

**LA TROBE UNIVERSITY
ACADEMIC BOARD
EDUCATION COMMITTEE**

Programs Committee

MINUTES

Meeting 22/2011 Programs Committee was held in the Mandala Room, Level 3, David Myers Building, Melbourne Campus on Thursday, 8 November 2011 at 10.00 am.

Members Present	
Dr Julie Jackson (Chair)	Pro Vice-Chancellor (Educational Partnerships & Quality)
Mr Bruce Carboon	Director –Academic Services
Ms Eva Fisch	Library, co-opted member
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
Dr Vilma Stanisich	Faculty of Science, Technology and Engineering
Ms L Stinson	Director – LTI, co-opted member
Dr Sherrie Wentworth	Faculty of Health Sciences
Apologies	
Dr David Wilkinson	Faculty of Law and Management
In Attendance	
Ms Randi Brooks	Executive Officer, Office of PVC (Ed Partnerships & Quality)
Secretariat	
Ms Robyn Sinclair	Senior Executive Officer, Governance Services
PART A-PROCEDURAL MATTERS	
22.1 Welcome and Apologies	ACTION
The Chair welcomed members to the twenty-second meeting of the Programs Committee: introductions were made and apologies noted.	
20.2 Approval of the Agenda	
The Committee confirmed the agenda, PC11/195(A) with the following additional item:	
<ul style="list-style-type: none"> 13.1 Victorian Ombudsman’s “Investigation into how universities deal with international students.” 	

22.3 Chair's Report

The Chair, Dr Julie Jackson, highlighted the following matters:

- **Government decision to cap the CSP allocation for qualifications below bachelor degree:** Senator Chris Evans, announced on 1 November 2011 that all qualifications below bachelor degree delivered by universities will be subject to annual quotas to be agreed between the Government and each university. Universities will now be required to submit their enabling courses, diploma and associate degrees directly to the Minister for Tertiary Education, for determination of eligibility for CSP allocation based upon a set of criteria.
- **Consultancy on the allocation and funding of commonwealth postgraduate places:** The Federal Government is currently conducting a consultancy on CSP allocations to postgraduate coursework places. The current criteria allow CSP allocation to postgraduate courses that constitute vocational entry into the profession.
- **Outcome of negotiations between Australian Councils of Engineering Deans and AQF:** an agreement regarding the 4 year Bachelor Degrees for professional engineering has been attained and as a consequence, every graduate of a 4 year Engineering course will be awarded an Honours degree. The use of 'Honours' for merit will be replaced with something else. Education has, likewise similar complexities with their 4 year undergraduate degrees and it may be prudent for the Deans of Education to attempt to broker an agreement with the AQF to resolve the current situation.

The Committee undertook a discussion on Senator Evan's announcement about the impositions of CSP for Diploma and Enabling courses on the University's current load plan and in particular, upon the recently approved Diploma courses.

At the end of her Report, the Chair thanked members for their contributions to what is fundamentally one of the University's foremost quality assurance committees.

22.4 Confirmation of Minutes

The minutes of the twenty-first meeting Programs Committee held on 12 October 2011 [PC11/ 194] were confirmed as a true and accurate record.

22.4.1 Matters Arising from the Master of Podiatric Practice and Master of Podiatric Practice (Honours), Master of Nursing (Neonatal Intensive Care) and Bachelor of Health Sciences and Master of Dietetic Practice

The Committee received paper PC11/196 entitled *Memorandum from Associate Professor Kerry Fitzmaurice*.

Dr Sherrie Wentworth provided further background on the *Master of Podiatric Practice* and the need to advance this in a timely fashion. The Committee was informed that due to the professional accreditation requirements, there cannot be variations between the course delivery on the different campuses and therefore these would need to be the same until such time as the suite of courses are made AQF compliant.

The Committee was advised that the Faculty of Health Sciences is currently working on reviewing the curriculum to bring existing courses in line with the University's credit point policy.

