

**UNIVERSITY COURSES COMMITTEE
Meeting No. 36**

Minutes of the meeting held on Wednesday 30 April 2025 by videoconference.

1. Welcome and Apologies

The Chair opened the meeting at 9.03pm with an Acknowledgement of Country and welcomed members and attendees.

Members Present

Professor Janelle Wheat	Pro Vice-Chancellor (Learning and Teaching) and Acting Chair
Ms Heather McGregor	Pro Vice-Chancellor, Student Success or nominee
Mr Matthew Granfield	Executive Director, Customer Experience
Ms Rachel Stephens	Co-Director Academic Quality, Standards and Integrity
Professor Jenny Kent	Deputy Dean, Faculty of Business, Justice and Behavioural Science
Associate Professor Brendon Hyndman	Acting Associate Dean (Academic), Faculty of Arts and Education
Associate Professor Julia Lynch	Associate Dean (Academic), Faculty of Business, Justice and Behavioural Sciences
Associate Professor Rachel Whitsed	Associate Dean (Academic), Faculty of Science and Health
Associate Professor Christopher Orchard	Acting Chair, Indigenous Board of Studies or Nominee
Dr Michelle Eastwood	Elected member, Faculty of Science and Health
Ms Rebecca Acheson	Nominated member, Educational Design Lead, Division of Learning and Teaching
Dr Annabel Matheson	Nominated member, Faculty of Science and Health
Ms Rebecca Frauenfelder	Acting Manager, Course Administration Team, Faculty of Science and Health

Attendees

Ms Donna Browne	Manager, Enrolment and Fees
Mrs Steph Daskein	Course and Subject Accreditation Officer
Mr James Elibank Murray	Manager, Course and Subject Accreditation
Ms Natasha Bailo	Executive Officer, Office of the Deputy Vice-Chancellor (Academic)
Ms Amanda Lynch	Manager, Course Administration Team, Faculty of Arts and Education
Ms Bec Salmon	Manager, Academic Quality Enhancement
Associate Professor Koshila Kumar	Sub Dean (Academic Development)
Ms Verinnia Lansom	Governance Officer (Minutes)

Apologies

Dr Kelly Tribolet	Elected member, Faculty of Arts and Education
Dr Jason Howarth	Elected member, Faculty of Business, Justice and Behavioural Sciences
Mr Mike Bryant	Academic Director,
Mr Mike Ferguson	Pro Vice-Chancellor (International) or nominee
Ms Sandra Sharpham	Executive Director, Student Experience
Professor Will Letts	Acting, Deputy Dean, Faculty of Arts and Education
Mr Simon Wakeling	Nominated member, Faculty of Arts and Education

2. Declaration of Interests

There were no interests raised or declared by members.

3. Confirmation of Agenda

The agenda was confirmed, noting that Proposal-40670 Bachelor of Educational Studies and Proposal-40668 Bachelor of Adult and Vocational Education were withdrawn from the agenda.

4. Action Sheet

There were no outstanding actions.

5. Chair's Report

There was no report from the Acting Chair.

6. Course Documents

Faculty Boards provide endorsement of course changes within Faculty Board minutes and assure the University Courses Committee of the Board's consideration of issues, progress, and monitoring of associated actions.

Prior to the University Courses Committee meeting, members reviewed Course Documents and recorded questions, comments, and suggested amendments via the comments field in CDAP. The UCC referred to these comments to guide discussion.

The Chair thanked the Course and Subject Accreditation Officer (CSAO) and Manager, Course and Subject Accreditation (MCSA) for the feedback provided to the Associate Deans (Academic) (ADAs) following their review of course documentation. This included:

- Minimum/maximum time, and how that prescribed course progression was captured in CDAP.
- Marketing and/or enrolling students into a course prior to accreditation.
- Incomplete curriculum mapping in courses that had undergone a Comprehensive Course Review (CCR).
- The inclusion of required exit courses.
- Completion and inclusion of Business Cases.

Accreditation -Coursework proposals before the UCC were discussed, and the following points were noted:

- Inherent requirements (IRs) have been attached to the appropriate Faculty of Science and Health (FOSH) course proposals as required in the new format developed by the Academic Quality and Standards Committee. Noting that the PDF would then be attached to the Online Course Brochure and to the offer letter. FOSH suggested adding the UCC resolution and date as a footnote to the IRs to confirm approval.
 - It was confirmed that IRs were generally for health courses and were required as part of the professional accreditation, noting that students must have access to these before enrolling. IRs were not required for every course.
 - Members commended FOSH for the quality IRs.

Bachelor of Nursing

- The CCR of the Bachelor of Nursing was brought forward to align with professional accreditation and included a change to NUR codes.
- IRs were attached and the committee reviewed the document for approval.

