NOTICE OF MEETING

A meeting of the Academic Committee of the Griffith University Council will be held at 1:30pm on Thursday 23 February 2009 with a video-conference between Room -1.18 (Level -1) Business 2 Building (N72), Nathan campus; Room 1.04, The Chancellery (G34), Gold Coast campus; and Room 2.10, Griffith South Bank Graduate Centre (S07), South Bank campus.

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

DISTRIBUTION LIST

<table>
<thead>
<tr>
<th>Name</th>
<th>Term of Office</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>CHAIRPERSON OF THE COMMITTEE</td>
<td></td>
</tr>
<tr>
<td>Acting Deputy Vice Chancellor (Academic) – Professor Sue Spence</td>
<td>ex officio</td>
</tr>
<tr>
<td>Vice Chancellor and President – Professor Ian O'Connor</td>
<td>ex officio</td>
</tr>
<tr>
<td>Deputy Vice Chancellor (Research) – Professor Ned Pankhurst</td>
<td>ex officio</td>
</tr>
<tr>
<td>Pro Vice Chancellor (Arts, Education and Law) – Professor Marilyn McMeniman AM</td>
<td>ex officio</td>
</tr>
<tr>
<td>Pro Vice Chancellor (Business) – Professor Michael Powell</td>
<td>ex officio</td>
</tr>
<tr>
<td>Pro Vice Chancellor (Health) – Professor Allan Cripps</td>
<td>ex officio</td>
</tr>
<tr>
<td>Acting Pro Vice Chancellor (Science, Envir, Eng and Technology) – Professor Gillian Bushell</td>
<td>ex officio</td>
</tr>
<tr>
<td>Acting Pro Vice Chancellor (Quality and Student Outcomes) – Professor Kerri-Lee Krause</td>
<td>ex officio</td>
</tr>
<tr>
<td>Pro Vice Chancellor (Administration) – Mr Colin McAndrew</td>
<td>ex officio</td>
</tr>
<tr>
<td>Pro Vice Chancellor (Information Services) – Ms Linda O'Brien</td>
<td>ex officio</td>
</tr>
<tr>
<td>Pro Vice Chancellor (International) – Mr Chris Madden</td>
<td>ex officio</td>
</tr>
<tr>
<td>Academic Registrar – Ms Kathy Grgic</td>
<td>ex officio</td>
</tr>
<tr>
<td>Director, Griffith Institute for Higher Education – Professor Kerri-Lee Krause</td>
<td>ex officio</td>
</tr>
<tr>
<td>Deputy Chair of the Committee – Professor Sally Borbasi</td>
<td>ex officio</td>
</tr>
<tr>
<td>Ms Lea-Anne Stafford (Secretary)</td>
<td></td>
</tr>
<tr>
<td>Council</td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td>Until 31 December 2009</td>
</tr>
<tr>
<td>Vacant</td>
<td>Until 31 December 2009</td>
</tr>
<tr>
<td>Deans</td>
<td></td>
</tr>
<tr>
<td>Professor Kay Ferres, Dean, Faculty of Humanities and Social Sciences</td>
<td>ex officio</td>
</tr>
<tr>
<td>Professor Claire Wyatt-Smith, Dean, Faculty of Education</td>
<td>ex officio</td>
</tr>
<tr>
<td>Professor Paula Baron, Dean, Griffith Law School</td>
<td>ex officio</td>
</tr>
<tr>
<td>Professor Marie Wilson, Dean (Academic), Griffith Business School</td>
<td>ex officio</td>
</tr>
<tr>
<td>Professor Graham Cuskeley, Dean (Research), Griffith Business School</td>
<td>ex officio</td>
</tr>
<tr>
<td>Professor Lorelle Frazer, Dean (Learning and Teaching), Griffith Business School</td>
<td>ex officio</td>
</tr>
<tr>
<td>Professor Debra Henly, Dean (Academic), Griffith Health</td>
<td>ex officio</td>
</tr>
<tr>
<td>Professor Nick Buys, Dean (Learning and Teaching), Griffith Health</td>
<td>ex officio</td>
</tr>
<tr>
<td>Professor Lyn Griffiths, Dean (Research), Griffith Health</td>
<td>ex officio</td>
</tr>
<tr>
<td>Associate Professor Clyde Wild Dean (Academic), Sci, Env, Eng &amp; Tech</td>
<td>ex officio</td>
</tr>
<tr>
<td>Mr Dave Edwards, Dean (Learning and Teaching), Sci, Env, Eng &amp; Tech</td>
<td>ex officio</td>
</tr>
<tr>
<td>Professor Gillian Bushell, Dean (Research), Sci, Env, Eng &amp; Tech</td>
<td>ex officio</td>
</tr>
<tr>
<td>Professor Parlo Singh, Dean, Griffith Graduate Research School</td>
<td>ex officio</td>
</tr>
<tr>
<td>Professor Peter Roennfeldt, Director, Queensland Conservatorium</td>
<td>ex officio</td>
</tr>
<tr>
<td>Professor Paul Cleveland, Director, Queensland College of Art</td>
<td>ex officio</td>
</tr>
<tr>
<td>Academic Staff Members</td>
<td></td>
</tr>
<tr>
<td>Dr Janet Ransley (Arts, Education and Law)</td>
<td>Until 31 December 2009</td>
</tr>
<tr>
<td>Dr Maureen Harrington (Business)</td>
<td>Until 31 December 2009</td>
</tr>
<tr>
<td>Dr Peta Stevenson-Clarke (Business)</td>
<td>Until 31 December 2009</td>
</tr>
<tr>
<td>Dr Saras Henderson (Health)</td>
<td>Until 31 December 2009</td>
</tr>
<tr>
<td>Dr Alex Forrest (Sci, Env, Eng and Tech)</td>
<td>Until 31 December 2009</td>
</tr>
<tr>
<td>Dr Sarah Baker (Arts, Education and Law)</td>
<td>Until 31 December 2010</td>
</tr>
<tr>
<td>Dr Mark Chappell (Health)</td>
<td>Until 31 December 2010</td>
</tr>
<tr>
<td>Dr Helen Blanchard (Sci, Env, Eng and Tech)</td>
<td>Until 31 December 2010</td>
</tr>
<tr>
<td>Dr Carmel Herington (Business)</td>
<td>Until 31 December 2010</td>
</tr>
<tr>
<td>Dr Debbie Heck (Arts, Education and Law)</td>
<td>Until 31 December 2010</td>
</tr>
</tbody>
</table>
Heads of Schools or Departments
Assoc Professor Jayne Clapton (Health) Until 31 December 2009
Professor Frank Clarke (Sci, Env, Eng and Tech) Until 31 December 2009
Associate Professor Stephen Stockwell (Arts, Education and Law) Until 31 December 2009
Dr Robyn Holland (Business) Until 31 December 2009
Professor Nerida Smith (Health) Until 31 December 2010
Dr Louis Sanzogni (Business) Until 31 December 2010
Associate Professor Penny Bundy (Arts, Education and Law) Until 31 December 2010
vacant (Sci, Env, Eng and Tech) Until 31 December 2010

Postgraduate Students
Ms Anna Crump Until 31 December 2009
Ms Ulrike Kachel Until 31 December 2009

