MINUTES

PRESENT:
Chair – Professor Sue Spence
Professor Ian O'Connor
Associate Professor Helen Blanchard
Associate Professor Michael Blumenstein
Professor Pat Buckridge
Associate Professor Penny Bundy
Professor Gillian Bushell
Ms Kendall Chick
Dr Patti Cybinski
Professor Graham Cuske ley
Ms Kathy Grgic
Dr Robyn Hollander
Mr Brendan Johnstone
Ms Ulrike Kachel
Professor Kerri-Lee Krause
Professor Bill MacNeil
Professor Paul Mazerolle
Professor Marilyn McMeniman
Ms Rebecca Parry
Associate Professor Tony Perkins
Professor Huib Schippers
Professor Parlo Singh
Professor Kristine Toohey
Dr Joan Vaccaro
Associate Professor Pat Wise
Professor Bofu Yu

Invited
Ms Michelle Wear (for agenda item 6)

Observer
Dr Kevin Ashford-Rowe

Secretary – Ms Lea-Anne Stafford

1.0 CONFIRMATION OF MINUTES

1.1 The minutes of the 3/2010 meeting of the Academic Committee were taken as read and confirmed.

SECTION A: RECOMMENDATIONS AND REPORTS TO COUNCIL

Nil.
SECTION B: ACTION UNDER DELEGATED AUTHORITY

2.0 REVISED HIGHER DEGREE RESEARCH POLICY AND PROFESSIONAL DOCTORATE POLICY

2.1 The Academic Committee, on the recommendation of the Board of Graduate Research (4/2010, 28 July) considered revisions to the Research Higher Degree Policy (2009/0005787) and the Professional Doctorate Policy (2009/0005789).

2.2 The existing Research Higher Degree Policy prescribes the general conditions for the award of Doctor of Philosophy (PhD) and Master of Philosophy (MPhil) while the Professional Doctorate Policy prescribes the general conditions for awarding professional doctorate degrees at Griffith University.

2.3 The Dean, Griffith Graduate Research Studies introduced this item by describing the consultation and policy development process that led to the proposed policy changes before the Committee. These include:
   a) a change to the title of the Research Higher Degree Policy to the Higher Degree Research Policy;
   b) a change to expected completion timeframes;
   c) revision and clarification regarding the process for requesting an extension to the maximum thesis submission date;
   d) variation to the application of the lapse of candidature rule;
   e) additional higher degree research milestones as well as early and mid-candidature review to better support and monitor student progression;
   f) clarity about the format of publications being included in a thesis;
   g) documentation of expectations about publication outputs during candidature;

2.4 There was much discussion about how the changes would apply across various disciplines, how implementation would occur within each Group and how changes would be communicated across the University. In particular, the Committee talked about the changed publication expectations and candidature milestones. Members noted the Griffith Graduate Research School (GGRS) plan to implement policy changes and the advice from the Dean, GGRS that Group and local level implementation and change management needs would be further debated and refined through the Board of Graduate Research.

2.5 The Committee noted that the revised policy will take effect from 1 January 2011 for commencing students. By way of transition, current students will be encouraged to publish during candidature and complete additional milestones, but this requirement will not be compulsory.

Resolution

2.6 Academic Committee, on the recommendation of 4/2010 Board of Graduate Research (28 July), resolved to adopt revisions to the Higher Degree Research Policy as described in 2010/0011542 and changes to the Professional Doctorate Policy as described in 2010/0011543 for students commencing in Semester 1, 2011.

2.7 Members noted the plan for implementing and communicating the proposed changes resulting from the policy amendments.
3.0 MSC NEW PROGRAM PROPOSAL (2010/0011296)
1370 BACHELOR OF MEDICAL LABORATORY SCIENCE

Resolution
3.1 Academic Committee, on the recommendation of 5/2010 Programs Committee (5 August), resolved to approve:
- the establishment of the Bachelor of Medical Laboratory Science (1370, GC - BMedLabSc), as detailed in 2010/0011296, from Semester 1 2011;
- an accreditation period of five years to 2016 and a five-year program review to be completed and forwarded to Programs Committee before the end of 2016.

