A meeting of the Academic Committee of the Griffith University Council was held from 1:30pm on Thursday 17 April 2008 with a video-conference between Room -1.18 (Level -1) Business 2 Building (N72), Nathan campus and Room 1.04, The Chancellory (G34), Gold Coast campus.

MINUTES

PRESENT:
Chair – Professor John Dewar
Professor Lewis Adams
Dr Paula Baron
Professor Sally Borbasi
Professor Gillian Bushell
Professor Nick Buys
Ms Renae Carrigg
Associate Professor Jayne Clapton
Associate Professor Paul Cleveland
Professor Allan Cripps
Mr Dave Edwards
Dr Alex Forrest
Professor Lyn Griffiths
Dr Maureen Harrington
Dr Saras Henderson
Dr Robyn Hollander
Mr Nigel Hutton
Professor Lesley Johnson
Ms Julie Kennedy
Professor Kerri-Lee Krause
Professor Mike Levy
Mr Colin McAndrew
Professor Ian O’Connor
Professor Ned Pankhurst
Dr Janet Ransley
Ms Janice Rickards
Professor Peter Roennfeldt
Dr Louis Sanzogni
Professor Nerida Smith
Professor Sue Spence
Dr Peta Stevenson-Clarke
Associate Professor Stephen Stockwell
Ms Snez Stolic
Associate Professor Clyde Wild
Professor Claire Wyatt-Smith

APOLOGIES:
Dr Richard Armour
Dr Michael Blumenstein
Ms Rachel Chung
Professor Frank Clarke
Professor Joy Cumming
Professor Graham Cuskelley
Professor Kay Ferres
Professor Lorelle Frazer
Dr Jenny Gamble
Mr Sankalp Khanna
Mr Chris Madden
Ms Kelly McCabe
Dr Ann McDonnell
Professor Marilyn McMenimen
Professor Michael Powell
Dr Kate Shacklock
Professor Bill Shepherd
Associate Professor Jay Younger

1.0 MEMBERSHIP

1.1 The Academic Committee welcomed the following new members to their first meeting.

<table>
<thead>
<tr>
<th>Membership Category</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heads of School or Department</td>
<td>Dr Robyn Hollander</td>
</tr>
<tr>
<td></td>
<td>Dr Louis Sanzogni</td>
</tr>
<tr>
<td></td>
<td>Associate Professor Stephen Stockwell</td>
</tr>
<tr>
<td>Undergraduate Student</td>
<td>Mr Nigel Hutton</td>
</tr>
</tbody>
</table>
2.0 CONFIRMATION OF MINUTES

2.1 The minutes of the 1/2008 meeting of the Academic Committee were taken as read and confirmed.

SECTION A: RECOMMENDATIONS AND REPORTS TO COUNCIL

3.0 EXTERNAL REVIEW OF SUPPORT SERVICE DIVISIONS – OFFICE OF FACILITIES MANAGEMENT

3.1 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.

3.2 The Office of Facilities Management was reviewed under the External Review of Support Service Divisions policy from 29 October to 1 November 2007. An independent review committee, comprising two committee members who are external to the University and two committee members who are internal to Griffith University, but are not from the Office of Facilities Management, reviewed the element.


3.4 The Pro Vice Chancellor (Administration) introduced this item, advising:
- the Offices of Campus Life and Facilities Management have been amalgamated and the combined element has been named ‘Campus Life’;
- the Director of Campus Life has been appointed the new Director;
- the outcomes of this review will result in a cultural change towards a more focussed client service for Campus Life;
- the Director of Campus Life is holding a three-day workshop for senior managers next week to reinforce the outcomes of the Review.

3.5 The Pro Vice Chancellor (Administration) recommended the report for approval.

Resolution:


4.0 EXTERNAL REVIEW 12-MONTH PROGRESS REPORT – FACULTY OF SCIENCE

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 Faculty of Science was reviewed during June 2006. It was noted the Report of the Committee Reviewing Griffith University: Faculty of Science 5 – 9 June 2006 (2007/0000024) and the Faculty of Science Review Report Implementation Plan 2006 (2007/0000025) were considered at the 2/2007 meeting of the Academic Committee; these documents were provided with the Agenda.
4.3 Members had before them the 12-month progress report, SEET Review of the Faculty of Science: Implementation Plan 12-Month Progress Report (2008/0016267). It was noted that Executive Group had endorsed this report on 27 February 2008.

