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

MINUTES

PRESENT:
Chair - Professor John Dewar
Professor Lesley Johnson
Professor Marilyn McMeniman
Professor Ned Pankhurst
Professor Max Standage
Ms Janice Rickards
Dr Richard Armour
Professor Paula Baron
Dr Michael Blumenstein
Professor Sally Borbasi
Professor Gillian Bushell
Dr Jayne Clapton
Professor Debra Creedy
Professor Sally Borbasi
Professor Joy Cumming
Professor Michael Davidson
Professor Paul Draper
Mr Dave Edwards
Ms Julie Kennedy
Mr Sankalp Khanna
Associate Professor Mike Levy
Dr Scott McCue
Mr Gary Miller
Professor Peter Roennfeldt
Professor Parlo Singh
Professor Nerida Smith
Snez Stolic
Associate Professor Clyde Wild
Professor Claire Wyatt-Smith
Associate Professor Jay Younger
Secretary – Ms Lea-Anne Stafford

APOLOGIES:
Professor Ian O’Connor
Mr Michael Bentley
Associate Professor Nick Buys
Miriam Carter
Associate Professor Paul Cleveland
Professor Allan Cripps
Professor Michael Davidson
Professor Kay Ferres
Dr Jenny Gamble
Professor Kim Haford
Bellesherie Jackson
Professor Kerri-Lee Krause
Chris Madden
Dr Kate Shacklock
Professor Bill Shepherd
Mr Colin McAndrew
Dr Ann McDonnell
Dr Lisa McManus

1.0 MEMBERSHIP

1.1 On behalf of the Academic Committee, the Chair welcomed the following new members to 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>Associate Professor Paul Cleveland</td>
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<tr>
<td>Dean</td>
<td>Professor Kim Haford</td>
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<td>Heads of School or Department</td>
<td>Dr Michael Blumenstein</td>
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<td></td>
<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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1.2 The Chair expressed concern at the number of apologies for the meeting and encouraged members to make attendance at future meetings a priority.

2.0 CONFIRMATION OF MINUTES

2.1 The minutes of the 1/2007 meeting of the Academic Committee, having been circulated, were taken as read and confirmed.

SECTION A: RECOMMENDATIONS AND REPORTS TO COUNCIL

3.0 FACULTY REVIEW – FACULTY OF SCIENCE

3.1 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.

3.2 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.

3.3 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) which were endorsed by the Executive Group at its 22 February 2007 meeting were presented to the Committee.

3.4 The Chair introduced this item describing the pathway through which the report had progressed and advised members that the recommendations would be carried forward to the newly formed Science, Environment, Engineering and Technology Group.

3.5 The Group Pro Vice Chancellor spoke of the significant work already undertaken at the Group and School level since moving to a single-faculty Group.

3.6 The Group Pro Vice Chancellor and former Faculty Dean then responded to a number of queries about the School’s response to report recommendations on the issues of internationalisation and the single faculty workload formula. It was noted that both areas now fall under the responsibility of the Dean (Academic). In relation to the proposed single faculty workload formula, members were informed that the Dean (Academic) had commenced consultation with staff and that discussion would be ongoing.

Resolution:

3.7 The Academic Committee resolved to recommend to the University Council the approval of 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).

4.0 FACULTY REVIEW – SCHOOL OF PUBLIC HEALTH

4.1 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.

4.2 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.

4.3 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) were considered by the
Academic Committee.

4.4 The Chair provided members with a verbal report on the comments provided by the
Executive Group at its meeting on 18 April. Members were advised that the following
items would be addressed in a revised Response to Review Recommendations before
the document proceeds to the University Council:

• Include an introductory statement explaining how the School has approached
the issue of campus consolidation raised by the Review Panel; and

• Articulate in a more comprehensive manner the initiatives which have been
introduced in response to Recommendation 17.

4.5 The Health Group Dean (Academic) introduced the report and School response,
indicating that the review had occurred at a pivotal time providing the impetus for
significant activity in the School. Members were informed that the School is currently
ahead of its timetable in responding to report recommendations.