Undergraduate Students
Ms Samantha Cassell Until 31 December 2009
Ms Julie Kennedy Until 31 December 2009
Ms Taleeha Lassen Until 31 December 2009
Mr Sage Perkins Until 31 December 2009
Ms Olivia Tran Until 31 December 2009

Information Copies (without attachments unless otherwise stated)
Manager, Research Policy
Head of the Secretariat
Program Accreditation Officer
Academic Services Officer – Arts, Education and Law
Academic Services Officer – Business
Academic Services Officer – Griffith Health
Academic Services Officer – Griffith Science, Environment, Engineering and Technology
Program Information Officer
Council and Executive Support Officer
Director, Finance and Business Services
Senior Legal Officer
President, Griffith University Postgraduate Student Association (GUPSA)
President, Gold Coast Student Guild
Director, Campus Life
Director, Information Services
Director, Office for Research
Director, External Relations
Director, Student Administration
Director, Quality, Planning and Statistics
Manager, Planning and Statistics
Manager, Research Higher Degrees
Manager, Admissions
Senior Manager, International Administration
Director, Student Services
Director, Flexible Learning and Access Services
Group Resource Manager, Arts, Education and Law
Group Resource Manager, Business
Group Resource Manager, Griffith Science, Environment, Engineering and Technology
Group Resource Manager, Griffith Health
Secretary, Griffith University Branch, NTEU

Other Copies:
Binding copy (attachments)
Corporate Archives and Records Management Services copy (attachments)
Spare copies (attachments)

Committee QuickR Web Address
- https://qplace01.domino.griffith.edu.au/sec-university-committees Use the left navigation bar to select the Academic Committee site. (Username is your staff number and password is the same as your Novell login. Call the Secretary on 57096 for advice or if experiencing difficulties.)
AGENDA

1.0 APOLOGIES

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

2.0 CONFIRMATION OF MINUTES

2.1 The minutes of the Academic Committee’s 1/2009 meeting have been circulated.

To be taken as read and confirmed

3.0 MEMBERSHIP

3.1 Academic Committee will wish to place on record its appreciation of the contribution of Professor Lesley Johnson to the work of Academic Committee during her term of office, as Deputy Vice Chancellor (Research).

3.2 As a result of recent staff appointments and the March election round, the Academic Committee will wish to welcome the following new members.

<table>
<thead>
<tr>
<th>Membership Category</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean, (Academic) – Health</td>
<td>Professor Debra Henly</td>
</tr>
<tr>
<td>Dean (Academic) - GBS</td>
<td>Professor Marie Wilson</td>
</tr>
<tr>
<td>Academic Registrar</td>
<td>Ms Kathy Grgic</td>
</tr>
<tr>
<td>Heads of School or Department</td>
<td>Associate Professor Penny Bundy (ARG)</td>
</tr>
<tr>
<td>Postgraduate Student</td>
<td>Ms Ulrike Kachel</td>
</tr>
</tbody>
</table>

3.3 Academic Committee will also wish to note the change in membership details for the following staff who have taken up new positions in the University.

<table>
<thead>
<tr>
<th>Membership Category</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acting Deputy Vice Chancellor (Academic) and Chair</td>
<td>Professor Sue Spence</td>
</tr>
<tr>
<td>Deputy Vice Chancellor (Research)</td>
<td>Professor Ned Pankhurst</td>
</tr>
<tr>
<td>Acting Pro Vice Chancellor (Quality and Student Outcomes)</td>
<td>Professor Kerri-Lee Krause</td>
</tr>
<tr>
<td>Acting Pro Vice Chancellor (SEET)</td>
<td>Professor Gillian Bushell</td>
</tr>
</tbody>
</table>

For noting

4.0 VICE CHANCELLOR’S REPORT TO COUNCIL

4.1 The Vice Chancellor is unable to attend this meeting. Attached is the Vice Chancellor’s report to the March meeting of the University Council.

4.2 Members may wish to note at future meetings the Vice Chancellor will attend to speak to reports, update members on issues of importance and take questions, with or without notice.

For noting
SECTION I: STRATEGIC ISSUES
Nil.

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

SECTION II: MATTERS FOR DECISION

5.0 ACADEMIC INTEGRITY FRAMEWORK

5.1 At its October 2007 meeting, Council approved a new Institutional Framework for Promoting Academic Integrity among Students for trial in semester 2, 2007 in the Faculties of Arts and Education as well as the Science, Environment, Engineering and Technology Group.

5.2 At its May 2008 meeting, Council approved that the trial be rolled out for application to all undergraduate and relevant postgraduate students of the University in Semester 2, 2008. This trial was further extended by Council until the end of Semester 1, 2009 to allow the University to carry out a full evaluation of the new Academic Integrity Framework in February/March 2009. This timing was necessitated by the restricted availability of staff and students to contribute to the evaluation during the December-January period.

5.3 The December 2008 meeting of Council had noted that a final evaluation report, as well a recommendation on whether the Academic Integrity Framework be fully implemented in Semester 2, 2009, would be brought back to Council (through the Academic Committee) for consideration at the May 2009 meeting.

5.4 Attached for the consideration of Academic Committee are the following documents:

- Review of the Academic Integrity Framework and Implementation Action at Griffith University (2009/0003265);
- Policy on Student Academic Misconduct (2009/0003267);
- Academic Integrity Institutional Framework for Promoting Academic Integrity among Students (2009/0003268);
- a revised Policy on Student Grievances and Appeals (2009/0003269).

5.5 Academic Committee is asked to note that the following recommendation is subject to consideration of the above documents by Executive Group and the University’s lawyers.

5.6 The Acting Pro Vice Chancellor (Quality and Student Outcomes) will speak to this item.

Recommendation

5.7 The Academic Committee recommends that Council approve the following to take effect in Semester 2, 2009:

(a) the adoption of the attached new Policy on Student Academic Misconduct (2009/0003267) and the rescission of the Policy on Academic Misconduct (2007/0010760);
(b) implementation of the Academic Integrity Framework as set out in the document Institutional Framework for Promoting Academic Integrity among Students (2009/0003268);
(c) a revised Policy on Student Grievances and Appeals (2009/0003269).
6.0 AUSTRALIAN UNIVERSITIES QUALITY AGENCY (AUQA) CYCLE 2 AUDIT IMPLEMENTATION PLAN – 6 MONTH REPORT

6.1 In 2008, the Australian Universities Quality Agency (AUQA) conducted a Cycle 2 audit of Griffith University. The AUQA panel focussed particularly on two themes: Supporting Student Success and International Activities in the Cycle 2 report. It also commented on progress since the Cycle 1 Report completed in 2003.


6.3 The implementation of the University’s response to the AUQA audit is led by the Deputy Vice Chancellor (Academic), and progress is overseen by Academic Committee and Council. To this end, a progress report on the implementation plan endorsed by Executive Group (25 February 2009) is attached (2009/0005761) for the consideration of members.

6.4 The Chair will introduce this item.

Recommendation:

6.5 The Academic Committee is invited to comment on the AUQA Cycle 2 Audit, February 2009 Implementation Plan 2008 - 2012 (2009/0005761). Academic Committee is asked to recommend the Report to Council for noting.