Recommendation:
4.4 The Academic Committee resolved to recommend to the University Council the SEET Review of the Faculty of Science: Implementation Plan 12-Month Progress Report (2008/0016267).

5.0 EXTERNAL REVIEW OF SUPPORT SERVICE DIVISIONS 18-MONTH PROGRESS REPORT – DIVISION OF INFORMATION 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 Division of Information Services was reviewed under the External Review of Support Service Divisions policy during October 2005. It was noted the Report of the Panel Reviewing Griffith University Division of Information Services 10 – 14 October 2005 (2006/0003767), the Division of Information Services Review 2005: Action on Recommendations (2006/0003774) and the 4/2006 minute extract from Executive Group (2006/0003775) were considered at the 1/2006 meeting of the Academic Committee; these documents were provided with the Agenda.

5.3 Members had before them the final review report entitled Division of Information Services Review 2005 – Progress Report on Implementation of Review Recommendations, December 2007 (2008/0016265). It was noted the Executive Group had endorsed this report on 5 December 2007.

Recommendation:

6.0 EXTERNAL REVIEW OF SUPPORT SERVICE DIVISIONS 18-MONTH PROGRESS REPORT – GRIFFITH INSTITUTE FOR HIGHER EDUCATION

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 Griffith Institute for Higher Education was reviewed under the External Review of Support Service Divisions policy during March 2006. It was noted the Report of the Committee Reviewing Griffith University: Griffith Institute for Higher Education 20-23 March 2006 (2006/0003820), the Griffith Institute for Higher Education Review 2006: Action on Recommendations (2006/0003821) and the 11/2006 minute extract from Executive Group (2006/0003826) were considered at the 3/2006 meeting of the Academic Committee; these documents were provided with the Agenda.

6.3 Members had before them the final review report entitled GIHE Review: Implementation Plan Final 18-Month Report 2008 (2008/0016266). It was noted the Executive Group had endorsed this report on 27 February 2008.

Recommendation:
7.0 REVISED STUDENT MISCONDUCT POLICY

7.1 The Student Misconduct Policy was established by the University Council in October 2005. This Policy has been amended to include a statement regarding a student’s opportunity to lodge an appeal with the Queensland Ombudsman, if the student remains dissatisfied with the outcome of an appeal process once the student misconduct appeal process within the University has been exhausted. It was noted the following statement has been added to the Policy (2008/0016262):

Para 16.0 Finality of Appeal Decision
16.1 The decisions of the Misconduct Appeals Committee are final and there is no further recourse to appeal within the University.
16.2 Where the student remains dissatisfied with the outcome of an appeal process, the student may lodge a complaint with the Queensland Ombudsman (please refer to the following Web address: http://www.ombudsman.qld.gov.au/cms/)
16.3 The student misconduct appeal process within the University should be exhausted before a complaint is lodged with the Ombudsman.

Resolution:

7.2 The Academic Committee resolved to approve the revised Student Misconduct Policy (2008/001626232), for forwarding to the University Council.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

8.0 TEACHING QUALITY INDICATORS PROJECT: REVIEW OF ASSESSMENT

8.1 The Learning and Teaching Committee has proposed the establishment of a Working Group to undertake a review of institution-wide policies, practices and processes of assessment, to be completed by the end of 2008.

8.2 The Pro Vice Chancellor (Learning and Student Outcomes) spoke to this item advising this review arises from a Carrick Institute initiative, involving eight pilot universities collaborating over three years on the issue of recognising and rewarding quality teaching and teachers, and leading the sector in defining and developing indicators of quality teaching and learning to enable institutions to respond to issues identified by the evidence. Quality indicators will be developed for four dimensions of teaching practice:
- Institutional Climate and Systems
- Diversity and Inclusivity
- Engagement and Learning Communities, and
- Assessment.

8.3 One of the major deliverables to the Carrick Institute is an institutional policy and practice review for the dimension chosen by each of the Pilot Universities – in Griffith’s case, assessment. Griffith University and The University of Queensland are both working on the assessment dimension.

8.4 The Pro Vice Chancellor (Learning and Student Outcomes) advised membership of the Working Group will comprise members of the Committee of Chairs of Assessment Boards, the Pro Vice Chancellor (Learning and Student Outcomes), and a nominee of Director, Griffith Institute for Higher Education.

