

**LA TROBE UNIVERSITY  
ACADEMIC BOARD  
EDUCATION COMMITTEE**

**Programs Committee**

**MINUTES**

Meeting 17/2011 Programs Committee was held in the Mandala Room, Level 3, David Myers Building, Melbourne Campus on Thursday 14 April, 2011 at 10.00 am.

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

<b>PART A-PROCEDURAL MATTERS</b>	<b>ACTION</b>
<p><b>17.1 Welcome and Apologies</b></p> <p>The Chair welcomed members to the seventeenth 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 Mr Abizer Merchant who was in attendance to speak to agenda items 5.2, 5.3, 12, 13 and 14.</p>	
<p><b>17.2 Approval of the Agenda</b></p> <p>The Committee confirmed the agenda, PC11/19(A) with the following amendments:</p> <ul style="list-style-type: none"> <li>• Item 5.2, 5.3, 12, 13, and 14 to be considered consecutively following item 5.;</li> <li>• Items <i>Discipline of Subject Codes and ASCED</i> and <i>Subject Year Level Coding</i> to be included in Other Business.</li> </ul>	
<p><b>17.3 Chair's Report</b></p> <p>The Chair provided a brief report to the Committee and in so doing, highlighted the following:</p> <ul style="list-style-type: none"> <li>• the Chair has been appointed to the National Advisory Committee for the Implementation of the AQF. The AQF Secretariat has also invited La Trobe</li> </ul>	

<p>University to forward its policies and procedures related to AQF Transition as best practice models.</p> <p>In relation to the Chair’s representation on the National Advisory Committee, the Programs Committee acknowledged the importance of La Trobe University having representation at the national level.</p> <p>The Course Review Guidelines, which were presented to the sixteenth meeting, are still being circulated for consultation and the Chair will be presenting these to a meeting of the Executive Deans in the forthcoming week (<i>Note: This meeting was subsequently postponed until late May</i>). This includes the notion that courses will be approved for a period of five years. The Committee undertook a discussion about the concept of re-accreditation of courses.</p> <p><i>[Secretarial note: Subsequent to agenda item 13, a member of the Programs Committee raised her concerns about the administrative burden of re-accreditation. The Chair agreed that this will be an important issue in the development of the Course Review Guidelines.]</i></p>	
<p><b>PART B–MATTERS FOR APPROVAL</b></p>	<p><b>ACTION</b></p>
<p><b>17.4 Confirmation of Minutes</b></p> <p>The minutes of the sixteenth meeting Programs Committee held on 10 March 2011 [PC11/18 (M)] were confirmed with the following amendments:</p> <ul style="list-style-type: none"> <li>• to delete the wording and dot points following, “The Library Collection Development Manager spoke to this item...”under item 16.6.3;</li> <li>• change “next” to “ a future” in the recommendation outlined in minute 16.6.3;</li> <li>• include “of” under course nomenclature under 16.8.4; and</li> <li>• include “and” in the titles of the double degrees recorded in minutes 16.7.1 and 16.7.2.</li> </ul> <p><b>17.5 Matters Arising from the Minutes</b></p> <p><b>17.5.1 Bachelor of Health Sciences and Master of Clinical Audiology/ Bachelor of Health Sciences and Master of Exercise Physiology</b></p> <p>The Committee received paper PC11/20 entitled <i>New Coursework Program Proposals – Bachelor of Health Sciences and Master of Clinical Audiology and Bachelor of Health Sciences and Master of Exercise Physiology</i>.</p> <p>The Chair recounted for the Committee that it had declined to approve these courses at the March meeting due to their lack of compliance with the revised AQF, which comes into operation on 1 July 2011, and agreed to forward these directly to the April meeting of the Education Committee for its consideration.</p> <p>The Chair reported that after due deliberation, the Education Committee agreed to refer these courses to Academic Board with the following caveats:</p> <ul style="list-style-type: none"> <li>• the Faculty will take all reasonable steps to facilitate the movement of students from these programs to the restructured programs that will be AQF-compliant;</li> <li>• no students are to suffer any disadvantage, particularly financially, from enrolling in the non-compliant programs and subsequent enrolment in a compliant program; and</li> <li>• the Faculty review and revise the course structure by the end of 2011.</li> </ul> <p>The Committee reaffirmed its position that no students should be disadvantaged by any future reconfiguration of Health Science courses. It was noted that the Academic Board is the primary body for approving new courses and assuring their quality and these course proposals will be considered at its May meeting.</p>	<p>Ex Off</p>

