GRIFFITH UNIVERSITY

ACADEMIC COMMITTEE

NOTICE OF MEETING

A meeting of the Academic Committee of the Griffith University Council will be held at 1:30pm on Thursday 19 April 2007 in the Activities Centre, Link Building (G07), Gold Coast Campus.

Apologies may be recorded by telephoning Mrs Sandra Hunter on 373 57375.

DISTRIBUTION LIST

<table>
<thead>
<tr>
<th>Name</th>
<th>Term of Office</th>
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<tr>
<td>CHAIRPERSON OF THE COMMITTEE</td>
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<tr>
<td>Deputy Vice Chancellor (Academic) – Prof John Dewar</td>
<td>ex officio</td>
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<td>Vice Chancellor and President – Prof Ian O’Connor</td>
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<td>Deputy Vice Chancellor (Research) – Prof Lesley Johnson</td>
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<td>Pro Vice Chancellor (Arts, Education and Law) – Prof Marilyn McMeniman AM</td>
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<td>Pro Vice Chancellor (Business) – Prof Michael Powell</td>
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<td>Pro Vice Chancellor (Health) – Prof Allan Cripps</td>
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<td>Pro Vice Chancellor (Science, Envir, Eng and Technology) – Prof Ned Pankhurst</td>
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<td>Pro Vice Chancellor (Community Partnerships) – Prof Max Standage</td>
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<td>Pro Vice Chancellor (Administration) – Mr Colin McAndrew</td>
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<td>Pro Vice Chancellor (Information Services) – Ms Janice Rickards</td>
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<td>Pro Vice Chancellor (International) – Mr Chris Madden</td>
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<td>Academic Registrar – Dr Richard Armour</td>
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<td>Director, Griffith Institute for Higher Education – Prof Kerri-Lee Krause</td>
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<td>Deputy Chair of the Committee – Prof Sally Borbasi</td>
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<td>Ms Lea-Anne Stafford (Secretary)</td>
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<td>Deans</td>
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<td>Professor Kay Ferres, Dean, Faculty of Arts</td>
<td>ex officio</td>
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<td>Professor Claire Wyatt-Smith, Dean, Faculty of Education</td>
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<td>Professor Paula Baron, Dean, Griffith Law School</td>
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<td>Professor Bill Shepherd, Dean (Academic), Griffith Business School</td>
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<td>Professor Liz Fulop, Dean (Research), Griffith Business School</td>
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<td>Professor Lorelle Frazer, Dean (Learning and Teaching), Griffith Business School</td>
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<td>Professor Debra Creedy, Dean (Academic), Griffith Health</td>
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<td>Associate Professor Nick Buys, Dean (Learning and Teaching), Griffith Health</td>
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<td>Professor Kim Halford, Dean (Research), Griffith Health</td>
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<td>Associate Professor Clyde Wild Dean (Academic), Science, Env, Eng &amp; Technology</td>
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<td>Mr Dave Edwards, Dean (Learning and Teaching), Science, Env, Eng &amp; Technology</td>
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<td>Professor Gillian Bushell, Dean (Research), Science, Environment, Engineering &amp; Technology</td>
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<td>Professor Joy Cumming, Dean, Griffith Graduate Research School</td>
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<td>Professor Peter Roennfeldt, Director, Queensland Conservatorium</td>
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<tr>
<td>Paul Cleveland, Director, Queensland College of Art</td>
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</table>
Academic Staff Members

Dr Stephen Thorpe (Arts, Education and Law) Until 31 December 2007
Professor Paul Draper (Arts, Education and Law) Until 31 December 2007
Dr Scott McCue (Science, Environment, Engineering and Technology) Until 31 December 2007
Dr Lisa McManus (Business) Until 31 December 2007
Mr John Sands (Business) Until 31 December 2007
Dr Jenny Gamble (Health) Until 31 December 2008
Dr Ann McDonnell (Science, Environment, Engineering and Technology) Until 31 December 2008
Dr Kate Shacklock (Business) Until 31 December 2008
Associate Professor Debra Hayes (Arts, Education and Law) Until 31 December 2008
Ms Snez Stolic (Health) Until 31 December 2008

Heads of Schools or Departments

Professor Parlo Singh (Arts, Education and Law) Until 31 December 2007
Dr Jayne Clapton (Health) Until 31 December 2007
Vacant (Science, Environment, Engineering and Technology) Until 31 December 2007
Vacant (Business) Until 31 December 2007
Professor Michael Davidson (Business) Until 31 December 2008
Professor Nerida Smith (Health) Until 31 December 2008
Dr Michael Blumenstein (Science, Envir, Engineering and Technology) Until 31 December 2008
Associate Professor Mike Levy (Arts, Education and Law) Until 31 December 2008

Postgraduate Students

Mr Sankalp Khanna Until 31 December 2007
Mr Gary Miller Until 31 December 2007

Undergraduate Students

Mr Michael Bentley Until 31 December 2007
Ms Julie Kennedy Until 31 December 2007
Mr Andrew Nguyen Until 31 December 2007
Ms Miriam Carter Until 31 December 2007
Ms Bellesherrie Jackson Until 31 December 2007

Information Copies (without attachments unless otherwise stated)

Manager, Research Policy
Head of the Secretariat (attachments)
Program Accreditation Officer
Academic Services Officer – Arts, Education and Law
Academic Services Officer – Business
Academic Services Officer – Griffith Health
Academic Services Officer – Griffith Science, Environment, Engineering and Technology
Program Information Officer
Council and Executive Support Officer
Director, Finance and Business Services
Senior Legal Officer
President, Griffith University Postgraduate Student Association (GUPSA)
President, Gold Coast Student Guild
Director, Information Services
Director, Office of Facilities Management
Director, Office for Research

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Director, External Relations
Director, Student Administration
Director, Quality, Planning and Statistics
Manager, Planning and Statistics
Manager, Research Higher Degrees
Director, Student Services
Director, Flexible Learning and Access Services
Group Resource Manager, Arts, Education and Law
Group Resource Manager, Business
Group Resource Manager, Griffith Science, Environment, Engineering and Technology
Group Resource Manager, Griffith Health
Secretary, Griffith University Branch, NTEU
AUQA Senior Project Officer

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GRIFFITH UNIVERSITY

ACADEMIC COMMITTEE

A meeting of the Academic Committee of the Griffith University Council will be held at 1:30pm on Thursday 19 April 2007 in the Activities Centre, Link Building (G07), Gold Coast Campus.

Lea-Anne Stafford
Secretary

AGENDA

1.0 APOLOGIES

Apologies may be recorded by telephoning Mrs Sandra Hunter on 373 57375.

2.0 MEMBERSHIP

The Academic Committee is asked to welcome the following new members to their first meeting of the Committee.