4.6 In considering the documents before them, the Academic Committee discussed report
recommendation 13 - training for research student supervisors. The Dean, Griffith
Graduate Research School spoke of the development of a University-wide supervisor
accreditation policy which is to be considered by the Research and Postgraduate
Studies Committee in the near future. She suggested that the School Response
document could be amended to take account of this development before it proceeds to
University Council. Members concurred with this suggestion.

4.7 Academic Committee members expressed their pleasure with the proposed action in
the Response document, specifically in relation to the multidisciplinary developments
planned for the Logan campus. Members were informed about a proposal for a Logan
Campus Community Health Facility which would have local community involvement in
bringing together and supporting all elements of Health.

Resolution:

4.8 The Academic Committee, resolved to recommend to the University Council the
approval of the Report of the Committee Reviewing the Griffith University School of
Public Health 21–24 August 2006 (2007/0000026) and the revised School of Public
take account of comments from the Executive Group and Academic Committee
members.

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

5.1 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.

5.2 The Office of Technical Services was reviewed during November 2004. The Report
of the Panel Reviewing Griffith University Office of Technical Services 23 - 25 November
2004 (2005/0038504) and the Office of Technical Services Review 2005: Action on
Recommendations (2005/0038505) were considered at the 3/2005 meeting of the
Academic Committee and were attached for members' information.
5.3 The Office of Technical Services, 12 Month Progress Report (2006/0003810), originally presented at the 3/2006 Academic Committee meeting was considered by the Academic Committee along with the final review report entitled, Office of Technical Services, 18 Month Progress Report (2007/0000028). It was noted that the Executive Group had considered and endorsed this report.

Resolution:

5.4 The Academic Committee resolved to recommend to the University Council the approval of the Office of Technical Services, 18 Month Progress Report (2007/0000028).

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

6.1 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.

6.2 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 were attached for members’ information.

6.3 The Division of Information Services, 12 Month Progress Report (2007/0000029) was considered by the Academic Committee. Members noted that Executive Group had considered and endorsed this report.

Resolution:

6.4 The Academic Committee resolved to recommend to the University Council the approval of the Division of Information Services, 12 Month Progress Report (2007/0000029).

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

7.1 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.

7.2 The Office of Finance and Business Services was reviewed during October 2005. The Report of the Panel Reviewing Griffith University Office of Finance and Business Services 24 – 27 October 2005 (2006/0003755), the Office of Finance and Business Services Review 2005: Action on Recommendations (2006/0003772), together with comments from Executive Group (2006/0003776) were considered at the 1/2006 meeting of the Academic Committee and were attached for members’ information.

7.3 The report entitled, Office of Finance and Business Services Status Report, 12 Month Progress Report (2007/0000030) was considered by the Academic Committee. It was noted that the Executive Group had considered and endorsed this report.
Resolution:

7.4 The Academic Committee resolved to recommend to the University Council the approval of the Office of Finance and Business Services Status Report, 12 Month Progress Report (2007/0000030).

SECTION B: ACTION UNDER DELEGATED AUTHORITY

8.0 REVISED PROGRAM DEVELOPMENT, APPROVAL, MONITORING AND REVIEW PROCESS

8.1 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.

8.2 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.

8.3 Ms Karen van Haeringen was welcomed to the meeting to speak to this item. She explained that the 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.

8.4 Members noted that 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.

8.5 Members noted that the revised process had been diagrammatically represented in the Proposed Program Development and Approval Process Diagram (2007/0000035). Members also noted that the proposed 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.
8.6 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 recommended to Academic Committee 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)

8.7 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.

8.8 Members were informed that the development and planned introduction of these forms has necessitated amendments and/or disestablishment of a number of existing policies and procedures (Members had before them a tracked change copy and clean version of the policy document for clarification):

- 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.

8.9 In considering the presented documentation the following comments and suggestions for amendment were made:

8.9.1 General Comments

- Members commented that the revised documents clarified the process for end users but did not streamline the process. It was noted that the ability for Groups to build on information provided in each stage of the process and the introduction of a program outline system would assist with streamlining.
- In relation to the Proposed Program Development and Approval Process Diagram, members suggested that a modify step replace the reject step to clarify Programs Committee’s role in assessing academic soundness. It was further recommended that another step be included to document the action that Programs Committee can take in referring a submission to the Academic Committee for debate and decision.
- One member queried the ability of the proposed process to support transnational developments. Ms van Haeringen responded that documentation was currently being prepared and it was anticipated that steps could be embedded within a systematised process.