For consideration

7.0 FACULTY REVIEW – DEPARTMENTS OF MANAGEMENT AND MARKETING

7.1 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.

7.2 The Departments of Marketing and Management were reviewed during 15 – 18 September 2008. 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 Griffith Business School, reviewed the Departments.

7.3 The Report of the Committee Reviewing the Departments of Marketing and Management (2009/0005758), the Departments of Management and Marketing Implementation Plan (December 2008) (2009/005759) and the 1 April 2009 minute extract from Executive Group (2009/005760) are attached.

7.4 The Pro Vice Chancellor (Business) will speak to this item.

Recommendation:

7.5 The Academic Committee is invited to offer feedback on the issues raised in the Report of the Committee Reviewing the Departments of Marketing and Management (2009/0005758), the Departments of Management and Marketing Implementation Plan (December 2008) (2009/005759) and the 1 April 2009 minute extract from Executive Group (2009/005760). Academic Committee is asked to recommend the documentation to Council.

For consideration
8.0 ENGLISH LANGUAGE ENHANCEMENT STRATEGY – POLICY CHANGES

8.1 At the November 2008 Academic Committee meeting, the Griffith English Language Enhancement Strategy was approved. This strategy aims to significantly enhance English language support for students, particularly, but not exclusively, for international students. Key components of the Strategy include:

- An optional 3-week pre-entry English language preparation program;
- A compulsory 10CP English language enhancement (ELE) Course for all Griffith international students who have not obtained an IELTS (International English Language Testing Score) greater than or equal to 7 and no sub-score less than 6.5 in the previous 2 years, irrespective of the pathway of entry. The ELE Course is to be completed in a student’s first semester of study, on entry into either year 1 or year 2 of a program;
- Additional English HELP programs and English Immersion Experiences;
- Optional subsidised IELTS exit testing.

8.2 In order to implement the Strategy in 2010 and specifically the inclusion of the ELE Course as a degree requirement for bachelors degree level programs, changes to the following attached policies (tracked) are proposed:

- Structure and requirements of Degrees Awarded by Griffith University (2009/0005753);
- Bachelors Degree Policy (2009/0005752);
- Admission Policy for Undergraduate Programs (2009/0005768);
- Schedule A: English Language Qualifications Accepted by Griffith University for Germany, Norway, Sweden, Denmark, Finland and The Netherlands to be renamed English Language Qualifications Accepted by Griffith University for the purpose of meeting English Language Entry Requirements (2009/0005763).

8.3 The Chair will speak to this item.

Recommendation

8.4 The Academic Committee, on the recommendation of the Learning and Teaching Committee (2/2009 meeting) is asked to approve revisions to the following policies to take effect from Semester 1, 2010:

- Structure and requirements of Degrees Awarded by Griffith University (2009/0005753)
- Bachelors Degree Policy (2009/0005752)
- Admission Policy for Undergraduate Programs (2009/0005768); and
- Schedule A: English Language Qualifications Accepted by Griffith University for the purpose of meeting English Language Entry Requirements (2009/0005763).

For consideration

9.0 REPORT OF THE WORKING PARTY TO REVIEW SET AND SEC – SUMMER SEMESTER TRIAL JANUARY/FEBRUARY 2009

9.1 In May 2008, the Academic Committee established a Working Party to review the Griffith University Student Evaluation of Teaching (SET) and Student Evaluation of Courses (SEC) instruments as a preferred measure to evaluate teaching and quality. The Working Party presented its report to Academic Committee in December 2008 which contained recommendations about the revised content of SET and SEC items, the technology and management of the evaluations system and ways of increasing student response rate, for which a trial was subsequently approved.
9.3 Academic Committee approved these recommendations for trialling in the January/February 2009 Summer Semester with a view to full implementation across the University in semester 2, 2009 subject to the outcomes of the trial.

9.4 Attached for the consideration of Academic Committee are the following documents:

9.5 The following key changes are proposed:
- The number of SET and SEC items have been decreased to reduce over-surveying of students
- A change from a 7-point scale to a 5-point scale for both SET and SEC instruments to permit benchmarking
- SET and SEC surveys are to be delivered fully on line;
- A SEC is to be conducted each time a course is delivered
- A SET is to be conducted every second time a teacher delivers that course, or every two years, which ever is sooner. The SET is to be attached to the SEC and initiated by the School in line with the required schedule or by the academic staff member;
- Access to SET and SEC results is to be simplified as per recommendation number 4.4.6 in the Report of the Working Party to Review SET and SEC;
- A separation of the timing of the SEC and SET process from that of the Course Review and Improvement Report process;
- Course and teaching evaluations are to normally take place in weeks 10-14, but with flexibility to accommodate courses offered outside semesters or in intensive mode.

9.6 Members will recall that the Evaluations@Griffith system which currently supports the SET and SEC instruments is no longer supported by the University. As a result, discussions are underway regarding a suitable software replacement to enable full automation of the process.

9.7 The Chair will introduce this item.

Recommendation

9.8 The Academic Committee, on the recommendation of the 2/2009 Learning and Teaching Committee (20 April), is asked to discuss the recommendations set down in the Report of the Working Party to Review SET and SEC (2009/0005766) with a view to approving them for implementation across the University in Semester 2, 2009.

For approval

10.0 CHAIRPERSON’S REPORT

10.1 The Chair will report on matters of interest that have arisen since the previous meeting including:
   a) The Review of Higher Education Report (formerly known as the Bradley Review)

For discussion

11.0 DEPUTY CHAIRPERSON’S REPORT

11.1 The Deputy Chair will provide a verbal report on matters of interest arising since the previous meeting including:
   a) A progress update from the Working Party to review Course Review and Improvement

For discussion
SECTION III: MATTERS REQUIRING RATIFICATION OF EXECUTIVE ACTION

12.0 FULL PROGRAM PROPOSAL TEMPLATE

12.1 The Academic Committee, on the recommendation of the 3/2009 Programs Committee (April) is asked to ratify the Chair’s executive action in approving amendments to the Full Program Proposal Template as described in document 2009/0004752. The Full Program Proposal Template and associated Instructions represent the outcome of many months of review and discussion by Programs Committee members.

12.2 The Chair has also executively approved the attached Instructions for Preparing a Full Program Proposal (2008/0005756) which provide contextual advice for Program Convenors to complete the various elements of a Full Program Proposal in the Program Management System.

Recommendation

12.3 The Academic Committee is asked to ratify the Chair’s executive action in approving Full Program Proposal Template as described in document 2009/0004752 and the Instructions for Preparing a Full Program Proposal as described in document 2008/0005756 for immediate implementation.

For ratification

13.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING GUIDELINES

13.1 The Academic Committee, on the executive recommendation of the Chair, Learning and Teaching Committee (March 2009) is asked to ratify the Chair’s executive action in approving amendments to the Griffith Awards for Excellence in Teaching Guidelines and the associated application forms.

13.2 Key changes to the Guidelines include:

- Renaming the Cultural Diversity Award to the Cultural Inclusiveness Award and expanding the description;
- Collapsing the two supervision awards into a single Research Supervision Award;
- Modifying the evidentiary requirements:
  - to a minimum of three semesters SET or SEC in lieu of SET, where the teacher was the principal teacher;
  - to three years maximum;
  - no qualitative data or other forms of evidence to be included as an appendix;
- Clarifying and expanding the description of the Practice Overview.

