirmed as a true and accurate record.</p> <p>The Committee noted that the August 11th meeting recorded at the end of the minutes had been cancelled and that this should be amended to reflect the current meeting date.</p> <p>20.5 Matters Arising from the Minutes</p> <p>20.5.1 Faculty Health Sciences AQF Compliance Extension</p> <p>Dr Julie Jackson recounted, for benefit of the Committee, that the July meeting of the Programs Committee had received a memorandum from the Faculty of Health Sciences requiring an extension to the AQF Compliance timetable and accordingly, the Committee noted that this would require a rescission of the Board's previous motion about reviewing and revising two non-compliant courses.</p> <p>The Chair informed the Committee that the Chair of Academic Board, Professor Malcolm Rimmer, had convened a meeting of Faculty Health Sciences representatives, the Chairs of the Programs and Education Committees and the Director Academic Services. Emanating from this meeting was the acknowledgement that the Faculty would have all approvals for the revised courses completed by January 2013.</p> <p>The Committee was informed that the Faculty of Health and Sciences will present a memorandum outlining its approach and inviting a decision to rescind the motion about the revision by the end of 2011 to a subsequent meeting of the Academic Board.</p>	
<p>PART C- COURSE SUBMISSIONS ACTION</p>	

<p>20.6 Diploma Course Submissions</p> <p>20.6.1 Diploma of Health Sciences Major Revision</p> <p>The Committee received paper PC11-133</p> <p>The Committee noted that this was an existing approved course and the submission entailed the delivery of the Diploma of Health Sciences by La Trobe Melbourne under license.</p> <p>The Committee noted that the template did not accommodate the domestic fee paying cohort as only private providers can offer courses to this cohort. It was noted that LTUIC was still in the drop down menu of the template.</p> <p>Recommendation The Programs Committee approved the proposal to offer the Diploma of Health Sciences under license at La Trobe Melbourne and agreed to refer this to Academic Board via the Report of the Education Committee.</p> <p>20.6.2 Diploma of Bioscience</p> <p>The Committee received paper PC11-134</p> <p>During the general discussion about the introduction of the new Diploma Course it was noted that this Diploma would be an award of the University to be taught by Latrobe Melbourne under license. Accordingly, the Faculty needed to amend the section of General Information to identify the Faculty, Academic Unit and contact person as La Trobe University entities.</p> <p>Recommendation: Subject to the minor amendments being adopted, the Programs Committee endorsed the introduction of the <i>Diploma of Bioscience</i> and agreed to refer the proposal to the Academic Board via the Report of the Education Committee.</p> <p>20.6.3 Diploma of Mass Media and Communications</p> <p>The Committee received paper PC11-135 entitled <i>course submission and Memorandum of Out of Sessions Approval by the Executive Dean, Faculty of Humanities and Social Sciences</i>.</p> <p>During the general discussion about the introduction of the new Diploma Course it was noted that this Diploma would be an award of the University to be taught by Latrobe Melbourne under license. Accordingly, the Faculty needed to amend the section of General Information to identify the Faculty, Academic Unit and contact person as La Trobe University entities.</p> <p>Recommendation: Subject to the minor amendments being adopted, the Programs Committee endorsed the introduction of the <i>Diploma of Mass Media and Communications</i> and agreed to refer the proposal to the Academic Board via the Report of the Education Committee.</p> <p>The Chair provided a brief update on the impact of the transition from VRQA to</p>	<p>Dir LTI Ex Off Faculty STE</p> <p>Dir LTI Ex Off Faculty HuSS</p>
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TEQSA on the course approvals for private providers. It was noted that the licensing arrangements for the Diploma courses (as recorded under minutes 20.6.1-20.6.3) had been implemented to address the external situation. Ms Liz Stinson noted that a memorandum was being presented to CALPS identifying the fact that the business process management for the delivery of the Diploma courses by LTM were outlined in the University's Operational and Strategic Plans and the Agreement between LTU and LTM.

20.7 Faculty of Science, Technology and Engineering Board Report 22 August

The Chair informed the Committee that the suite of course closures (recorded under minutes 20.7.1.1 to 20.7.1.8) had emerged from the strategic review of courses, AQF compliance and general changes in market demands.

