1.0 CONFIRMATION OF MINUTES

1.1 The minutes of the 3/2009 meeting of the Academic Committee were taken as read and confirmed subject to the addition of Dr Saras Henderson to the attendance list.
2.0 MEMBERSHIP

2.1 The Chair, on behalf of the Committee warmly welcomed the following new members to their first meeting:

- Professor Sue Berners-Price, appointed to the role of Pro Vice Chancellor (Science, Environment, Engineering and Technology); and
- Professor Huib Schippers appointed to the role of Director, Queensland Conservatorium, Griffith University.

SECTION A: RECOMMENDATIONS AND REPORTS TO COUNCIL

3.0 UNIVERSITY REVIEWS POLICY

3.1 The Academic Committee, on the recommendation of the Executive Group (13 July 2009), considered the University Review Policy (2009/0005803), which sets out the principles upon which to guide the regular, five-yearly cycle of systematic, independent reviews across the University.

3.2 As the University moved into its second cycle of organisational reviews, it was appropriate to review current practices and to consider streamlining the policies that govern the conduct of reviews; provide an appropriate context for the conduct of reviews including better linkages between reviews and the organisational planning cycle and quality assurance framework; and to introduce the possibility of thematic reviews within the organisation as an aspect of cycle 2 reviews.

3.3 As an outcome of the review of practices and policies, the University Reviews Policy (2009/0005803) is now proposed. This policy provides the overarching framework for the conduct of organisational-wide reviews and is to replace the existing suite of review policies – Faculty Review Process and External Review of Support Service Divisions.

3.4 Members noted that a set of revised guidelines to support the conduct of organisational reviews are currently under development.

Resolution

3.5 The Academic Committee, on the recommendation of the Executive Group (13 July), resolved to recommend to the University Council the following:

- the establishment of the University Reviews Policy as described in (2009/0005803);
- the disestablishment of the Faculty Review Process (2005/0038518);

4.0 INTERNATIONAL STUDENTS – INSTITUTION TRANSFER REQUEST POLICY AND INTERNATIONAL STUDENT EXTENSION OF STUDY (COE) POLICY AND PROCEDURE

4.1 The Academic Committee considered the new International Students – Institution Transfer Request Policy (2009/0005804) and the new International Student Extension of Study (COE) Policy and Procedure (2009/0005805) drafted by Griffith International to ensure compliance with the Education Services for Overseas Students Act (ESOS).

4.2 The Senior Manager, International Administration, Ms Lucinda Chappell, was welcomed to the meeting for this item.

4.3 The National Code of Practice 2007 Standard 7 requires institutions to not knowingly enrol a student into one of their programs, within the first six months of the commencement
date of the student’s enrolment in a principal program or any preparatory program at another institution, unless they meet the primary institution’s requirements for earlier release. After the first six months, no restrictions apply.

4.4 The Queensland Education (Overseas Students) Regulations 1998 Section 10 requires institutions to provide to all international students who do not complete their program, a letter of release, on request, detailing whether the student has:

(a) demonstrated a commitment to their studies during the program; and
(b) had a good attendance record for the program; and
(c) paid all fees for the program.

The University’s approach to these requirements is set down in the *International Students – Institution Transfer Request Policy* (2009/0005804).

4.5 The *National Code of Practice 2007* Standard 7 requires institutions to provide the Department of Education, Employment and Workplace Relations (DEEWR) with details of all international students accepted by the provider. The University is also obliged to inform DEEWR of changes to reported student information.

4.6 The proposed *International Student Extension of Study (COE) Policy and Procedure* (2009/0005805) describes the changes to be reported to DEEWR, requirements for monitoring these changes, grounds for an extension of study and sets down the procedure and timeframe for legislative compliance.

4.7 An amendment was suggested for the last dot point in section 3.1 of the *International Student Extension of Study (COE) Policy and Procedure* to clarify its meaning.

4.8 Section 2.2 of the *Policy on Student Grievances and Appeals* (2009/0005806) has been updated to include the appeals process set down in the two new policies. In addition to the changes tracked on the policy, the Committee recommended one further amendment in the “Dissatisfaction with outcome of application for scholarship” area of Section 2.2: namely, the reference to the “PVC Equity and Community Partnerships” is to be replaced by the “Deputy Vice Chancellor (Academic). A suggestion was also made to review the links under Section 3.0 “Support for Students”.