Recommendation

13.3 The Academic Committee is asked to ratify the Chair’s executive action in approving changes to the Griffith Awards for Excellence in Teaching Guidelines, as described in 2009/0018264 and associated application forms, for implementation in 2009.

For ratification
SECTION IV: MATTERS FOR NOTING AND WHERE APPROPRIATE, ACCEPTANCE OF RECOMMENDATIONS – PROGRAM SUBMISSIONS

TABLE OF CONTENTS: PROGRAM SUBMISSIONS FOR RESOLUTION

<table>
<thead>
<tr>
<th>PROGRAMS WITHDRAWALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 14.0 SEET Master of Surgical Science with Honours (5011)</td>
</tr>
<tr>
<td>Item 15.0 PSY 5326 Master of Forensic Psychology</td>
</tr>
<tr>
<td>6008 Doctor of Philosophy in Forensic Psychology</td>
</tr>
<tr>
<td>6014 Doctor of Psychology (Forensic)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NEW PROGRAMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 16.0 PBH 5530 Master of Health Services Management – Advanced (Incorporating Honours)</td>
</tr>
<tr>
<td>Item 17.0 NRS 1354 Bachelor of Midwifery</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROGRAM CHANGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 18.0 BPS Major Change Submission - 8023 Diploma of Biosciences</td>
</tr>
<tr>
<td>Item 19.0 PSY Major Change Submission</td>
</tr>
<tr>
<td>1178 Bachelor of Psychology</td>
</tr>
<tr>
<td>1312 Bachelor of Psychological Science</td>
</tr>
<tr>
<td>2033 Bachelor of Psychological Science with Honours</td>
</tr>
<tr>
<td>Item 20.0 MED Special Purpose Submission – 1272 Bachelor of Medicine/Bachelor of Surgery</td>
</tr>
<tr>
<td>Item 21.0 GBS Special Purpose Submission</td>
</tr>
<tr>
<td>3102 Graduate Certificate in International Business</td>
</tr>
<tr>
<td>5311 Master of International Business</td>
</tr>
<tr>
<td>Item 22.0 ENG Special Purpose Submission - 1321/1322 Bachelor of Engineering/Bachelor of Science</td>
</tr>
<tr>
<td>Item 23.0 PBH Special Purpose Submission</td>
</tr>
<tr>
<td>1332 Bachelor of Public Health – Logan</td>
</tr>
<tr>
<td>1333 Bachelor of Public Health – Gold Coast</td>
</tr>
<tr>
<td>5461 Master of Nutrition and Dietetics – Gold Coast</td>
</tr>
<tr>
<td>Item 24.0 GBS Special Purpose Submission</td>
</tr>
<tr>
<td>5457/5458 International Master of Business Administration (incorporating Honours)</td>
</tr>
<tr>
<td>5158/5159 Master of Business Administration (incorporating Honours)</td>
</tr>
<tr>
<td>Item 25.0 HSV Special Purpose Submission – 5518 Master of Social Work (OUA)</td>
</tr>
<tr>
<td>Item 26.0 BPS Special Purpose Submission – 5085 Master of Science in Forensic Science</td>
</tr>
<tr>
<td>Item 27.0 PHM Special Purpose Submission – 5423 Master of Pharmacy Honours</td>
</tr>
</tbody>
</table>

14.0 SEET – PROGRAM WITHDRAWAL – MASTER OF SURGICAL SCIENCE WITH HONOURS (5011)

14.1 The Academic Committee, on the recommendation of the 1/2009 Research and Postgraduate Studies Committee (10 February 2009) is asked to consider the attached submission (2009/0005764) withdrawing the Master of Surgical Science with Honours (5011) program from semester 1, 2009.

14.2 The Master of Surgical Science with Honours was established in 2000. As only three students have been enrolled in the program since 2000, no students have graduated from the program and no students are currently enrolled in the program, it is proposed to withdraw the program from offer.
Recommendation

14.3 The Academic Committee is asked to approve the disestablishment of the Master of Surgical Science with Honours (MSSc 5011) program, as detailed in document 2009/0005764, from semester 1, 2009.

For discussion

15.0 PSY WITHDRAWAL SUBMISSION (2008/0004904)
5326 MASTER OF FORENSIC PSYCHOLOGY
6008 DOCTOR OF PHILOSOPHY IN FORENSIC PSYCHOLOGY
6014 DOCTOR OF PSYCHOLOGY (FORENSIC)

15.1 The Academic Committee, on the recommendation of the Programs Committee (2/2009, March) is asked to consider the attached Withdrawal Submission proposing the disestablishment of the Master of Forensic Psychology (5326, MForPsych), Doctor of Philosophy in Forensic Psychology (6008, PhD) and Doctor of Psychology (Forensic) (6014, DPsych), as detailed in 2008/0004904 for implementation in Semester 1, 2009.

15.2 The School of Psychology proposes to withdraw Master of Forensic Psychology (5326), Doctor of Philosophy in Forensic Psychology (6008) and Doctor of Psychology (Forensic) (6014) due to low intake and the absence of staff members who can teach the forensic components of the program.

15.3 The School of Psychology subsequently proposed disestablishment of the forensic psychology programs on the basis that it is not viable to offer programs which attract very small enrolments (historically only 2-4 students per year). The Deputy Vice Chancellor (Academic) approved disestablishment of the programs at the conclusion of the 2009 program planning round. This submission seeks to finalise University approval for withdrawal of these programs.

15.4 There are nine students continuing in the program. These students are due to complete in 2009, 2010, and 2011. Students have completed their coursework and only have their research thesis and/or practicum components to complete. The closure of the program does not affect students’ supervision arrangements for either the practicum or the research thesis. As such, no special arrangements are required to ensure students are not disadvantaged or unable to graduate.

Recommendation:

15.5 The Academic Committee, on the recommendation of the Programs Committee (2/2009, March) is asked to approve the Withdrawal Submission proposing the disestablishment of the Master of Forensic Psychology (5326, MForPsych), Doctor of Philosophy in Forensic Psychology (6008, PhD) and Doctor of Psychology (Forensic) (6014, DPsych), as detailed in 2008/0004904 for implementation in Semester 1, 2009.

For approval

16.0 PBH FULL PROGRAM PROPOSAL (2008/0025798)
5530 MASTER OF HEALTH SERVICES MANAGEMENT – ADVANCED (INCORPORATING HONOURS)

16.1 The Academic Committee, on the recommendation of the Programs Committee (7/2008, August), is asked to consider the attached New Program Submission proposing to establish the Master of Health Services Management (Advanced) (incorporating Honours (5530), as detailed in 2008/0025798, for implementation in semester 2, 2009.
16.2 The School of Public Health proposes to introduce a 160 CP Master of Health Services Management (Advanced) to be introduced at the South Bank Campus. This program will complement the existing Master of Health Services Management (80CP) and the Masters of Health Services Management (Honours) (120CP). The proposed program aims to provide health care professionals with the necessary theoretical underpinnings of health management concepts and the development of a range of practical skills, particularly related to leadership and management roles. This program will require students to engage in a number of learning approaches that will combine traditional classroom type activities, health management-related research and hands-on practical experience.

