A meeting of the Arts, Education and Law Group Board was held at 11.30am on Thursday 26 September 2013 in the AEL Group Boardroom 3.21, Education Building (M06), Mt Gravatt campus.

MINUTES 4/2014

PRESENT:
Professor Marcus Lane (Chair)
Professor Glenn Finger
Professor Paul Mazerolle
Professor Gerard Docherty
Professor Paul Cleveland
Associate Professor Janet Ransley
Professor Cliff Goddard
Associate Professor Jock MacLeod
Professor Herman Van Eyken
Associate Professor Don Lebler
Professor William MacNeil
Professor Herman Van Eyken
Dr Therese Wilson (for item 2.0)
Liz Ganeshathurai
Sue Smith
Jill Misson (Secretary)

APOLOGIES:
Professor Donna Pendergast
Professor Paul Cleveland

1.0 CONFIRMATION OF MINUTES

The minutes of the 3/2013 meeting of the Arts, Education and Law Group Board were taken as read and confirmed.

SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES

2.0 GLS MAJOR PROGRAM PROPOSAL 20130005469
1365/1366 BACHELOR OF LAWS
1137/1141 BACHELOR OF LAWS – GRADUATE ENTRY

2.1 The Arts, Education and Law Group Board on the recommendation of the Griffith Griffith Law School considered a Major Change Proposal proposing to changes to the Bachelor of Laws and Bachelor of Laws – Graduate Entry effective semester 1, 2015.

2.2 Dr Therese Wilson from the Griffith Law School attended the meeting to speak to this item.

2.3 This major change addresses AQF compliance issues and the standard annual academic load as stated in the University’s revised Structure and Requirements of Qualifications Awarded by Griffith University that will require all programs to have an annual standard academic load of 80CP. Currently the Bachelor of Laws program is 300CP over 4 years and has an AQF non-compliant meritorious honours component.
4.3 The revised program will be 320CP completed over 4 years. The core content of the program has been reduced to 170 credit points to allow more space for electives. This is necessary given that students who choose to transfer into the Honours program will need to do at least 80 credit points of Honours level electives. This is also designed to give students more choice in what courses they take beyond the ‘Priestley 11’ which are required for admission to legal practice. The electives on offer have been organised into five well-designed streams, from which students may choose to select their elective courses should they wish to focus on particular areas of legal study. Those streams are:

- Clinical and Professional Legal Practice
- Theories and Contexts of Law
- Global Law and Governance
- Law and Commerce
- Environment and Social Justice

2.5 In considering the proposal the following comments were noted:
- The double degrees are currently being revised however they will follow the same model as these single degrees.
- The course Civil Procedure will be optional in the revised structures.
- The revised programs will be the same volume of learning as those offered at University of Queensland and QUT.

Resolution

2.6 The Arts, Education and Law Group Board, on the recommendation of the Griffith School of Engineering and the Queensland College of Art resolved to recommend to Programs Committee a New Program Proposal to establish the Bachelor of Industrial Design as detailed in #2013/0005420 effective semester 1 2014.

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Responsible Officer/s</th>
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<tbody>
<tr>
<td>Forward program proposal to Secretary Programs Committee for consideration at the next meeting</td>
<td>Committee Secretary (action taken)</td>
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3.0 QCGU NEW PROGRAM/MAJOR CHANGE PROPOSAL 20130005419

3.1 The Arts, Education and Law Group Board on the recommendation of the Queensland Conservatorium of Music, considered a New Program/Major Change Proposal proposing to establish the Bachelor of Music in Performance effective semester 1, 2015.

3.2 The current Bachelor of Music program is a four year program with an optional exit point at the end of three years. Those students who complete the fourth year graduate with named award majors such as Bachelor of Music in Performance, Bachelor of Music in Composition, and a variety of other options.