<table>
<thead>
<tr>
<th>Membership Category</th>
<th>Name</th>
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<tbody>
<tr>
<td>Director, Queensland College of Art</td>
<td>Paul Cleveland</td>
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<td>Dean</td>
<td>Professor Kim Halford</td>
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<td>Heads of School or Department</td>
<td>Dr Michael Blumenstein</td>
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<td>Associate Professor Mike Levy</td>
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<td>Academic Staff Members</td>
<td>Associate Professor Jay Younger</td>
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<td>Ms Snez Stolic</td>
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<td>Undergraduate Students</td>
<td>Ms Miriam Carter</td>
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<td>Ms Bellesherie Jackson</td>
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For noting

3.0 CONFIRMATION OF MINUTES

The minutes of the Academic Committee’s 1/2007 meeting have been circulated.

To be taken as read and confirmed

4.0 VICE CHANCELLOR’S REPORT

The Vice Chancellor’s Report to Council meeting 1/2007 held on 5 March 2007 is attached.

For noting

5.0 CHAIRPERSON’S REPORT

The Chair will provide a verbal report on the following subjects:

  o Australian Universities Quality Agency (AUQA)
  o Griffith E-Learning Fellowship Program
  o Workplace Productivity Program
  o Carrick Institute Award and Scholarship Schemes
  o AVCC Report on Student Finances
  o Collaborative and Structural Reform Grants Scheme

For noting
6.0 **DEPUTY CHAIRPERSON’S REPORT**

The Deputy Chair will provide a verbal report on the following subject:

- Postgraduate Qualifying Program Issues

For noting

**ORDERING OF THE AGENDA**

At this point in the Agenda the Chair will advise members about any matter on the Agenda not included in Section I, that members have requested prior to the meeting be so included.

**SECTION I: MATTERS FOR DEBATE AND DECISION**

7.0 **REVISED PROGRAM DEVELOPMENT, APPROVAL, MONITORING AND REVIEW PROCESS**

7.1 In November 2005, Phillips KPA conducted as part of Project Streamline a Review of the University’s Program Approval process. As the first step in responding to review recommendations, the Academic Committee considered and approved revised policies and guidelines for Program Approval at its July 2006 meeting.

7.2 The responses addressed by changes to the process at that time fell largely into the following four categories:

- Adopting a ‘project management’ approach to program development and implementation;
- Clarifying roles and responsibilities of academic managers and committees;
- Strengthening quality assurance and attention to program development; and
- Enhancing communication, tracking, and administrative efficiency.

7.3 Experience of the new Program Planning, Development and Approval Process in 2006 in conjunction with recommendations made as part of the Phillips KPA Review of the Operational Planning Process conducted in December 2006 demonstrated that the Program Planning Process required some refinements for 2007.

7.4 The proposed revised program development, approval, monitoring and review process aims to achieve four specific positive outcomes not achieved through previous approaches:

- integration of program planning to operational planning and strategic planning;
- streamlining, simplifying and improving the academic integrity of the program planning and development process with the potential outcome of higher quality programs;
- capturing and clearly linking the process with the University’s quality assurance model – plan, implement, review and improve; and
- future development of a program outline system to simplify and track the development and approval processes and enable information sharing between the University’s other systems such as PeopleSoft and the Program Catalogue.

7.5 It is proposed that the new program development and approval process will be preceded and informed by the sequence of higher-level strategic and operational planning. This is followed by parallel processes of development and approval. Finally, programs enter an ongoing monitoring and review stage. This activity feeds back into the strategic planning and operational planning process – thereby closing the loop on
program quality assurance and quality enhancement. The model reflects the University’s commitment to the Plan – Implement – Review – Improve (PIRI) model of quality management.

7.6 Diagrammatically, the proposed process is represented in the attached Proposed Program Development and Approval Process Diagram (2007/0000035).

7.7 A draft discussion paper and the following proposed forms which are part of the Development and Approval phase were presented to the 1/2007 Learning and Teaching Committee for consideration and subsequently endorsed and now recommended to Academic Committee as working documents for use in the 2007 round of operational planning:

- **Group Program Profile Plan** (2007/0012011)
- **Program Concept Proposal** (2007/0012012)
- **Initial Program Proposal** (2007/0012013)
- **Request for FLAS Resources Supporting Program Development** (2007/0012017)
- **Timelines for Program Planning, Development & Approval – 2009** (2007/0000022)

7.8 The creation of a **Full Program Proposal**, representing the second and final step of the new development and approval approach is currently under construction as are the specific features of step 3 of the process - program monitoring and review. These will be presented to the Academic Committee at a future meeting.

7.9 The development and planned introduction of these forms has necessitated amendments and/or disestablishment of a number of existing policies and procedures attached for the consideration of members (both a tracked change copy and clean version of the policy document are attached):

- **Policy for Program Planning, Development and Approval** (2007/0012010);
- disestablishment of the existing **Approval to Advertise Form** (2006/0003827) which is replaced by the Initial Program Proposal.

7.10 With the support of the Academic Committee, the working party seeks to take the following steps:

Now:

1. Call for volunteers to assist the project team in trialling and the further development of documentation required for "Initial Program Proposal" and "Full Program Proposal" documentation.

2. Prepare and submit for approval Project Initiation Documentation related to the development of a Program Outline System.

Semester 2, 2007:

3. Program Outline System development to proceed in tandem with the ongoing development of the "Initial Program Proposal" and "Full Program Proposal" documentation.
Semester 1, 2008

4. Conduct a trial (with a small number of volunteer schools) of the *Initial Program Proposal* and *Full Program Proposal* Documentation in conjunction with the *Program Outline System* leading to further refinement of the policies and process.

Semester 2, 2008

5. University-wide launch of the documentation and system.

7.11 Ms Karen van Haeringen will speak to this item.

**Recommendation**

7.12 The Academic Committee, on the recommendation of the 1/2007 Learning and Teaching Committee (2 April 2007) is asked to:

- approve the following documents for trial in the 2007 round of operational planning:
  - Group Program Profile Plan (2007/0012011)
  - Program Concept Proposal (2007/0012012)
  - Initial Program Proposal (2007/0012013)
  - Request for FLAS Resources Supporting Program Development (2007/0012017)
- approve the proposed steps outlined in paragraph 7.10 above to progress the project.
- approve the disestablishment of the *Approval to Advertise* form (2006/0003827).

**For approval**

8.0 **PROGRAMS COMMITTEE REPORT**

8.1 As a sub-committee of the Academic Committee, Programs Committee advises the Academic Committee on issues of educational policy or practices either on its own initiative or on referral from the Academic Committee or from a Group Pro Vice Chancellor, or a Dean.

8.2 Attached for the information of the Academic Committee is the *2006 Programs Committee Annual Report* (2007/0000020) prepared by the Chair and Secretary of Programs Committee. This report details the functions, membership and activities of the Programs Committee over the previous 12 months. It also proposes future changes and highlights potential issues for the Committee.