4.9 Members discussed the minimum 75 per cent face-to-face teaching requirement for international students, and implications for Academic Groups seeking to implement blended learning approaches to teaching delivery. Ms Chappell advised that further advice is currently being sought on these matters. The Committee also discussed academics’ obligations in relation to monitoring international student attendance.

Resolution:

4.10 The Academic Committee on the recommendation of the Executive Group (July) resolved to:

a) recommend to the University Council the adoption of revisions to Section 2.2 of the *Policy on Student Grievances and Appeals* as described in revised document 2009/0005814 taking account of the amendment in paragraph 4.8 above;

b) approve the adoption of the *International Students – Institution Transfer Request Policy* as described in 2009/0005804;

c) approve the adoption of the *International Student Extension of Study (COE) Policy and Procedure* as described in revised document 2009/0005816 which addresses the amendment described in paragraph 4.7 above.
5.0 EXTERNAL REVIEW 18-MONTH FINAL REPORT – DEPARTMENT OF ACCOUNTING AND FINANCE

5.1 The purpose of 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.

5.2 The Report of the Committee Reviewing the Department of Accounting, Finance and Economics 28 – 31 May 2007 (2007/0000081), the Department of Accounting, Finance and Economics Faculty Review 2007 Implementation Plan (2007/0000082) and the 5 September minute extract from Executive Group (2007/0000083) were considered at the 5/2007 meeting of the Academic Committee. The Department of Accounting, Finance and Economics - 12-Month Progress Report (2009/0018264), endorsed by the Executive Group in December 2008 was considered by Academic Committee members at its 1/2009 meeting (12 February 2009).

5.3 Academic Committee had before it the Department of Accounting, Finance and Economics - 18-Month Progress Report (2009/0005807) for consideration. Executive Group endorsed this report on 29 July 2009.

Resolution:

5.4 The Academic Committee resolved to recommend the Department of Accounting, Finance and Economics - 18-Month Progress Report (2009/0005807) to the University Council for noting.

6.0 EXTERNAL REVIEW 18-MONTH FINAL REPORT – FACULTY OF HUMANITIES AND HUMAN SERVICES (FORMERLY FACULTY OF ARTS)

6.1 The purpose of 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.

6.2 The Report of the Committee Reviewing the Faculty of Arts 18 – 22 June 2007 (2007/0000102), the Faculty of Arts 2007 Implementation Plan (2007/0000103) and the 5 September minute extract from Executive Group (2007/0000104) were considered at the 6/2007 meeting of the Academic Committee. The Faculty of Arts: Response to Review Recommendations - 12-Month Progress Report (2008/0016329), endorsed by Executive Group in November 2008, was considered at the 11 December 2008 meeting of Academic Committee.

6.3 Academic Committee members had before them the Review of the Faculty of Humanities and Social Sciences (formerly Faculty of Arts) - 18-Month Final Progress Report (2009/0005808). Executive Group endorsed this report on 18 June 2009.

Resolution:

6.4 The Academic Committee resolved to recommend the Review of the Faculty of Humanities and Social Sciences (formerly Faculty of Arts) - 18-Month Final Progress Report (2009/0005808) to the University Council for noting.
7.0 EXTERNAL REVIEW 18-MONTH FINAL REPORT – GRIFFITH HEALTH

7.1 The purpose of 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.


Resolution:

7.4 The Academic Committee resolved to recommend the Griffith Health: Faculty Review 2007 - 18-Month Final Report (2009/0005809) to the University Council for noting.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

8.0 THE GRIFFITH GRADUATE STATEMENT

8.1 The Griffith Graduate Statement lists the characteristics that the University seeks to engender in its graduates through its bachelor degree programs. This statement, adopted in 1999, and reviewed in 2004, has been reconsidered during 2008 by a working party reporting to the Learning and Teaching Committee co-chaired by Professor Sally Borbasi and Dr Calvin Smith.

8.2 The working party has completed its work and members recalled that a range of documentation was considered by the Academic Committee at its 18 June meeting as recommended by the Learning and Teaching Committee which led to much discussion at and a number of recommendations for the Working party’s consideration.

8.3 Academic Committee members considered a revised Griffith Graduate statement (2009/0005802) that addresses comments made at the June 2009 Academic Committee meeting and those gathered during further consultation held after the meeting. The existing Griffith Graduate statement as described in 2004/0285 was provided for the information of members. The Deputy Chair of Academic Committee and Working Party Chair introduced the revised statement, talking through the options considered by the Working Party in arriving at the version before the Committee.