In order to comply with recent changes to the naming of degree programs and qualifications mandated by the AQF, it is necessary to register each named four year degree individually, while maintaining the option for students to graduate at the end of the third year with a Bachelor of Music degree, without embellishment of the degree name. Given that two thirds of Bachelor of Music students exit with the three year degree, it is important that this option remains available. In order to accommodate those students who wish to continue into their fourth year specialising in musical performance, this program proposal is for a four year Bachelor of Music in Performance program.
3.3 This proposal is the second of a sequence of responses to the new regulatory demands of the AQF. Other changes to the Bachelor of Music program will follow, including the removal of the embedded Honours program, with Honours students undertaking the currently available one year end on Bachelor of Music with Honours program after graduating with the three year Bachelor of Music, and the offering of another four year degree the Bachelor of Music in Composition, replacing the current four year award majors qualifications.

Resolution

3.4 The Arts, Education and Law Group Board on the recommendation of the Queensland Conservatorium of Music resolved to recommend to Programs Committee a New Program/Major Change Proposal to establish the Bachelor of Music in Performance as detailed in #2013/0005419 effective semester 1 2015.

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<td>Forward program proposal to Secretary Programs Committee for consideration at the next meeting</td>
<td>Committee Secretary (action taken)</td>
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</table>

4.0 AUSTRALIAN QUALIFICATIONS FRAMEWORK (AQF) TRANSITION POLICY AND PROCEDURES (2013/0007110)

4.1 The Arts, Education and Law Group Board considered the document Australian Qualifications Framework (AQF) Transition Policy and Procedures (2013/0007110) for feedback to Programs Committee.

4.2 Requirement 3 of the Australian Qualifications Framework Implementation Arrangements states: ‘From 1 January 2015, all new enrolments will be in qualifications that meet the requirements of the AQF. From this date, students already enrolled in qualifications may complete the qualification in which they enrolled or may transfer without disadvantage to an equivalent qualification that meets the requirements of the AQF. Authorised issuing organisations will have publicly available policies or procedures to assist with this transition.’

4.3 In light of this requirement, the draft Policy has been prepared, which outlines the University’s policies and procedures to assist with the transition to AQF compliance in relation to academic programs, enrolled students and academic policies.

4.4 In considering the policy, members noted:

- The policy will be used to demonstrate Griffith’s policy and procedure for implementing changes as a result of the revised AQF, and will be included in the documentation for the University’s TEQSA re-registration to demonstrate how the University has implemented the AQF.
- The document outlines a framework for policy and program compliance, CRICOS registration requirements, communications to continuing students, identifying and preparing transition arrangements, and changes to the program review process during this AQF implementation phase.
- Where the policy states actions are the responsibility of Program Convenors, assistance will be provided by Student Administration to communicate with students, provide enrolment data and prepare customised program mapping and study plans to cater for transition arrangements.

4.5 The AQF Implementation Plan – August 2011 (2013/0007111) was also considered for feedback.

4.6 Members indicated satisfaction with the policy and the implementation plan. The Chair advised members that if they did have feedback they should email comments to the Secretary by the 22 August.
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<tr>
<th>Action Item</th>
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<tr>
<td>Advise Secretary Programs Committee of any feedback.</td>
<td>Committee Secretary (action taken)</td>
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**SECTION B: ACTION UNDER DELEGATED AUTHORITY OR EXECUTIVE ACTION**

The Arts, Education and Law Group Board resolved to ratify the following executive approvals:

5.0 PROGRAM WITHDRAWALS

5.1 Withdrawal of the following programs due to AQF non-compliance:

- 5396 Master of Arts & Media with Honours (document # 2013/0005368)
- 5191 Master of Criminology & Criminal Justice with Honours (document # 2013/0005408)
- 5122 Master of Arts with Honours in Applied Linguistics/TESOL (document # 2013/0005409)
- 5076/5152 Master of Arts with Honours in Journalism and Mass Communication (document # 2013/0005410)
- 5403 Master of Applied Theatre and Drama Education with Honours (document # 2013/0005412)
- 5417 Master of Arts with Honours in Visual Arts (document # 2013/0005413)
- 5498 Master of Digital Design with Honours (document # 2013/000415)
- 5573 Master of Screen Production with Honours (document # 2013/0005416)
- 5507 Master of Design Futures with Honours (document # 2013/0005415)