<p><b>17.5.2 IELTS for Education Courses</b></p> <p>The Committee received paper PC11/53 entitled <i>IELTS for Education Courses Follow up to Minute 15.10.1</i>.</p> <p>Mr Abizer Merchant provided a brief account of the discussions between the Director of LTI and the Executive Dean, Faculty of Education pursuant to the fifteenth meeting. The Committee was advised that the recommendation should be amended to include a reference that it becomes operational from 1 May 2011.</p> <p>The Committee noted that the University needed to honour any acceptances made to international students. The Programs Committee agreed that this matter should be presented to the May meeting of Academic Board.</p> <p><b>Recommendation:</b> The Programs Committee referred the following recommendation to the Academic Board for its approval:</p> <p>From the 11 May 2011, the only approved test scores for assessing English language proficiency of prospective students for pre-service teaching courses in the Faculty of Education will be IELTS and TOEFL.</p> <p>The Faculty of Education will review this position, at such time that La Trobe Melbourne undertakes benchmarking of two cohorts of its graduates of the appropriate level of ELICOS course to demonstrate that they meet the required test score standards.</p> <p><b>17.5.3 ELICOS Recommendation</b></p> <p>The Committee received paper PC11/21 entitled <i>Proposed Changes to ELICOS (non award) Programs offered by La Trobe Melbourne</i>.</p> <p>During the general discussion that ensued the Committee noted that the Table on pp 2-3 did not include all the courses requiring an IELTS of 7.0 and above and that this should be updated accordingly.</p> <p><b>Recommendations:</b> The Programs Committee agreed to refer the following to the Education Committee for endorsement and referral to Academic Board;</p> <ul style="list-style-type: none"> <li>• all ELICOS programs at La Trobe Melbourne be delivered over 20 hours per week in accordance with the current national accreditation standards;</li> <li>• the new non-award course Advanced IELTS Preparation Program be approved;</li> <li>• the CRICOS –registered duration for EFS to be increased from 25 weeks to 30 weeks; and</li> <li>• following approval, La Trobe Melbourne be invited to consult with La Trobe International to complete all accreditation and registration processes.</li> </ul>	<p>F. Ed</p> <p>Dir LTI</p>
<p><b>PART C- COURSE SUBMISSIONS</b></p>	<p><b>ACTION</b></p>
<p><b>17.6 Faculty of Health Sciences Board Approval – 22.03.2011</b></p> <p>The Committee received paper PC11/22 entitled <i>Faculty of Health Sciences Report to Programs Committee</i>.</p> <p><b>17.6.1 Master of Clinical Audiology (New Course)</b></p>	