4.0 ENV NEW PROGRAM PROPOSAL (2010/0011041)
3263 GRADUATE CERTIFICATE IN INTEGRATED WATER MANAGEMENT

Resolution
4.1 Academic Committee, on the recommendation of the 5/2010 Programs Committee (5 August), resolved to approve:
- the establishment of the Graduate Certificate in Integrated Water Management (3263 GCertIntegratedWMgt), as detailed in 2010/0011041, from Semester 2, 2010.
- an accreditation period of five years to 2016 and a five-year program review to be completed and forwarded to Programs Committee before the end of 2015.

5.0 PES NEW PROGRAM PROPOSAL (2010/0011023)
3264 GRADUATE CERTIFICATE IN SPORTS COACHING
5561 MASTER OF SPORTS COACHING

Resolution
5.1 Academic Committee, on the recommendation of the 5/2010 Programs Committee (5 August 2010), resolved to approve:
- the establishment of the Graduate Certificate in Sports Coaching (3264 GCertSportCoach) and the Master of Sports Coaching (5561 MSportCoach) to be offered via Open Universities Australia, as detailed in 2010/0011023, from Semester 1, 2011.
- an accreditation period of five years to 2016, with a review after 2 years specifically in relation to any changes to the Australian Qualifications Framework.
- and a five-year program review to be completed and forwarded to Programs Committee before the end of 2016.

6.0 EBL/EPS NEW PROGRAM PROPOSAL (2010/0007542)
5556, 5559 MASTER OF EARLY CHILDHOOD EDUCATION (MG, GC)

Resolution
6.1 Academic Committee, on the executive recommendation of 4/2010 Programs Committee (15 July), resolved to approve:
- the establishment of the Master of Early Childhood Education (5556 MG and 5559 GC - MECE), as detailed in 2010/0007542, from Semester 1 2011;
- an accreditation period of five years to 2016 and a five-year program review to be completed and forwarded to Programs Committee before the end of 2016.
7.0 **DOH NEW PROGRAM PROPOSAL (2010/0011016)**
5557 MASTER OF CLINICAL DENTISTRY IN IMPLANT DENTISTRY

Resolution

7.1 Academic Committee, on the recommendation of 4/2010 Programs Committee (15 July), resolved to approve:
- the establishment of the Master of Clinical Dentistry in Implant Dentistry (5557 MClinDent), as detailed in 2010/0011016, from Semester 1, 2011.
- an accreditation period of five years to 2016 and a five-year program review to be completed and forwarded to Programs Committee before the end of 2016.

8.0 **EBL NEW PROGRAM PROPOSAL (2010/0007535)**
4156 GRADUATE DIPLOMA OF EARLY CHILDHOOD EDUCATION (DET QLD)

Resolution

8.1 Academic Committee, on the recommendation of the 4/2010 Programs Committee (15 July), resolved to approve:
- the establishment of the Graduate Diploma of Early Childhood Education (4156 GDipECE), as detailed in 2010/0007535, from Semester 2, 2010.
- an accreditation period of five years to 2016 and a five-year program review to be completed and forwarded to Programs Committee before the end of 2016.

9.0 **ENV MAJOR CHANGE SUBMISSION (2010/0011284)**
1018 BACHELOR OF SCIENCE

Resolution

9.1 Academic Committee, on the recommendation of the 3/2010 Programs Committee (22 June), resolved to approve proposed changes to the Bachelor of Science (1018), as detailed in 2010/0011284, for implementation in Semester 1, 2011.

10.0 **EBL MAJOR CHANGE SUBMISSION (2010/0011299)**
1069 BACHELOR OF ARTS IN APPLIED THEATRE

Resolution

10.1 Academic Committee, on the recommendation of the 4/2010 Programs Committee (15 July), resolved to approve the proposed changes to the Bachelor of Arts in Applied Theatre (1069), as detailed in 2010/0011299, for implementation in Semester 1, 2011.

11.0 **HSV MAJOR CHANGE SUBMISSION (2010/0011014)**
1263 BACHELOR OF HUMAN SERVICES/BACHELOR OF CRIMINOLOGY AND CRIMINAL JUSTICE

Resolution

11.1 Academic Committee, on the recommendation of the 5/2010 Programs Committee (5 August), resolved to approve proposed changes to the Bachelor of Human Services/Bachelor of Criminology and Criminal Justice (1263), as detailed in 2010/0011014, for implementation in Semester 1, 2011.