16.3 The University’s standard minimum English Language Requirements for entry to this postgraduate program will apply.

16.4 To be eligible for the award of Master of Health Services Management - (Advanced) a student must acquire 160CP as prescribed below:
- gain 70CP for the core courses
- gain 10CP for one elective from Elective List A
- gain 40CP for listed electives from Elective List B
- gain 40CP for work integrated learning
- gain no more than 10CP in coursework or dissertation in which the grade of Pass Conceded (PC) has been attained.

16.5 To be eligible for the award of Master of Health Services Management - (Advanced with Honours) a student must acquire 160CP as prescribed below:
- gain 70CP for the core courses
- gain 10CP for one elective from List A
- gain 40CP for dissertation
- gain 40CP for work integrated learning
- gain no more than 10CP in coursework or dissertation in which the grade of Pass Conceded (PC) has been attained.

16.6 This program supports the Strategic Plan (2006-2010) goal to introduce WIL components into at least 70% of all degree programs by 2010.

16.7 It is proposed for implementation in Semester 2, 2009.

Recommendation:

16.8 The Academic Committee, on the recommendation of the Programs Committee (7/2008, August), is asked to approve the New Program Submission proposing to establish the Master of Health Services Management (Advanced)(incorporating Honours (5530), as detailed in 2008/0025798, for implementation in semester 2, 2009.

For approval

17.0 NRS FULL PROGRAM PROPOSAL (2009/0007256)
1354 BACHELOR OF MIDWIFERY

17.1 The Academic Committee, on the recommendation of the Programs Committee (3/2009, April), is asked to consider the attached proposal to establish a Bachelor of Midwifery (BMid, 1354), as detailed in 2009/0007256, for introduction in semester 1 2010.

17.2 The School of Nursing and Midwifery proposes to introduce a 240CP Bachelor of Midwifery at the Logan Campus. The program starts in early to mid February, requiring attendance of up to 46 weeks per year. Classroom teaching will be provided by face-to-face intensive workshops for two weeks prior to the commencement of each semester. Students will then continue with self-directed web-based learning for the remainder of the semester. Clinical time will occur from early to mid February requiring attendance for up to 42 weeks per calendar year with a proportion of this time being rostered 2 days per
week in a clinical setting (hospital, community) and a proportion of the time providing care to women in “continuity of care experiences”. The use of blended learning will enable flexible presentation of the program, enabling participation for students from a wide geographic area.

17.3 To be eligible for the award of the Bachelor of Midwifery (BMid) a student must acquire 240CP as prescribed below:
- gain 210CP for the prescribed core courses
- gain 30CP for free choice elective courses (a minimum 10CP must be at third year level)
- complete a recognised first aid certificate with CPR (at their own expense) by the end of March in Year 1:
  o certificates that expire during the program do not have to be renewed
  o certificates that have expired prior to the commencement of teaching in the first semester of enrolment must be renewed by the end of the first semester
  o enrolled nurses are not exempt from this requirement
- successfully complete all courses, including clinical experience requirements in first year before proceeding to second year courses:
  o students who successfully complete some of the prescribed first year courses may, at the discretion of the School of Nursing and Midwifery, enrol in second year courses while they complete remaining first year courses
- complete professional experience, clinical experience/placement and other mandatory requirements:
  o courses or components of courses incorporating clinical experience or other mandatory components need to be satisfactorily completed to satisfy degree requirements even though the overall performance would otherwise qualify the student to graduate
- all prerequisite and corequisite requirements must also be met in order to progress through the program with a minimum grade of Pass to be attained
- for elective courses only - a student is permitted to accrue no more than 10CP for which a grade of Pass Conceded has been attained.

17.4 The program is not available to international students. It will initially be available to domestic students on a full-time basis. Part-time progression is available subject to negotiation with the program convenor.

Recommendation:

17.5 The Academic Committee, on the recommendation of the Programs Committee (3/2009, April), is asked to approve:
- the Full Program Proposal to establish the Bachelor of Midwifery (BMid, 1354) as detailed in 2009/0007256, for introduction in Semester 1, 2010;
- and approval be for an accreditation period of 5 years to 2014; a five-year program review is to be completed and forwarded to Programs Committee before the end of 2014.

For approval

18.0 BPS MAJOR CHANGE SUBMISSION (2009/0007257) 8023 DIPLOMA OF BIOSCIENCES

18.1 The Academic Committee, on the recommendation of the Programs Committee (3/2009, April), is asked to consider the attached Major Change Submission for the Diploma of Biosciences (8023), as detailed in 2009/0007257, for implementation in semester 2, 2009.

18.2 The Griffith School of Biomolecular and Physical Sciences proposes changes to the study pathways and program structure for the Diploma of Biosciences (8023) to include the following changes
- Update list of degree programs available for articulation by graduates of the Diploma and add a statement relating to the Bachelor of Forensic Science outlining the requirement of an overall GPA of 5.0 or higher in the Diploma to be eligible to articulate.
- Add semester 1 offerings in semester 2 and semester 2 offerings in summer semester to accommodate students entering the Diploma of Biosciences in July being able to complete the Diploma and commence studies in a bachelor degree program at the beginning of the following year, i.e., February semester.
- Add 1201BPS Mathematics 1A as an alternative course to 1001BPS Human Biology to accommodate students articulating into a bachelor degree program in the School of BPS where 1201BPS is core.
- Replace 2004BPS Molecular Genetics with 1006BPS Functional Molecular Genetics.
- Remove from offer Nathan based course 2006BPS Plant Science.
- Update course titles and codes resulting from the School of BPS course rationalisation process and program reviews carried out in 2008.

18.3 Current students in the Diploma of Biosciences will be able to complete that program without requiring transition arrangements as these changes do not effect their progression.

Recommendation

18.4 The Academic Committee, on the recommendation of Programs Committee (3/2009, April) is asked to approve the Major Change Submission proposing changes to the Diploma of Biosciences (8023), as detailed in 2009/0007257, for implementation Semester 2, 2009.

For approval

19.0 PSY MAJOR CHANGE SUBMISSION (2008/0004903)
1178 BACHELOR OF PSYCHOLOGY
1312 BACHELOR OF PSYCHOLOGICAL SCIENCE
2033 BACHELOR OF PSYCHOLOGICAL SCIENCE WITH HONOURS

19.1 The Academic Committee, on the recommendation of the Programs Committee (2/2009, March), is asked to consider the attached Major Change Submission proposing changes to entry requirements for the Bachelor of Psychology (1178), Bachelor of Psychological Science (1312) and Bachelor of Psychological Science with Honours (2033) as detailed in 2009/0004903, for implementation in Semester 2, 2010.

19.2 The Griffith School of Psychology proposes changes to the entry requirements for the Bachelor of Psychology (1178), Bachelor of Psychological Science (1312) and Bachelor of Psychological Science with Honours (2033) to extend the current intake to include mid-year (July) entry in addition to February entry into the core psychology programs offered by the School of Psychology, Mt Gravatt campus.