<p>The Committee received paper PCI 1/23 entitled <i>New Coursework Programs Master of Clinical Audiology</i>.</p> <p>The Committee was informed that the Master of Clinical Audiology would be the last two years of the new four year program, Bachelor of Health Sciences and Master of Clinical Audiology. It was designed for students to enter at the Master level.</p> <p>The Committee noted that there were no subject codes presented in the course documentation and that it was necessary under the Subject Design Policy to ensure that there the subjects are indicative of the AQF levels. A query about the AQF level of the last two years of the double degree was raised and it was agreed that the subjects would need to be pitched at levels 8 and 9.</p> <p><b>Resolution</b> The Committee agreed to refer the new course Master of Clinical Audiology to the Education Committee for referral to Academic Board, subject to clarification about the AQF level of the subjects in the course structure.</p> <p>The Committee also invited Professor Karen Dodd to forward the new subject outlines to the Programs Committee.</p> <p><b>17.6.2 Revisions to IELTS for (approved by FHS Board on 22.02.11):</b></p> <ul style="list-style-type: none"> <li>• <b>Graduate Diploma of Art Therapy</b></li> <li>• <b>Master of Art Therapy</b></li> <li>• <b>Graduate Diploma of Counselling</b></li> <li>• <b>Master of Counselling</b></li> <li>• <b>Master of Counselling Psychology</b></li> <li>• <b>Doctor of Counselling Psychology</b></li> <li>• <b>Doctor of Psychology in Counselling Psychology</b></li> <li>• <b>Doctor of Clinical Science (Counselling and Psychotherapy)</b></li> </ul> <p>The Committee received paper PCI 1/24 entitled <i>Memo to Associate Professor Kerry Fitzmaurice</i>.</p> <p>The Committee noted that this is a matter of academic judgment on the part of the Faculty.</p> <p><b>Resolution</b> The Programs Committee agreed to the change in IELTS of 7.5 or equivalent for the aforementioned courses and referred the proposal to the Education Committee for approval.</p>	<p>FHS</p>
<p><b>17.7 Faculty of Science Technology and Engineering Out of Sessions Approval 05.04.11</b></p> <p>The Committee received paper PCI 1/25.</p> <p><b>17.7.1 Master of BioComputing and Biometric Security (new coursework proposal)</b></p> <p>The Committee received paper PCI 1/26.</p> <p>The Committee was informed that students are only expected to complete 10 subjects – 2x Research Subjects (120 credit points), 6 core subjects and 2x electives. A member of the Committee raised a query whether Honours students would be granted automatic entry into the second year of the Master as the submission only recorded a second year entry for students who had</p>	

completed the Graduate Diploma. The Committee agreed to seek clarity around this matter from the Faculty.

**Resolution**

The Committee agreed to refer the new course Master of Biocomputing and Biometric Security to the Education Committee for referral to Academic Board.

**17.7.2 Graduate Diploma of BioComputing and Biometric Security (new coursework proposal)**

The Committee received paper PCI 1/27.

The Committee noted that this course was a nested program of the Master course presented under item 7.1 and therefore the proponent did not need to present two separate submissions. Notwithstanding the duplication, the Committee noted that the fees presented under section 2.8 needed to be consistent with the Master course.

**Resolution**

The Committee agreed to refer the new course Graduate Diploma of Biocomputing and Biometric Security to the Education Committee for referral to Academic Board.

**17.7.3 Bachelor of Medicinal Chemistry (minor revision)**

The Committee received paper PCI 1/28.

**Noted:**

The Programs Committee noted that the Executive Dean of Faculty of Science, Technology and Engineering had approved the minor course revision to the Bachelor of Medicinal Chemistry on the 5 April 2010.

**17.7.4 Bachelor of Computer Science in Games Technology (minor revision)**

The Committee received paper PCI 1/29.

**Noted:**

The Programs Committee noted that the Executive Dean of Faculty of Science, Technology and Engineering had approved the minor course revision to the Bachelor of Computer Science in Games Technology on the 5 April 2010.

**17.7.5 Bachelor of Science (Wildlife and Conservation Biology) (major revision)**

The Committee received paper PCI 1/30

The Committee noted that, in this instance, the offering of the first year of the course on a new campus would not have any significant resource implications and therefore, a Business Case was not required.

**Resolution**

The Committee approved the major revision to the Bachelor of Science and referred it to the Education Committee for ratification.

**17.7.6 Bachelor of Business Information Systems (new coursework proposal)**

The Committee received paper PCI 1/31.

The Committee was advised that this new program will replace the two programs earmarked for closure under agenda items 7.7 and 7.8. The

Committee noted the consultation that had occurred in the development of this multi-disciplinary course.

**Resolution**

The Committee agreed to refer the new course Bachelor of Business Information Systems to the Education Committee for referral to Academic Board.

**17.7.7 Bachelor of Information Systems (course closure)**

The Committee received paper PCI I/32.

**Resolution**

The Programs Committee agreed to refer the closure of the Bachelor of Information Systems to the Education Committee for referral to Academic Board.

**17.7.8 Bachelor of Information Systems/Bachelor of Business (course closure)**

The Committee received paper PCI I/33.