Master of International Education (School Leadership)

- The Master of International Education (School Leadership) had witnessed declining enrolments as students, including the Canadian cohort, prefer to enrol in the Master of Education.
- It was noted that the appropriate teach-out plan was included.

Graduate Diploma of Adult Language, Literacy and Numeracy

- While the reviewers noted that the curriculum mapping for the Graduate Diploma of Adult Language, Literacy and Numeracy was not provided, the ADA confirmed this had now been attached and thanked the Educational Design Lead, Division of Learning and Teaching (DLT) and team for their assistance.
- Members noted that the implementation date and review date were both 2026, the CSAO confirmed that the review date would be changed after the proposal was approved.
- Members noted that the Rationale had not been completed and agreed the course would be approved subject to the competition of the rationale.

Master of GIS and Remote Sensing and Graduate Certificate in GIS and Remote Sensing

- While the Master would be discontinued due to declining enrolments, the Graduate Certificate was doing well.
- To ensure the correct order of submissions for reaccreditation, suspension, discontinuation and the teach-out plan for the Masters, it was agreed that the Master of GIS and Remote Sensing be withdrawn from the agenda, noting that the Graduate Diploma would not, by default be suspended as it may be required in the interim.
- Members noted that the Graduate Certificate in GIS and Remote Sensing had not been to the Indigenous Board of Studies (IBS).
- It was agreed to approve the Graduate Certificate in GIS and Remote Sensing pending endorsement by the IBS. The Acting Chair, IBS further clarified that a course with 64 points or more should be able to readily map against the pedagogical framework to identify knowledge building overtime.

Graduate Certificate in Audiovisual Archiving

- The Graduate Certificate draws subjects from the Masters with four very focused subjects.
- It was confirmed that the Certificate was endorsed by IBS on 12 February 2025, and the resolution number IBS36/6 was included in the proposal.

Bachelor of Geospatial Science and Undergraduate Certificate in Geospatial Science

- The ADA noted that the Undergraduate Certificate was brought forward to align with the Bachelor, however it was noted that the Certificate was incomplete and should be withdrawn from the agenda.
- Following a CCR the Bachelor had been updated and was before the board for reaccreditation, noting a review on viability would be undertaken separately.
- Duration, minimum and maximum time for course completion was discussed. Members noted that professional accreditation requirements that affect the university's decision to have a ten-year maximum time policy should be clearly documented as exceptions.
 - It was further noted that unless there was a prescribed PT/Online study plan there was no need to include maximum time.
 - Members agreed to request ADAs, CSAO and MCSA discuss the maximum time and professional accreditation and where this would be captured in CDAP.
- Members discussed majors and minors, and restricted elective lists versus lists of 54 possible subjects. It was noted that with such a large volume of options, there was the potential for students to misunderstand and inadvertently exceed the 100-level requirement. A restructuring of the list into restrictive elective 'pools' and interdisciplinary themes could make it clearer for students. Members agreed to endorse the Bachelor of Geospatial Science, subject to the ADA Faculty of Science and Health liaising with the MCSA and CSAO regarding the grouping of and information around restricted electives.

Bachelor of Theology (Honours) and Master of Arts (Theological Studies)

- The Bachelor of Theology and Master of Arts (Theological Studies) were returned to UCC with amendments as recommended at the 12 March 2025 UCC meeting.
- The ADA undertook to confirm the maximum time requirements in the Master's with the MCSA and amend as required.

Bachelor of Podiatric Medicine and Bachelor of Podiatric Medicine (Honours)

- Due to hybrid delivery changes, the course had been progressed as a new course noting that IRs had been included. Amendments as suggested by the reviewers in CDAP would be made before progressing to Academic Senate (AS).

- The maximum time for the Bachelor of Podiatric Medicine (Honours) would be reviewed by the ADA Faculty of Arts and Education, and MCSA and amendments made accordingly.

Bachelor of Teaching (Secondary) and Bachelor of Teaching (Primary)

- Comprehensive documentation regarding declining enrolments in both courses support discontinuation.

ACTION UCC36/1 Discuss maximum/minimum time and professional accreditation, including where CDAP would capture this information. (ADAs, Course and Subject Accreditation Officer, and Manager, Course and Subject Accreditation).

ACTION UCC36/2 Liaise with the Course and Subject Accreditation Officer, and Manager, Course and Subject Accreditation regarding the grouping of and information around restricted electives in the Bachelor of Geospatial Science. (ADA FOSH).

RESOLUTION UCC36/1 The University Courses Committee resolved to **note** the following Accreditation -Coursework proposals were withdrawn from the agenda:

- Proposal-40670 Bachelor of Educational Studies
- Proposal-40668 Bachelor of Adult and Vocational Education
- Proposal-36894 **Master of GIS and Remote Sensing**
- Proposal-36939 Undergraduate Certificate in Geospatial Science.