8.3 One recommendation of the 2003 Australian Universities Quality Agency (AUQA) Audit Report was that in due time Academic Committee would commission a review of Programs Committee, first established in June 2003, to ensure that it is effective and that its delegated responsibilities for overseeing the quality assurance of teaching activities are being appropriately fulfilled. The attached report is the first stage of such a review of Programs Committee.

8.4 The Deputy Chair of Academic Committee, (also the Chair of Programs Committee) will introduce this item.

**For discussion**
9.0 FACULTY REVIEW – FACULTY OF SCIENCE

9.1 The purpose of Faculty Reviews is to improve the academic planning and performance of faculties and their constituent elements through a continuing cycle of self-assessment, benchmarking, critical reflection, forward planning and internal/external peer review. In accordance with University policy, Executive Group prepares an annual timetable for faculty reviews each preceding year.

9.2 The Faculty of Science was reviewed during June 2006. An independent review committee, comprising 3 committee members who are external to the University and two committee members who are internal to Griffith University, but are not from the Science and Technology Group, reviewed the Faculty.

9.3 The attached Report of the Committee Reviewing the Faculty of Science 5-9 June 2006 (2007/0000024) and the Faculty of Science Review – Response to Review Recommendations (2007/0000025) were endorsed by the Executive Group at its 22 February 2007 meeting.

9.4 The Chair will introduce this item.

Recommendation:

9.5 The Academic Committee is invited to offer feedback on the issues raised in the Report of the Committee Reviewing the Faculty of Science 5-9 June 2006 (2007/0000024) and the Faculty of Science Review – Response to Review Recommendations (2007/0000025). Academic Committee is asked to recommend the documentation to Council.

For approval

10.0 FACULTY REVIEW – PUBLIC HEALTH

10.1 The purpose of Faculty Reviews is to improve the academic planning and performance of faculties and their constituent elements through a continuing cycle of self-assessment, benchmarking, critical reflection, forward planning and internal/external peer review. In accordance with University policy, Executive Group prepares an annual timetable for faculty reviews each preceding year.

10.2 The School of Public Health (PBH) was reviewed during August 2006. An independent review committee, comprising 3 committee members who are external to the University and two committee members who are internal to Griffith University, but are not from the Health Group, reviewed the School.


10.4 The PBH Review Report and School Response to Report Recommendations are being considered at the 18 April Executive Group meeting. Comments from that Executive Group meeting will be tabled at the meeting.

10.5 The Chair will introduce this item.

Recommendation:

10.6 The Academic Committee is invited to offer feedback on the issues raised in the Report of the Committee Reviewing the Griffith University School of Public Health 21– 24 August 2006 (2007/0000026) and the School of Public Health Review – Response to Review Recommendations (2007/0000027) together with any comments offered from Executive Group members. Academic Committee is asked to recommend the documentation to Council.

For approval
11.0 **CLASS TIMETABLING POLICY**

11.1 Recent discussions including the importance of a positive first year student experience have indicated the need for a policy to inform the process of identifying the objectives, scheduling principles and organisational arrangements that define the production of the University-wide class timetable and use of central teaching space for teaching activities and ad hoc room use.

11.2 The attached *Class Timetabling Policy and Procedures (2007/0000023)* aims to establish a process for producing a timetable that is equitable, takes into account the needs of both students and academic staff, is student focused, and maximises the efficient use of University space and resources. The needs of students will be given highest priority, reflecting the University strategic goal to enhance the student experience and learning outcomes.

11.3 In the interests of the student clients of the University, the Examinations & Timetabling centre will work closely with Academic Elements, Office of Facilities Management, Office of Technical Services and Information Services to achieve outcomes contained in this document.

11.4 The Academic Registrar will introduce this item.

**Recommendation**

11.4 The Academic Committee, on the recommendation of the 1/2007 Learning and Teaching Committee (2 April 2007) is asked to approve the *Class Timetabling Policy and Procedures (2007/0000023)* for immediate implementation.

**For approval**

12.0 **GRIFFITH CONNECT ADMISSIONS SCHEME**

12.1 The Logan Early Admission Scheme was implemented at the inception of the Logan Campus with the primary aim of enhancing the opportunity for higher education in a disadvantaged area. The public perception of the scheme was very positive and it was perceived to provide benefits to the youth of the Logan region.

12.2 However, demand for programs such as nursing and education was so high that the application period closed the day it opened leading to many suitably qualified applicants not being offered a place. This led to negative perceptions within the local community and damaged the relationship between the Logan Campus and the local high schools.

12.3 The Early Admission Scheme was withdrawn in 2003 and replaced by the Logan Campus Partnership Schools Program in 2004. Although it was intended that the Logan Campus Partnership Schools Program would boost links with the local schools, this did not eventuate.

12.4 The need for a new admissions scheme for Logan was recognised by the Logan Task Force in November 2006. To that end, investigation of a new scheme was undertaken by the Task Force. The resultant scheme – The Griffith Connect Admissions Scheme – takes account of potential impact on the QTAC process, aims to enhance the University’s relationship with its Partner Schools and addresses possible effects on high demand programs.
12.5 The attached paper, Griffith Connect Admissions Scheme, Logan Campus (2007/0000019), is provided for the consideration of Academic Committee members.

12.6 The Pro Vice Chancellor (Community Partnerships) will introduce this item.

**Recommendation:**

12.7 The Academic Committee, on the recommendation of the Executive Group (28 March 2007) is asked to consider the approval of the introduction of the new Griffith Connect Admissions Scheme, on the Logan Campus (2007/0000019) for admission of students in Semester 1, 2008.

**For approval**

### SECTION II: MATTERS REQUIRING RATIFICATION OF EXECUTIVE ACTION

13.0 REVISED GRIFFITH E-LEARNING FELLOWSHIP POLICY

13.1 The 1/2006 meeting of the Academic Committee, on the recommendation of the Learning Environment Committee and the Learning and Teaching Committee established the Griffith E-learning Fellowships (2006/0003777).

13.2 At its 1/2007 meeting the Learning Environment Committee considered feedback on the experiences of the 2006 Griffith E-Learning Fellowships and resolved to make the following changes to the Griffith E-Learning Fellowships policy:

- That the Griffith E-Learning Fellowships be directed to projects which meet the University's strategic objectives such as improving retention.
- That flexibility be provided in the number of fellowships granted annually and that a maximum value be set for a Griffith E-Learning Fellowship.
- That the selection process be refined to make it less onerous in terms of documentation but more rigorous by providing an opportunity for the Learning Environment Committee to question the applicants about their proposed project.

13.3 A revised Griffith E-Learning Fellowship policy was considered by the Learning Environment Committee at its 2/2007 meeting and subsequently considered and endorsed by the Learning and Teaching Committee at its 1/2007 meeting.

**Recommendation**

13.4 The Academic Committee, on the recommendation of the 1/2007 Learning and Teaching Committee (2 April 2007), is asked to ratify the Chair's executive action in approving the revised Griffith E-Learning Fellow Policy (2007/0012009).