**Resolution**

The Programs Committee agreed to refer the closure of the double degree, Bachelor of Information Systems and Bachelor of Business, to the Education Committee for referral to Academic Board.

**17.7.9 Master of Computer Science (minor revision)**

The Committee received paper PCI I/34.

**Noted:**

The Programs Committee noted that the Executive Dean of Faculty of Science, Technology and Engineering had approved the minor course revision to the Master of Computer Science on the 5 April 2010.

**17.7.10 Master of Information Systems (minor revision)**

The Committee received paper PCI I/35.

**Noted:**

The Programs Committee noted that the Executive Dean of Faculty of Science, Technology and Engineering had approved the minor course revision to the Master of Information Systems on the 5 April 2010.

**17.8 Articulation Tables**

The Programs Committee noted the Articulation Tables as recorded in minutes 17.8.1 to 17.8.12.

**17.8.1 CHISHOLM/ LTU (017) Advanced Diploma of Computer Systems UEE50107 to Bachelor of Information Systems, CHISHOLM/ LTU (016) Diploma of Information Technology (Networking/Systems Administration) ICA50405/ICA50305 to Bachelor of Computer Science, CHISHOLM/ LTU (015) Diploma of Computer Systems UEE50107 to Bachelor of Information Systems, CHISHOLM/ LTU (014) Diploma of Computer Systems UEE50107 to Bachelor of Computer Science, CHISHOLM/ LTU (013) Advanced Diploma of**

Computer Systems UEE50107 to Bachelor of Computer Science, CHISHOLM/ LTU (012) Advanced Diploma of Information Technology (Network Security) ICA60205 to Bachelor of Information Systems, CHISHOLM/ LTU (011) Advanced Diploma of Information Technology (Network Security) ICA60205 to Bachelor of Computer Science and CHISHOLM/ LTU (010) Diploma of Information Technology (Networking)/(Systems Administration) ICA50405/ICA5035 to Bachelor of Information Systems (paper PC11/36)

**17.8.2 BRIT/LTU (002) Diploma of Community Services Work CHC50608 to Bachelor of Education:**  
**BRIT/LTU (003) Diploma of Children's Services (Early Childhood Education and Care) CHC50708 to Bachelor of Education:**  
**BRIT/LTU(004) Diploma of Professional Writing and Editing 21675 to Bachelor of Education;**  
**BRIT/LTU(005) Diploma of Conservation and Land Management RTD50102 to Bachelor of Arts (Nature Tourism)(\*\*\*change of name approved by Programs Committee on 10 March)**  
**BRIT/LTU(006) Diploma of Conservation and Land Management RTD50102 to Bachelor of Arts (Natural Resources Education) (\*\*change of name approved by Programs Committee on 10 March) (paper PC11/37)**

**17.8.3RTOs BRIT-LTU 007; (BRIT), GO-LTU 008; (Goulburn Ovens), SUNI-LTU 007; (SUNRAYSIA)  
KBIT-LTU 019; (KANGAN BATMAN), Wodonga-LTU 004  
(WODONGA) BOX HILL-LTU 001 Diploma of Nursing HLT51607 to Bachelor of Nursing (Division 2 Conversion) (paper PC11/38)**