8.4 Academic Committee members made a number of recommendations to improve the statement to ensure consistency of expression and currency of terminology throughout the text. Members concurred with the suggestion to add a leadership statement to the document.

Resolution

8.5 The Academic Committee resolved to adopt The Griffith Graduate statement as described in revised document 2009/0005817, subject to addressing the issues described in paragraph 8.5 above, and to replace the Griffith Graduate statement (2004/0285).
9.0 ASSESSMENT COMMITTEE

9.1 The Academic Committee, on the recommendation of the 4/2009 Learning and Teaching Committee considered the establishment of an Assessment Committee that would replace the existing Committees of the Chairs of Assessment Boards.

9.2 The Chair of the Committee of Chairs of Assessment Boards, Professor Nick Buys introduced this item advising members that an AUQA recommendation had been the impetus for establishing an Assessment Committee to improve assessment processes in a consistent manner across the University.

9.3 Learning and Teaching Committee (2/2009 meeting) considered a proposal to establish an Assessment Committee with a wider brief than the existing Committees of the Chairs of the Assessment Boards (2007/0017524), which had been established primarily to provide oversight of the institutional framework for academic integrity.

9.4 Specifically, they queried the need for an Assessment Committee with a wider remit at the University level. As a result, Learning and Teaching Committee agreed to initiate via the Committee of the Chairs of Assessment Boards some stakeholder consultation about issues relating to the governance structures supporting the University’s assessment activities.

9.5 The Committee of the Chairs of Assessment Boards (2/2009 meeting) considered a paper discussing University, Faculty and School governance structures for assessment and resolved to send it out to faculties and schools for comment. These comments were considered at the 3/2009 meeting of the Committee of the Chairs of Assessment Boards which identified that further work is required at the faculty and school level around governance of assessment issues. However the Committee made the following recommendations to the Learning and Teaching Committee:

• the establishment of the new Assessment Committee and the disestablishment of the present Committee of Chairs of Assessment Boards;

• Section 1.4 of the Assessment Committee constitution be reworded to “Considering assessment matters that arise from Groups and Faculties that require investigation at a broader institutional level”;

• The committee’s membership to include such roles as Deans and Deputy Deans (Learning and Teaching), Chairs of Faculty Assessment Boards, Manager of Learning@Griffith, Director of GIHE or nominee, Director of Student Administration, Head of Secretariat and up to two members of academic staff with specialist assessment expertise, co-opted by the Pro Vice Chancellor (Quality and Student Outcomes)

• The Chair of the committee to be elected from its membership.

9.6 The Learning and Teaching Committee (4/2009) endorsed these recommendations and strongly endorsed the inclusiveness of the membership as outlined in the Assessment Committee constitution (2009/0003278) that was before Academic Committee for consideration.

9.7 Academic Committee supported the new Assessment Committee constitution. A discussion of the constitution led to the following recommendations:

• that the Committee’s role in overseeing the University’s academic integrity processes be represented in the Committee functions;

• that student representation could be a valuable inclusion to the membership;

• that the Director, Information Services (Learning and Teaching) be included on the membership list in place of the Manager, Learning and Teaching Systems.

Resolution:
9.8 The Academic Committee, on the recommendation of the 4/2009 Learning and Teaching Committee (20 July), resolved to approve, subject to the addressing the issues raised in paragraph 9.7 above:

- the establishment of the Assessment Committee as described in (revised document 2009/0005813) from 1 October 2009 and,
- the disestablishment of the Committee of Chairs of Assessment Boards from 30 September 2009.

10.0 REVIEW OF RESEARCH HIGHER DEGREE PROCESSES

10.1 Following a review of research higher degree (RHD) administrative processes conducted by Dr Lyn Holman, meetings with the Deans/Deputy Deans (Research) were held to discuss the range of roles and responsibilities in approving RHD matters. As an outcome of these meetings, the following documents were developed and/or revised:

- Research Higher Degree Policy (2009/0005787);
- Role of the Research Higher Degree Convenor (2009/0005788); and

10.2 The Deputy Vice Chancellor (Research) introduced this item, providing a brief summary of the policies before the Committee. The Role of the Research Higher Degree Convenor is a new document that sets down the requirement for each element to appoint an RHD Convenor, the appointment process for the RHD Convenor and the responsibilities of the role in relation to RHD enquiries, enrolment, progression and completion. The Policy formalises good practice that is already occurring within the Academic Groups in the RHD area. The Committee noted that workload implications for the RHD Convenor role will vary across elements.