8.9.2 Program Concept Proposal (PCP)

- The view was expressed that the PCP ought to be a mandatory rather than optional step to ensure quality and consistency across the University and to avoid duplication of effort. Members noted that the Learning and Teaching Committee had also recommended a 2-step process supporting this view. While an alternative case was presented that such a move could prevent streamlining, a further argument was made that streamlining could occur with the PCP setting the context at Program Profile Plan stage and then flow on to next stages. Members concurred with the view that a mandatory PCP step would be of value to all new program initiatives.
- Members discussed the role of External Relations in analysing the University’s program profile and market positioning in support of strategic decision making. It was recommended that their involvement be formally documented within the PCP to enable timely marketing in relevant publications.
8.9.3 Initial Program Proposal

- It was considered beneficial to seek further advice on program proposal marketability at this stage.

8.9.4 Program Planning, Development and Approval Policy

- It was suggested that reference to the Faculty Learning and Teaching Committee as a formal approving body ought to be removed and replaced with the Faculty Board and School Committee due to the different role of Learning and Teaching Committees in each Group. School Committee was considered by members to be an important program approval step due to its workload allocation responsibilities. A view was also expressed that collegial discussion at School level was much more likely to lead to higher quality submissions.

8.10 The Academic Committee noted that the next stage of the project would be the preparation of a Project Initiation Documentation related to the development of a Program Outline System and the development of a Full Program Proposal document.

Resolution

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

- approve the following documents for use in the 2007 round of operational planning subject to the amendments described in paragraph 8.9 above:
  - Group Program Profile Plan (2007/0012011)
  - Program Concept Proposal (2007/0000038) revised
  - Initial Program Proposal (2007/0000039) revised
  - Request for FLAS Resources Supporting Program Development (2007/0012017)
  - Program Planning, Development and Approval Policy (2007/0000037) revised

- approve the disestablishment of the Approval to Advertise form (2006/0003827).

9.0 CLASS TIMETABLING POLICY

9.1 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.

9.2 The Academic Registrar introduced the new Class Timetabling Policy and Procedures (2007/0000023), describing its 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.

9.3 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.
9.4 Committee members were informed that the document aims to deal with the complexities of class scheduling and make transparent the guidelines and parameters that guide the development of the University timetable. Members noted that a number of changes recommended by the Learning and Teaching Committee had been incorporated into the presented document.

9.5 In considering the new policy document, members made the following comments and suggestions for amendment:

- The policy ought to make more apparent scheduling priority for large first year classes and research intensive staff.
- A number of minor typographical errors were identified for amendment.
- One member raised a concern about safety issues, particularly for female students attending late night classes. Members agreed that on-campus safety was an issue of importance but suggested it was more likely a security issues rather than a timetabling matter.

9.6 The Academic Registrar undertook to investigate the following issues and provide a response to interested individuals:

- One member sought a point of clarification about whether the new policy can accommodate prioritisation of classes for single elements that offer courses on a single campus only.
- It was acknowledged that scheduling of courses offered via a range of delivery modes during summer semester poses a variety of unique challenges for the University, for example, where a public holiday occurs within an intensively run course.

9.7 A query was raised about the policy’s ability to accommodate accelerated program delivery over three semesters (proposed for Logan Campus in the near future) and the number of programs with individualised academic calendars. The Academic Registrar advised the Committee that issues arising from such developments and implications for the University are currently being documented and may lead to refinements of the policy at a later date.

Resolution

9.8 The Academic Committee, on the recommendation of the 1/2007 Learning and Teaching Committee (2 April 2007) resolved to approve the **Class Timetabling Policy and Procedures** (2007/0000023), subject to amendments described in paragraph 9.5 above for immediate implementation.

10.0 **GRIFFITH CONNECT ADMISSIONS SCHEME**

10.1 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.

10.2 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.

10.3 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.
10.4 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.

10.5 Committee members had before them the paper, Griffith Connect Admissions Scheme, Logan Campus (2007/0000019), for their consideration.