<p>Resolution 22.4.1</p> <p>The Programs Committee agreed to endorse the following major revisions and agreed to refer them to the Education Committee:</p> <ul style="list-style-type: none"> • Master of Podiatric Practice and Master of Podiatric Practice (Honours) and • Master of Nursing (Neonatal Intensive Care) <p>At the conclusion of the discussion on the Health Sciences matters arising from the minutes, the Director of LTI. Ms Liz Stinson informed the Committee that it was timely in light of the suite of Articulation Tables noted by the twenty-first meeting of the Programs Committee to highlight the salient points of the Knight Review, especially as they relate to University's responsibilities for students undertaking packaged arrangements with partners. The Committee was informed that Universities were to be made responsible for students' behaviours whilst they were attending partner institutions. The Senior Deputy Vice-Chancellor has recommended that negotiations for future packaged offers be put in abeyance until the extent of the responsibility becomes clearer.</p> <p>The Chair advised the Committee that the Articulation and Packaged arrangements are approved at the Faculty level and all packaged offers are registered with LTI. It was important that the Faculties are aware of the University's responsibilities at the time of negotiations.</p>	
PART B- COURSE SUBMISSIONS, ARTICULATION TABLES AND MATTERS FOR APPROVAL	ACTION
<p>22.5 Major Revision to EUPBW University's Bridging Program</p> <p>The Committee received paper PC11/197</p> <p>Dr Julie Jackson informed the Committee that this is a University program but sponsored by the Faculty of Education. It is currently offered at the Albury Wodonga campus and this submission proposes to change the name of the course and offer it at the Shepparton, Bendigo and Mildura campuses.</p> <p>The Chair advised the Committee that this course had been included in the Compact agreement for CSP allocation and an application made for further funding support from the Victorian Government Regional Partnerships Facilitation Fund and it would be important to attain the Federal Government's agreement to make the necessary CSP allocation.</p> <p>Resolution 22.5</p> <p>The Programs Committee endorsed the changes to the enabling course, the <i>University's Bridging Program</i>, including the change of name to <i>Tertiary Enabling Course</i>, and agreed to refer it to the Academic Board via the Report of the Education Committee.</p> <p>22.6 Faculty of Humanities and Social Sciences</p> <p>The Committee received paper PC11/198 <i>Out of Sessions Approval by the Executive Dean, Faculty Humanities and Social Sciences.</i></p> <p>The Faculty of Humanities and Social Sciences, Associate Dean (Academic) Associate Professor Kay Souter, spoke to the submissions being presented under agenda items 6.1, and in so doing, highlighted the following:</p> <ul style="list-style-type: none"> • the revisions to the suite of planning courses was in response to local demand; and • the links with local businesses was very strong and that this was a driver for offering 	

the *Graduate Certificate in Community Planning and Development* on the Mildura Campus:

22.6.1 Major Revisions

22.6.1.1 ABURE Bachelor of Urban, Rural and Environmental Planning

The Committee received paper PC11/199

The Committee noted that this revision included a standardisation of the credit points.

Resolution 22.6.1.1

The Programs Committee endorsed the major revision to the *Bachelor of Urban, Rural and Environmental Planning* and agreed to refer it to Academic Board for approval via the Report of the Education Committee.

22.6.1.2 Master of Community Planning and Development

The Committee received paper PC11/200

The Committee noted that the changes were also extended to the nested awards: *Graduate Certificate of Community Planning and Development* and *Graduate Diploma of Community Planning and Development*.

Resolution 22.6.1.2

The Programs Committee endorsed the major revisions to the *Master of Community Planning and Development*, *Graduate Certificate of Community Planning and Development* and *Graduate Diploma of Community Planning and Development* and agreed to refer them to Academic Board for approval via the Report of the Education Committee.

22.6.1.3 Graduate Certificate in Community Planning and Development

The Committee received paper PC11/201

It was noted that the required consultation with the Library had not taken place at this stage and the Committee invited the proponent to ensure that there is expeditious consultation on the Mildura Campus.

The Committee noted that the wording of the current template, "Consultation may include the Library..." could be reworded to strengthen the need to consult with the requisite internal organisational units.

Resolution 22.6.1.3

The Programs Committee approved the major revision to the *Graduate Certificate in Community Planning and Development*.