**For approval**

### SECTION III: MATTERS FOR NOTING AND WHERE APPROPRIATE, ACCEPTANCE OF RECOMMENDATIONS – PROGRAM SUBMISSIONS

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### TABLE OF CONTENTS: PROGRAM SUBMISSIONS FOR RESOLUTION

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14.0 ENG PROGRAM WITHDRAWAL SUBMISSION 2006/0002620
1082 BACHELOR OF ENGINEERING IN CIVIL ENGINEERING/BACHELOR OF ENVIRONMENTAL SCIENCE
1085 BACHELOR OF ENGINEERING IN ENVIRONMENTAL ENGINEERING/BACHELOR OF SCIENCE
1153 BACHELOR OF ENGINEERING IN MICROELECTRONIC ENGINEERING/BACHELOR OF SCIENCE

14.1 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), is asked to consider the attached submission proposing to withdraw the Bachelor of Engineering in Civil Engineering/Bachelor of Environmental Science (1082), Bachelor of Engineering in Environmental Engineering/Bachelor of Science (1085) and Bachelor of Engineering in Microelectronic Engineering/Bachelor of Science (1153), as detailed in 2006/0002620, from semester 1 2007.

14.2 The offering of a single Bachelor of Engineering program has resulted in changes to double degree programs. One combined Engineering degree with the Bachelor of Science will be offered from 2007 in the disciplines of Civil Engineering at the Gold Coast campus, and Electronic & Computer Engineering and Environmental Engineering at the Nathan campus.
14.3 It is therefore proposed that these programs be withdrawn from 2007 and replaced with 1321 Bachelor of Engineering/Bachelor of Science (Gold Coast) and 1322 Bachelor of Engineering/Bachelor of Science (Nathan).

Recommendation:

14.4 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), is asked to approve the withdrawal of the Bachelor of Engineering in Civil Engineering/Bachelor of Environmental Science (1082), Bachelor of Engineering in Environmental Engineering/Bachelor of Science (1085) and Bachelor of Engineering in Microelectronic Engineering/Bachelor of Science (1153), as detailed in 2006/0002620, from semester 1 2007.

For approval

15.0 ENG PROGRAM WITHDRAWAL SUBMISSION 2006/0002621

1221 BACHELOR OF ENGINEERING IN CIVIL ENGINEERING WITH ADVANCED STUDIES

15.1 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), is asked to consider the attached submission proposing to withdraw the Bachelor of Engineering in Civil Engineering with Advanced Studies (1221), as detailed in 2006/0002621, from semester 1 2007.

15.2 It has been agreed to offer a Bachelor of Engineering with Advanced Studies in each of the disciplines – Civil Engineering, Environmental Engineering, Electronic and Computer Engineering and Software Engineering – at their respective campuses of offer.

15.3 It is therefore proposed that 1221 Bachelor of Engineering in Civil Engineering with Advanced Studies be withdrawn to commencing students from 2007 and replaced with 1320 Bachelor of Engineering with Advanced Studies (Gold Coast and Nathan).

Recommendation:

15.4 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), is asked to approve the withdrawal of the Bachelor of Engineering in Civil Engineering with Advanced Studies (1221), as detailed in 2006/0002621, from semester 1 2007.

For approval

16.0 ENG PROGRAM WITHDRAWAL SUBMISSION 2006/0002622

1006 BACHELOR OF SCIENCE IN LAND AND WATER MANAGEMENT

16.1 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), is asked to consider the attached submission proposing to withdraw the Bachelor of Science in Land and Water Management (1006), as detailed in 2006/0002622, for implementation in semester 1 2007.

16.2 At its 8/2006 (November) meeting the Programs Committee approved for introduction in semester 1, 2007 the Bachelor of Science (Environment) with major studies in Natural Resource Science, Pollution Science, Environmental Modelling, and Society, Economics and Policy. It is therefore proposed that 1006 Bachelor of Science in Land and Water Management be withdrawn to commencing students from semester 1, 2007.
Recommendation:

16.3 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), is asked to approve the withdrawal of the Bachelor of Science in Land and Water Management (1006), as detailed in 2006/0002622, from semester 1 2007.

For approval

17.0 NRS PROGRAM WITHDRAWAL SUBMISSION 2006/0003133
1166 BACHELOR OF NURSING (POST-REGISTRATION), NISSOKEN ON-SHORE

17.1 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), is asked to consider the attached Submission proposing to withdraw the Bachelor of Nursing (Post-Registration) (1166), as detailed in 2006/0003133, for implementation from semester 1 2007.

17.2 The purpose of this program was to provide registered nurses with the opportunity to broaden their educational base and encourage them to develop inquiry and processing skills appropriate to tertiary study, which are fully equivalent to those skills acquired by pre-registration Bachelor of Nursing graduates. Admission to the program was available only to nurses who had completed a three year Japanese College (rather than hospital) Nursing Diploma leading to registration and who were admitted through the Griffith University International Office.

17.3 This program has been offered for a number of years with low enrolments. Since 2003 there have been no student enrolments in this program and consequently the School of Nursing and Midwifery no longer wishes to offer this program.

Recommendation:

17.4 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), is asked to approve the withdrawal of the Bachelor of Nursing (Post-Registration) (1166), as detailed in 2006/0003133, from semester 1 2007.

For approval

18.0 GBS MAJOR CHANGE SUBMISSION 2007/0000252
3174, 3175 GRADUATE CERTIFICATE IN COMMERCE
5439, 5440 MASTER OF COMMERCE
5441 MASTER OF COMMERCE WITH HONOURS (ADVANCED)

18.1 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), is asked to consider the attached Major Change Submission proposing changes to the Graduate Certificate in Commerce (3174, 3175), Master of Commerce (5439, 5440) and Master of Commerce with Honours (Advanced) (5441), as detailed in 2007/0000252, for introduction in semester 1 2007.

18.2 The Griffith Business School is proposing the following:
- to withdraw the Economics specialisation and the Advanced specialisation from the Master of Commerce (5439) program, resulting in withdrawal of a number of courses offered in these specialisations, as detailed in the submission.
- to amend the admission requirements for the 5439/5440 Master of Commerce programs to preclude students with an undergraduate qualification from enrolling in a specialisation in the same field.
- to temporarily suspend enrolments in the 5441 Master of Commerce with Honours (Advanced), pending a review of this program.
 Recommendation:

18.3 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), is asked to approve proposed major changes to the Graduate Certificate in Commerce (3174, 3175), Master of Commerce (5439, 5440) and Master of Commerce with Honours (Advanced) (5441), as detailed in 2007/0000252, for introduction in semester 1 2007.

For approval

19.0 QCA SPECIAL PURPOSE SUBMISSION 2007/0000257
1181 BACHELOR OF FINE ART

19.1 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), is asked to consider the attached Special Purpose Submission proposing to change the admission requirements for the Bachelor of Fine Art (1181), as detailed in 2007/0000257, for implementation in semester 1 2008.