**17.8.4SUNITAFE-LTU (001) Diploma of Accounting (FNS50204) to LBCM – Bachelor of Accounting (Mildura) RBBM – Bachelor of Business (Mildura) LBCB – Bachelor of Accounting (Bendigo) RBB - Bachelor of Business (Bendigo) LBCW - Bachelor of Accounting (Albury-Wodonga) ECBBW - Bachelor of Business (Albury-Wodonga) LBC - Bachelor of Accounting (Melbourne) LBB - Bachelor of Business (Melbourne) LMBCP - Bachelor of Accounting (Shepparton) LMBBP - Bachelor of Business (Shepparton)  
SUNITAFE-LTU (002) Advanced Diploma of Accounting (FNS60204) to LBCM – Bachelor of Accounting (Mildura) RBBM – Bachelor of Business (Mildura) LBCB – Bachelor of Accounting (Bendigo) RBB - Bachelor of Business (Bendigo) LBCW - Bachelor of Accounting (Albury-Wodonga) ECBBW - Bachelor of Business (Albury-Wodonga) LBC - Bachelor of Accounting (Melbourne) LBB - Bachelor of Business (Melbourne) LMBCP - Bachelor of Accounting (Shepparton) LMBBP - Bachelor of Business (Shepparton)  
SUNTAFE-LTU(003) Diploma of Conservation and Land Management RTD50102 to Bachelor of Arts (Nature Tourism)(\*\*\*change of name approved by Programs Committee on 10 March)  
SUNITAFE-LTU(004) Diploma of Conservation and Land Management RTD50102 to Bachelor of Arts (Natural Resources Education) (\*\*change of name approved by Programs Committee on 10 March)  
SUNITAFE-LTU (005) Diploma of Children's Services (Early Childhood Education and Care) CHC50708 to Bachelor of Education:  
SUNITAFE-LTU (006) Diploma of Community Services Work CHC50608 to Bachelor of Education. (paper PC11/39)**

**17.8.5 GO-LTU (001) Diploma of Accounting FNS50204 to LBC - Bachelor of Accounting LBB - Bachelor of Business LBBHR - Bachelor of Business (HRM) LBBMK - Bachelor of Business (Marketing) LBBSL - Bachelor of Business (Sport & Leisure Management) LBBTH – Bachelor of Business (Tourism & Hospitality) LBBTM – Bachelor of Business (Tourism Management) LBE - Bachelor of Economics LBF - Bachelor of Finance LBIB - Bachelor of International Business, GO-LTU (002), GO-LTU (003), GO-LTU (004) GO-LTU (005) GO-LTU (006) GO-LTU (007) GO-LTU (009) (paper PC11/40)**

**17.8.6 SRI BHAGAWAN MAHAVEER JAIN COLLEGE, INDIA –LTU Advanced Standing Bachelor of Business Management to Bachelor of Business with Majors- Business Economics, Financial Management, Financial Planning, Macroeconomics and Management. (paper PC11/41)**

**17.8.7 WO-LTU (001) Certificate IV in Training and Assessment TAE40110 to Graduate Diploma in Technology Education, WO-LTU (002) Certificate IV in Training and Assessment TAE40110 to Graduate Diploma in Vocational Education and Training (VET) and WO-LTU (003) Reflective Teaching Practice to Graduate Diploma in Vocational Education and Training (VET) (paper PC11/42)**

**17.8.8 RIV- LTU (003) Certificate IV in Training and Assessment TAE40110 to Graduate Diploma in Technology Education, RIV-LTU (004) Certificate IV in Training and Assessment TAE40110 to Graduate Diploma in Vocational Education and Training (VET), RIV-LTU (005) Teacher Advisory Assessment Scheme to Graduate Diploma in Vocational Education and Training (VET) and RIV- LTU (006) Certificate I Equivalent ICT Subjects Scheme to Graduate Diploma in Technology Education. (paper PC11/43)**

**17.8.9 AUSTRALIAN DEFENCE FORCE- LTU (paper PC11/44)**

**17.8.10 NANJING UNIVERSITY OF MEDICINE (paper PC11/45)**

**17.8.11 CAPITAL MEDICAL UNIVERSITY-LTU (paper PC11/46)**

**17.8.12 LEETON-LTU (001) Advanced Diploma of Civil Engineering Design 8011 to Bachelor of Civil Engineering, Bendigo Campus (paper PC11/47)**

The Chair noted her appreciation of the work undertaken by Ms Randi Brooks to update and register the University's Articulation Tables.