In relation to the last submission, the Chair advised that where a course is being presented on a new campus it is incumbent upon the University to be assured that this is financial viable proposal and to this end, further changes to the major revisions to incorporate the submission of a Business Case Calculator to CALPS

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<p>will be implemented in the near future.</p> <p>The Committee was advised that there were support materials available to proponents to complete the Business Case Calculator and further, that Ms Randi Brooks provides ongoing support to academic staff.</p> <p>Action It was agreed that a professional development session be conducted early in 2012 for Faculty Programs Liaison Officers, Faculty Programs Committee Chairs and any members of the Programs Committee who wish to attend.</p>	<p>Ex Off PVC (EP & Q) Ex Off Govern</p>
<p>22.7 Faculty of Science, Technology and Engineering Report</p> <p>The Committee received paper PC11/202</p> <p>22.7.1 Bachelor of Business Information Systems (Minor and Major Revision) The Committee received paper PC11/203</p> <p>The Committee noted that the implementation of the proposed removal of the Maths pre-requisites for this course would be contingent upon the VTAC timelines.</p> <p>The Programs Committee noted that this was a new course to commence in 2012, but sought information about any articulation arrangements that may be developed for this course.</p> <p>Resolution 22.7.1 The Programs Committee approved the major and minor revisions to the <i>Bachelor of Business Information Systems</i>.</p> <p>22.7.2 Articulation Tables The Committee received paper PC11/204</p> <p>The Committee undertook a discussion on the Faculty's approval of the Pathways Tables and, in so doing, noted that the amount of credit being awarded into the <i>Bachelor of Information Technology</i> will result in articulating students having to undertake an extra semester to finish 2 subjects of the LTU course. Where possible, the preferred model is 4, 8, 12 or 16 subjects credit.</p> <p>Noted: The Committee noted that the Executive Dean had approved the following tables on the 1 November 2011:</p> <ul style="list-style-type: none"> • Box Hill -LTU [003] Diploma of Animal Technology RUV50104 to SBANS Bachelor of Animal and Veterinary Biosciences; and • Box Hill-LTU [Table number not supplied] Diploma of Computer Systems to Bachelor of Information Technology. <p>22.8 Faculty of Health Sciences</p> <p>The Programs Committee received paper PC11/205 entitled <i>Faculty Board Report</i>.</p>	

22.8.1 Master of Nursing (Mental Health) New Course

The Committee received paper PC11/206

Dr Sherrie Wentworth informed the Committee that this proposal had commenced some time ago but had been put on hold awaiting the appointment of a new Head of School. Subsequently, the Committee noted that the proposal had been presented on the superseded template and accordingly, no Business Case had been submitted at this stage.

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

- under the current AQF the title of the Postgraduate Diploma does not exist and the submission contains two nested awards: Graduate Certificate in Nursing (Mental Health) and the Postgraduate Diploma in Nursing (Mental Health):
- anticipated definitional revisions to the AQF postgraduate/graduate diploma qualification were moving very slowly and it was important that the University moves towards compliance at a steady rate;
- whilst the Postgraduate Diploma Nursing (Mental Health) is an existing course, it was noted that the Faculty of Health Sciences had signalled that this qualification type will be phased out in the near future;
- it was unclear why the new subjects in the course were not presented in accordance with the 15 credit points policy. The Committee acknowledged that the School of Nursing was currently working systemically through the conversion of the credit points for all the courses, but that not ensuring that all new subjects and courses are compliant with internal policies may in fact exacerbate the task ahead of the Faculty. To this end, the Committee advised that it may be prudent to ensure that the new subjects within the proposal conform to the Credit Points and Student Workload Policy and be created at 15 credit points.

Resolution 22.8.1

The Programs Committee invited the proponent to consider the matters raised and provide the rationale for not presenting a compliant course to the Chair in a timely fashion.

PART D– MATTERS FOR DISCUSSION AND/OR INFORMATION	ACTION
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22.9 Trigger Point for Entry into Course Guides

The Committee received paper PC11/207

The Chair informed the Committee that the trigger for inclusion of a course to be in the draft Tertiary Admissions Guides would be the approval of the Course Concept by both CALPS and the Programs Committee. Further, failure to have the course proposal approved by Academic Board by the final publication date will result in the course entry being removed from the publications.

Mr Bruce Carboon, Director, Academic Services, advised the Committee that CALPS had suggested some further information about market research to be included on the Course Concept template.

22.10 Faculty of Health Sciences AQF Compliance Plan

The Committee noted the contents of PC11/208 and commended the Faculty of Health Sciences on the detailed report. The Director LTI foreshadowed that any course overload proposed in the redesign of the new programs will require extra attention to the international fee setting.