RESOLUTION UCC36/2 The University Courses Committee resolved to:

1. **approve** the Inherent requirements of the following Accreditation -Coursework proposal:
 - Proposal-33628 Bachelor of Nursing
2. **endorse** and **recommend** the proposal to Academic Senate for approval.

RESOLUTION UCC36/3 The University Courses Committee resolved to:

2. **approve** the Inherent requirements of the following Accreditation -Coursework proposal:
 - Proposal-41608 Bachelor of Podiatric Medicine and Bachelor of Podiatric Medicine (Honours): and
2. **endorse** and **recommend** the proposal, as amended, to Academic Senate for approval.

RESOLUTION UCC36/4 The University Courses Committee resolved to **endorse and recommend** to Academic Senate the following Accreditation -Coursework discontinuation proposals, for approval:

- Proposal-40761 Master of International Education (School Leadership)
- Proposal-40892 Bachelor of Teaching (Secondary)
- Proposal-40893 Bachelor of Teaching (Primary).

RESOLUTION UCC36/5 The University Courses Committee resolved to **endorse and recommend** to Academic Senate the following Accreditation -Coursework proposals, for approval:

- Proposal-32394 Bachelor of Theology (Honours)
- Proposal-40679 Graduate Certificate in Audiovisual Archiving.

RESOLUTION UCC36/6 The University Courses Committee resolved to **endorse** the following Accreditation -Coursework proposals, as amended, and **recommend** to Academic Senate, for approval:

- Proposal-40671 Graduate Diploma of Adult Language, Literacy and Numeracy
- Proposal-36939 Bachelor of Geospatial Science
- Proposal-32401 Master of Arts (Theological Studies).

RESOLUTION UCC36/7 The University Courses Committee resolved to **endorse** the following Accreditation -Coursework proposal, pending endorsement by the IBS, and **recommend** to Academic Senate, for approval:

- Proposal-36894 Graduate Certificate in GIS and Remote Sensing.

Major Change -Coursework proposals before the UCC were discussed, and the following points were noted:

Master of Applied Business (with specialisations)

- IBS were thanked for their support in the incorporation of Indigenous Australian content with the introduction of IKC502 in the Masters.
- The three new specialisations would be delivered through the Centre for Customs and Excise Studies (CCES) as an embedded 3rd party provider.
- The ADA, Business, Justice and Behavioural Sciences (BJBS) undertook to confirm:
 - The weighting of the embedded research subjects and a HDR pathway with the Sub-Dean, Graduate Studies and the HOS CCES; and
 - Any changes to the Graduate Certificate and Graduate Diploma for progression to the Masters, and Indigenous Australian content and progress separately through CDAP as required.
- The ADA BJBS confirmed the Master of Business Administration contained a different set of subjects and was targeted to the executive level in business.
- Members considered full names and abbreviations and were advised that, for example, Human Resource Management as a subject name would be written in full, while award nomenclature considers industry abbreviations in naming conventions.
- It was confirmed that specialisation documentation had been attached.

Bachelor of Occupational Therapy

- Changes included admission requirements, and the inclusion of IRs. The FOSH Manager, Courses Administration Team was thanked for the work formatting and for finalising the IRs, noting that 90% of courses requiring IRs had now been completed.
- Amendments as suggested by the reviewers would be made.
- The ADA confirmed the Course Learning Outcomes would be reassessed in the 2026 review.

Bachelor of Education (Early Childhood and Primary)

- The Committee agreed the course would be considered a new course and not a Major Change -Coursework proposal therefore requiring a business case and AS approval. The course was endorsed for submission to AS pending the completion of the business case.

Following the UCC meeting the Provost and Deputy Vice-Chancellor (Academic) confirmed (via email Wednesday, April 30, 2025 3:29 refers) that Proposal-40898 Bachelor of Education (Early Childhood and Primary) would be considered as part of the overall development work in the suite of ITE courses and would not require a separate business case.

- The recreation of subjects from other disciplines were discussed noting duplications in lieu of common subjects violates teaching efficiency concepts. Members agreed to request the ADAs, CSA, and Manager, Course and Subject Accreditation (MCSA) consider teaching efficiencies around the use of common subjects, in lieu of duplications and submit a proposal to a future UCC.

Master of Clinical Exercise Physiology

- Changes included admission requirements, GPA and inclusion of IRs.

Bachelor of Physiotherapy

- Market analysis indicated the course ATAR sat below the market average and the recommendation was to raise the ATAR. The committee discussed raising to 83 or 85, noting this would not impact the current pool of applicants. The ADA confirmed raising the ATAR had

been discussed with Admissions and did not require consultation with accrediting bodies, however, they would be advised of any change. The ADA undertook to conduct a further review of past applicants and consider an ATAR of 85.

It was agreed to:

- approve the Major Change -Coursework proposal pending the ADA, in consultation with Admissions and the School, review the ATAR; and
- endorse a change in the ATAR to 83 or 85, as recommended by the ADA, following consultation.

