A meeting of the Academic Committee of the Griffi th University Council was held at 1:30pm on Thursday 23 April 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.

MINUTES

PRESENT:
Chair – Professor Sue Spence
Dr Sarah Baker
Dr Helen Blanchard
Professor Sally Borbasi
Professor Gillian Bushell
Professor Nick Buys
Ms Samantha Cassell
Dr Mark Chappell
Associate Professor Jayne Clapton
Mr Dave Edwards
Professor Kay Ferres
Associate Professor Alex Forrest
Professor Lorette Frazer
Ms Kathy Grgic
Dr Maureen Harrington
Dr Saras Henderson
Professor Debra Henley
Dr Carmel Herington
Dr Robyn Hollander
Ms Ulrike Kachel
Professor Kerri-Lee Krause
Mr Chris Madden
Professor Marilyn McMeniman
Ms Linda O’Brien
Mr Sage Perkins
Professor Michael Powell
Professor Peter Roennfeldt
Dr Louis Sanzogni
Professor Nerida Smith
Dr Peta Stevenson-Clarke
Associate Professor Clyde Wild
Professor Marie Wilson
Professor Claire Wyatt-Smith

Observer
Mr David Lloyd

Secretary – Ms Lea-Anne Stafford

1.0 CONFIRMATION OF MINUTES

1.1 The minutes of the 1/2009 meeting of the Academic Committee were taken as read and confirmed.
SECTION A: RECOMMENDATIONS AND REPORTS TO COUNCIL

2.0 ACADEMIC INTEGRITY FRAMEWORK

2.1 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.

2.2 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.

2.3 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.

2.4 The Academic Committee had before it the following documents:

- Review of the Academic Integrity Framework and Implementation Action at Griffith University (2009/0003265), prepared by Dr Lyn Holman;
- 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).

2.5 The Acting Pro Vice Chancellor (Quality and Student Outcomes), in opening the item up for discussion, asked the Committee to note that the policies referred to in paragraph 2.4 are subject to consideration by the Executive Group and the University’s lawyers.

2.6 Members noted that the Learning and Teaching Committee had strongly endorsed the eight recommendations contained in Dr Holman’s Review Report. In responding to the Report recommendation that the University needs to develop a new policy on student academic misconduct as a companion document to a revised Academic Integrity Framework, a new policy on student academic misconduct and a revised Academic Integrity Framework were prepared.

2.7 Academic Committee members indicated their in-principle support for the intent of the revised Academic Integrity Framework and agreed to forward the Review Report to the University Council to note the progress to date on Griffith’s practices in this area.

2.8 Academic Committee members recommended that the draft policy and revised Academic Integrity Framework be circulated to Faculty and academic Group boards for consideration and comment prior to consideration by the University’s lawyers.

2.9 The Academic Committee recommended the extension of the University-wide trial of the Academic Integrity Framework in Semester 2, 2009. It was noted that an extended trial would provide a valuable opportunity to bring together all of the Academic Integrity issues including policy revisions, change management and system requirements that will require addressing for effective implementation of the Framework.

2.10 The Academic Registrar was identified as the responsible officer for ensuring that the system and policy amendments and consultation proceed as part of the ongoing trial.
Consequently, members were advised that any further feedback about the documents, trial or framework is to be provided to the Academic Registrar.

2.11 Revised documentation on the Academic Integrity Framework, including a recommendation on whether the new policy and Framework be adopted in Semester 1, 2010, will be brought back to Academic Committee for consideration and recommendation to Council at a future 2009 meeting.

Resolution

2.12 The Academic Committee, on the recommendation of the Learning and Teaching Committee (20 April 2009), resolved to recommend to the University Council:


b) the extension of the current Academic Integrity Framework trial until the end of the 2009 academic year to further refine policies and processes;

c) that revised Academic Integrity Framework policy documentation be bought forward to Council (via Academic Committee) for adoption in Semester 1, 2010, subject to wider University consultation and legal advice and policy drafting in line with academic Group consultation and legal advice after consultation.

2.13 The Academic Committee also resolved to recommend circulation of a draft Policy on Student Academic Misconduct and Academic Integrity Institutional Framework for Promoting Academic Integrity among Students to Faculty/Group Boards for consideration and comment prior to advice being sought by Griffith’s lawyers on the content of those documents.