Resolution

8.5 The Academic Committee resolved to approve the establishment of a Review of Assessment Working Group to undertake a review of institution-wide policies, practices and processes of assessment and report to the Learning and Teaching Committee by the end of 2008.
9.0 PATIENCE THOMS INDIGENOUS (HONOURS AND POSTGRADUATE) SCHOLARSHIPS

Resolution:

9.1 The Academic Committee resolve to ratify the Chair’s executive action in approving revisions to the Patience Thoms Indigenous (Honours and Postgraduate) Scholarships Policy (2008/0016257) and the Patience Thoms Indigenous (Honours and Postgraduate) Scholarship Conditions for 2008 (2008/0016258).

10.0 GRIFFITH E-LEARNING (GEL) FELLOWSHIPS

10.1 At its 1/2006 meeting the Academic Committee, on the recommendation of the Learning Environment Committee and the Learning and Teaching Committee, established the Griffith E-Learning (GEL) Fellowships, as set out in the Griffith E-Learning (GEL) Fellowship policy. This policy was revised in the first half of 2007 as a result of feedback from the 2006 Fellowship round.

10.2 At its February and March 2008 meetings, the Learning Environment Committee considered a number of proposed amendments to the Griffith E-Learning (GEL) Fellowship policy in light of recent developments, such as the Blended Learning Strategy. Key changes include:

a. changing the name of the Fellowship scheme from Griffith E-Learning (GEL) Fellowship to Griffith Blended Learning Fellowship (in line with Goal (iii) – Objective 2 from the Blended Learning Implementation Plan);

b. updating references in respect of the Academic Plan (from AP2 to AP3);

c. adding 'Internationalisation of the curriculum' and 'Enhancing the quality of assessment practices' to the list of 2008 strategic objectives identified under section 2.1;

d. deleting section 2.6, which relates to the establishment of a Reference Group for each Fellow. The Learning Environment Committee noted that Reference Groups had not been established for the 2007 cohort of GEL Fellows. Feedback from the 2006 cohort raised questions over the role and usefulness of these Reference Groups; and

e. establishing a new selection process for Fellows whereby a Selection Panel (comprising a sub-set of Learning Environment Committee members) would be responsible for short listing and interviewing candidates, prior to making recommendations to the Learning Environment Committee on Fellow recipients.

10.3 On the recommendation of the Learning and Teaching Committee and the Learning Environment Committee, the Chair, Academic Committee has executively approved the attached revised policy “Griffith Blended Learning Fellowships” (2008/0023754).

Resolution:

10.4 The Academic Committee resolved to ratify the executive action of the Chair as outlined in paragraph 10.2 above.

11.0 FACULTY LEARNING AND TEACHING CITATIONS

11.1 At its 2/2007 (March) meeting the Learning and Teaching Committee considered changes to the Faculty Learning and Teaching Citation Guidelines, as detailed in the attached documents (2008/0022008); one is a ‘clean’ copy and one contains ‘marked-up’ changes.

11.2 Significant changes are proposed to the Guidelines, as follows:

- a redistribution of funds for citations based on semester 2 2007 EFTSUs;
- changes to the eligibility criteria;
- inclusion of an application template;
- changes to the selection process;
- changes to the timing for submitting applications
Resolution:

11.3 The Academic Committee resolved to approve the changes to the Faculty Learning and Teaching Citation Guidelines, as described in 2008/0022008, for implementation in 2008.

12.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING GUIDELINES

12.1 At its 2/2007 (March) meeting the Learning and Teaching Committee considered changes to the Griffith Awards for Excellence in Teaching Guidelines, as detailed in the attached documents (2008/0022007); one is a ‘clean’ copy and one contains ‘marked-up’ changes.

12.2 Significant changes are proposed to the Guidelines, as follows:
- an increase in the number of awards, from 11 to 12;
- changes to the eligibility criteria;
- changes to the timing for submitting applications
- changes to the application process;
- changes to the selection process.

Resolution:

12.3 The Academic Committee resolved to approve the changes to the Griffith Awards for Excellence in Teaching Guidelines, as described in 2008/0022007, for implementation in 2008.