10.6 The Pro Vice Chancellor (Community Partnerships) introduced this item, outlining the key features of the proposed scheme. Members were informed that the scheme was road tested with school guidance counsellors early in 2007 with strong endorsement.

10.7 In discussing the proposed scheme, members queried the compatibility between the proposal and the Sir Samuel Griffith Scholarship Scheme. The Chair alleviated concerns that early admissions students might miss out on applying for Sir Samuel Griffith Scholarships when it was noted that applying students would still be eligible to apply for a scholarship place. It was also noted that the scheme still requires students to apply via QTAC and that places would be offered subject to meeting relevant prerequisites.

Resolution:

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

11.0 REVISED GRIFFITH E-LEARNING FELLOWSHIP POLICY

11.1 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).

11.2 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.

11.3 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.

Resolution

11.4 The Academic Committee, on the recommendation of the 1/2007 Learning and Teaching Committee (2 April 2007), resolved to ratify the Chair’s executive action in approving the revised Griffith E-Learning Fellow Policy (2007/0012009).
12.0 TERMINATION OF CANDIDATURE PROCEDURES – MINOR POLICY CHANGE

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

12.2 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.

12.3 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.

12.4 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

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

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

13.1 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.

13.2 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.

13.3 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 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.
13.4 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.

13.5 These changes are reflected in the revised document *Strategy for Supporting and Monitoring Student Success in External Scholarships* (2007/0002255) which was presented to the Committee.

Resolution

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

14.0 **ANIMAL ETHICS COMMITTEE CONSTITUTION**


14.2 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.
14.3 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.

14.4 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 its decisions in writing (e.g. 1.1.4).

14.5 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.

Resolution

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

15.0 CHANCELLOR’S AWARD FOR EXCELLENCE IN THE PhD THESIS

15.1 The Academic Committee, on the recommendation of the 7/2006 Research and Postgraduate Studies Committee, considered 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.

15.2 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.

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

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

- 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.

Resolution

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

16.0 AWARD FOR RESEARCH HIGHER DEGREE

16.1 A list of student recommendations for the award of Research Higher Degree (2007/0000033) was executively approved by the Griffith Chancellor and 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.

Resolution:

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

17.0 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

17.1 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), considered a 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.

17.2 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.

17.3 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).

Resolution:

17.4 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), resolved 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.
18.0 ENG PROGRAM WITHDRAWAL SUBMISSION 2006/0002621
1221 BACHELOR OF ENGINEERING IN CIVIL ENGINEERING WITH ADVANCED STUDIES

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

18.2 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.

18.3 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).

Resolution:

18.4 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), resolved 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.

19.0 ENG PROGRAM WITHDRAWAL SUBMISSION 2006/0002622
1006 BACHELOR OF SCIENCE IN LAND AND WATER MANAGEMENT

19.1 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), considered a 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.

19.2 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.

Resolution:

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

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

20.1 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), considered a submission proposing to withdraw the Bachelor of Nursing (Post-Registration) (1166), as detailed in 2006/0003133, for implementation from semester 1 2007.

20.2 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.

20.3 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.

Resolution:

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

21.0 GBS MAJOR CHANGE SUBMISSION 2007/0000252

3174, 3175 GRADUATE CERTIFICATE IN COMMERCE
5439, 5440 MASTER OF COMMERCE
5441 MASTER OF COMMERCE WITH HONOURS (ADVANCED)

21.1 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), considered a 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.

21.2 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.

Resolution:

21.3 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), resolved 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.

22.0 QCA SPECIAL PURPOSE SUBMISSION 2007/0000257

1181 BACHELOR OF FINE ART

22.1 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), considered a 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.

22.2 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.
Resolution:

22.3 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), resolved 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.

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

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

23.2 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.

Resolution:

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

24.0 GLS SPECIAL PURPOSE SUBMISSION 2007/0000254
1300, 1128, BACHELOR OF LAWS/BACHELOR OF COMMERCE

24.1 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), considered a 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.

24.2 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.

24.3 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.