10.3 Key changes to the Research Higher Degree Policy include clarification about the procedures for confirmation of candidature and the roles of Dean/Deputy Dean (Research). It was noted that the changes are designed to streamline the various approval pathways. Other minor amendments are tracked as revisions to the policy. These changes are also recommended to take effect for the Professional Doctorate Policy. The Committee endorsed proposed changes.

10.4 The role statement has been considered by the Office of Human Resource Management and their recommendations have been taken into account in the documents that were before the Committee.

10.5 Members discussed issues surrounding the roles of RHD convenors and RHD supervisors. It was noted that the convenor’s responsibilities were more an oversight role than the monitoring role undertaken by a supervisor. The new role statement seeks to clarify the relationship between RHD convenors and supervisors.

10.6 The view was expressed that the role statement could be clarified to indicate that the role has responsibility for the RHD student cohort rather than individual students.

10.7 It was noted that the newly established Research Education Committee is responsible for developing and overseeing an implementation plan. Communications to faculties and schools will occur shortly.

Resolution:

10.8 The Academic Committee, on the recommendation of the 4/2009 Research and Postgraduate Studies Committee, resolved to approve the following, effective immediately, subject to addressing the issues raised in paragraph 10.6:
(a) adoption of the new Role of the Research Higher Degree Convenor (revised 2009/0005818);
(b) adoption of revisions to the Research Higher Degree Policy (2009/0005787); and
(c) adoption of revisions to Professional Doctorate Policy (2009/0005789).

11.0 AEL WITHDRAWAL SUBMISSION (2009/0003018)
3192 GRADUATE CERTIFICATE IN CULTURAL LEADERSHIP (EXIT POINT ONLY)
MASTER OF ARTS IN CULTURAL LEADERSHIP

Resolution:

11.1 The Academic Committee, on the recommendation of the Programs Committee (5/2009, July), resolved to approve the disestablishment of the Graduate Certificate in Cultural Leadership (3192) [exit point only], as detailed in 2009/0003018 from semester 1, 2010.
12.0 AEL WITHDRAWAL SUBMISSION (2009/0003019)
5074/5392 MASTER OF ARTS

Resolution:

12.1 The Academic Committee, on the recommendation of the Programs Committee (5/2009, July), resolved to approve the disestablishment of the Master of Arts (5074/5392), as detailed in 2009/0003019 from semester 1, 2010

13.0 GBS MAJOR CHANGE SUBMISSION (2009/0004037)
3180 GRADUATE CERTIFICATE IN INDUSTRIAL RELATIONS (OUA)
3190 GRADUATE CERTIFICATE IN EMPLOYMENT RELATIONS
5454 MASTER OF EMPLOYMENT RELATIONS
5455 MASTER OF EMPLOYMENT RELATIONS WITH HONOURS

Resolution:

13.1 The Academic Committee, on the recommendation of the Programs Committee (5/2009, July), resolved to approve proposed changes to the Graduate Certificate in Industrial Relations (OUA) (3180), Graduate Certificate in Employment Relations (3190), Master of Employment Relations (3190), Master of Employment Relations (5454), and the Master of Employment Relations with Honours (5455) as detailed in 2009/0004037, for implementation semester 1, 2010.

14.0 ENG SPECIAL PURPOSE SUBMISSION (2009/0001275)
1321/1322 BACHELOR OF ENGINEERING/BACHELOR OF SCIENCE

Resolution:

14.1 The Academic Committee, on the recommendation of the Programs Committee (5/2009, July), resolved to approve the proposed changes to Bachelor of Engineering/Bachelor of Science (1321 GC, 1322 NA), as detailed in 2009/0001275, for implementation semester 1, 2011.

15.0 BPS SPECIAL PURPOSE SUBMISSION (2009/0001287)
1334 BACHELOR OF SCIENCE WITH HONOURS (ACCELERATED)

Resolution:

15.1 The Academic Committee, on the recommendation of the Programs Committee (5/2009, July), resolved to approve the proposed changes to the Bachelor of Science with Honours (Accelerated) (1334), as detailed in 2009/0001287, for implementation in 2010.