12.0 **EBL/EPS MAJOR CHANGE SUBMISSION (2010/0007552)**
5117, 5129 MASTER OF EDUCATION

Resolution
12.1 Academic Committee, on the recommendation of the 5/2010 Programs Committee, resolved to approve the proposed changes to the Master of Education (5117 GC, 5129 MG), as detailed in 2010/0007552, for implementation in Semester 1, 2011.

13.0 GBS MAJOR CHANGE SUBMISSION (2010/0010541)
5162, 5163 MASTER OF BUSINESS ADMINISTRATION (ADVANCED)
5348 INTERNATIONAL MASTER OF BUSINESS ADMINISTRATION (ADVANCED)

Resolution

13.1 Academic Committee, on the recommendation of the 4/2010 Programs Committee (15 July), resolved to approve proposed changes to the Master of Business Administration (Advanced) (5162, 5163) and International Master of Business Administration (Advanced) (5348) as detailed in 2010/0010541 from Semester 2, 2010.

14.0 ENV MAJOR CHANGE SUBMISSION (2010/0010038)
3212 GRADUATE CERTIFICATE IN ENVIRONMENT
5477 MASTER OF ENVIRONMENT
5478 MASTER OF ENVIRONMENT WITH HONOURS
5532 MASTER OF ENVIRONMENT ADVANCED
5533 MASTER OF ENVIRONMENT ADVANCED WITH HONOURS

Resolution

14.1 Academic Committee, on the recommendation of the 4/2010 Programs Committee (15 July), resolved to approve proposed changes to the Graduate Certificate in Environment (3212), Master of Environment (5477), Master of Environment with Honours (5478), Master of Environment Advanced (5532), Master of Environment Advanced with Honours (5533), as detailed in 2010/0010038, from Semester 1, 2011.

15.0 EBL MAJOR CHANGE SUBMISSION (2010/0007553)
3166 GRADUATE CERTIFICATE IN EARLY CHILDHOOD EDUCATION

Resolution

15.1 Academic Committee, on the recommendation of the 5/2010 Programs Committee (5 August), resolved to approve proposed changes to the Graduate Certificate in Early Childhood Education (3166), as detailed in 2010/0007553, from Semester 1, 2011.

16.0 ENG SPECIAL PURPOSE SUBMISSIONS (2010/0011045)
3222 GRADUATE CERTIFICATE IN WATER AND WASTEWATER MANAGEMENT

Resolution

16.1 Academic Committee, on the recommendation of the 5/2010 Programs Committee (5 August), resolved to approve proposed changes to the Graduate Certificate in Water and Wastewater Management, as detailed in 2010/0011045, from Semester 1, 2011.

17.0 BPS SPECIAL PURPOSE SUBMISSION (2010/0011285)
4140 GRADUATE DIPLOMA OF FLIGHT MANAGEMENT

Resolution

17.1 Academic Committee, on the recommendation of 3/2010 Programs Committee (22 June), resolved to approve the proposed changes to the Graduate Diploma of Flight Management (4140), as detailed in 2010/0011285, from Semester 2, 2010.

18.0 PROGRAM WITHDRAWAL SUBMISSION (2010/0011293)
1352 BACHELOR OF CLINICAL PHARMACY
Resolution

18.1 Academic Committee, on the recommendation of the 4/2010 Programs Committee (15 July) noted the disestablishment of the Bachelor of Clinical Pharmacy (1352 BClinPharm) and resolved to approve transition arrangements for continuing students enrolled in this program, as detailed in 2010/0011293 for immediate implementation.

19.0 PBH WITHDRAWAL SUBMISSIONS (2010/0011024)
1332 BACHELOR OF PUBLIC HEALTH (LOGAN)

Resolution

19.1 Academic Committee, on the recommendation of the 5/2010 Programs Committee (5 August) noted the withdrawal of the Bachelor of Public Health (1332 LG) and resolved to approve transition arrangements for continuing students, as detailed in 2010/0011024 from Semester 1 2011.

20.0 PHM WITHDRAWAL SUBMISSIONS (2010/0011020)
5549 MASTER OF CLINICAL PHARMACY

Resolution

20.1 Academic Committee, on the recommendation of the 5/2010 Programs Committee (5 August) noted that the Deputy Vice Chancellor (Academic) had approved the disestablishment of the Master of Clinical Pharmacy (MClinPharm 5549) and that no transition requirements are necessary.