20.7.1 Course Closures

20.7.1.1 Graduate Diploma in Mathematical and Informational Sciences (SGMIS)

The Committee received paper PC11/137

Recommendation

The Programs Committee endorsed the closure of the *Graduate Diploma in Mathematical and Information Sciences [SGMIS]* and agreed to refer it to the Academic Board via the report of the Education Committee.

20.7.1.2 Bachelor of Mathematical and Statistical Science (Honours) (SHMS)

The Committee received paper PC11/138

Recommendation

The Programs Committee endorsed the closure of the *Bachelor of Mathematical and Statistical Science (Honours) [SHMS]* and agreed to refer it to the Academic Board via the report of the Education Committee.

20.7.1.3 Bachelor of Applied Science/Bachelor of Engineering (Civil) (RZASE)

The Committee received paper PC11/139

Recommendation

The Programs Committee endorsed the closure of the *Bachelor of Applied Science/Bachelor of Engineering (Civil) [RZASE]* and agreed to refer it to the Academic Board via the report of the Education Committee.

20.7.1.4 Master of Civil Engineering (Sustainable Infrastructure) (Honours) (SMHCEB)

The Committee received paper PC11/140

Recommendation

	<p>The Programs Committee endorsed the closure of the <i>Master of Civil Engineering (Sustainable Infrastructure) (Honours) [SMHCEB]</i> and agreed to refer it to the Academic Board via the report of the Education Committee.</p>	
20.7.1.5	Bachelor of Psychological Science/Master of Occupational Therapy Practice (SZPSOT)	
	<p>The Committee received paper PC11/141</p>	
	Recommendation The Programs Committee endorsed the closure of the <i>Bachelor of Psychological Science/Master of Occupational Therapy Practice [SZPSOT]</i> and agreed to refer it to the Academic Board via the report of the Education Committee.	
20.7.1.6	Bachelor of Information Systems/Master of Health Information Management (SZISHI)	
	<p>The Committee received paper PC11/142</p>	
	Recommendation The Programs Committee endorsed the closure of the <i>Bachelor of Information Systems/Master of Health Information Management [SZISHI]</i> and agreed to refer it to the Academic Board via the report of the Education Committee.	
20.7.1.7	Graduate Diploma of Computing (RGC)	
	<p>The Committee received paper PC11/143</p>	
	Recommendation The Programs Committee endorsed the closure of the <i>Graduate Diploma of Computing [RGC]</i> and agreed to refer it to the Academic Board via the report of the Education Committee.	
20.7.1.8	Master of Information Systems (Coursework) (SMIS)	
	<p>The Committee received paper PC11/144</p>	
	Recommendation The Programs Committee endorsed the closure of the <i>Master of Information Systems (Coursework) [SMIS]</i> and agreed to refer it to the Academic Board via the report of the Education Committee.	
20.7.2	Major Course Revisions	
20.7.2.1	Bachelor of Agricultural Science	
	<p>The Committee received paper PC11/145</p>	
	Recommendation The Programs Committee endorsed the major revisions to the <i>Bachelor of Agricultural Science</i> and agreed to refer the proposal to the Academic Board via the report of the Education Committee.	
20.7.2.2	Bachelor of Agricultural Science/ Bachelor of Business (SWASB)	

The Committee received paper PC11/146

Recommendation

The Programs Committee endorsed the major revisions to the *Bachelor of Agricultural Science/Bachelor of Business [SWASB]* and agreed to refer the proposal to the Academic Board via the report of the Education Committee.

20.7.2.3 Bachelor of Agricultural Science/ Bachelor of International Development (SWASID)

The Committee received paper PC11/146

Recommendation

The Programs Committee endorsed the major revisions to the *Bachelor of Agricultural Science/Bachelor of International Development [SWASID]* and agreed to refer the proposal to the Academic Board via the report of the Education Committee

In relation to significant course revisions to standardise credit points to 15 credit points, the Chair advised the Committee that the Senior Deputy Vice-Chancellor had agreed that no Business Case was required.

A member of the Programs Committee raised concerns that the intended objective of standardising credit points, vis à vis to accord students more flexible offerings across disciplines and Faculties, may be unintentionally undermined by the current course structures and rules. The Committee was informed that a quick audit of current course rules indicated that only 2 undergraduate courses were flexible enough to allow students to undertake electives from another Faculty. Many of the course structures do not offer first year electives, and then later years stipulate that electives must be taken at the concomitant year level.

