

**LA TROBE UNIVERSITY
ACADEMIC BOARD
EDUCATION COMMITTEE**

Programs Committee

MINUTES

Meeting 16/2011 Programs Committee was held in the Mandala Room, Level 3, David Myers Building, Melbourne Campus on Thursday 10 March, 2011 at 10.00 am.

Members Present

Dr Julie Jackson (Chair)	Pro Vice-Chancellor (Educational Partnerships & Quality)
Professor Noel Gough	Faculty of Education
Dr Sherrie Wentworth	Faculty of Health Sciences
Mr Bruce Carboon	Director –Academic Services
Ms Raelene Reece	Nominee of DVC
Dr Judith Lyons	Curriculum Learning and Teaching Centre, co-opted member
Ms Eva Fisch	Library, co-opted member

Apologies

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

In Attendance

Ms Randi Brooks	Executive Officer, Office of PVC (Ed Partnerships & Quality)
Ms Robyn Sinclair	Senior Executive Officer, Governance Services

Secretariat

Ms Natasha Velleley	Governance Officer, Governance Services
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PART A-PROCEDURAL MATTERS

ACTION

16.1 Welcome and Apologies

The Chair welcomed members to the sixteenth meeting of the Programs Committee and apologies were noted.

16.2 Approval of the Agenda

The Committee confirmed the agenda, PC11/11(A) as circulated and elected to defer the following:

- Item 6.1 - IELTS for Education Courses;
- Item 6.2 - ELICOS Recommendations.

16.3 Chair's Report

The Chair provided a brief report to the Committee and in so doing, highlighted the following:

Australian Qualifications Framework (AQF) Update

The proposed implementation for the revised AQF as accepted by the Ministerial Council for Tertiary Education and Employment (MCTEE) is 1 January 2015.

- Given this timeframe a forthcoming policy proposes that La Trobe University (LTU) will voluntarily comply before that date and that by January 2013 the majority of its programs will have transitioned to the new framework giving a contingency of two

Julie Jackson

<p>years to address any outstanding issues.</p> <ul style="list-style-type: none"> • The proposed policy is that students affected by the revised AQF will be given the option of transferring to a course compliant within the new framework or complete the original course they enrolled in. • Faculties are to take responsibility for the implementation of the revised AQF and provide plans identifying which courses will be compliant/non-compliant within the guidelines of the new framework and determine timeframes and action plans for transition. <p>The Pro Vice-Chancellor (Educational Partnerships and Quality), Dr Julie Jackson has developed an AQF Transition Policy and Procedures for LTU which will be presented at the next meeting.</p> <p>16.4 Matters Approved Out of Sessions</p> <p>16.4.1 Articulation Agreement Renewal Chisholm Institute of TAFE</p> <p>The Committee received paper PCI11/12 entitled <i>Local Articulation and Packaged Offers Agreement between La Trobe University and the Board of the Chisholm Institute of TAFE</i>.</p> <p>The Committee noted that the following agreement had been approved out of sessions:</p> <ul style="list-style-type: none"> • Agreement between La Trobe University and Chisholm Institute of TAFE. 	
<p>PART B—MATTERS FOR APPROVAL</p>	<p>ACTION</p>
<p>16.5 Confirmation of Minutes</p> <p>The minutes of the fifteenth meeting Programs Committee held on 10 February 2011 were confirmed as a true and accurate record.</p> <p>16.6 Matters Arising from the Minutes</p> <p>16.6.1 IELTS for Education Courses</p> <p>This matter was deferred.</p> <p>16.6.2 ELICOS Recommendation</p> <p>This matter was deferred.</p> <p>16.6.3 Library Multiple Copies and Prescribed/Recommended Readings for Subjects</p> <p>The Committee received paper PCI11/13 entitled <i>Library Multiple Copies and Prescribed/Recommended Readings for Subjects</i>.</p> <p>The Library Collection Development Manager, Eva Fisch spoke to this item.</p> <p>The Committee undertook a discussion and agreed that further input was required by the Faculties and proposed that a stakeholder consultation process occur in order to determine expectations in service delivery from the Library. It was noted that the feedback received from the Faculties would be valuable in helping to assist the Library with setting parameters and guidelines and formulating policy for providing library services.</p> <p>Recommendation</p> <p>The Committee agreed that the Library undertake further stakeholder consultation with the Faculties to determine expectations around service delivery and provision</p>	<p>Eva Fisch</p>