16.0 PES SPECIAL PURPOSE SUBMISSION (2009/0002546)
1225 BACHELOR OF EXERCISE SCIENCE/BACHELOR OF PSYCHOLOGICAL SCIENCE
1334 BACHELOR OF EXERCISE SCIENCE (PRE PHYSIO)
1172 BACHELOR OF EXERCISE SCIENCE/BACHELOR OF BUSINESS
1174 BACHELOR OF PHYSIOTHERAPY/BACHELOR OF EXERCISE SCIENCE

Resolution:

16.1 The Academic Committee, on the recommendation of the Programs Committee (5/2009, July), resolved to approve the proposed changes to the above listed programs, as detailed in 2009/0002546, for implementation semester 1, 2010.
17.0 PES SPECIAL PURPOSE SUBMISSION (2009/0002545)
1171 BACHELOR OF EXERCISE SCIENCE

Resolution:

17.1 The Academic Committee, on the recommendation of the Programs Committee (5/2009, July), resolved to approve the proposed changes to the Bachelor of Exercise Science (1171), as detailed in 2009/0002545, for implementation semester 1, 2010.

18.0 EBL SPECIAL PURPOSE SUBMISSION (2009/0003028)
5122 MASTER OF ARTS WITH HONOURS IN APPLIED LINGUISTICS

Resolution:

18.1 The Academic Committee, on the recommendation of the Programs Committee (5/2009, July), resolved to approve the proposed change to the Master of Arts with Honours in Applied Linguistics (5122), as detailed in 2009/0003028, for implementation semester 2, 2009.

19.0 ENV ENGLISH LANGUAGE ENHANCEMENT SPECIAL PURPOSE SUBMISSION (2009/0001288)
1007 BACHELOR OF SCIENCE (ECOLOGY AND CONSERVATION BIOLOGY)
1008 BACHELOR OF ARTS (ENVIRONMENT)

Resolution:

19.1 The Academic Committee, on the recommendation of the Programs Committee (5/2009, July), resolved to approve the proposed changes to the Bachelor of Science (Ecology and Conservation Biology) (1007) and Bachelor of Arts (Environment) (1008), as detailed in 2009/0001288, for implementation semester 1, 2010.

20.0 QCA ENGLISH LANGUAGE ENHANCEMENT SPECIAL PURPOSE SUBMISSION (2009/0007267)
1181 BACHELOR OF FINE ART

Resolution:

20.1 The Academic Committee, on the recommendation of the Programs Committee (5/2009, July), resolved to approve the proposed changes to the Bachelor of Fine Art (1181), as detailed in 2009/0007267, for implementation semester 1, 2010.

21.0 QCA ENGLISH LANGUAGE ENHANCEMENT SPECIAL PURPOSE SUBMISSION (2009/0007268)
1189 BACHELOR OF DESIGN (2009/0007268)

Resolution:

21.1 The Academic Committee, on the recommendation of the Programs Committee (5/2009, July), resolved to approve the proposed changes to the Bachelor of Fine Art (1181), as detailed in 2009/0007268, for implementation semester 1, 2010.

22.0 QCA ENGLISH LANGUAGE ENHANCEMENT SPECIAL PURPOSE SUBMISSION (2009/0007270)
1338 BACHELOR OF GAMES DESIGN

Resolution:

22.1 The Academic Committee, on the recommendation of the Programs Committee (5/2009, July), resolved to approve the proposed changes to the Bachelor of Games Design (1338), as detailed in 2009/0007270, for implementation semester 1, 2010.
23.0 QCA ENGLISH LANGUAGE ENHANCEMENT SPECIAL PURPOSE SUBMISSION (2009/0007271)  
1186 BACHELOR OF PHOTOGRAPHY

Resolution:

23.1 The Academic Committee, on the recommendation of the Programs Committee (5/2009, July), resolved to approve the proposed changes to the Bachelor of Photography (1338), as detailed in 2009/0007271, for implementation semester 1, 2010.

24.0 QCA ENGLISH LANGUAGE ENHANCEMENT SPECIAL PURPOSE SUBMISSION (2009/0007272)  
1179 BACHELOR OF ANIMATION

Resolution:

24.1 The Academic Committee, on the recommendation of the Programs Committee (5/2009, July), resolved to approve the proposed changes to the Bachelor of Animation (1179), as detailed in 2009/0007272, for implementation semester 1, 2010.