19.3 The core structure to be adopted for the Bachelor of Psychology and Bachelor of Psychological Science offered at the Mt Gravatt campus will be in-line with the respective mid-year program structures currently used at the Gold Coast campus.

Recommendation:

1.1 The Academic Committee, on the recommendation of the Programs Committee (2/2009, March), is asked to approve the Major Change Submission proposing changes to entry requirements for the Bachelor of Psychology (1178), Bachelor of Psychological Science (1312) and Bachelor of Psychological Science with Honours (2033) as detailed in 2009/0004903, for implementation in Semester 2, 2010.

For approval
20.0 MED SPECIAL PURPOSE SUBMISSION (2008/0004883)
1272 BACHELOR OF MEDICINE/BACHELOR OF SURGERY

20.1 The Academic Committee, on the recommendation of the Programs Committee (2/2009, March), is asked to consider the attached Special Purpose Submission proposing changes to the Bachelor of Medicine/Bachelor of Surgery (1272) as detailed in 2008/0004883 revised for implementation in Semester 1, 2009.

20.2 The School of Medicine proposes to change the honours cut-off for the Bachelor of Medicine/Bachelor of Surgery (1272) from 75% to 85% for implementation in Semester 1, 2009. Programs Committee (8/2008) considered the submission and expressed the view that the honours cut-off for this program be consistent with the University's Bachelors Honours Degree policy i.e. 80% cut-off for first class honours. The submission was referred to the Griffith Health Board for discussion.

20.3 The Griffith Health Board (1/2009) considered the submission in light of Program Committee's advice. The Griffith Health Board agreed to recommend the submission to Programs Committee. The special purpose submission (2008/0004883), including the discussion paper and detailed minute extract of the Griffith Health Board (1/2009) is referred to Academic Committee for consideration.

Recommendation:

20.4 The Academic Committee, on the recommendation of the Programs Committee (2/2009, March), is asked to approve the Special Purpose Submission, proposing changes to the Bachelor of Medicine/Bachelor of Surgery (1272) as detailed in 2008/0004883 revised for implementation in Semester 1, 2009.

For approval

21.0 GBS SPECIAL PURPOSE SUBMISSION (2009/0014004)
3102 GRADUATE CERTIFICATE IN INTERNATIONAL BUSINESS
5311 MASTER OF INTERNATIONAL BUSINESS

21.1 The Academic Committee, on the recommendation of the Programs Committee (2/2009, March), is asked to consider the attached Special Purpose Submission proposing changes to entry requirements for the Graduate Certificate in International Business (3102) and Master of International Business (5311) as detailed in 2009/0014004, for implementation in Semester 2, 2009.

21.2 The Griffith Business School proposes changes to the entry requirements for the Graduate Certificate in International Business (3102) and Master of International Business (5311). The current entry requirement for the Graduate Certificate in International Business is not consistent with the admission requirements of other Griffith Business School graduate certificate programs which specify the type of work experience required. The changes will align the admission requirements with other Griffith Business School graduate certificates.

21.3 Students will not be disadvantaged by this change. Offers made under the existing admission requirements will be honoured.

Recommendation:

21.4 The Academic Committee, on the recommendation of the Programs Committee (2/2009, March) is asked to approve the Special Purpose Submission proposing changes to entry requirements for the Graduate Certificate in International Business (3102) and Master of International Business (5311) as detailed in 2009/0014004, for implementation in Semester 2, 2009.

For approval
22.0 ENG SPECIAL PURPOSE SUBMISSION (2008/0005853)
1321 BACHELOR OF ENGINEERING/BACHELOR OF SCIENCE
1322 BACHELOR OF ENGINEERING/BACHELOR OF SCIENCE

22.1 The Academic Committee, on the recommendation of the Programs Committee (2/2009, March), is asked to consider the attached Special Purpose Submission proposing changes to the Bachelor of Engineering/Bachelor of Science (1321/1322) as detailed in 2009/0005853, for implementation in Semester 1, 2009.

22.2 The Griffith School of Engineering proposes changes to the program structure and degree requirements for the Bachelor of Engineering/Bachelor of Science (1331/1332). A major change submission to the Bachelor of Engineering (2008/0005825) was considered at the September meeting (6/2008) of the Programs Committee. The changes in this submission impact on the Bachelor of Engineering/Bachelor of Science degree requirements and program structure.

- Two new core courses are introduced to the program:
  - 1004ENG Computing and Programming with MATLAB is added to the 1st year, 2nd semester structure;
  - 3004ENG Project Management Principles is added to the 4th year, 2nd semester structure

- A new course is introduced in the Civil Engineering discipline:
  - 2105ENG Mechanics of Materials II.

- A number of existing courses have been revised and renamed and in some instances recoded.

22.3 The School of Biomolecular and Physical Sciences has also made a number of changes to their course offerings and these consequential changes are reflected in this submission.

22.4 A proposed reduction in the Science majors offered in combination with Environmental Science (Nathan Campus) from two (Environmental Protection and Natural Resources and Pollution) to one (Natural Resources and Pollution) to simplify and streamline the program structure.

22.5 The withdrawal of one Science major from the structure for Bachelor of Engineering (Environmental Engineering)/Bachelor of Science (Environment) does not disadvantage continuing students as the third year of the program structure is offered for the first time in 2009 and continuing students have not yet undertaken any courses from the Science majors.

Recommendation:

22.6 The Academic Committee, on the recommendation of the Programs Committee (2/2009, March), is asked to approve the Special Purpose Submission proposing changes to the Bachelor of Engineering/Bachelor of Science (1321/1322) as detailed in 2009/0005853, for implementation in Semester 1, 2009.

For approval

23.0 PBH SPECIAL PURPOSE SUBMISSION (2008/0025801)
1332 BACHELOR OF PUBLIC HEALTH - LOGAN
1333 BACHELOR OF PUBLIC HEALTH – GOLD COAST
5461 MASTER OF NUTRITION AND DIETETICS – GOLD COAST

23.1 The Academic Committee, on the recommendation of Programs Committee (2/2009, March), is asked to consider the attached Special Purpose Submission proposing changes to the Bachelor of Public Health, Logan and Gold Coast campuses (1332/1333)

23.2 The School of Public Health (PBH) propose changes to the Bachelor of Public Health, Logan and Gold Coast campuses (1332/1333) and the Master of Nutrition and Dietetics (5461). The School of Public Health has agreed to deliver two of its current courses to other elements in the Health Group as either core or elective courses. Introduction of these courses into other Health Group programs has proposed a change to more generic course titles.

23.3 In addition to the course title changes the School of Public Health desires to increase the focus on previous study in physiology with the addition of 2 x 10CP elective course choices within the Bachelor of Public Health (1332/1333).

23.4 Students interested in Dietetics have recently shown concern about the availability of places in the Master of Nutrition and Dietetics (5461) program. As a result the School would like to make changes to the Study Pathway with the following paragraph:

23.5 The Bachelor of Public Health (Nutrition) has been designed to fully prepare you for this postgraduate professional study, including the necessary pre-requisites and coursework requirements.

