

**LA TROBE UNIVERSITY
ACADEMIC BOARD
EDUCATION COMMITTEE**

Programs Committee

MINUTES

Meeting 18/2011 Programs Committee was held in the Mandala Room, Level 3, David Myers Building, Melbourne Campus on Thursday 12 May, 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)
Dr Vilma Stanisich	Faculty of Science, Technology and Engineering
Ms L Stinson	Director – LTI, co-opted member
Dr Sherrie Wentworth	Faculty of Health Sciences
Dr David Wilkinson	Faculty of Law and Management
Apologies	
Professor Norie Neumark	Faculty of Humanities and Social Sciences
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	ACTION
<p>18.1 Welcome and Apologies</p> <p>The Chair welcomed members to the eighteenth meeting of the Programs Committee: introductions were made and apologies noted.</p> <p>18.2 Approval of the Agenda</p> <p>The Committee confirmed the agenda, PC11/56(A) as circulated.</p> <p>18.3 Chair’s Report</p> <p>The Chair, Dr Julie Jackson, apprised the Committee of the following matters:</p> <ul style="list-style-type: none"> • Academic Board approval of the Health Sciences combined degrees: at its meeting held on the 11 May, Academic Board agreed to approve the Bachelor of Health Sciences and Master of Clinical Audiology and Bachelor of Health Sciences and Master of Exercise Physiology, subject to the caveats identified by the Education Committee. The Academic Board noted that the restructured AQF comes into operation from 1 July 2011 and during the six week’s interim the approval of non-compliant courses was a matter of academic judgement. <p>It was agreed that the Programs Committee invite Academic Board to reject new courses that are not AQF compliant from 1 July 2011. The Chair agreed to communicate with the Faculty Executive Deans, Associate Deans (Academic), Faculty Programs Liaison Officers and Chairs of the Faculty of the Programs</p>	

<p>Committee about identifying non-compliant programs and their plans for transition of these programs to the new AQF.</p> <ul style="list-style-type: none"> • National AQF Implementation Committee: the AQF Secretariat has indicated that the AQF Council is now reconsidering differentiating between Graduate Diplomas and Postgraduate Diplomas. The Chair has agreed to advise Faculties to delay implementation of changes to Graduate Diplomas and Graduate Certificates pending further clarification from the AQF Council. • TESQA and Self Accrediting Status of Universities: the Senate Committee has agreed to include the recommendation that the current TESQA legislation explicitly provide for universities to have the authority to self-accredit courses. Under the proposed legislation, self-accreditation status of universities can be revoked by TESQA for failure to meet expected standards. <p>In relation to the transitional arrangements for AQF compliance, the Committee raised its concerns about the current visa impact on international students and the need to provide comprehensive information about the duration of courses years in advance of enrolment. The Programs Committee recommended that it would be useful to have a University wide approach on the timing of the introduction of the new versions of courses.</p> <p>The Chair informed the Committee that the timelines proposed for La Trobe University's Transition Process accorded some form of contingency to address the issue of the introduction of new courses, as well as the teach-out of non-compliant AQF courses.</p>	
PART B-MATTERS FOR APPROVAL	ACTION
<p>18.4 Confirmation of Minutes</p> <p>The minutes of the seventeenth meeting Programs Committee held on 10 March 2011 [PC11/18 (M)] were confirmed with minor adjustment to the numbering.</p> <p>18.5 Matters Arising from the Minutes</p> <p>18.5.1 ACN and La Trobe Melbourne Entry Requirements</p> <p>The Director, LTI, Ms Liz Stinson, sought clarification about the minute and associated recommendation from the Committee in relation to this agenda item. The Chair recounted that the Programs Committee had identified that the entry level IELTS is 6.0 for Bachelor degrees, and that the paper provided by ACN and La Trobe Melbourne had proposed that the IELTS for entry into the Diploma courses be 5.5. In light of the fact that the Diploma provided the first year of Bachelor degrees, for articulating students, the Committee had requested some reassurance that the students would be brought up to the necessary level to take on the second year.</p> <p>Ms Stinson informed the Committee that the responsibility for such assurances was shared by the University and La Trobe Melbourne and ACN, as outlined in the Agreements.</p> <p>The Chair advised the Committee that the assurances would centre on the design of the La Trobe Melbourne Diploma level courses and the subjects within the Diplomas which are developed to provide language support.</p> <p>Recommendation The Committee reconfirmed its decision to delegate the Chair to consider this matter out of sessions.</p>	<p>Dir LTI Chair</p>