Resolution:

24.4 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), resolved to approve the proposed changes to the Bachelor of Laws/ Bachelor of Commerce (1300, 1128) as detailed in 2007/0000254, from semester 1 2007.
25.0  GBS MAJOR CHANGE SUBMISSION 2007/0002013
1289, 1290 BACHELOR OF BUSINESS (HOTEL, TOURISM, LEISURE, EVENT AND SPORT)

25.1 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), considered a 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.

25.2 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.

Resolution:

25.3 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), resolved 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.

26.0 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

26.1 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), considered a 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.

26.2 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.
26.3 These proposed changes have been applied for the 2007 admission period.

Resolution:

26.4 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), resolved to approve 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.

27.0 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
1018 BACHELOR OF SCIENCE (GC)
1028 BACHELOR OF AVIATION
1210 BACHELOR OF SCIENCE (NA)
1238 BACHELOR OF BIOMOLECULAR SCIENCE
1032 BACHELOR OF BIOTECHNOLOGY
1330 BACHELOR OF SCIENCE (ADVANCED WITH HONOURS)
(NEW) BACHELOR OF SCIENCE (ACCELERATED WITH HONOURS)
1264 BACHELOR OF FORENSIC SCIENCE
1240 BACHELOR OF PHOTONICS AND NANOSCIENCE
1280/1306 BACHELOR OF MEDICAL SCIENCE
1031/1094 BACHELOR OF BIOMEDICAL SCIENCE
1310/1311 BACHELOR OF ENGINEERING (CIVIL ENGINEERING)
1310/1311 BACHELOR OF ENGINEERING (ELECTRONIC AND COMPUTER ENGINEERING)
1311 BACHELOR OF ENGINEERING (SOFTWARE ENGINEERING)
1311 BACHELOR OF ENGINEERING (ENVIRONMENTAL ENGINEERING)
1320 BACHELOR OF ENGINEERING (ADVANCED WITH HONOURS)
1318/1319 BACHELOR OF ENGINEERING TECHNOLOGY
1042/1250/1109 BACHELOR OF INFORMATION TECHNOLOGY
(NEW) BACHELOR OF INFORMATION TECHNOLOGY (ADVANCED WITH HONOURS)
1046/1110 BACHELOR OF MULTIMEDIA

27.1 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), considered a 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.

27.2 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.

Resolution:

27.3 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), resolved to approve the proposed changes to the admission requirements for the above listed programs, as detailed in 2006/0002515, from semester 1, 2008.
28.0 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

28.1 The Academic Committee, on the recommendation of the 1/2007 Programs Committee
(1 March 2007), considered a Major Change Submission proposing changes to the
Bachelor of Business (1034, 1287, 1288), as detailed in 2007/0002010, for introduction
in semester 1 2007.

28.2 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

28.3 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.
Resolution:

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

29.0 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)

29.1 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), considered a 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 Management with Honours – Innovation and Change (5377), as detailed in 2007/0002009, for introduction in semester 1 2007.

29.2 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.

Resolution:

29.3 The Academic Committee, on the recommendation of the 1/2007 Programs Committee (1 March 2007), resolved 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.

SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES

Nil

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

30.0 PROGRAMS COMMITTEE REPORT

30.1 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.

30.2 The Academic Committee considered 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.

30.3 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 report presented to the Academic Committee is the first stage of such a review of Programs Committee.

30.4 The Deputy Chair of Academic Committee, (also the Chair of Programs Committee) walked members through the report highlighting its key features including types of program activities considered by the Committee, the percentage of such activity by Academic Group and the main reasons for returned submissions. A breakdown of the timeframes within which program activities are undertaken and considered by Programs Committee was also provided.

30.5 The Chair of Programs Committee foreshadowed some future directions for the Committee. She also formally recognised the expertise of the committee members and expressed her appreciation to them for their contributions over the past year.

31.0 CHAIRPERSON’S REPORT

The Chair provided an oral report at the meeting addressing the following matters:

31.1 Queensland Academy for Health Sciences

The Chair reported that there is increasing interest in the Queensland Academy of Health Sciences with ground clearing to commence toward the end of April. Members noted that an internal steering group has been established by Associate Professor Nick Buys in association with the Academy.