19.2 The Queensland College of Art has reviewed admission requirements of various institutions for entry into their undergraduate fine art programs, and has found that a folio is not required. Generally, admission is based on OP/Rank or equivalent only. Withdrawal of this requirement will also bring the Fine Art program into line with other programs offered at QCA that do not require a portfolio for admissions.

Recommendation:

19.3 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), is asked to approve the proposed changes to the admission requirements for the Bachelor of Fine Art (1181), as detailed in 2007/0000257, for implementation in semester 1 2008.

For approval

20.0 QCA SPECIAL PURPOSE SUBMISSION 2007/0000253
2041 BACHELOR OF PHOTOGRAPHY WITH HONOURS

20.1 Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), is asked to consider the attached Special Purpose Submission proposing changes to the Bachelor of Photography with Honours (2041), as detailed in 2006/0000253, for introduction in semester 1 2007.

20.2 The Queensland College of Art proposes to change the admission requirements to remove reference to theory requirement in the Bachelor of Photography with Honours program. Applications for admission to the program in 2007 have been assessed on the basis of this proposed change.

Recommendation:

20.3 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), is asked to approve the proposed changes to the Bachelor of Photography with Honours (2041), as detailed in 2006/0000253, for introduction in semester 1 2007.

For approval
21.0 **GLS SPECIAL PURPOSE SUBMISSION 2007/0000254**
**1300, 1128, BACHELOR OF LAWS/BACHELOR OF COMMERCE**

21.1 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), is asked to consider the attached Special Purpose Submission proposing changes to the Bachelor of Laws/ Bachelor of Commerce (1300, 1128) as detailed in 2007/0000254, for introduction in semester 1 2007.

21.2 The submission contains a number of proposed changes to the Bachelor of Laws/Bachelor of Commerce programs. These changes are directly related to the previously approved Major Change Submission 2006/0003858, considered at the 8/2006 Programs Committee where it was noted that the degree requirement ‘to successfully complete the Learning Development Workshops in Year 1 …’ was redundant as the requirement to complete the workshops is implicit in the first year core of the degree.

21.3 Removal of this requirement has an impact on the degree requirements for the program and, along with the changes to the course structure, these changes will allow for consistency in relation to the Bachelor of Commerce program and the combined program of Bachelor of Laws/Bachelor of Commerce.

**Recommendation:**

21.4 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), is asked to approve the proposed changes to the Bachelor of Laws/ Bachelor of Commerce (1300, 1128) as detailed in 2007/0000254, from semester 1 2007.

**For approval**

22.0 **GBS MAJOR CHANGE SUBMISSION 2007/0002013**
**1289, 1290 BACHELOR OF BUSINESS (HOTEL, TOURISM, LEISURE, EVENT AND SPORT)**

22.1 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), is asked to consider the attached Major Change Submission proposing changes to the Bachelor of Business (Hotel, Tourism, Leisure, Event and Sport) (1289, 1290), as detailed in 2007/0002013, for introduction in semester 1 2007.

22.2 The Griffith Business School proposes to:
- withdraw the GBS minors: Securities and Intelligence (Nathan); and Asian Society and Politics (Nathan);
- withdraw the Leisure Management Award Major from Nathan campus;
- change the name of the program, subsequent to the withdrawal of the Leisure Management Major;
- add an Event Management minor at Nathan
- withdraw the stand alone minors, Advanced Hospitality Management at the Gold Coast and Sport Business at Gold Coast;
- withdraw other courses resulting from the above changes;
- make minor changes to course names and offerings.

**Recommendation:**

22.3 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), is asked to approve the Major Change Submission proposing changes to the Bachelor of Business (Hotel, Tourism, Leisure, Event and Sport) (1289, 1290), as detailed in 2007/0002013, for introduction in semester 1 2007.
For approval

23.0  **DOH SPECIAL PURPOSE SUBMISSION 2006/0000256**  
1259 BACHELOR OF ORAL HEALTH IN DENTAL SCIENCE  
1260 BACHELOR OF ORAL HEALTH IN DENTAL TECHNOLOGY  
1261 BACHELOR OF ORAL HEALTH IN DENTAL TECHNOLOGY (POST-REGISTRATION)  
1262 BACHELOR OF ORAL HEALTH IN ORAL HEALTH THERAPY  
4136 GRADUATE DIPLOMA OF DENTISTRY  
5402 MASTER OF DENTAL TECHNOLOGY IN PROSTHETICS

23.1 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), is asked to consider the attached Special Purpose Submission proposing changes to the admission requirements for the Bachelor of Oral Health in Dental Science (1259), Bachelor of Oral Health in Dental Technology (1260), Bachelor of Oral Health in Dental Technology (Post-Registration) (1261), Bachelor of Oral Health in Oral Health Therapy (1262), Graduate Diploma of Dentistry (4136), Master of Dental Technology in Prosthetics (5402), as detailed in 2006/0000256, for implementation in semester 1, 2007.

23.2 The School of Dentistry and Oral Health proposes the following changes:
- to update information regarding admission requirements for international students in relation to the Bachelor of Oral Health in Dental Science (1259), Bachelor of Oral Health in Dental Technology (1260), and Bachelor of Oral Health in Oral Health Therapy (1262).
- to include advice on the program catalogue regarding the compulsory requirement for DOH students enrolled in the Bachelor of Oral Health in Dental Science (1259), Bachelor of Oral Health in Oral Health Therapy (1262) and Graduate Diploma of Dentistry (4136) to undergo a medical examination;
- to include advice in the program catalogue regarding the requirement for students enrolled in the non-clinical oral health programs (Bachelor of Oral Health in Dental Technology (1260), Bachelor of Oral Health in Dental Technology (Post-Registration) (1261) and Master of Dental Technology in Prosthetics (5402)) to undergo a medical examination.

23.3 These proposed changes have been applied for the 2007 admission period.

Recommendation:

23.4 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), is asked to approved the proposed changes to the admission requirements for the Bachelor of Oral Health in Dental Science (1259), Bachelor of Oral Health in Dental Technology (1260), Bachelor of Oral Health in Dental Technology (Post-Registration) (1261), Bachelor of Oral Health in Oral Health Therapy (1262), Graduate Diploma of Dentistry (4136), Master of Dental Technology in Prosthetics (5402), as detailed in 2006/0000256, from semester 1, 2007.

For approval

24.0  **SEET SPECIAL PURPOSE SUBMISSION 2006/0002515**  
1086/1279 BACHELOR OF ENVIRONMENTAL PLANNING  
1008 BACHELOR OF ARTS (ENVIRONMENT)  
1009 BACHELOR OF ENVIRONMENTAL MANAGEMENT  
1004 BACHELOR OF SCIENCE (ENVIRONMENT)  
1007/1315 BACHELOR OF SCIENCE (ECOLOGY AND CONSERVATION BIOLOGY)  
1316/1317 BACHELOR OF SCIENCE (WATER RESOURCES)  
1328 BACHELOR OF MARINE SCIENCE
24.1 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), is asked to consider the attached Special Purpose Submission proposing changes to the admission requirements for the above listed programs, as detailed in 2006/0002515, for introduction in semester 1, 2008.