3.0 AUSTRALIAN UNIVERSITIES QUALITY AGENCY (AUQA) CYCLE 2 AUDIT IMPLEMENTATION PLAN – 6 MONTH REPORT

3.1 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.

3.2 The Report of the Audit of Griffith University was released in September 2008, Academic Committee members at the October 2008 meeting commenting on the positive nature of the report which contains many commendations recognising our achievements and hard work over recent years. It contains 11 ‘Commendations’, 11 ‘Affirmations’ and 8 ‘Recommendations’. The full report is available at the following website:


3.3 The Chair introduced this item by advising that 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 (2009/0005761) endorsed by Executive Group (25 February 2009) was presented to members for their consideration.

3.4 In discussing the Report, Committee members sought clarification about implementation of Griffith’s strategy for internationalising the curriculum. The Committee was informed of a research project underway in the Griffith Institute for Higher Education which aims to build capacity of staff at the local level in this area.

3.5 In discussing the recent paper audit of internationalised curriculum, the Chair advised that the University is currently investigating ways of more effectively mapping curriculum content through the course outline system so that a full audit and analysis of
key priorities can be conducted. A demonstration of a system with such capability was foreshadowed for a future meeting.

3.6 Members queried whether the deadlines given for some of the items were still appropriate and noted that some items had been completed, and asked that these be amended where appropriate in the Implementation Report prior to sending it to Council. The Chair agreed to make amendments where appropriate prior to submission to Council.

Resolution:

3.7 The Academic Committee endorsed the AUQA Cycle 2 Audit, February 2009 Implementation Plan 2008 - 2012 (2009/0005761). Academic Committee resolved to recommend the Report to Council for noting subject to addressing the query raised in paragraph 3.6 above.

4.0 FACULTY REVIEW – DEPARTMENTS OF MANAGEMENT AND MARKETING

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 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.

4.3 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) were provided to Committee members.

4.4 The Pro Vice Chancellor (Business) introduced this item taking members through the key issues identified in the review and the subsequent recommendations. Report recommendations common to both Departments focus on:
- enhancing the role of Heads of Department,
- developing a stronger research culture,
- support for early career researchers
- training for academic supervisors;
- a review of the current workload model and,
- an increase in social engagement within Departments.

Members noted the significant recommendation that structural change occur in the School of Management. The Pro Vice Chancellor (Business) advised that Heads of Department are working with Griffith Business School Deans to respond to the matters highlighted by the review.

4.5 In discussing the recommendations arising out of the departmental reviews, a member raised a question about whether the duration of the review provided sufficient time for review committee members to obtain an adequate view of the issues facing the academic unit. The Chair agreed to pass this matter on to the University Executive for consideration.

Resolution:

4.6 The Academic Committee resolved to recommend to the University Council the Report of the Committee Reviewing the Departments of Marketing and Management
5.0 EXTERNAL REVIEW 12-MONTH PROGRESS REPORT – CAMPUS LIFE (FORMERLY OFFICE OF FACILITIES MANAGEMENT)

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

5.2 The Office of 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 and were provided to members through the Committee QuickR site.

5.3 The Review of Office of Facilities Management 12 Month Report (February 2009), (2009/0005765) was also provided to members. Executive Group has endorsed this report (March 2009).

Resolution:


SECTION B: ACTION UNDER DELEGATED AUTHORITY

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

6.1 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.

6.2 Academic Committee approved these recommendations for trialling in the January/February 2009 Summer Semester with a view to implementation across the University in Semester 2, 2009 subject to the outcomes of the trial.

6.3 Academic Committee members had before them the following documents:


6.4 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.

6.5 Members recalled that the Evaluations@Griffith system which currently supports the SET and SEC instruments is no longer supported by the University. As a result, development work is underway on a software replacement that will enable better automation of the process.

6.6 The Chair introduced this item by describing the student and staff feedback collected during the Summer Semester trial in relation to the evaluation process and instruments. Student results show that online evaluation is preferred over paper-based evaluation and staff responses indicated support for an automated process and the shorter survey instrument.

6.7 There was a response rate of around 50 per cent of the total number of students enrolled in the evaluated courses but it was noted that no incentives were offered to students to complete the surveys.