21.0 PHM WITHDRAWAL SUBMISSIONS (2010/0011297)
4146 GRADUATE DIPLOMA OF PHARMACEUTICAL SCIENCE

Resolution

21.1 Academic Committee noted the withdrawal of the Diploma of Pharmaceutical Science (4146) and resolved to approve transition arrangements for continuing students, as detailed in 2010/0011297 from Semester 1 2011.

22.0 ENG WITHDRAWAL SUBMISSIONS (2010/0011294)
3168 GRADUATE CERTIFICATE IN WATER AND WASTEWATER MANAGEMENT

Resolution

22.1 Academic Committee noted the disestablishment of the Graduate Certificate in Water and Wastewater Management (GCertWWasteWMgt 3168) as detailed in 2010/0011294 from Semester 2 2010.

SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES

Nil.

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

23.0 GRIFFITH UNIVERSITY WIDENING PARTICIPATION STRATEGY

23.1 The Higher Education Participation and Partnerships Programs (HEPPP) provides a framework and funding incentives to Universities for increasing participation and
access to undergraduate programs for students of low socio-economic status (ses), in addition to improving retention and completion rates of those students.

23.2 The Deputy Vice Chancellor and Provost introduced the *Griffith University Widening Participation Strategy 2010 – 2011* paper before the Committee. Members were informed of the funding received by the University in 2010 under the categories of

a) *Participation*, based on share of domestic undergraduate students from low SES backgrounds; and

b) *Partnerships*, increase total number of people from low SES backgrounds who access higher education through outreach activities (eg Uni-Reach).

The Committee was informed of government reporting requirements and the methodology for calculating the low-SES student cohort.

23.3 The focus of the University’s strategy is the enhancement and extension of the successful and comprehensive suite of programs (Uni-Reach, Uni-Start and Uni-Key) developed and sustained over many years. Uni-Skills is a new program that encompasses a suite of initiatives including Study Groups; online learning; and other local level support for low-SES undergraduate students. Study Groups will complement existing academic skills support and/or peer-mentoring programs already underway in some Academic Groups and Student Services. They will provide students with a means of discussing their academic program and their own progress with a Group leader who has transited successfully into a higher level of the program.

23.4 Ms Michelle Wear, Project Manager for the Widening Participation initiative, was welcomed to the meeting. Ms Wear tabled a project update (dated 19 August 2010) and described progress towards implementation of individual aspects of the strategy including the Uni-Skills study groups, student group coordinators, equity scholarships, and the QTAC special consideration scheme. Members were pleased to note the imminent commencement of peer-assisted Study Groups.

24.0 AUSTRALIAN QUALIFICATIONS FRAMEWORK

24.1 The Australian Qualifications Framework (AQF) is a quality assured national framework of qualifications in the school, vocational education and training (VET), and higher education sectors in Australia.

24.2 As part of the project to strengthen the AQF, a consultation paper, *Strengthening the AQF – A Framework for Australia’s Qualifications* was released by the AQF Council on 12 July at [www.aqf.edu.au](http://www.aqf.edu.au) to describe its proposed policy framework. Stakeholder input to this paper was sought by 4 August 2010. Presentations were held by the AQF in each capital city and consultation sessions were also held during late July to enable the Griffith community to contribute to the preparation of the University’s response.

24.3 Over 100 submissions were received in response to the consultation paper and the Committee noted that many of these are available from the [Projects – Submissions and Responses link](http://www.aqf.edu.au) on the above AQF website. Committee members had before them submissions to the consultation paper from Griffith University (2010/0011545) and the Innovative Research Universities group.

24.4 The Deputy Chair led the discussion, with input from the Academic Registrar, about the proposed AQF changes, the issues highlighted through the consultation process, and implications for Griffith University.
24.5 In discussing the current AQF consultation round, Committee members noted a number of Griffith's areas for concern were common to other respondents, for instance, proposed masters and doctoral qualification levels, professional doctorate requirements, embedded and end-on honours degrees, credit transfer issues, the duration of masters programs, and AQF badging on testamurs. Implications arising out of the uncertain election outcome were discussed.