13.0 REVISED CONSTITUTION FOR THE LEARNING ENVIRONMENT COMMITTEE

13.1 At its February meeting, the Learning and Teaching Committee considered a draft revised Constitution for the Learning Environment Committee. The Academic Committee is asked to consider the revised Constitution, as contained in 2008/0023752. Key changes to the Constitution include:

   a. that the Learning Environment Committee be responsible for advising, monitoring and providing feedback to the Learning and Teaching Committee regarding the implementation of the University’s Blended Learning Strategy;

   b. that the membership of the Committee be revised to include the following new positions:
      - Pro Vice Chancellor (Information Services) ex officio
      - Director – Campus Life, ex officio
      - Academic Registrar or nominee.

13.2 It was agreed that clause 4d of the Constitution be amended as follows: “one academic staff member with experience in use of information and communication technologies in learning and teaching nominated by each group Pro Vice Chancellor;”

Resolution:

13.3 The Academic Committee, on the recommendation of the Learning and Teaching Committee, resolved to approve the Constitution for the Learning Environment Committee, as amended in paragraph 13.2 above and contained in a revised document 2008/0016270.

14.0 POLICY: STAFF COST SHARING ARRANGEMENTS BETWEEN SCHOOLS AND RESEARCH CENTRES

14.1 It was noted the Acting Director, Office for Research, advised the Policy on Staff Cost Sharing Arrangements between Schools and Research Centres (2005/0038528) is no longer applicable.

Resolution:
14.2 The Academic Committee resolved to rescind the Policy on Staff Cost Sharing Arrangements between Schools and Research Centres (2005/0038528).

15.0 APPOINTMENTS TO UNIVERSITY COMMITTEES

15.1 The Academic Committee resolved to ratify the Chair’s executive action in approving the following appointments to University committees as described below.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Category</th>
<th>Term of Office</th>
<th>Person/s Nominated</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Appeals Committee</td>
<td>A student appointed by the Academic Committee as reserve students</td>
<td>Two years up to 31 December 2009</td>
<td>Ms Samantha Cassell (UG)</td>
</tr>
</tbody>
</table>

16.0 EBL WITHDRAWAL OF PROGRAM (2008/007515)

4038 GRADUATE DIPLOMA OF ADULT AND VOCATIONAL EDUCATION
5127 MASTER OF ADULT AND VOCATIONAL EDUCATION

Resolution:

16.1 The Academic Committee, on the recommendation of the Programs Committee (1/2008, March), resolved to approve the Submission proposing to withdraw the Graduate Diploma in Adult and Vocational Education (4038) and the Master of Adult and Vocational Education (5127), as detailed in 2008/007515, for implementation in 2/2008.

17.0 ENG, PROGRAM WITHDRAWAL (2008/0005756)

3039 GRADUATE CERTIFICATE IN ENVIRONMENTAL ENGINEERING (NA)
3067 GRADUATE CERTIFICATE IN VLSI SYSTEM DESIGN (NA)
3135 GRADUATE CERTIFICATE IN ENGINEERING IN MEMS DESIGN (NA)
3155 GRADUATE CERTIFICATE IN CONSTRUCTION ENGINEERING & MANAGEMENT (GC)
4043 GRADUATE DIPLOMA OF ENVIRONMENTAL ENGINEERING (NATHAN)
5131 MASTER OF ENGINEERING IN STRUCTURAL & CONSTRUCTION ENG (GC)
5132 MASTER OF ENGINEERING IN ENGINEERING MANAGEMENT (GC)
5133 MASTER OF CONSTRUCTION ENGINEERING AND MANAGEMENT (GC)
5138 MASTER OF ENVIRONMENTAL ENGINEERING (NA)
5224 MASTER OF COMMUNICATIONS AND INFORMATION ENGINEERING (NA)
5225 MASTER OF ENGINEERING IN VLSI SYSTEMS DESIGN (NA)
5354 MASTER OF ENGINEERING IN COASTAL ENGINEERING (GC)
5367 MASTER OF ENGINEERING IN MEMS DESIGN (NA)
5419 MASTER OF ENGINEERING AND PROJECT MANAGEMENT (GC)
5420 MASTER OF CIVIL ENGINEERING (GC)
5426 MASTER OF ENVIRONMENTAL ENGINEERING WITH HONOURS (NA)

Resolution:

17.1 The Academic Committee, on the recommendation of the Programs Committee (1/2008, March), resolved to approve the submission proposing to withdraw the above listed programs, as detailed in 2008/0005756, for implementation in Semester 1, 2008.