24.2 The proposed changes, listed in the submission, do not impose any higher-level requirements and can therefore be implemented at the next admission round in 2008.

Recommendation:

24.3 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), is asked to approve the proposed changes to the admission requirements for the above listed programs, as detailed in 2006/0002515, from semester 1, 2008.

For approval

25.0 GBS MAJOR CHANGE SUBMISSION 2007/0002010
1034, 1287, 1288 BACHELOR OF BUSINESS
1036 BACHELOR OF BUSINESS/BACHELOR OF ARTS IN JAPANESE
1155 BACHELOR OF BUSINESS MANAGEMENT
1255/1257 BACHELOR OF MARKETING
1308/1309/1307 GRIFFITH BUSINESS SCHOOL DOUBLE DEGREE PROGRAM
1109/1042 BACHELOR OF INFORMATION TECHNOLOGY
1110/1046 BACHELOR OF MULTIMEDIA
1078 BACHELOR OF ENGINEERING (CIVIL ENGINEERING)/BACHELOR OF BUSINESS (MANAGEMENT)
1126/1299 BACHELOR OF LAWS/BACHELOR OF BUSINESS
1230/1293 BACHELOR OF ARTS/BACHELOR OF BUSINESS
1254 BACHELOR OF JOURNALISM
1295/1296 BACHELOR OF INTERNATIONAL BUSINESS/BACHELOR OF BUSINESS
1325/1039 BACHELOR OF BUSINESS/BACHELOR OF PSYCHOLOGICAL SCIENCE NEW!
1217 BACHELOR OF HOTEL MANAGEMENT/BACHELOR OF BUSINESS
1017/1090/1088 BACHELOR OF COMMUNICATION
1016/1022/1021 BACHELOR OF ARTS
25.1 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), is asked to consider the attached Major Change Submission proposing changes to the Bachelor of Business (1034, 1287, 1288), as detailed in 2007/0002010, for introduction in semester 1 2007.

25.2 The proposed changes create flow-on changes to the following programs:
- 1036 Bachelor of Business/Bachelor of Arts in Japanese
- 1155 Bachelor of Business Management
- 1255/1257 Bachelor of Marketing
- 1308/1309/1307 Griffith Business School Double Degree Program
- 1109/1042 Bachelor of Information Technology
- 1110/1046 Bachelor of Multimedia
- 1078 Bachelor of Engineering (Civil Engineering)/Bachelor of Business (Management)
- 1126/1299 Bachelor of Laws/Bachelor of Business
- 1230/1293 Bachelor of Arts/Bachelor of Business
- 1254 Bachelor of Journalism
- 1295/1296 Bachelor of International Business/Bachelor of Business
- 1325/1039 Bachelor of Business/Bachelor of Psychological Science
- 1217 Bachelor of Hotel Management/Bachelor of Business
- 1017/1090/1088 Bachelor of Communication
- 1016/1022/1021 Bachelor of Arts

25.3 The Griffith Business School is proposing to make the following:
- withdraw the eCommerce major and minor from the 2006 Bachelor of Business, all double degree programs and programs offered by other faculties;
- withdraw the Information Systems major and minor from the 1034 Bachelor of Business and affected programs;
- temporarily withdraw the Enterprise Management minor from the 1287 Bachelor of Business;
- amendments to the offerings within the pre-2006 GBS majors located in continuing only programs, and programs from other faculties;
- consequential change to the Bachelor of Business to withdraw the PGA/IGI Sport Management major;
- withdraw the Club Management and Public Sector Financial Management minors from the pre-2006 Bachelor of Business, 1155 Bachelor of Business Management, 1255 Bachelor of Marketing and 1036 Bachelor of Business/Bachelor of Arts in Japanese.

Recommendation:

25.4 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), is asked to approve the proposed changes to the Bachelor of Business (1034, 1287, 1288), as detailed in 2007/0002010, from semester 1 2007.

For approval

26.0 GBS SPECIAL PURPOSE SUBMISSION 2007/0002009
- 3138 GRADUATE CERTIFICATE IN MANAGEMENT (INNOVATION AND CHANGE)
- 5375 MASTER OF MANAGEMENT (INNOVATION AND CHANGE)
- 5377 MASTER OF MANAGEMENT WITH HONOURS (INNOVATION AND CHANGE)

26.1 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), is asked to consider the attached Special Purpose Submission proposing changes to the Graduate Certificate in Management – Innovation and Change (3185), Master of Management – Innovation and Change (5375) and Master of

26.2 The Griffith Business School is proposing that the Master of Management – Innovation and Change program suite not be offered to commencing students in 2007. A Working Party to review this program was convened late in 2006. This review is ongoing, with the Working Party recommending a feasibility study prior to re-launching the degree in Semester 1 2008. It is the aim that the revised program will be introduced with a greater market appeal, and will be attractive to practising managers involved in innovation-related decision-making.

Recommendation:

26.3 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), is asked to approve the proposal to suspend the offering of the Graduate Certificate in Management – Innovation and Change (3185), Master of Management – Innovation and Change (5375) and Master of Management with Honours – Innovation and Change (5377), as detailed in 2007/0002009, from semester 1 2007.

For approval

SECTION IV: MATTERS FOR NOTING AND WHERE APPROPRIATE, ACCEPTANCE OF RECOMMENDATIONS – OTHER MATTERS

27.0 TERMINATION OF CANDIDATURE PROCEDURES – MINOR POLICY CHANGE

27.1 The Academic Committee, on the recommendation of the 2/2007 Research and Postgraduate Studies Committee (13 March 2007) is asked to consider the attached termination of candidature procedures and proposed minor changes to the Research Higher Degrees Policy and the Professional Doctorate Policy for immediate implementation.

27.2 These procedures and minor changes are intended to:

- enable the Dean, Griffith Graduate Research School (GGRS) to initiate a termination of candidature;
- apply consistent termination procedures to all stages of candidature (coursework component, research component, confirmed and unconfirmed candidature);
- provide a step-by-step description of the termination process;
- clarify the show cause (response) and appeal options for students; and
- avoid delays between the stages in the termination process.

27.3 It is proposed that in accordance with the Research Higher Degrees Policy and the Professional Doctorate Policy the Dean, GGRS may terminate candidature at any time if a student fails to meet any requirement of candidature.