23.6 Selection of candidates for admission into the Master of Nutrition and Dietetics program is normally based on:
   * a completed student application supplement
   * university grade point average
   * interview by a selection board consisting of the Program Coordinator, a member of the profession and one other member of the School of Public Health

23.7 If you major in Nutrition and achieve a grade point average of 5.5 at the end of the first year of your major, you are guaranteed a place in the Master of Nutrition and Dietetics (5461), subject to maintaining your academic performance for the remainder of your undergraduate program.

23.8 Change to the admission requirements for the Master of Nutrition and Dietetics to reflect the pathway arrangements for Bachelor of Public Health (Nutrition) students, as detailed above.

Recommendation:

23.9 The Academic Committee, on the recommendation of Programs Committee (2/2009, March), is asked approve the Special Purpose Submission proposing changes to Bachelor of Public Health, Logan and Gold Coast campuses (1332/1333) and the Master of Nutrition and Dietetics (5461) (2008/0025801) for implementation in Semester 1, 2009.

24.0 GBS SPECIAL PURPOSE SUBMISSION (2009/0004016)
5457/5458 INTERNATIONAL MASTER OF BUSINESS ADMINISTRATION (INCORPORATING HONOURS)
5158/5159 MASTER OF BUSINESS ADMINISTRATION (INCORPORATING HONOURS)

24.1 The Academic Committee, on the recommendation of the Programs Committee (3/2009, April), is asked to consider the attached Special Purpose Submission proposing changes to the International Master of Business Administration (5457, 5458) and the Master of Business Administration (Incorporating Honours) (5158, 5159), as detailed in 2009/0004016, for implementation in semester 2, 2009.
24.2 The Griffith Business School proposes to:
- change the program title of the International Master of Business Administration (incorporating Honours) (5457/5458) programs to International Master of Business Administration (IMBA)
- change the program of the Master of Business Administration (incorporating Honours) (5158/5159) to Master of Business Administration (MBA)

Recommendation:

24.3 The Academic Committee, on the recommendation of the Programs Committee (3/2009, April), is asked to approve the proposed changes to the International Master of Business Administration (incorporating Honours) (5457/5458) and Master of Business Administration (incorporating Honours) (5158/5159), as detailed in 2009/0004016, for implementation Semester 2, 2009.

For Approval

25.0 HSV SPECIAL PURPOSE SUBMISSION (2009/0002512)
5518 MASTER OF SOCIAL WORK (OUA)

25.1 The Academic Committee, on the recommendation of the Programs Committee (3/2009, April), is asked to consider the attached Special Purpose Submission proposing changes to the Master of Social Work (OUA, 5518), as detailed in 2009/0002512, for implementation in OUA session 2, 2009.

25.2 The School of Human Services proposes:
- a mid-year intake into this OUA program, and
- to offer 3039HSV in Sessions 2 and 3, enabling these students to complete the program in the standard duration.

Recommendation:

25.3 The Academic Committee, on the recommendation of the Programs Committee (3/2009, April) is asked to approve the proposed changes to Master of Social Work (OUA, 5518), as detailed in 2009/0002512, for implementation in OUA session 2, 2009.

For approval

26.0 BPS SPECIAL PURPOSE SUBMISSION (2009/0001256)
5085 MASTER OF SCIENCE IN FORENSIC SCIENCE

26.1 The Academic Committee, on the recommendation of the Programs Committee (3/2009, April) is asked to consider the attached Special Purpose Submission proposing changes to the Master of Forensic Science (5085), as detailed in 2009/0001256, for implementation in semester 2, 2009.

26.2 The School of Biomolecular and Physical Sciences proposes to suspend intake in 2009 for the Master of Science in Forensic Science (5085). Given the very low number of potential students and a scheduled review in 2009 it is anticipated that the program will undergo a change to course content and delivery.

Recommendation:

26.3 The Academic Committee, on the recommendation of the Programs Committee (3/2009, April) is asked to approve that intake to the Master of Science in Forensic Science (5085) be suspended in 2009, as detailed in 2009/0001256, for implementation Semester 1, 2009.

For approval
27.0 PHM SPECIAL PURPOSE SUBMISSION (2008/0025811)
5423 MASTERS OF PHARMACY HONOURS

27.1 The Academic Committee, on the recommendation of the Programs Committee (8/2008, December), is asked to consider the attached Special Purpose Submission proposing changes to the Masters of Pharmacy Honours (5423) as detailed in 2008/0025811 for implementation in Semester 1, 2009.

27.2 The School of Pharmacy proposes a change to the admission to its Master of Pharmacy Honours (5423), South Bank campus, program to better enable it to meet the expectations and desires of high achieving students keen to enrol as Honours students and be supported, encouraged and enriched as such by the School. The School of Pharmacy is reviewing its processes and structure to ensure it is positioned to provide programs that are aligned with the Health Group strategies. Thus, the School is aligning itself with the Group’s strategy to grow PhD enrolments and increase research outputs.

27.3 Proposed admission requirements are as follows:

Entry into the Master of Pharmacy Honours requires students to have completed:
- the Bachelor of Pharmaceutical Science (GPA 5.0 or greater)
OR
- the Graduate Diploma of Pharmaceutical Science (GPA 5.0 or greater)
OR
- Year 1 of the Master of Pharmacy (GPA 5.0 or greater)

AND

- demonstrate the ability to undertake a major research project by the submission of a 500-word project proposal
- arrange suitable supervision for their project which is subject to the availability of supervisory staff in the proposed area of research;
- students must successfully complete the dissertation to be eligible for the award of the Master of Pharmacy with Honours.

27.4 Previously students were required at least a GPA of 5.0 from the Master of Pharmacy [5369] program and to:
- demonstrate the ability to undertake a major research project by the submission of a 500-word project proposal
- arrange suitable supervision for their project which is subject to the availability of supervisory staff in the proposed area of research;
- students must successfully complete the dissertation to be eligible for the award of the Master of Pharmacy with Honours.

27.5 The changes extend the range of pathways from which students can enter the Masters program whilst encouraging and facilitating the admission of students wishing to undertake additional research training.

27.6 It is proposed for implementation in Semester 1, 2009.

Recommendation:

27.7 The Academic Committee, on the recommendation of the Programs Committee (8/2008, December), is asked to approve the Special Purpose Submission proposing changes to the Masters of Pharmacy Honours (5423) as detailed in 2008/0025811 for implementation in Semester 1, 2009.

For approval
SECTION V: MATTERS FOR NOTING AND WHERE APPROPRIATE, ACCEPTANCE OF RECOMMENDATIONS – OTHER MATTERS

28.0 EXTERNAL REVIEW 12-MONTH PROGRESS REPORT – CAMPUS LIFE (FORMERLY OFFICE OF FACILITIES MANAGEMENT)

28.1 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.

28.2 The Office of Facilities Management (now Campus Life) was reviewed under the External Review of Support Service Divisions policy from 29 October to 1 November 2007. The Report of the Committee Reviewing the Office of Facilities Management 29 October – 1 November 2007 (2008/0016263) and the Review of the Office of Facilities Management - Action Plan (2008/0016264), endorsed by Executive Group, were considered at the 2/2008 meeting of Academic Committee. These documents are available from the QuickR website for members’ information.

28.3 Now attached for the consideration of members is the Review of Office of Facilities Management 12 Month Report (February 2009), (2009/0005765). Executive Group has endorsed this report (March 2009).