18.0 ICT, PROGRAM WITHDRAWAL (2008/0005754)

5106 MASTER OF SOFTWARE ENGINEERING (NATHAN)
5107 MASTER OF INFORMATION AND COMMUNICATION TECHNOLOGY (NATHAN)
5184 MASTER OF INFORMATION TECHNOLOGY (GOLD COAST)
5333 MASTER OF INFORMATION TECHNOLOGY (NATHAN)
5421 MASTER OF INFORMATION TECHNOLOGY – ADVANCED (GOLD COAST)

Resolution:

18.1 The Academic Committee, on the recommendation of the Programs Committee (1/2008, March), resolved to approve the submission proposing to withdraw the Master of Software Engineering (5106), Master of Information and Communication Technology (5107), Mater
of Information Technology (5184, 5333) and Master of Information Technology (Advanced) (5421), as detailed in 2008/0005754, for implementation in Semester 1, 2008.

19.0 BPS, PROGRAM WITHDRAWAL (2008/0005755)
5081 MASTER OF SCIENCE IN CLINICAL BIOCHEMISTRY
5082 MASTER OF SCIENCE IN CLINICAL PHYSIOLOGY
5083 MASTER OF SCIENCE IN BIOTECHNOLOGY
5084 MASTER OF SCIENCE IN CLINICAL MICROBIOLOGY
5087 MASTER OF SCIENCE WITH HONOURS IN CLINICAL BIOCHEMISTRY
5088 MASTER OF SCIENCE WITH HONOURS IN CLINICAL PHYSIOLOGY
5089 MASTER OF SCIENCE WITH HONOURS IN BIOTECHNOLOGY
5090 MASTER OF SCIENCE WITH HONOURS IN CLINICAL MICROBIOLOGY

Resolution:
19.1 The Academic Committee, on the recommendation of the Programs Committee (1/2008, March), resolved to approve the submission proposing to withdraw the Master of Science in Clinical Biochemistry (5081), Master of Science in Clinical Physiology (5082), Master of Science in Biotechnology (5083) Master of Science with Honours in Clinical Biochemistry (5084), Master of Science with Honours in Clinical Physiology (5087), Master of Science with Honours in Biotechnology (5089), and Master of Science with Honours in Clinical Microbiology (5090), as detailed in 2008/0005755, for implementation in Semester 1, 2008.

20.0 EDU, MAJOR CHANGE SUBMISSION (2008/0017503)
1066 BACHELOR OF ARTS IN EDUCATION (CANADA)

Resolution:
20.1 The Academic Committee, on the recommendation of the Programs Committee (1/2008, March), resolved to approve the Major Change Submission proposing changes to the Bachelor of Arts in Education (1066) to include articulation arrangements for Canadian graduates, as detailed in 2008/0017503, for implementation in Semester 1, 2008.

21.0 GBS, SPECIAL PURPOSE SUBMISSION (2008/0016758)
5458 INTERNATIONAL MASTER OF BUSINESS ADMINISTRATION

Resolution:
21.1 The Academic Committee, on the recommendation of the Programs Committee (1/2008, March), resolved to approve the Special Purpose Submission proposing to change the admission requirement for the International Master of Business Administration (IMBA, 5458) as detailed in 2008/0016758, for implementation in Semester 2, 2008.

22.0 PSY, SPECIAL PURPOSE SUBMISSION (08/0004757)
5279, 5070, MASTER OF CLINICAL PSYCHOLOGY
6010, 6011 DOCTOR OF PSYCHOLOGY (CLINICAL)
6003, 6006 DOCTOR OF PHILOSOPHY IN CLINICAL PSYCHOLOGY
5280 MASTER OF ORGANISATIONAL PSYCHOLOGY
6013 DOCTOR OF PSYCHOLOGY (ORGANISATIONAL)
6007 DOCTOR OF PHILOSOPHY IN ORGANISATIONAL PSYCHOLOGY

Resolution:
22.1 The Academic Committee, on the recommendation of the Programs Committee (1/2008, March), resolved to approve the Special Purpose Submission proposing to change the English language requirements for admission to all above-listed Psychology postgraduate programs, as detailed in 2008/0004757, for implementation in Semester 1, 2009.
23.0 QCM, SPECIAL PURPOSE SUBMISSION (2008/0017511)
1268 BACHELOR OF MUSIC
2051 BACHELOR OF MUSIC WITH HONOURS

Resolution:
23.1 The Academic Committee, on the recommendation of the Programs Committee (1/2008, March), resolved to approve the Special Purpose Submission proposing changes to the criteria for award of Classes of Honours in the Bachelor of Music (1268) and Bachelor of Music with Honours (2051), as detailed in 2008/0017511, for implementation in Semester 1, 2008.