## **17.9 Faculty of Health Sciences Out of Sessions Approval 22.03.11**

**17.91 Change of IELTS for:**

- **Bachelor of Nursing HBN**
- **Bachelor of Nursing HBNPRW**
- **Bachelor of Nursing RBN**
- **Bachelor of Nursing HBNM**
- **Bachelor of Nursing HBNU**

<ul style="list-style-type: none"> <li>• <b>Bachelor of Nursing (Division 2 Conversion) HSBNCW</b></li> <li>• <b>Bachelor of Nursing (Division 2 Conversion) BEBND2</b></li> <li>• <b>Bachelor of Nursing (Division 2 Conversion) HBNCM</b></li> <li>• <b>Bachelor of Nursing (Division 2 Conversion) HSBNC</b></li> <li>• <b>Bachelor of Nursing (Division 2 Conversion) HBNCP</b></li> <li>• <b>Bachelor of Nursing (Graduate Entry) HBNPRG</b></li> <li>• <b>Bachelor of Nursing/Bachelor of Midwifery HZNMD</b></li> <li>• <b>Bachelor of Nursing HSBNW</b></li> <li>• <b>Bachelor of Nursing (Post Registration) RBNP</b></li> <li>• <b>Bachelor of Nursing (Post Registration) HBNP</b></li> <li>• <b>Bachelor of Nursing HBNPGW</b></li> <li>• <b>Bachelor of Nursing BEBN2</b></li> </ul> <p><b>Resolution</b> The Programs Committee agreed to the change in IELTS for the aforementioned courses and referred the proposal to the Education Committee for approval.</p> <p><i>[Secretarial note: On the 21 April, the Faculty indicated that the Postgraduate Diploma of Midwifery Science had been omitted from the original list. This will be approved out of sessions.]</i></p>	
<b>PART D- MATTERS FOR DISCUSSION AND/OR INFORMATION</b>	
	<b>ACTION</b>
<p><b>17.10 AQF Transition Policy and Procedures</b></p> <p>The Committee received paper PCI 1/49 entitled <i>AQF Transition Policy, Procedures and Faculty Transition Plan Template</i>.</p> <p>The Chair informed the Committee that the purpose of the policy and procedures is to provide guidance on arrangements for transition of non AQF- compliant programs to the new framework. It specifies a transition period for approval of changes that will make programs compliant by January 2013.. This provides about 18 months for this work to be undertaken and to go through approval processes. It is anticipated that after this period there will still be teach out of some non-compliant programs The Committee was informed that the Transition Plan Template is designed for Faculties to complete and submit to the Programs Committee to enable tracking of transition arrangements.</p> <p>The foreshadowed date for approvals of revision or closure of non-compliant programs is January 2013, however, Faculties are invited to indicate those courses where this deadline is not feasible.</p> <p>The Director of Academic Services, forewarned that under DEEWR regulations, changing the duration of courses to meet the AQF will also entail creating new course codes and course of study codes.</p> <p><b>Resolution</b></p> <p>The Committee agreed to refer this to the Education Committee for its consideration and referral to Academic Board.</p> <p><b>17.11 Bachelor Honours Policy</b></p> <p>In introducing this item, the Chair advised that the Committee that this policy had been developed in response to a request from the Faculties. This policy stipulates the rules for Bachelor(Honours) awards consistent with the new AQF. They will not be awarded for meritorious performance in awards that do not have learning outcomes at level 8.</p> <p>The Committee was informed that it is possible for courses of 4 year's duration to</p>	

include an Honours stream which would require Honours students to be enrolled in different subjects or different tutorials and to have assessment tasks that are consistent with AQF Level 8 learning outcomes.

The Chair raised the issue of the stipulation of word length for theses as 12,000 to 15,000 words. The Committee undertook a discussion on the impact of discipline on thesis word length. The Committee discussed the possibility of having the word length in procedures or the current Grading Schema. The Committee agreed to use the word “normally” in relation to the stipulation of word length.

Ms Randi Brooks informed the Committee that the draft before for the Committee was the penultimate iteration and that the reference “theses should be submitted in time for research scholarships” needed to be incorporated.

#### **17.12 La Trobe Melbourne NEAS Accreditation**

The Committee received paper PC11/51 entitled *NEAS [National ELT Accreditation Scheme] Accreditation Memo*.

The Committee noted the outcome of the recent NEAS accreditation and commended La Trobe Melbourne for its progress thus far.

#### **17.13 English Language Policy and Procedures**

The Committee received paper PC11/52 entitled *English Language Entry Policy and Procedures*.

The Chair recounted, for the benefit of the Committee, the progress of this policy and associated procedures through the governance committee structure. The Chair informed the Committee that there were still some formatting problems with the policy and procedures, such as the contact person being an individual within the University, and that these should be addressed in the near future.