27.4 In considering the proposed amendments, Research and Postgraduate Studies Committee members commented that:

- the current procedure of Deans providing advice to students on their intention to recommend termination was cumbersome;
- supervisors and Deans should always be kept informed of any action taken to initiate termination procedures;
- in order to maintain natural justice it remains important for supervisors and Deans to warn students of shortcomings and ways to remedy shortcomings and that such discussions with students should be well documented;
- the Griffith Graduate Research School provides information to staff about the significance of the tracking and monitoring of student progress.
Resolution

27.5 The Academic Committee, on the recommendation of the 2/2007 Research and Postgraduate Studies Committee (13 March 2007) is asked to approve minor change to the Research Higher Degree Policy (2007/0000020) and the Professional Doctorate Policy (2007/0000021), as detailed in the attached policy extract, enabling the Dean, Griffith Graduate Research School to initiate termination of candidature procedures.

28.0 REVISED SCHEDULE FOR MONITORING PROGRESS IN THE KPI – SUCCESS IN EXTERNAL SCHOLARSHIPS OR AWARDS

28.1 At its 1/2006 meeting, the Educational Excellence Committee noted a request from the Deputy Vice Chancellor (Academic) that the Committee monitor the progress of the University and the Groups towards the strategic goal of improving the quality of the student body, specifically progress on the indicator: Student success as evidenced by significant external scholarships or awards.

The Educational Excellence Committee was requested to:

(1) Make a recommendation to the Deputy Vice Chancellor (Academic) on the set of significant external scholarships or awards which should be the subject of the KPI, together with the targets for each scholarship.

(2) Provide advice on and monitor the strategies which are put in place at University level and Group level to achieve the targets.

(3) Put in place a process to monitor progress towards the targets, specifically to collect data on numbers of applicants and winners for each of the designated scholarships, and report on progress towards the KPI targets to the Learning and Teaching Committee.

28.2 The Deputy Vice Chancellor (Academic) wrote to Group Pro Vice Chancellors asking them to nominate the scholarships and awards relevant to their areas for the information of the Educational Excellence Committee by March 1, 2006. The communication included the attached schedule for monitoring success in the KPI. All responses have now been received from Group Pro Vice Chancellors.

28.3 At its 5/2006 meeting, the Academic Committee approved the Strategy for Supporting and Monitoring Student Success in External Scholarships (2006/0007059), outlining a process to monitor progress towards targets and a strategy for identifying and nurturing potential students. The strategy outlined a number of responsibilities for the Undergraduate Scholarships and Prizes Office and foreshadowed some responsibilities for the Honours College as follows:

1. Undergraduate Scholarships and Prizes Office and The Honours College will work with the Secretariat annually to develop an up to date list of scholarships for forwarding to the Educational Excellence Committee by the end of Semester 1 each year.

2. Undergraduate Scholarships and Prizes Office and The Honours College will promote the range of scholarships via their website.

3. Undergraduate Scholarships and Prizes Office and The Honours College will provide Deans and Deputy Directors (Learning and Teaching) with the list of
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scholarships and deadlines and request recommendations for applicants by the end of Semester 2.

4. Deans and Deputy Directors (Learning and Teaching) will provide the list to Schools requesting them to develop a strategy for identifying, monitoring and nurturing prospective student applicants.

5. Schools are requested to monitor and commence nurturing top students from the end of Year 1.

6. The Secretariat will assist The Honours College in developing strategies for motivating and encouraging Honours College students to consider applying for scholarships.

7. At end of year 2, students who are potential candidates from all Groups will be invited to a meeting to discuss the range of scholarships and processes for applying.

8. The Secretariat will assist the Honours College to provide a workshop on preparing applications.

9. The Undergraduate Scholarships and Prizes Office and The Honours College will implement a process for tracking prestigious scholarship applicants and winners using the PeopleSoft System when appropriate.

10. The Undergraduate Scholarships and Prizes Office and The Honours College will provide a list of Scholarship winners to Educational Excellence Committee each year.

28.4 As the concept of the Honours College has unfolded, and due to changes in personnel in the Scholarships and Prizes Office, the Strategy for Supporting and Monitoring Student Success in External Scholarships has been revised to include an expanded role for the Honours College is proposed as follows:

1. The Honours College will coordinate annually the development of an up to date list of external scholarships for forwarding to the Educational Excellence Committee by the end of Semester 1 each year.

2. The Undergraduate Scholarships and Prizes Office and the Honours College will promote the range of scholarships via their website.

3. The Honours College will provide Deans and Deputy Directors (Learning and Teaching) with the list of scholarships and deadlines and request recommendations for applicants by the end of Semester 2.

4. The Honours College will coordinate development of a ‘targeted student profile’ and a strategy for identifying, monitoring and nurturing prospective student applicants.

5. Schools are requested to monitor and commence nurturing top students from the beginning of Year 2.

6. At the beginning of year 2, students who are potential candidates from all Groups will be invited to an information session to discuss the range of scholarships available.

7. The Secretariat and The Honours College will develop processes for applying, a workshop on preparing applications, and processes for mentoring applicants.
8. The Honours College will implement a process for tracking prestigious scholarship applicants and winners using the PeopleSoft System when appropriate.

9. The Honours College will provide a list of Scholarship winners to Educational Excellence Committee each year.

28.5 These changes are reflected in the attached revised document *Strategy for Supporting and Monitoring Student Success in External Scholarships (2007/0002255)*.

**Recommendation**

28.6 The Academic Committee, on the recommendation of the 1/2007 Learning and Teaching Committee (2 April 2007) is asked to approve the revised *Strategy for Supporting and Monitoring Student Success in External Scholarships (2007/0002255)*.

**For approval**

29.0 SUPPORT SERVICES DIVISION REVIEW 18-MONTH PROGRESS REPORT – OFFICE OF TECHNICAL SERVICES

29.1 The purpose of Support Service Divisional Reviews is to focus on the quality and management of services and the benefits provided to the University community. In particular, the review is future-focused and examines how the relevant support area can contribute most effectively to the University's strategic directions.


29.3 The Office of Technical Services, 12 Month Progress Report (2006/0003810) was considered at the 3/2006 Academic Committee meeting and is attached along with the final review report entitled, Office of Technical Services, 18 Month Progress Report (2007/0000028). Executive Group has considered and endorsed this report.

**Recommendation:**

29.4 The Academic Committee is invited to offer feedback on the issues raised in the Office of Technical Services, 18 Month Progress Report (2007/0000028). The Academic Committee is asked to recommend the documentation to the University Council.

**For approval**

30.0 SUPPORT SERVICES DIVISION REVIEW 12-MONTH PROGRESS REPORT – DIVISION OF INFORMATION SERVICES

30.1 The purpose of Support Service Divisional Reviews is to focus on the quality and management of services and the benefits provided to the University community. In particular, the review is future-focused and examines how the relevant support area can contribute most effectively to the University's strategic directions.

30.2 The Division of Information Services was reviewed during October 2005. The Report of the Panel Reviewing Griffith University Information Services Division 10 – 14 October 2005 (2006/0003767), the response of the Pro Vice Chancellor – Information Services
to the report (2006/0003773), and the Information Services Division Review 2005: Action on Recommendations (2006/0003774) together with comments from Executive Group (2006/0003775), were considered at the 1/2006 Academic Committee meeting and are attached for members’ information.