6.8 In discussing the University’s current student evaluation practices, one member expressed surprise that student survey responses are provided to teachers prior to the finalisation of results, commenting that to do so may limit students’ willingness to express their true feelings about the course or teaching. It was suggested that consideration be given to delaying the provision of student feedback to teachers until after course results are finalised. The Deputy Chair asked members to bear in mind that a delay in returning student feedback to teachers would also delay the timeframe for preparing course review and improvement reports.

6.9 The Chair indicated that a move to smaller more frequently administered surveys and electronic delivery would assist to streamline the SEC process and reduces over-surveying of students. It was noted that there are no plans to alter access to SET and SEC data at this stage.

6.10 In discussing the report recommendation that SET be conducted by teachers “every second time they teach that course, or every two years”, the Committee endorsed an amendment that teachers should evaluate “at least every second time they teach that course, or every two years”. Members agreed that this change would enable staff to more quickly obtain evidence in support of claims of teaching excellence for Griffith’s Learning and Teaching Award schemes, should they so wish.

6.11 The Chair informed Committee members that, based on the results of the trial, the new system will be rolled across all sections of the University from Semester 2, 2009.

6.12 One member suggested that system functionality that enables teachers to easily locate and select the set of optional survey questions used for their previous course offering would be of great benefit. The Chair agreed to convey this point to the system developers.

Resolution

6.13 The Academic Committee, on the recommendation of the 2/2009 Learning and Teaching Committee (20 April), resolved to adopt the recommendation set down in the Report on the Trial of SET and SEC Conducted Summer Semester, Jan/Feb 2009 (2009/0005762) that the revised SET/SEC measures and system proceed to full implementation in Semester 2, 2009 as set down in the Report of the Working Party to
Review SET and SEC (2009/0005766), subject to the amendment detailed in paragraph 6.10 above.

7.0 FULL PROGRAM PROPOSAL TEMPLATE

7.1 The Academic Committee, on the recommendation of the 3/2009 Programs Committee (April) considered 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.

7.2 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.

Resolution

7.3 The Academic Committee resolved to ratify the Chair’s executive action in approving the 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.

8.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING GUIDELINES

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

8.2 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.

Resolution

8.3 The Academic Committee resolved to ratify the Chair’s executive action in approving changes to the Griffith Awards for Excellence in Teaching Guidelines and associated application forms, as described in 2009/0018264, for implementation in 2009.
9.0 PROPOSED AMENDMENT TO THE UNIVERSITY MEDAL POLICY

9.1 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.

9.2 In consideration of this request, Programs Committee recommended 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 was asked to consider a revised University Medal policy (2009/0003262).

9.3 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 revised Medal for Achievement in Bachelor’s Degree policy (2009/0003263).

Resolution

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

• revisions to the University Medal policy as described in (2009/0003262) be adopted; and
• revisions to the Medal for Achievement in Bachelor’s Degree policy as described in (2009/0003263) be adopted.

10.0 GUIDELINE ON STUDENT EMAIL

10.1 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.

10.2 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.

10.3 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
• their grades withheld
• problems enrolling in courses for future semesters
• academic transcript withheld
• graduation refused

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

Resolution

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

11.0 APPOINTMENTS TO ANIMAL ETHICS COMMITTEE

11.1 The Academic Committee resolved to approve appointments to the Animal Ethics Committee as listed in document 2009/0005757.

12.0 EDUCATIONAL EXCELLENCE COMMITTEE CONSTITUTION

12.1 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.

Resolution

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

13.0 STUDENT ORIENTATION AND ENGAGEMENT COMMITTEE CONSTITUTION

13.1 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.

13.2 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.
13.3 As a result a number of changes have been made to the constitution as set out in the following document which was presented to members:

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

Resolution

13.4 The Academic Committee, on the recommendation of the 1/2009 Learning and Teaching Committee (March), resolved to adopt revisions to the Student Orientation and Engagement Committee constitution as described in 2009/0005767.

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

Resolution

14.1 The Academic Committee resolved 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.

15.0 PSY WITHDRAWAL SUBMISSION (2008/0004904)

5326 MASTER OF FORENSIC PSYCHOLOGY
6008 DOCTOR OF PHILOSOPHY IN FORENSIC PSYCHOLOGY
6014 DOCTOR OF PSYCHOLOGY (FORENSIC)

Resolution:

15.1 The Academic Committee, on the recommendation of the Programs Committee (2/2009, March) resolved to approve 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 from Semester 1, 2009.