31.2 Research Quality Framework (RQF) Press Release

Attention was drawn to the recent email to all staff from the Deputy Vice Chancellor (Research) in relation to the Minister’s announcement about the appointment of 13 RQF panel chairs. Members noted that there is currently a call for individuals to nominate to the membership of these panels. It was also noted that RQF Guidelines are expected to be released in June this year.

31.3 AUQA Cycle 2 Audits

The Chair advised that the University had made a submission to the Australian Universities Quality Agency (AUQA) including a proposal for audit themes to be addressed. He also indicated that Griffith would be visited by Dr David Woodhouse, Executive Director of AUQA in the next week to provide a briefing on Audit Cycle 2.

31.4 Carrick Institute Initiatives

Members were informed that a number of grant applications had been submitted to the Carrick Institute for Learning and Teaching in Higher Education for their current grants scheme round.

31.5 Griffith E-Learning Fellowship Scheme

The Chair invited members and their colleagues to apply for the current round of Griffith E-Learning Fellowship positions.

31.6 Workplace Productivity Program

Members were informed that an external consultant had been engaged and was working on a range of activities with the University. The results of this review will be presented to the Academic Committee at a future meeting.
31.7 **AVCC Report on Student Finances**

The Chair spoke of the results of the recent student survey that had highlighted the limited availability of scholarships to students. The Chair commented that such feedback validates Griffith’s recent efforts to enhance scholarship opportunities for our students.

31.8 **Collaborative and Structural Reform Grants Scheme**

Members were informed that another round of grants would be called shortly.

32.0 **DEPUTY CHAIRPERSON’S REPORT**

32.1 **Postgraduate Qualifying Program (PQP)**

Members recalled that concerns relating to Postgraduate Qualifying Programs (PQPs) were raised at the 1/2007 meeting within the context of considering the Criminology and Criminal Justice PQP program. The Deputy Chair sought to clarify for members the arrangements for such programs.

She explained that the University established the PQP concept in 2004 as a non-award program originally set up with either a 40CP or 80CP structure: 40CP academic bridging and 40CP English language bridging. If a student requires both academic and English language bridging, they undertake a 12-month PQP and if only one is required the PQP can be completed within 6 months. English language admission requirements are an IELTS score of 6.0.

A certificate of completion is issued enabling the student to enter into the relevant Graduate Certificate or Masters program providing they have fulfilled PQP requirements:

- a) at least a pass grade for all courses (40CP or 80CP)
- b) a GPA of 4.75 in the two core QIBT courses
- c) a credit for the course *Academic Communication for Postgraduate Studies* for students entering postgraduate programs with an IELTS requirement of 6.5; or a distinction for the course *Academic Communication for Postgraduate Studies* for students entering postgraduate programs with an IELTS requirement of 7.0.

Members noted that a template for PQP developments will be considered by the Programs Committee in the near future. Proposals that fall within this model will be noted by Programs Committee but those that differ will require Program’s Committee’s consideration. In consultation with QIBT it is now proposed that in future the IELTS English language requirement for admission to the PQP is 0.5 below the IELTS English language requirement for the relevant postgraduate program, replacing PQP requirements described in item c) above.

Members were informed that there would be a discussion of academic matters related to international students and English language at a future Academic Committee meeting.

33.0 **VICE CHANCELLOR’S REPORT TO COUNCIL**

33.1 The Academic Committee noted the Vice Chancellor’s Report to Council (meeting 1/2007) held on 5 March 2007.
34.0 REPORTS OF SUB-COMMITTEES OF THE ACADEMIC COMMITTEE AND OTHER COMMITTEES

34.1 The Academic Committee noted the minutes of the following committees:

34.1.1 Learning and Teaching Committee [10/2006];
34.1.2 Research and Postgraduate Studies Committee [1/2007]; and
34.1.3 Programs Committee [1/2007].

35.0 OTHER BUSINESS

Nil.

36.0 2007 COMMITTEE MEETING DATES

36.1 The Academic Committee noted that meetings are scheduled from 1:30pm on the following dates and at the following venues in 2007.

<table>
<thead>
<tr>
<th>Date</th>
<th>Venue</th>
</tr>
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<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>Room 2.02, Council Chambers, Bray Centre (N54)</td>
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</table>

* meeting will proceed only if urgent business requires

Confirmed: ..................................................
(Chair)

Date: .....................................................