24.6 The Committee considered the suite of supporting policies designed as an overarching principles framework including the AQF Transition Policy, Qualifications Issuance Policy, Generic Skills Policy, AQF Qualification Pathways and Linkages Policy, AQF Register Policy.

24.7 The Academic Registrar provided an update that had been provided at the Fifth Annual Governance and Regulations Forum about the AQF Council's consideration of four masters qualification types, its plans to analyse responses, the timing of advice to the Ministerial Committee and likely implementation process including transition arrangements.

25.0 VICE CHANCELLOR'S FORUM AND QUESTION TIME

25.1 The Vice Chancellor attended the meeting to update members on issues of importance and take questions, with or without notice. He spoke with the Committee about the following matters:
   a) The Committee congratulated the Griffith Health Institute on the receipt of a sizeable amount of funding for stem cell research purposes.
   b) The Vice Chancellor expressed his appreciation to all those who contributed to the University's successful 2010 Open Day. He paid particular tribute to participating Honours College students who played a large role in this success. Members noted with pleasure the increase in attendees at the South Bank campus and Gold Coast campus.
   c) Members were advised of the successful submission by Michael Raynor from Cox Raynor in the Gold Coast Hospital Design Competition.
   d) The Vice Chancellor spoke of possible implications arising out of the uncertainty of the election outcomes.

25.2 Members noted the Vice Chancellor's report to the August meeting of the University Council.

25.0 CHAIRPERSON'S REPORT

25.1 The Chair reported on matters of interest that have arisen since the previous meeting including the following:
   a) It was noted that broad consultation would commence shortly to facilitate the development of Academic Plan 2011-2013. The Plan will be presented for discussion at a future meeting after initial consultation with Heads of Schools, Learning and Teaching Committee members and school learning and teaching forums. Feedback from Group Executive staff has already been considered in the current draft to be circulated for comment.
   b) The Chair informed the Committee of the forthcoming launch of the new Future Students' website. Significant work has been done to facilitate site readability and searchability.
   c) The Chair advised members about some of the exciting Griffith Golden Key Society activities that students have been involved in. She expressed her appreciation to all those involved in such engaging activities.
   d) Members noted that the Academic Committee final review report was being prepared. The Chair expressed her thanks to members who had contributed
during the review process. The report will come to the Committee at a future meeting.

e) The Chair advised that School action plans identifying three areas for improvement on Staircase targets had been presented to the Executive Group with a number of exciting proposals flagged.

26.0 DEPUTY CHAIRPERSON’S REPORT

26.1 The Deputy Chair updated the Committee on the following matters:

a) the two new Open Universities Australia (OUA) programs being offered by Griffith

b) the significant enrolment in Griffith’s Criminology and Criminal Justice course offerings via OUA

c) The Deputy Chair invited members to contribute to the work being undertaken to update the University’s Internationalisation Strategy and implementation plan.

27.0 BUSINESS ARISING OUT OF THE PREVIOUS MINUTES

Nil.

28.0 OTHER BUSINESS

56.1 Course Profile System

One member took the opportunity to raise a number of issues affecting staff and students in relation to the look and feel of the new course profile and the length of time required to prepare a course profile in the course profile system. Others concurred with the views expressed. While it was acknowledged that the change management around the system implementation had been effective, members sought advice about plans to improve the system and rectify the problems.

The Chair assured members that a review panel was seeking feedback about the issues and that funds had been allocated for system enhancements.

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

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

a) Board of Graduate Research - 4/2010

b) Internationalisation Advisory Committee - Nil

c) Learning and Teaching Committee - Nil

d) Programs Committee - 3/2010, 4/2010

e) Research Committee - 3/2010

30.0 2010 COMMITTEE MEETING DATES

30.1 Members noted the remaining meetings in the 2010 schedule below. Meetings are held on Thursdays from 1.30pm – 4.00pm with a video-conference between Gold Coast and Nathan campuses.

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<tr>
<th>Meeting Dates</th>
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<tr>
<td>16 September</td>
<td>Business 2 Building</td>
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<td>21 October*</td>
<td>N72_-1.18</td>
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<td>18 November</td>
<td>The Chancellery</td>
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9 December*

30.2 *meeting will proceed only if urgent business requires

Minutes Confirmed by:

Professor Sue Spence, Chair

16 September 2010