<p>18.5.2 English Language Entry Policy and Procedures.</p> <p>The Chair informed the Committee that <i>the English Language Entry Policy and Procedures</i> were currently being revised to address the matters raised by the Programs Committee at its previous meeting.</p> <p>Recommendation The Committee agreed that the policy and procedures be circulated to the members of the Programs Committee prior to being presented to the Education Committee for information.</p>	<p>Dir LTI Ex Off</p>
<p>PART C- COURSE SUBMISSIONS</p>	<p>ACTION</p>
<p>18.6 Faculty of Humanities and Social Sciences Board Approval – A April .2011</p> <p>The Committee received paper PCI 1/57 entitled <i>Faculty of Humanities and Social Sciences Report to Programs Committee</i>.</p> <p>Prior to considering the course submissions from the Faculty of Humanities and Social Sciences, the Committee noted that there were many editorial errors and other inconsistencies in the paperwork, which could be ameliorated by ensuring that the appropriate Faculty Programs Committee Liaison Officer checked these before submitting to the Programs Committee.</p> <p>It was noted that many of the fields were left incomplete and that the versions previously sighted by the Course and Load Planning Subcommittee were different from the iterations presented to the Programs Committee.</p> <p>Recommendation The Committee invited the Executive Officer to consult with the Faculty of Humanities and Social Sciences to address the issues raised by the Committee.</p> <p>18.6.1 Bachelor of Strategic Communication (New Course)</p> <p>The Committee received paper PCI 1/58 entitled <i>New Coursework Program Bachelor of Strategic Communication</i>.</p> <p>The Committee considered this proposal, and in so doing, highlighted the following matters:</p> <ul style="list-style-type: none"> • section 2.9 indicates that an entry level of IELTS 7.0 is required for professional accreditation of the course, but then stipulates 6.5 in the same section of the template; • the setting of an ATAR in the entry requirements is problematic as it has the potential to disqualify all applicants and thereby requiring ongoing adjustments to the entry requirements. ATAR is a measure of supply and demand and should not be used as an entry requirement. Replacement of reference to the ATAR with a statement about this course being designed for high achievers would be preferable; • the proposal indicates that there will be an Honours course but there is no reference to such in the structure of the course; and • the proponent had ticked the domestic postgraduate target market. <p>Resolution The Committee agreed to invite the proponent to revise the proposal in light of the matters recorded and other adjustments required and to resubmit to the Chair who will consider out of sessions.</p>	<p>Ex Off</p>

18.6.2 Bachelor of Community Development -Bendigo Campus :

The Committee received paper PCI 1/59 entitled *New Coursework Program Bachelor of Community Development*.

The Committee considered this proposal, and in so doing, highlighted the following matters:

- that there appeared to be some contradiction related to nested programs as the proposal indicates that there is no nested qualification, but in section 6.1 indicates that the course can be taken as a one year introductory Diploma and has a nested program in the course structure;
- the statement that “this course can be taken as a three year degree or as one year introductory Diploma” is misleading for a handbook entry;
- section 3.2a indicates that there is an optional work experience credited subject, but there exists a work placement subject as a core unit in the structure of the course;
- the section on consultation with internal stakeholders is not completed and it would be appropriate for the proponent to use the Diploma of Arts (PCI 1/62) as a model for documenting consultation; and
- the number of hours presented in section 2.6 appeared inconsistent and there needed to be some review of this section.

Resolution

The Programs Committee agreed to invite the proponent to resubmit a revised iteration of the proposal to the Chair for consideration out of sessions.

The setting of the Fees needed to be set on the current year and it was agreed that Ms Randi Brooks include an explanatory note on the template.

18.6.3 Bachelor of Community Development (Health Promotion and Planning)

The Committee received paper PCI 1/60 entitled *New Coursework Program Bachelor of Community Development. (Health Promotion and Planning)*.