Recommendation:

28.4 The Academic Committee is invited to offer feedback on the issues raised in the Review of Office of Facilities Management 12 Month Report (February 2009) (2009/0005765). Executive Group has endorsed this report (March 2009).

For approval

29.0 PROPOSED AMENDMENT TO THE UNIVERSITY MEDAL POLICY

29.1 At its March 2009 meeting, Programs Committee considered a proposal from the School of Medicine, recommended by the Griffith Health Board (1/2009), for an additional requirement to the University Medal eligibility criteria for graduates of the Bachelor of Medicine/Bachelor of Surgery.

29.2 In consideration of this request, Programs Committee recommends that a generic provision be included in the University Medal policy allowing for variations to the University Medal to be approved by Academic Committee on a case by case basis. As a result Academic Committee is now asked to consider the attached revised University Medal policy (2009/0003262).

29.3 A request was also made by the School of Medicine late last year for a variation to the Medal for Achievement in the Bachelor’s Degree (2007/00022742) for graduates of the Bachelor of Medicine/Bachelor of Surgery. That variation which was approved executively by the Chair, Academic Committee is to rename the medal the ‘Dean’s Medallion for Medicine’. In light of both requests, a similar provision to that included in the University Medal policy allowing for variations to the medal conditions to be approved by Academic Committee on a case by case, has been included in the attached revised Medal for Achievement in Bachelor’s Degree policy (2009/0003263).

Recommendation

29.4 The Academic Committee, on the recommendation of the Programs Committee (Flying Minute 1/2009) is asked to approve that:

- Revisions to the University Medal policy as described in (2009/0003262) be adopted.
- Revisions to the Medal for Achievement in Bachelor’s Degree policy as described in (2009/0003263) be adopted.

For consideration
30.0 GUIDELINE ON STUDENT EMAIL

30.1 The Institutional Framework for Promoting Academic Integrity among Students heavily relies on email for the purpose of communicating with students about identified concerns and imposing a sanction or in the case of the Chair of the Assessment Board a penalty, with the exception of the penalty of exclusion which is communicated by a hard copy letter.

30.2 In preparing for the external review of the University’s Academic Integrity trial it was noted that the Institutional framework is not consistent with the University’s existing Guideline on Student Email which written in 2001 states:

_The University will not use e-mail communication for the following:_

- issue of statements of account;
- advice about a penalty or sanction, such as exclusion

_These matters will be handled by mailing to the latest mailing address advised by the student._

30.3 Investigations with both the Library and Student Administration produced the following outcomes:

_Student Administration_ uses the Student Centre for statements of accounts, we have not sent hard copy accounts to students for years. If we are to cancel a student due to non payment of fees and charges we send an email and a hard copy letter through the post. All cancellation notices are sent in hard copy.

_The Library_ sends courtesy reminder and overdue notices to a student’s Griffith University email account.

- Notices are a courtesy service and the library is not responsible for non-receipt
- Overdue items will be accruing fines and will result in suspension of borrowing privileges until the items are returned or renewed and fines of $10.00 and over are paid
- Invoices for lost library resources will be sent by standard mail
- Any outstanding library fines or charges are considered to be a debt to the University and a financial encumbrance may be activated.

The financial encumbrance means that the student may have

- The grades withheld
- problems enrolling in courses for future semesters
- academic transcript withheld
- graduation refused

30.4 As a result of these investigations a number of changes are proposed to the Guideline on Student Email as set out in 2009/0003264.

Recommendation

30.5 The Academic Committee, on the recommendation of the 1/2009 Learning and Teaching Committee (March) is asked to approve that revisions to the Guideline on Student Email as set out in document 2009/0003264 be adopted.

For approval
31.0 APPOINTMENTS TO ANIMAL ETHICS COMMITTEE

31.1 The Academic Committee is asked to approve appointments to the Animal Ethics Committee as listed in document 2009/0005757.

For approval

32.0 EDUCATIONAL EXCELLENCE COMMITTEE CONSTITUTION

32.1 The Director of External Relations has requested that the membership provision “Director of External Relations or nominee” be removed from the membership provisions of the Educational Excellence Committee. The constitution (2009/0018265) has been revised to reflect this change of membership.

Recommendation

32.2 The Academic Committee, on the recommendation of the 1/2009 Learning and Teaching Committee (March), is asked to adopt revisions to the Educational Excellence Committee Constitution as described in 2009/0018265.

For approval

33.0 STUDENT ORIENTATION AND ENGAGEMENT COMMITTEE CONSTITUTION

33.1 The Student Orientation and Engagement Committee (SOEC 5/2008 meeting) established a small working party to consider how the effectiveness of the Committee might be improved and to review the Committee’s constitution.

33.2 SOEC received the following advice from the working party at its 1/2009 meeting:

- Allow for additional First Year Advisors to be co-opted to represent the diversity in the Arts, Education and Law Group;
- Use small working parties for special issues to reduce meeting times;
- Grouping items for discussion so that “strategic” items are discussed together, and “operational/administrative” items are discussed together – either at each meeting or by alternate focus at different meetings – to maximise benefit for and involvement of members with different interests;
- Ensure good feedback to and from First Year Advisors of matters before the Committee.

33.3 As a result a number of changes have been made to the constitution as set out in the attached:

- Student Orientation and Engagement Committee Constitution (2005/0005767) marked up;

Recommendation

33.4 The Academic Committee, on the recommendation of the 1/2009 Learning and Teaching Committee (March), is asked to adopt revisions to the Student, Orientation and Engagement Committee constitution as described in 2009/0005.

For approval
34.0 REPORTS OF SUB-COMMITTEES OF THE ACADEMIC COMMITTEE AND OTHER COMMITTEES

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

34.1.1 Internationalisation Advisory Committee [5/2008, 1/2009]
34.1.2 Learning and Teaching Committee [8/2008, 1/2009]
34.1.3 Programs Committee [8/2008, 1/2009]
34.1.4 Research and Postgraduate Studies Committee [1/2009, 2/2009].

For noting

35.0 OTHER BUSINESS

36.0 2009 COMMITTEE MEETING DATES

36.1 The Academic Committee is asked to note the schedule for meetings for the remainder of 2009. Meetings are held from 1.30pm

<table>
<thead>
<tr>
<th>Meeting Dates</th>
<th>Allocated Venues</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nathan</td>
</tr>
<tr>
<td>Thursday 18 June</td>
<td>Business 2 Building N72_-1.18</td>
</tr>
<tr>
<td>Thursday 13 August *</td>
<td>Business 2 Building N72_-1.18</td>
</tr>
<tr>
<td>Thursday 17 September</td>
<td>Business 2 Building N72_-1.18</td>
</tr>
<tr>
<td>Thursday 15 October</td>
<td>Business 2 Building N72_-1.18</td>
</tr>
<tr>
<td>Thursday 12 November</td>
<td>Business 2 Building N72_-1.18</td>
</tr>
<tr>
<td>Thursday 10 December *</td>
<td>Business 2 Building N72_-1.18</td>
</tr>
</tbody>
</table>

* meeting will proceed only if urgent business requires
^ meeting will commence at 2.00pm

For noting