24.0 GBS, SPECIAL PURPOSE SUBMISSION (2008/0016753)
3102 GRADUATE CERTIFICATE IN INTERNATIONAL BUSINESS
5311 MASTER OF INTERNATIONAL BUSINESS
5312 MASTER OF INTERNATIONAL BUSINESS WITH HONOURS

Resolution:
24.1 The Academic Committee, on the recommendation of the Programs Committee (1/2008, March), resolved to approve the Special Purpose Submission proposing changes to the program requirements for the Graduate Certificate in International Business (3102), Master of International Business (5311) and Master of International Business with Honours (5312), as detailed in 2008/0016753, for implementation in Semester 1, 2008.

25.0 EDU, SPECIAL PURPOSE SUBMISSION (2008/0017501)
1069 BACHELOR OF ARTS IN APPLIED THEATRE

Resolution:
25.1 The Academic Committee, on the recommendation of the Programs Committee (1/2008, March), resolved to approve the Special Purpose Submission proposing to discontinue the audition process for the Bachelor of Arts in Applied Theatre (1069), as detailed in 2008/0017501, for implementation in Semester 1, 2008.

26.0 GFS, SPECIAL PURPOSE SUBMISSION (2007/0002904)
1284 BACHELOR OF FILM AND SCREEN MEDIA PRODUCTION

Resolution:
26.1 The Academic Committee, on the recommendation of the Programs Committee (1/2008, March), resolved to approve the Special Purpose Submission proposing to remove the folio requirement for the Bachelor of Film and Screen Media Production (1284), as detailed in 2007/0002904, for implementation in Semester 1, 2008.

27.0 GBS, SPECIAL PURPOSE SUBMISSION (2007/0002203)
1314 BACHELOR OF BUSINESS (HONG KONG)

Resolution:
27.1 The Academic Committee, on the recommendation of the Programs Committee (1/2008, March), resolved to approve the Special Purpose Submission proposing to add industry experience to the degree requirements of the Bachelor of Business (Hong Kong, 1314), as detailed in 2007/0002203, for implementation in Semester 1, 2008.

28.0 GBS, SPECIAL PURPOSE SUBMISSION (2007/0002205)
5441 MASTER OF COMMERCE
5506 MASTER OF COMMERCE (ADVANCED)

Resolution:
28.1 The Academic Committee, on the recommendation of the Programs Committee (1/2008, March), resolved to approve the Special Purpose Submission proposing to amend the
admission requirements for the Master of Commerce (Advanced) (5441/5506), as detailed in 2007/0002205, for implementation in Semester 1, 2008.

29.0 GBS, SPECIAL PURPOSE SUBMISSION (2007/0002206)
3202 GRADUATE CERTIFICATE IN RISK MANAGEMENT

Resolution:
29.1 The Academic Committee, on the recommendation of the Programs Committee (1/2008, March), resolved to approve the Special Purpose Submission proposing to suspend entry to the Graduate Certificate in Risk Management (3202), as detailed in 2007/0002206, for implementation in Semester 1, 2008.

30.0 MED, SPECIAL PURPOSE SUBMISSION (2007/0000333)
5239 MASTER OF LEGAL MEDICINE
3218 GRADUATE CERTIFICATE IN LEGAL MEDICINE

Resolution:
30.1 The Academic Committee, on the recommendation of the Programs Committee (1/2008, March), resolved to approve the Special Purpose Submission to suspend entry to the Master of Legal Medicine (5239) and the Graduate Certificate in Legal Medicine (3218), as detailed in 2007/0000333, for implementation in Semester 1, 2008.