The Chair requested confirmation regarding who had delegated authority to approve a change to ATARs.

- IRs were included for review and approval.

Bachelor of Oral Health (Therapy and Hygiene)

- Entry requirements for the Bachelor had been tightened and IRs included. The ADA confirmed that a comment had been included in proposals that had IRs attached to ensure reviewers were aware.

Bachelor of Medical Laboratory Science (Pathology)

- The FOSH Business Review meeting agreed to remove micro subjects from the degree and return to standard sessions while still aligning with professional accreditation.
- The MCSA confirmed:
 - A study plan to advise an accelerated enrolment was required.
 - The proposal would be considered an Accreditation -Coursework proposal, not a Major Change -Coursework proposal and would need AS approval.
 - A business case would be required.

The Chair thanked committee members for their engagement and for a robust discussion around proposals, policy and procedure.

ACTION UCC36/3 Discuss teaching efficiencies around the use of common subjects, in lieu of duplications and submit a proposal to a future UCC. (ADAs, Course and Subject Accreditation Officer, and Manager, Course and Subject Accreditation).

ACTION UCC36/4 Confirm with the Manager, Policy and Records who had delegated authority to change ATARs and advise the Chair UCC accordingly. (Governance Officer).

RESOLUTION UCC36/8 The University Courses Committee resolved to **endorse** and **recommend** to Academic Senate the following Major Change -Coursework proposal, for approval:

- Proposal-40898 Bachelor of Education (Early Childhood and Primary).

RESOLUTION UCC36/9 The University Courses Committee resolved to **approve** the Inherent requirements, and **endorse** and **recommend** to Academic Senate the following Major Change -Coursework proposal, as amended, for approval:

- Proposal-36389 Bachelor of Medical Laboratory Science (Pathology).

RESOLUTION UCC36/10 The University Courses Committee resolved to **approve** the Major Change -Coursework proposal:

- Proposal-36620 Master of Applied Business (with specialisations).

RESOLUTION UCC36/11 The University Courses Committee resolved to **approve** the Inherent requirements and the following Major Change -Coursework proposals:

- Proposal-41720 Master of Clinical Exercise Physiology
- Proposal-41538 Bachelor of Oral Health (Therapy and Hygiene).

RESOLUTION UCC36/12 The University Courses Committee resolved to **approve** the Inherent requirements and the following Major Change -Coursework proposals, as amended:

- Proposal-41715 Bachelor of Occupational Therapy
- Proposal-41714 Bachelor of Physiotherapy.

7. Graduate Learning Outcomes

The Chair welcomed the Sub Dean (Academic Development) who provided an overview of the Graduate Learning Outcomes (GLO) report, noting the purpose was to reduce the volume and complexity of the GLOs without undermining the quality of the mapping process or outcomes. Broad consultation had been undertaken and the feedback had been consolidated with the key recommendations listed in the submission. The next steps would include updating policy, websites and resources.

Members suggested allowing the current version of GLOs to stand in the system and the new version be implemented in conjunction with major changes or CCRs, allowing a historic view of previous GLOs. The Project Lead, Curriculum Architectures, relevant stakeholders, and MCSA agreed to consult further regarding implementation.

The Committee supported the recommendations in the submission at agenda attachment 7.

RESOLUTION UCC36/13 The University Courses Committee resolved to **note** and **endorse** the recommendations of the Review of the Graduate Learning Outcomes as outlined in the report.

8. Previous Minutes (UCC and UCC SC)

RESOLUTION UCC36/14 The University Courses Committee resolved to **approve** the minutes of the University Courses Committee meeting held on 12 March 2025 as a true and accurate record.

9. Academic Senate Minutes

RESOLUTION UCC36/15 The University Courses Committee resolved to **note** the minutes of the Academic Senate meetings held 18 November 2024 and 19 February 2025.

10. Minutes of the Committees reporting to UCC

RESOLUTION UCC36/16 The University Courses Committee resolved to **note** the following minutes of the Committees that report to the University Courses Committee:

- Faculty of Arts and Education Faculty Board 10 February 2025
- Faculty of Business, Justice and Behavioural Sciences Faculty Board 11 February 2025
- Faculty of Science and Health Faculty Board 10 February 2025
- Indigenous Board of Studies 4 December 2024.

11. Annual Plan

RESOLUTION UCC36/17 The University Courses Committee resolved to **note** the current Annual Plan.

12. Other Business

There were no other items of business.

13. Next Meeting

The next meeting of the University Courses Committee was scheduled to be held from 9:00 am – 12:00 pm on Wednesday, 18 June 2025 by videoconference. The agenda for this meeting closes on 2 June 2025.

There being no further business, the meeting concluded at 11:00am.

Signed as a true and accurate record:

Chair

Date