16.0 PBH FULL PROGRAM PROPOSAL (2008/0025798)

5530 MASTER OF HEALTH SERVICES MANAGEMENT – ADVANCED (INCORPORATING HONOURS)

Resolution:

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

17.0 NRS FULL PROGRAM PROPOSAL (2009/0007256)

1354 BACHELOR OF MIDWIFERY

Resolution:

17.1 The Academic Committee, on the recommendation the Programs Committee (3/2009, April), resolved to approve:

- the establishment of the Bachelor of Midwifery (BMid, 1354) as detailed Full Program Proposal 2009/0007256, for introduction in Semester 1, 2010;
- 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.
18.0  **BPS MAJOR CHANGE SUBMISSION (2009/0007257)**
**8023 DIPLOMA OF BIOSCIENCES**

**Resolution**

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

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

**Resolution:**

19.1 The Academic Committee, on the recommendation of the Programs Committee (2/2009, March), resolved to approve 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 Major Change Submission 2009/0004903, for implementation in Semester 2, 2010.

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

**Resolution:**

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

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

**Resolution:**

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

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

**Resolution:**

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

Resolution:

23.1 The Academic Committee, on the recommendation of Programs Committee (2/2009, March), resolved to approve the proposed changes to Bachelor of Public Health, Logan and Gold Coast campuses (1332/1333) and the Master of Nutrition and Dietetics (5461) as described in Special Purpose Submission 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)

Resolution:

24.1 The Academic Committee, on the recommendation of the Programs Committee (3/2009, April), resolved 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.

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

Resolution:

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

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

Resolution:

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

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

Resolution

27.1 The Academic Committee, on the recommendation of the Programs Committee (8/2008, December), resolved to approve changes to the Masters of Pharmacy Honours (5423) as detailed in Special Purpose Submission 2008/0025811 for implementation in Semester 1, 2009.
SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES

Nil

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

28.0 ENGLISH LANGUAGE ENHANCEMENT STRATEGY – POLICY CHANGES

28.1 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.

28.2 The Chair in introducing this item advised that to implement the Strategy in 2010 and specifically the inclusion of the ELE Course as a mandatory degree requirement for bachelors degree level programs, changes to the following policies (tracked) are required:

- 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).
- Schedule B: Summary of Admissions Pathways and Requirements to Complete the English Language Enhancement Course.

28.3 In discussing proposed changes to the Structure and Requirements of Degrees Awarded by Griffith University Policy, members suggested that Section 11.1 and 11.2 of this policy be revised to clarify the approval pathway for both individual students and student cohorts seeking variations to the core course requirements. It was suggested that the Dean or Program Convenor might be the suitable approving authority for both a Variation to Degree Requirement and for substitution of another course for a core course for a subset of the student cohort.

28.4 Members noted that changes made to Section 3.8 of the Admission Policy for Undergraduate Programs do not alter University’s the current English language entry requirements. However, a review conducted by the Pro Vice Chancellor (International) has highlighted the need to better track the progress of students linked to specific language of instruction admission pathways so a number of revisions to Section 3.8.2, which are the exceptions to the English language entry requirements, are proposed.

28.5 In section 3.8.2 of the Admission Policy for Undergraduate Programs, it was suggested that (new text underlined):
• i) be amended to read, “Satisfactory completion of secondary study, post-secondary qualification or equivalent…”
• iii) be amended to read, “Satisfactory completion of secondary study, post-secondary qualification or equivalent…”
• iv) be amended to read, “Satisfactory completion of at least the final two years of a secondary qualification or post-secondary qualification… within the last five years.”
• vi) and vii) be modified to indicate that the University will accept completion of study where the language of instruction and assessment for the entire program is in English. It is not considered necessary for the entire institution to deliver and assess all programs in English.
• viii) be refined to clearly advise that work experience must be within the last 2 years and have been over a period of at least 2 years full time.
• Members expressed a lack of clarity about the use of the phrase, “subject to program rules”
• a suggestion was made to separate out the exceptions listed in Section 3.8.2 into a separate schedule to streamline the policy.