The Chair advised that it may prudent to re-visit the *Credit Points and Student Workload* policy. The Committee noted that there was no specification about which year students were to undertake subjects. The Chair advised that this appeared to be a curriculum design problem and would be best considered after consultation with the Faculties.

The Chair agreed to continue discussions about this issue off-line with the Faculty representatives.

20.7.2.3 Change of IELTS: Master of Clinical Psychology [SMCP], Master of Clinical Neuropsychology [SMNCP], Doctor of Psychology in Clinical Psychology [SDPCP], Doctor of Psychology in Clinical Neuropsychology [SDPCN], Doctor of Clinical Psychology [SDCP] and Doctor of Clinical Neuropsychology [SDCNP].

The Committee received paper PC11/148 entitled major *Revision to Suite of Postgraduate Psychology courses and Psychology Board of Australia English Language Skills Registration Standard.*

The Chair noted that the Faculties were only required to complete a memorandum for changes to IELTS. The Committee noted that there had been no consultation with the Director LTI about the raising of the IELTS for these courses. Ms Liz Stinson noted that the Psychology Board of Australia Standards stipulated that the scope of the standards did “...not apply to students” and further, that students who have studied in English at an Australian institution were exempt from the requirements.

Recommendation

The Committee agreed to invite the Faculty of Science, Technology and Engineering Board to reconsider the proposal to increase the IELTS for the suite of postgraduate Psychology courses in light of the Psychology Board of Australia Standards. The Faculty was also invited to undertake consultation with the Director LTI and other relevant stakeholders in the University about this proposal.

20.7.3 Minor Course Revisions

The Programs Committee noted that the Faculty Science, Technology and Engineering Board had approved the following minor revisions on 22 August 2011.

20.7.3.1 Bachelor of Computer Science in Games Technology (SBCSGT)
The Committee noted paper PC11/149.

20.7.3.1 Bachelor of Pharmacy (SVPB)
The Committee noted paper PC11/150.

20.7.3.3 Bachelor of Science/Bachelor of Accounting (Bendigo and Melbourne)
The Committee noted paper PC11/151.

20.7.3.2 Bachelor of Arts/Bachelor of Science (SZAS)
The Committee noted paper PC11/152.

20.7.3.5 Bachelor of Animal and Veterinary Biosciences (SBANS)
The Committee noted paper PC11/153.

20.7.3.6 Bachelor of Biological Sciences (Advanced) (SBBAS)
The Committee noted paper PC11/154.

20.7.3.7 Bachelor of Biological Sciences (SBBIS)
The Committee noted paper PC11/155.

20.7.3.8 Bachelor of Biomedical Science (SBMS)
The Committee noted paper PC11/156.

20.7.3.9 Bachelor of Biotechnology and Cell Biology (SBBCB)
The Committee noted paper PC11/157.

20.7.3.10 Bachelor of Medicinal Chemistry (SBMC)
The Committee noted paper PC11/158.

20.7.3.11 Bachelor of Science (SBS)
The Committee noted paper PC11/159.

20.7.3.12 Bachelor of Science (Wildlife and Conservation Biology) (SBSWCB)

The Committee noted paper PC11/160.

20.7.3.13 Bachelor of Science in Environmental Management and Ecology (SBSEME)

The Committee noted paper PC11/161.

20.7.3.14 Bachelor of Science (Environmental Science)

The Committee noted paper PC11/162.

20.7.4 Articulation Tables

20.7.4.1 GO TAFE LUT [009] Diploma of Engineering Drafting 40603SA to Bachelor of Civil Engineering.

The Committee noted paper PC11/170.

The Chair informed the Committee that the table reference number on the paperwork was incorrect and should be recorded as [009].

20.8 Faculty of Science, Technology and Engineering Board Approval 3 August 2011

The Committee received paper PC11/163 entitled *Out of Sessions Approval Executive Dean*.

20.8.1 Bachelor of Mechanical Engineering and Bachelor of Mechanical Engineering (Honours) –New Course

The Committee received paper PC11/164.