The Committee raised its concerns about being able to read the documentation with the amount of tracked changes and that it would be preferable to have a copy without tracked changes. It was agreed that the next iteration should be devoid of tracked changes when presented to the Education Committee, and that the Programs Committee would appreciate seeing the reformatted version before referring it to the Education Committee.

The Chair offered to meet with the Ms Liz Stinson to discuss the formatting of the policy and procedures prior to its re-submission to the Programs Committee.

#### **17.14 ACN and LaTrobe Melbourne Entry Requirements**

The Committee received paper PC11/54 entitled *Navitas Entry Requirements for Students from China and Viet Nam*.

Mr Abizer Merchant informed the Committee that the paper proposed that the academic entrance requirements for commencing Diploma students from China and Vietnam be changed to be consistent with other providers. The changes include a dropping of the IELTS from 6.0 to 5.5, and changing academic entry standard from Gao Kao [University Entrance Exam] to Gao San [Senior Middle 3] for Chinese students and for Vietnamese students, to amend the current Year 12 with average of 7 to an average of 6. The rationale for introducing this change was to ensure that La Trobe Melbourne remained competitive with other Navitas providers. The Committee was advised that the Associate Deans (International) had been consulted about this proposal and that there was general consensus with this proposal.

The Committee undertook a discussion on the proposal and its impact on the La Trobe University courses that constitute pathways courses. The Chair informed the Committee La Trobe Melbourne will soon be applying for Higher Education Provider status and as a

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consequence, will have their courses accredited through the VRQA (Victorian Registration and Quality Agency). Therefore, it was problematic that the Programs Committee consider the proposal. The Committee raised its concerns about the admission to the second year of the degree and needed to have assurances that students entering La Trobe University have the academic skills to succeed. The Committee was advised that there were no guarantees that students will have the requisite IELTS of 6 at the time of University admission and that this needed to be addressed by the proposal. The Committee also took the view that the progress of these students would need to be tracked after their entry to the University.

After due deliberation, the Programs Committee invited the authors of the proposal to redraft the memorandum outlining the steps that will be employed to ensure that all students entering a degree program will have the requisite IELTS of 6.0.

### **Recommendation**

The Programs Committee invited La Trobe Melbourne to provide the steps that it will employ to ensure that the appropriate level of learning outcomes are achieved to equip students to enter a second year of a Bachelor course.

The Programs Committee also delegated the Chair to consider this matter out of session.

## **17.15 Other Business**

### **17.15.1 Discipline of Subjects Codes and ASCED**

The Director of Academic Services, Mr Bruce Carboon, informed the Programs Committee that the issue of allocating ASCED and discipline codes to subjects had been raised in the recent meeting of the Course and Load Planning Subcommittee. The discipline the University assigns to a subject impacts on funding for domestic load both at the CGS level and students contribution to HECS. The Committee was advised that there is a policy related to the assigning of codes to subjects and PIPU (Planning and Institutional Performance) has foreshadowed that it intends to conduct an audit of existing subject codes. Academic Services will also be taking a more proactive role in the implementation of current *ASCED Classification of Subject Discipline* policy, procedures and guidelines.

### **17.15.2 Subject Year level Coding**

The Chair informed the Programs Committee that she has received a query from the Faculty of Law and Management about whether subject codes should reflect the year the subject is studied or the AQF level. The Committee undertook a brief discussion about this matter, and in so doing, highlighted the following:

- this would inadvertently create a swag of level 3 subjects within four year (level 7) degrees;
- accrediting bodies may not find this useful, unless this was done across the sector;
- it would be much clearer to align with the AQF levels; and
- the degree structure does not necessarily preclude students from undertaking subjects in years other than those indicated by the subject code.

The Programs Committee agreed to consider this matter in more depth at a subsequent meeting and invited the Chair to consult with the Associate Deans.

### **Next Meeting**

The next meeting will be held on Thursday 12 May, 2011, 10.00am-12.00p; Mandala Room, Level 3, David Myers Building, Melbourne Campus.