28.6 Under the Admission Policy for Undergraduate Programs, a question was raised about whether academic Groups could make a case to vary the English language pathways accepted for admission to specific programs. It was agreed that such requests could be considered by the Academic Committee in line with Section 3.10 (Variations to English Language Requirements) of the policy.

28.7 Under Section 3.2 of the Bachelors Degree Policy:
• there was a suggestion “the permission of the Dean or Program Convenor” be included as an added approval step for domestic students from Non-English speaking backgrounds who wish to complete the ELE Course.
• it was agreed that where programs do not accept students from pathways where there is an ELE Course requirement, those programs will not need to include the ELE Course within its program structure.
• members commented on the following statement: The minimum passing grade that is to be obtained for the course is a Pass Conceded (PC), subject to program rules. On the recommendation of the Learning and Teaching Committee (April), it was suggested that this statement be removed from the policy.
• Members discussed the implications of adjusting program structures for professionally accredited programs. Members concurred that students should be clearly informed prior to program admission of any higher standards required for professional accreditation and that care ought to be taken to manage student expectations of the learning outcomes of the ELE Course in that regard.

28.8 The Dean, Education sought advice on how tightly-structured Education programs with very low international student enrolments could accommodate the ELE Course. The Chair responded that a suitable solution may be to offer the course in the 2010/11 Summer Semester, but the Pro Vice Chancellor (International) noted that international students may not be permitted to enrol in a single course prior to full-time commencement. Offering the ELE Course in the Winter break was suggested as another option, although this would not meet the aim of the ELE course which is to provide students with enhanced English skills to assist their studies in their first semester onwards.

28.9 The Deputy Chair advised the Committee that there would be a longitudinal study conducted with a sample of international students to evaluate the effectiveness of introducing an ELE Course.

28.10 In light of Committee discussions, it was agreed to circulate a redrafted set of policies to members via flying minute to ensure that the complexity of policy issues had been adequately and consistently captured.

Resolution
28.11 The Academic Committee, on the recommendation of the Learning and Teaching Committee (2/2009 meeting) resolved to ask the Secretary to circulate a flying minute including a revised set of policies that address the issues raised in paragraphs 28.3 – 28.7 above for the consideration of members.

29.0 MEMBERSHIP

29.1 A minute of appreciation was endorsed by members for the contribution of Professor Lesley Johnson to the work of Academic Committee during her term of office as Deputy Vice Chancellor (Research).

29.2 Members noted the resignation of postgraduate student member Anna Crump from the Academic Committee effective immediately.

29.3 As a result of recent staff appointments and the March election round, the Academic Committee welcomed 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>

29.4 Academic Committee also noted 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>

30.0 VICE CHANCELLOR’S REPORT TO COUNCIL

30.1 Members noted the Vice Chancellor’s report to the March meeting of the University Council.

30.2 The Vice Chancellor was unable to attend the meeting. Members noted 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.

31.0 CHAIRPERSON’S REPORT

31.1 The Chair did not have any items on which she wished to report.

32.0 DEPUTY CHAIRPERSON’S REPORT

32.1 The Deputy Chair provided a verbal report on the following matters:

32.1.1 Progress Update from the Working Party to Review Course Review and Improvement

- The Deputy Chair advised that the Working Party will be contacting Deans, Learning and Teaching shortly to seek their advice regarding
courses for inclusion in the Semester 1, 2009 trial of the new Course Review and Improvement Report template.

32.1.2 Full Program Proposal
- The Deputy Chair commented that the new Full Program Proposal template was available for use by staff preparing new program submissions.

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

33.1 The Committee noted the minutes/action sheets of the following Committee:

33.1.1 Internationalisation Advisory Committee [5/2008, 1/2009]
33.1.2 Learning and Teaching Committee [8/2008, 1/2009]
33.1.3 Programs Committee [8/2008, 1/2009]
33.1.4 Research and Postgraduate Studies Committee [1/2009, 2/2009].

34.0 OTHER BUSINESS

35.0 2009 COMMITTEE MEETING DATES

35.1 The Academic Committee noted the schedule for meetings to be held at 1:30pm on the following Thursdays in 2009.

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

Confirmed: ......................................................
(Chair)  Date: 18 June 2009