5.2 Withdrawal of programs due to low enrolments:

- 3034 Graduate Certificate in Training and Development (document # 2013/0005395)
- 3211 Graduate Certificate in Crime Analysis (document # 2013/0005411)
- 3243 Graduate Certificate in Education Leadership (document # 2013/0005380)

5.3 Withdrawal of programs due to revised accreditation requirements:

- 4030/4035 Graduate Diploma of Education – Primary (document # 2013/0005379)
- 4153 Graduate Diploma of Early Childhood Education (document # 2013/0005417)
- 4156 Graduate Diploma of Early Childhood Education – DET contract (document # 2013/0005418)

6.0 EPS MINOR CHANGE PROPOSAL 2013/0005357

5575 MASTER OF AUTISM STUDIES
3270 GRADUATE CERTIFICATE IN AUTISM STUDIES

6.1 Minor Change Proposal proposing minor changes as detailed in 2013/0005357, effective semester 1, 2013.

7.0 GLS MINOR CHANGE PROPOSALS 2013/0005407

3193 GRADUATE CERTIFICATE IN AUSTRALIAN MIGRATION LAW AND PRACTICE

7.1 Minor Change Proposal proposing to withdraw the summer semester entry point for the Graduate Certificate in Australian Law and Practice effective summer semester (Jan/Feb), 2014.

8.0 QCA MINOR CHANGE PROPOSAL 2013/0005349

1302 BACHELOR OF DIGITAL MEDIA
8.1  Minor Change Proposal proposing the replacement of the courses 3827QCA Individual Project 1 – ePhotojournalism with 3355QCA Theory and Practice and 3828QCA Individual Project 2 with 3354QCA Theory and Practice 2. The changes are effective semester 2 2013.

9.0  EPS MINOR CHANGE PROPOSAL 2013/0005323
1268 BACHELOR OF MUSIC
1195 BACHELOR OF MUSIC TECHNOLOGY
1382 BACHELOR OF MUSIC/BACHELOR OF BUSINESS

9.1  Minor Change Proposal proposing to withdraw the course 2247QCM Contemporary Creative Writing due to low enrolments effective semester 2, 2013.

10.0  PROGRAM LEARNING OUTCOMES FOR PROGRAMS

10.1  Approval of program learning outcomes as per the University’s AQF compliance implementation process for the following programs:
• 1049/1050/1060 Bachelor of Education Primary (#2013/0005356)
• 1065 Bachelor of Adult & Vocational Education (#2013/0005364)
• 1072 Bachelor of Training (#2013/0005365)
• 3166/3271 Graduate Certificate in Early Childhood Education (#2013/0005369)
• 3268 Graduate Certificate in Middle Years Education (#2013/0005370)
• 6017 Doctor of Musical Arts (#2013/0005371)
• 3016 Graduate Certificate in TESOL (#2013/0005372)
• 3152 Graduate Certificate in Criminology and Criminal Justice (#2013/0005374)
• 1196 Bachelor of Popular Music (#2013/0005375)
• 2062 Bachelor of Popular Music with Honours(#2013/0005376)
• 1112/1384/1385 Bachelor of Criminology and Criminal Justice (#2013/0005377)
• 2051 Bachelor of Music with Honours (#2013/0005381)
• 2049 Bachelor of Music Technology with Honours (#2013/0005382)
• 1195 Bachelor of Music Technology (#2013/0005383)
• 3270 Graduate Certificate in Autism Studies (#2013/0005384)
• 5416/5560 Master of Forensic Mental Health (#2013/0005385)
• 3154/3262 Graduate Certificate in Forensic Mental Health (#2013/0005386)
• 1051/1397 Bachelor of Education – Secondary (#2013/0005387)
• 1253/1254 Bachelor of Journalism (#2013/0005388)
• 1052 Bachelor of Education – Special Education (#2013/0005389)
• 3020 Graduate Certificate in Special Education (#2013/0005390)
• 3160 Graduate Certificate in Dispute Resolution (#2013/0005391)
• 3285 Graduate Certificate in International Dispute Resolution (#2013/0005392)
• 3170/3269 Graduate Certificate in Professional Legal Studies (#2013/0005393)
• 3193 Graduate Certificate in Australian Migration Law and Practice (#2013/0005394)
• 4137/4138 Graduate Diploma of Education – Secondary (#2013/0005396)
• 1116/1398 Bachelor of Languages and Linguistics (#2013/0005397)
• TBA Bachelor of Arts with Honours (#2013/0005398)
• 5298 Master of Music Studies (#2013/0005399)
• 3095 Graduate Certificate in Music Studies (#2013/0005400)
• 4117 Graduate Diploma of Music Studies (#2013/0005401)
• 1017/1088 Bachelor of Communication (#2013/0005402)
• TBA Bachelor of Journalism with Honours (#2013/0005403)
• 2023 Bachelor of Languages and Linguistics with Honours (#2013/0005405)
• 1079 Bachelor of Animation (#2013/0005406)
• 1016/1021 Bachelor of Arts (#2013/0005426)

SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES
[TO PERSONS/COMMITTEES OTHER THAN THE PARENT COMMITTEE(S)]

Nil

SECTION D: MATTERS NOTED, CONSIDERED, OR REMAINING UNDER DISCUSSION

11.0 BEST PRACTICE GUIDELINES FOR RESEARCHERS

The Pro Vice Chancellor (Information Systems) gave a presentation on the document *Best practice guidelines for researchers: Managing research data and primary material* to members.

12.0 ARTS, EDUCATION AND LAW GROUP AQF COMPLIANCE REPORT

12.1 Members noted the report from Dr Christopher Klopper on the status of programs in the Group requiring changes to ensure AQF compliance by November 2014 for implementation in 2015.

13.0 GRIFFITH SUCCESS IN GROUP LEARNING AND TEACHING CITATIONS

13.1 Members noted advice from Professor Sue Spence advising that the following staff have been successful in the 2013 round for the University's Group Learning and Teaching Citations.

**Arts, Education, and Law**
- Mr Paul Sabey
- Dr Yi Wang
- Dr Wendi Beamish
- Dr Peter Denney
- Dr Karen Crawley

**Highly Commended Certificate**
- Dr Raymond Brown
- Dr Elizabeth Burrows

**Griffith Business School**
- Dr Daniel Halvorson
- Dr Helen Perkins
- Dr Kelli Bodey and Dr Mitchell Ross
- Professor Michael Drew, Dr Adam Walk and Ms Eloise Perini
- Dr Brad Hill
- Dr Ashlea Troth

**Highly Commended Certificate**
- Dr Peter Tatham
- Dr Christopher Fleming
- Ms Katrina Radford
- Ms Kirsten MacDonald

**Health**
- Dr Andrew Pearson
- Dr Sean Horan and Dr Benjamin Weeks

**Highly Commended Certificate**
- Dr Andrew Bulmer
- Dr Lakal Dissabandara
- Dr Ali Salajegheh
- Dr Eugene Du Toit
Science, Environment, Engineering and Technology
Dr Caryl Bosman
Dr Ivan Gratchev
Dr Kriengsak Panuwatwanich

Highly Commended Certificate
Dr Wayne Pullan, Dr Steven Drew, Mr Steven Tucker and Dr Felicity Coffey
Dr Jacinta Zalucki
Ms Sarah-Jane Gregory and Dr Ian Cock

For noting

14.0 OTHER BUSINESS

Nil

15.0 NEXT MEETING

15.1 The Board noted the confirmed dates for 2013 meetings of the AEL Group Board.

Confirmed: ________________________

(Chair)

Date: ________________________