31.0 ENV, SPECIAL PURPOSE SUBMISSION (2007/0002669)
1087 BACHELOR OF ENVIRONMENTAL PLANNING / BACHELOR OF SCIENCE (ENVIRONMENT)

Resolution:
31.1 The Academic Committee, on the recommendation of the Programs Committee (1/2008, March), resolved to approve the Special Purpose Submission proposing to amend the Testamur title for 1087 Bachelor of Environmental Planning/Bachelor of Science (Environment), as detailed in 2007/0002669, for implementation in Semester 1, 2008.

32.0 HSV, SPECIAL PURPOSE SUBMISSION (2008/0004752)
5505 MASTER OF SOCIAL WORK

Resolution:
32.1 The Academic Committee, on the recommendation of the Programs Committee (1/2008, March), resolved to approve the Special Purpose Submission proposing to temporarily withdraw the Gold Coast offering of the Master of Social Work, as detailed in 2008/0004752, for implementation in Semester 1, 2008.

33.0 GBS SPECIAL PURPOSE SUBMISSION (2007/0025754)
DEGREE REQUIREMENTS FOR GRIFFITH BUSINESS SCHOOL PROGRAMS

Resolution:
33.1 The Academic Committee, on the recommendation of the Programs Committee (9/2007, November), resolved to approve the Special Purpose Submission proposing changes to the degree requirements for Griffith Business School programs, as detailed in 2007/0025754, for implementation in Semester 1, 2008.

34.0 SPECIAL PURPOSE SUBMISSION
6017 DOCTOR OF MUSICAL ARTS

Resolution:
34.1 The Academic Committee, on the recommendation of the Research and Postgraduate Studies Committee, resolved to approve the change to the Doctor of Musical Arts (6017), as contained in 2008/0017516, for implementation from semester 1, 2008.
SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES

Nil.

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

35.0 PRESENTATION – CLASSROOM CAPTURE TRIAL

35.1 Members had before them the Classroom Capture Trial Report (2008/0022001), which is a report of the trial to evaluate classroom screen and audio capture capabilities for Griffith University, prepared by Kevin Ashford-Rowe, Marnie Holt and Mark English from Flexible Learning and Access Services, INS, in November 2007.

35.2 The Pro Vice Chancellor (Learning and Student Outcomes) and the Pro Vice Chancellor (Information Services) provided information to the Committee on the Classroom Capture Trial being undertaken in 2008.

35.3 Key issues for the trial were noted as follows:
- use of the Lectopia software will enable audio recording of lectures; this software has been used successfully by a number of other universities for some years; the software uses an Apple platform;
- this is not the only means to record lectures, and academic staff may wish to use other technology such as pod-casting;
- the intention in recording selected lectures is to supplement on-campus lectures rather than negate the need for students to attend lectures;
- the trial is intended to assess the impact on student attendance and on their 'connectedness' with staff and other students;
- because of financial constraints in establishing sites to use the software the trial will be rolled out in two stages, with 5 sites to be used in semester 2 2008 and 5 more sites used in semester 1 2009;
- in testing the software performance standards will be identified for uploading the lectures;
- it is intended use of this software will supplement other forms of recording lectures;
- priority for using Lectopia will be given to large classes.

35.4 The Chair thanked the Pro Vice Chancellors for their presentations.

36.0 VICE CHANCELLOR’S REPORT

36.1 The Vice Chancellor advised he would take questions on any matter of relevance to the University. He reported on the following matters:

36.1.1 Review of Australian Higher Education
- This Review was announced by the Minister for Education, the Hon Julia Gillard MP, on 13 March 2008. The Review, to be chaired by Professor Denise Bradley, will examine and report on the future direction of the higher education sector. It will recommend priority actions by October 2008 with a final report to be provided to the Minister by the end of the year.
- It is expected the Commonwealth Government will significantly increase resources to the higher education sector, although this may not happen in the forthcoming federal budget.
- The Terms of Reference for this Review are available on the web at: http://www.dest.gov.au/sectors/higher_education/policy_issues_reviews/reviews/highered_review/default.htm#Terms_of_Reference

36.1.2 Griffith News Now (GNN)
- This on-line newsletter, and a Vice Chancellor’s blog which will inform the university community about specific issues, will replace the Vice Chancellor’s regular monthly email.
36.1.3 Agreement: Griffith, the Queensland Government and Peking University
- An agreement was recently signed by all parties in China. This agreement cements relationships and enables the University to have a significant role in Australia/Asia relations.