25.0 QCA ENGLISH LANGUAGE ENHANCEMENT SPECIAL PURPOSE SUBMISSION (2009/0007273)  
1284 BACHELOR OF FILM AND SCREEN MEDIA PRODUCTION

Resolution:

25.1 The Academic Committee, on the recommendation of the Programs Committee (5/2009, July), resolved to approve proposed changes to the Bachelor of Film and Screen Media Production (1284), as detailed in 2009/0007273, for implementation semester 1, 2010.

26.0 QCA ENGLISH LANGUAGE ENHANCEMENT SPECIAL PURPOSE SUBMISSION (2009/0007274)  
1302 BACHELOR OF DIGITAL MEDIA

Resolution:

26.1 The Academic Committee, on the recommendation of the Programs Committee (5/2009, July), resolved to approve the proposed changes to the Bachelor of Digital Media (1302), as detailed in 2009/0007274, for implementation semester 1, 2010.

27.0 EPS ENGLISH LANGUAGE ENHANCEMENT SPECIAL PURPOSE SUBMISSION (2009/0007269)  
1069 BACHELOR OF ARTS IN APPLIED THEATRE

Resolution:

27.1 The Academic Committee, on the recommendation of the Programs Committee (5/2009, July), resolved to approve the proposed changes to the Bachelor of Arts in Applied Theatre (1069), as detailed in 2009/0007269, for implementation semester 1, 2010.

28.0 GBS PQP AGREEMENT AMENDMENTS (2009/0004031)  
9316 POSTGRADUATE QUALIFYING PROGRAM

Resolution

28.1 The Academic Committee, on the recommendation of the Programs Committee (5/2009, July), resolved to approve the amendment to the agreement for the Post Graduate
Qualifying Program (9316) to include the Master of Information Systems suite, for implementation in Semester 1, 2009.

SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES

Nil.

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

29.0 VICE CHANCELLOR’S FORUM AND QUESTION TIME

29.1 The Vice Chancellor attended to speak to reports, update members on issues of importance and take questions, with or without notice.

29.2 Compacts
The Vice Chancellor described key features of the Government’s paper on Mission-based Compacts with Universities and its underlying message of collaboration.

29.3 Open Day
The Vice Chancellor expressed his appreciation to all those staff and students who contributed to the success of Open Day 2009. It was noted there were significant increases in attendance at all campuses.

29.4 Other Items
The Vice Chancellor responded to questions on the following issues:
- Enrolment targets,
- Research Higher Degree data,
- Open Universities Australia, and
- “Sichuan Hot!” – a QCA exhibition.

29.5 Members noted the Vice Chancellor’s reports to the May and August meetings of the University Council that were circulated with the agenda. The Vice Chancellor drew members’ attention to an item in the August report describing the University’s significant achievement in reducing its water consumption by half since 2005/2006. The Vice Chancellor paid tribute to colleagues in Campus Life and the former Faculties Management for their role in this achievement.

30.0 CHAIRPERSON’S REPORT

30.1 The Chair reported on the following matters of interest that have arisen since the previous meeting.

University Reviews Policy
- The Chair drew members’ attention to Item 29.0 on the University Reviews Policy in Section V of the agenda and outlined the next steps for implementing changes arising out of policy implementation, including the development of detailed guidelines for review panels and Academic Groups.

English Language Enhancement Strategy
- The Committee was provided with a progress report on the implementation of the English Language Enhancement Course within undergraduate program structures.

31.0 DEPUTY CHAIRPERSON’S REPORT

31.1 The Deputy Chair expressed her appreciation to Committee members who had participated in the Course Review and Improvement Report trial in Semester 1, 2009.
Participants were encouraged to provide feedback of their experience to the Deputy Chair or Secretary.

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

32.1 The minutes and/or action sheets of the following Committees were noted:
   a) Learning and Teaching Committee [5/2009]

33.0 OTHER BUSINESS

33.1 Members sought a response to a query about the continuation of the Amber Risk Assessment Strategy in Semester 2, 2009. It was noted that the trial is to continue in Semester 2, 2009 and further discussion on this matter would occur at Learning and Teaching Committee.

34.0 2009 COMMITTEE MEETING DATES

34.1 The Academic Committee noted 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>
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<tbody>
<tr>
<td>Nathan</td>
<td>South Bank / Logan</td>
</tr>
<tr>
<td>Thursday 17 September</td>
<td>Business 2 Building N72_-1.18</td>
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<tr>
<td>Thursday 15 October</td>
<td>Business 2 Building N72_-1.18</td>
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<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>
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* meeting will proceed only if urgent business requires