<p>of coursework materials to students and that upon completion a revised paper including recommendations for next steps be presented at a future meeting</p>	
<p>PART C- COURSE SUBMISSIONS</p>	<p>ACTION</p>
<p>16.7 Faculty of Health Sciences Board Approval – 22.02.2011</p> <p>The Committee received paper PC11/14 entitled <i>Faculty of Health Sciences Report to Programs Committee</i>.</p> <p>16.7.1 Bachelor of Health Sciences and Master of Clinical Audiology 16.7.2 Bachelor of Health Sciences and Master of Exercise Physiology</p> <p>Recommendation</p> <p>The Committee thought the proposals created valuable new areas of study for the University, but noted that the new courses would not be compliant with the revised AQF. They noted that the Faculty has specified a preference for a systematic approach to transitioning to the revised AQF by moving all of its non-compliant programs (fifteen in total) at the same time.</p> <p>The Committee agreed to not approve the new courses based upon concerns that they will not be compliant with the revised AQF and the potential impacts on students of having only one intake to a course which would then require revision almost immediately and to refer the matter to the Education Committee for consideration.</p>	<p>Hal Swerissen</p>
<p>16.8 Faculty of Education Board Approval - 3.03.2011</p> <p>The Committee received paper PC11/15 entitled <i>Faculty of Education Report to Programs Committee</i>.</p> <p>16.8.1 Bachelor of Nature Tourism 16.8.2 Bachelor of Natural Resources Tourism 16.8.3 Bachelor of Outdoor Education 16.8.4 Bachelor of Outdoor and Environmental Education 16.8.5 Bachelor of Outdoor Recreation Education</p> <p>Recommendation</p> <p>The Committee agreed to approve the changes to the course names for the Bachelor of Arts suite to better reflect the types of degrees on offer.</p>	
<p>PART D- MATTERS FOR DISCUSSION AND/OR INFORMATION</p>	<p>ACTION</p>
<p>16.9 Revisions to Articulation Procedures</p> <p>The Committee received paper PC11/09 entitled <i>Articulation Procedures</i>.</p> <p>The Chair provided a brief background on the latest revisions to the Articulation Procedures and in doing so highlighted the following:</p> <ul style="list-style-type: none"> • In the future the umbrella Articulation Agreement which is viewed as a strategic document will be submitted to CALPS for endorsement. • The signatory to the umbrella Articulation Agreement will be the Deputy Vice-Chancellor (International and Development), Professor John Rosenberg. 	<p>Julie Jackson</p>

- The Tables within the Articulation Agreement will continue to be submitted to Programs Committee for noting and registration.

Recommendation

The Committee agreed to approve the revisions to the Articulation Procedures pending minor revisions before being submitted to Education Committee for approval and CALPS for advice.

16.10 Revisions to Five Yearly Academic Course Review Guidelines

The Committee received paper PC11/17 entitled *Five Yearly Academic Course Review Guidelines*.

The Chair provided a brief background on the introduction of the new *Five Yearly Academic Course Review Guidelines* in so doing, highlighted the following:

- Academic Course Reviews are an in-depth review of a course ensuring continuing academic quality and viability through implementing improvements and efficiencies through lessons learnt.
- LTU is lagging in the sector in a systematic approach to the review of its courses. Course reviews are included within the Course Lifecycle Policy suite which is the province of the Programs Committee.

The Committee undertook a discussion and agreed that for Academic Course Reviews to be successful:

- The 5 yearly Course Review could become an opportunity for reaccreditation of courses by the Academic Board which is consistent with the University's self accrediting status.
- Members suggested streamlining the composition of the review panel with members from the Programs Committee and nominated others to Chair. Inclusion of a representative from the CTL Centre and inclusion of a Dean were deemed not necessary.
- University course reviews should, where possible, be in the same year as Professional Accreditation reviews if applicable. Academic Services is able to provide a listing of courses and accreditation dates in order to assist the development of a schedule of reviews.

It was also agreed that the title of the guideline be changed to Course Review and Reaccreditation Guidelines.

Recommendation

The Committee agreed to approve the introduction of the new Course Review and Reaccreditation Guidelines and that a revised paper incorporating discussed amendments will be issued to Committee members for further comment with a final paper to be presented at a subsequent meeting.

16.11 Other Business

The CARSS Working Group to be established with the Pro Vice-Chancellor (Educational Partnerships and Quality), Dr Julie Jackson nominated to be Chair. The first meeting will be organised shortly to address the CARSS deregistration.

16.12 Next meeting

The next meeting will be held on Thursday 14 April, 2011, 10.00am-12.00p; Mandala Room, Level 3, David Myers Building, Melbourne Campus.

**Julie
Jackson**