Action

The Chair advised the Programs Committee that the AQF Transition Plans will now be presented to the Academic Quality Committee.

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22.11 Alternative Admissions

The Committee received paper PC11/209

The Committee undertook a discussion on the proposed changes to the *Admissions – Special Entry and Access Schemes – Procedures* and the accompanying rankings table for work experience. During the general discussion that ensued the following matters were raised;

- the work experience rankings required considerably more information about the numerical scores pursuant to their use by Selection Officers;
- it was unclear how the skills level related to the pool of applicants and there need to be clear guidance to Selection Officers;
- as a matter of equity Selection Officers need to be fully briefed about this ranking system and what the numbers mean;
- an important aspect to introducing such a revision requires broad based consultation throughout the University and that this should be recorded on the cover sheet. This consultation should be undertaken prior to the re-presentation of this item at the next meeting of the Programs Committee; and
- the *Tertiary Enabling Program* should be included as a separate section in the Procedures similarly to SALT/RREAS and not situated as an alternative to 6 months full-time paid employment.

Resolution 22.11

The Programs Committee agreed to invite the Director National Recruitment, Ms Janne Gorman to attend the next scheduled meeting of the Programs Committee to speak to the proposal, specifically addressing the following:

- what the rankings and associated numbers mean;
- how they are measured; and
- how they are to be used by Selections Officers.

Action

Programs Cover Sheets to be revised to include prior consultation.

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22.12 Committee's 2011 Progress Against its Terms of Reference

The Committee received paper PC11/210

The Chair informed the Committee that the charts contained in the paper graphically demonstrated how busy and productive the Committee had been in 2011. The Committee noted the increase in course closures for 2011 and that this was evidence of an increasing awareness on the part of the Faculties about the need to go through the formal processes. Notwithstanding this increased activity, the Director of Academic Services advised the

Committee that Faculties were increasingly requesting that courses be discontinued on the Student Information System.

Action

It was agreed that a memo be sent to the Executive Deans to ensure that courses identified for closure should be submitted formally to the Programs Committee for approval and the necessary lead in time required to complete this process.

The Chair informed the Committee that the Term of Reference 2 about course reviews was dependent upon the implementation of the *Course Lifecycle- Course Review Procedures* which had been delayed by the lack of resources to finalise the implementation processes. The Committee was informed that the necessary resources have been recently acquired and that it was anticipated that this work will progress in 2012. The Chair has met with the Executive Deans to discuss the process for managing course reviews.

The Committee was informed the Term of Reference 4 had been acquired with the disestablishment of CARSS in 2011 and that it had yet to be able to progress business against this Term of Reference. The Programs Committee agreed that it need to have data at course levels on admissions by cohort, including retention and success rates. There was a discussion about the type and rationale for this data in relation to the approval of courses. The Committee noted that the data should be used to reflect back upon the admissions elements of the course submissions or articulation pathways.

Action

The Director of LTI and Director of Academic Services to develop criteria for the type of data to be collected for the purposes of the Programs Committee.

The Committee was invited to provide any further feedback about the Programs Committee's 2011 progress directly to the Governance Services Executive Officer.

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**Dir LTI
Dir Ac Svcs**

22.13 Other Business

22.13.1 Victorian Ombudsman's "Investigation into how universities deal with international students."

The Chair informed the Committee that paper PC11/211 had been distributed to the members of the Committee on account of the synergies between the recommendations about monitoring the admissions requirements for international students and the Committee's Terms of Reference and that its distribution should not be construed as an endorsement of the methodology used by the ombudsman or the conclusions inferred in the Report.

The Director of LTI, Ms Liz Stinson, informed the Committee that she was coordinating the University's response to the Report.

22.13.2 Academic Board's Approval of the Academic Integrity Module

The Director of Academic Services informed the Committee that Academic Board had approved the introduction of the Academic Integrity Module as a compulsory subject for all students. The Committee noted that whilst this is a zero credit point module, it may be useful to add the subject directly to the templates to ensure that the academic plans reflect Academic Board's decision.

Next Meeting

The next scheduled meeting will be held on Thursday, 9 February 2011, 10.00am
12.00pm; Library Seminar, Melbourne campus.