During the discussion on this course submission the Committee noted that:

- the award titles for this course were anomalous. The submission simultaneously referred to it being a Bachelor and Graduate Diploma course. It was noted that the Graduate Diploma cannot be nested with a Bachelor degree and must be a separate qualification;
- the submission indicated both that this proposal did not and did entail a nested program;
- section 1.1 indicates that a diploma course can offered as part of the degree- but there is no Diploma nested in the course;
- academic requirements (section 2.9) needed to be expanded to include the completion of secondary qualifications or other; and
- the hours per week presented in section 2.6 did not appear commensurate with other sections of the submission, “Students gain practical experience out in the field...” section 6.

Resolution

The Programs Committee agreed to invite the proponent to resubmit a revised iteration of the proposal to the Chair for consideration out of session.

The proponent may wish to adjust the number of international students (2-5) prior to submitting to the Course and Load Planning Subcommittee.

Ex Off (PVC
Ed.Partnshps
and Quality)

18.6.4 Diploma of Arts (New Course)

The Committee received paper PCI 1/61 entitled *New Coursework Program Diploma of Arts*.

During the general discussion about the proposal, the Committee raised the following matters;

- whether the Diploma could be nested into the B. Arts programs at Melbourne Campus, thereby allowing students to leave after a year of study with a qualification;
- it would be helpful if a further elaboration on the entry requirements into the B. Arts, especially to clarify whether it was successful completion of the Diploma and that the destination course was for the B. Arts on every campus;
- it is preferable not to include details about required ATAR in the entry requirements in light of the potential applicants;
- some explanation of why the IELTS is set at 6.5 which is higher than the requisite IELTS level of 6.0 for a Bachelor course is required;
- an elaboration on the academic support to be offered to students in the Diploma course.

Recommendation

The Programs Committee approved the introduction of the new Diploma of Arts, subject to the proponent addressing the matters raised by the Committee.

It was noted that sections 7.1 and 7.2 of this proposal could be used as a “better practice” model for course proponents.

18.6.5 Major Revisions to the Bachelor of Social Sciences

The Committee received paper PCI 1/62 entitled *Major Revisions to the Bachelor of Social Sciences*.

During the general discussion the Committee noted that there appeared to be some anomalies about the subject offerings and the fact that some of the first semester first year subject learning outcomes appear to suggest that they will be reinforcing current skills.

Recommendation

The Programs Committee approved the major revisions to the Bachelor of Social Sciences.

18.7 Faculty of Education Board Out of Sessions Approval

The Committee received paper PCI 1/63.

18.7.1 Bachelor of Outdoor Education Extended (New course)

The Committee received paper PCI 1/64 *New Coursework Program Bachelor of Outdoor Education Extended*.

The Committee undertook a discussion on the Bachelor of Outdoor Education Extended and in so doing, highlighted the following matters:

- as the learning outcomes and graduate capabilities would be similar to the Bachelor of Outdoor Education it is unclear why sections 4.2 and 4.3 could not be completed;
- this would not be a CRICOS registered course as international students are precluded from this course; and
- this course may become an attractive model for other courses and

some agreement about the nomenclature for such degrees may need to be attained in future.

Recommendation

The Programs Committee approved the introduction of the new course, Bachelor of Outdoor Education (Extended).

18.8 Faculty of Health Sciences Board Out of Sessions Approval 3 May 2011

The Programs Committee received paper PC11/65.

18.8.1 Change of IELTS for Doctor Physiotherapy

The Programs Committee received paper PC11/66

The Committee noted that the Doctor of Physiotherapy had been omitted from the original submission approved by the Committee for Admissions, Retention and Success for Student in 2010.

Recommendation

The Programs Committee provided in principle support for the increase in IELTS to 7.0, but noted that all Doctorates come within the remit of the Higher Degrees by Research Committee and accordingly, should be forwarded to this committee.

PART D- MATTERS FOR DISCUSSION AND/OR INFORMATION	ACTION
<p>18.9 Other Business There was no other business.</p> <p>Next Meeting :</p> <p>The next meeting will be held on Thursday 9 June, 2011, 10.00am-12.00p; Mandala Room, Level 3, David Myers Building, Melbourne Campus.</p>	