36.1.4 Resignation: Pro Vice Chancellor (Information Services)
- Ms Janice Rickards, Pro Vice Chancellor (Information Services) has resigned from the University, effective the end of October 2008.

37.0 CHAIRPERSON’S REPORT

37.1 The Chair asked the Deputy Vice Chancellor (Research) to report on the following:

37.1.1 Excellence in Research for Australia (ERA)
- Research quality in Australia will be managed by the Australian Research Council (ARC), with people previously working on the Research Quality Framework relocated to the ARC to develop ERA.
- A discussion paper is expected to be available by the end of April, followed by a consultation phase.
- The system will involve both metrics and peer review with eight panels to be established, based on discipline clusters.
- ERA is expected to be rolled out in 2009/2010. Trials will be undertaken in 2008.
- Funding to universities will continue be provided through the Institutional Grants Scheme (IGS) and the Research Training Scheme (RTS).

37.1.2 Innovation Review
- The Commonwealth Government is undertaking a comprehensive review of Australia’s innovation system, which is to be chaired by Dr Terry Cutler. This is an important review for the university sector; it will be broad-ranging and consider the role of research within and between the sciences and humanities. Terms of reference have been provided with organisations asked to make submissions to the Government by 28 April 2008.

37.2 The Chair provided a report addressing the following matters:

37.2.1 AUQA Audit, 2-6 June 2008
- Sessions to brief staff who may be involved in the Audit are being arranged across all campuses.
- The full schedule for the visit between 2 and 6 June has not yet been confirmed.
- A meeting is being held on 9 May 2008 with the Chair and Audit Director.
- The Performance Portfolio is available on the web.

37.2.2 Higher Education Endowment Fund Guidelines
- Revised guidelines are expected to be provided in the near future.
- Applications open on 3 May 2008, with $300 million available next year; applications for between $10m and $100m will be considered.
- A maximum of two applications will be accepted from each university.

37.2.3 2020 Moreton Summit
- The Summit, co-hosted by Griffith and local Member of Parliament Mr Graham Perrett, was very successful.
- The ideas and recommendations that were raised on the day were submitted to the Prime Minister's Australia 2020 Summit for consideration at the national event.
- Approximately 350 people attended, including senior staff who chaired and/or facilitated sessions.
38.0 DEPUTY CHAIRPERSON’S REPORT

38.1 The Deputy Chair provided a report addressing the following matters:

38.1.1 Open Universities Australia (OUA)
- Griffith has established an OUA Committee, with representation from each academic Group and from relevant University administration offices, to oversee a quality framework for OUA programs offered by the University. It will also facilitate best-practice workshops enabling staff across the University to share experiences.

38.1.2 On-line Program Approval System
- A paper was tabled outlining the objectives and timeframes for the On-line Program Planning, Development, Approval and Review Project.

38.1.3 Course Evaluation Report Trial
- The Report of the Trial of the Course Evaluation Reporting processes, undertaken in semester 2 2007, was considered at the Learning and Teaching Committee (LTC) on 14 April. As a result a recommendation was made to and approved by the Deputy Vice Chancellor (Academic) to oversee a further trial of the process that draws on the learnings from the first trial and includes recommendations arising from the Trial Report.
- The Course Evaluation Report is to be renamed the Course Review and Improvement Report (CRIR).
- Specific areas of the University will be invited to participate.
- It was noted that the Deputy Vice Chancellor (Academic) had recently provided a document to Heads and Deputy Heads of School: SEC and SET: A quick guide for Heads and Deputy Heads of School/Department. Subject to comments from stakeholders this document will be finalised in the near future.

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

39.1 The minutes and/or action sheets of the following Committees were noted:

39.1.1 Learning and Teaching Committee [1/2008, February].
39.1.2 Programs Committee [10/2007, December]

40.0 2008 COMMITTEE MEETING DATES

40.1 The Academic Committee noted the schedule for meetings to be held at 1:30pm on the following Thursdays in 2008.
- 15 May
- 17 July
- 18 September
- 16 October
- 13 November
- 11 December *

* meeting will proceed only if urgent business requires

40.2 Meetings will be held via video-conference between Room -1.18 (Level -1) Business 2 Building (N72), Nathan campus and Room 1.04, The Chancellory (G34), Gold Coast campus

Confirmed: .................................................................
(Chair)
Date: 15 May 2008