Dr Anne Evans, Faculty of Science, Technology and Engineering spoke to the proposal to introduce a new course, *Bachelor of Mechanical Engineering* on the Bendigo Campus in 2013 and, in so doing, highlighted the following:

- the program had been developed in response to a request for skilled engineers from the Greater Bendigo Council and local industry;
- the program development group included representatives from the local manufacturing industries, BRIT and local government instrumentalities;
- the projected numbers are not high, but the first year is shared with Civil Engineering and discussions with BRIT in regards pathways from diploma level courses were underway;
- it is anticipated that there will be an articulation from the Diploma with some bridging Mathematics being offered. It is proposed that credit may be accorded in second and third years;
- the potential for competition between the degree and diploma level courses in the region was considered slight as they appear to be two diverse cohorts. There existed strong collaboration with the local TAFE;
- the degree course may also provide appropriate upskilling for mature age people currently working in the industry

The Committee was advised that this program had exposed the existing dichotomy between the AQF levels and the standards outlined in Washington Accord of which Engineers Australia is a signatory. The

Washington Accord recognises the fourth year of the Engineering courses as level 8, whilst the AQF attributes level 8 to the Honours degree. The Chair informed the Committee that this was a sector wide concern and required the AQF Council to resolve this discrepancy at the central level.

The Committee noted the interim resolution in relation to the Honours year in the proposal and foreshadowed further adjustments to the course, pursuant to a decision by the AQF Council and the Deans of Engineering.

Recommendation

The Programs Committee endorsed the introduction of the new course *Bachelor of Mechanical Engineering*, including the Honours component, and agreed to refer the proposal to the Academic Board via the report of the Education Committee

20.9 Faculty of Health Sciences Board Report 18 August 2011

The Programs Committee received paper PC11/165 entitled *Faculty Board Report*.

20.9.1 Significant Revision to the Bachelor of Human Nutrition

The Programs Committee received paper PC11/166

Dr Sherrie Wentworth provided a brief account of the transferral of this course from the Faculty Science, Technology and Engineering to the Faculty of Health Sciences and the consequential changes to the course admission criteria, subject codes and names, and delivery arrangements.

Recommendation

The Programs Committee endorsed the significant course revisions to the *Bachelor of Human Nutrition* and agreed to refer the proposal to the Academic Board via the report of the Education Committee

20.10 Faculty of Humanities and Social Sciences Board Report

The Programs Committee did not receive the Faculty Board Report. The submission was certified by the Executive Dean, Professor Tim Murray on the 26 August 2011.

20.10.1 Course Closure Bachelor of European Studies

The Programs Committee received paper PC11/118 entitled Out of Sessions Approval.

Associate Professor Kay Souter informed the Committee that the *Bachelor of European Studies* was no longer attracting students and the Faculty of Humanities and Social Sciences had agreed to discontinue the course. The Committee was informed that students will still be able to take a major in European Studies within the Bachelor of Arts.

Recommendation

The Programs Committee endorsed the closure of the *Bachelor of European Studies* and agreed to refer the proposal to the Academic Board via the Report of the Education Committee.

PART D– MATTERS FOR DISCUSSION AND/OR INFORMATION	ACTION
<p>20.11 Faculty AQF Transition Plans</p> <p>The Committee received paper PC11/167 entitled Faculty Education AQF Transition Plan and noted its content.</p> <p>Professor Noel Gough informed the Committee that the Faculty Education’s plan was still awaiting some further clarification from the AQF Council. The Chair informed the Committee that the AQF will be releasing a discussion paper on the Postgraduate Diploma and Graduate Diploma certificates. The Committee was advised that TESQA had circulated the qualification standards for consultation on 7 September and that these were substantively an adoption of the AQF.</p> <p>20.12 Meeting Protocols</p> <p>The Committee received paper PC11/ 168 entitled <i>Meeting Protocols</i> and noted its contents.</p> <p>20.13 Proposed Meeting Dates for 2012</p> <p>The Committee received paper PC11/ 169 entitled <i>Proposed Meeting Dates</i>.</p> <p>The Chair noted that 12th April meeting was adjacent to the Easter break and may need to be left as a reserved meeting or changed.</p> <p>Recommendation The Committee endorsed the 2012 Meeting Dates as amended.</p> <p>20.14 Other Business There was no other business.</p> <p>Meeting The next scheduled meeting will be held on Thursday , 13 October 2011 10.00am-12.00pm; Mandala Room, Level 3, David Myers Building, Melbourne campus.</p> <p>Foreshadowed Items Course Review Revisions</p>	