30.3 The Division of Information Services, 12 Month Progress Report (2007/0000029) is attached for the consideration of the Academic Committee. Executive Group has considered and endorsed this report.

Recommendation:

30.4 The Academic Committee is invited to offer feedback on the issues raised in the Division of Information Services, 12 Month Progress Report (2007/0000029). The Academic Committee is asked to recommend the documentation to the University Council.

For approval

31.0 SUPPORT SERVICES DIVISION REVIEW 12-MONTH PROGRESS REPORT – FINANCE AND BUSINESS SERVICES

31.1 The purpose of Support Service Divisional Reviews is to focus on the quality and management of services and the benefits provided to the University community. In particular, the review is future-focused and examines how the relevant support area can contribute most effectively to the University's strategic directions.


31.3 The report entitled, Office of Finance and Business Services Status Report, 12 Month Progress Report (2007/0000030) is attached for the consideration of the Academic Committee. Executive Group has considered and endorsed this report.

Recommendation:

31.4 The Academic Committee is invited to offer feedback on the issues raised in the Office of Finance and Business Services Status Report, 12 Month Progress Report (2007/0000030). The Academic Committee is asked to recommend the documentation to the University Council.

For approval

32.0 ANIMAL ETHICS COMMITTEE CONSTITUTION

32.1 The Queensland Department of Industries and Fisheries (DPA&F) first audited the Griffith University Animal Ethics Committee for compliance with the Australian code of practice on the care and use of animals for scientific purposes 7th edition (2004) in August 2005.

32.2 The audit recommended that as a condition of Griffith University’ registration to use live animals for research and teaching for the next three years that the Constitution of the AEC must be fully and transparently compliant with the terms of reference (s 2.2.1) of the 7th edition of the Code.
32.3 The constitution of the Animal Ethics Committee has been revised accordingly and the attached, shorter version now complies fully with the Code and has been approved by members of the DPI&F Audit Team.

32.4 The new version eliminates repetition and contains additions that more explicitly stipulate how the Committee operates, communicates with staff and clarifies the appointment or retirement of Committee members. Specifically, the new version:

- specifies that appointments are for two years and renewable and
- the circumstances under which members are to retire from the Committee are included for the first time (see 2.3) and
- that the AEC must communicate all it’s decisions in writing (e.g.1.1.4).

32.5 The emergency powers of the Chairman that are contained in the Code are now included (in section 1.1.3). Some changes in terminology are made (e.g. Chief Investigator is replaced by responsible investigator) to match the State legislation that is used to enforce the Code.

Recommendation

32.6 The Academic Committee, on the recommendation of the 1/2007 Research and Postgraduate Studies Committee (13 February 2007), is asked to approve the revised constitution and operating procedures for the Animal Ethics Committee (2007/0000031).

For approval

33.0 CHANCELLOR’S AWARD FOR EXCELLENCE IN THE PhD THESIS

33.1 The Academic Committee, on the recommendation of the 7/2006 Research and Postgraduate Studies Committee is asked to consider a proposal to establish a Chancellor’s Award for Excellence in the PhD Thesis. The award will consist of a medal for desk display and a $1,000 cash component.

33.2 The Griffith Graduate Research School has an established Dean’s list of academic excellence where any research higher degree student receiving a category one recommendation from both examiners is acknowledged.

33.3 It is proposed that the recipient of the Chancellor’s award will be selected annually from PhD graduates on the Dean’s list.

33.4 A range of views was expressed by RAPS Committee members in discussion this proposal. The Committee raised the following points in discussion:

- That efforts to acknowledge excellence should be directed more towards support for PhD students to write up publications from their thesis in order to provide more external acknowledgement for their work
- That an award committee would require specific discipline knowledge to make a judgement on excellence
- That this activity was not a high cost one and that other universities provide such acknowledgement and awards
- That students on the Dean’s list of Academic Excellence already receive a letter acknowledging their high achievement, however, the award of a certificate may also be appropriate
- Faculty awards rather than a university award may be another way of acknowledging excellence
- An award may provide some intrinsic motivation and pride in one’s own achievement and that it could lead to recognition external to the university
- Provision for the support of supervisors and faculties is provided in the proposal so a ranking could be conducted within each Group to provide a sense of fairness
• There are only a small number of students on the Dean’s Academic Excellence list each year, approximately 12 to 15 so there may be circumstances where there were no eligible students in a particular Group.
• If students were already on the Dean’s list of Academic Excellence they would not need to be notified that they were being considered for the Chancellor’s Award.

Recommendation

33.6 The Academic Committee, on the recommendation of the 7/2006 Research and Postgraduate Studies Committee, is asked to approve the establishment of a Chancellor’s Award for Excellence in the PhD Thesis (2007/0000032).

For approval

34.0 AWARD FOR RESEARCH HIGHER DEGREE

34.1 The attached list of student recommendations for the award of Research Higher Degree (2007/0000033) have been executively approved by the Griffith Chancellor and are is recommended to the Academic Committee by the 1/2007 Research and Postgraduate Studies Committee (13 February 2007) for conferral of degree in line with the RAPS Constitution.

Recommendation:

34.2 The Academic Committee, on the executive recommendation of the Research and Postgraduate Studies Committee (1/2007), is asked to approve the Award of Research Higher Degrees for the students listed in document 2007/0000033.

For approval

35.0 REPORTS OF SUB-COMMITTEES OF THE ACADEMIC COMMITTEE AND OTHER COMMITTEES

35.1 The minutes and/or action sheets of the following Committees are attached for noting:

35.1.1 Learning and Teaching Committee [10/2006];
35.1.2 Research and Postgraduate Studies Committee [1/2007]; and
35.1.3 Programs Committee [1/2007].

For noting

36.0 OTHER BUSINESS

37.0 2007 COMMITTEE MEETING DATES

37.1 The Academic Committee is ask to note the following scheduled meetings 1:30pm on the following dates and at the following venues in 2007.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 May</td>
<td>Room 2.02, Council Chambers, Bray Centre (N54)</td>
</tr>
<tr>
<td>19 July</td>
<td>Room 1.05 Community Place (L04)</td>
</tr>
<tr>
<td>20 September</td>
<td>Room 7.16 Level 7 Webb Centre (S02)</td>
</tr>
<tr>
<td>18 October</td>
<td>Activities Centre, Link Building (G07)</td>
</tr>
<tr>
<td>15 November</td>
<td>5.01/5.01A Social Sciences Building (M10)</td>
</tr>
<tr>
<td>13 December*</td>
<td>Rooms 1 &amp; 2, Multi-Faith Centre (N35)</td>
</tr>
</tbody>
</table>

* meeting will proceed only if urgent business requires
For noting