A meeting of the Academic Committee of the Griffith University Council was held from 1:30pm on Thursday 11 December 2008 with a video-conference between Room -1.18 (Level -1) Business 2 Building (N72), Nathan campus and Room 2.12, Business 1 Building (G01), Gold Coast campus.

MINUTES

PRESENT:
Chair – Professor John Dewar
Dr Michael Blumenstein
Professor Sally Borbasi
Professor Gillian Bushell
Professor Nick Buys
Professor Frank Clark
Professor Joy Cumming
Mr Dave Edwards
Dr Alex Forrest
Dr Gustavo Guzman
Ms Ann Hammond
Dr Maureen Harrington
Dr Sara Henderson
Ms Julie Kennedy
Professor Marilyn McMeniman
Ms Linda O’Brien
Professor Ned Pankhurst
Ms Joanna Peters
Dr Kate Shacklock
Professor Nerida Smith
Professor Sue Spence
Associate Professor Stephen Stockwell
Associate Professor Clyde Wild

Secretary – Ms Lea-Anne Stafford

Invited
Ms Karen van Haeringen (for agenda item 9.0)

Observer
Associate Professor Penny Bundy

APOLOGIES:
Professor Ian O’Connor
Professor Paula Baron
Professor Gillian Bushell
Dr Michael Blumenstein
Ms Renae Carrigg
Ms Rachel Chung
Associate Professor Jayne Clapton
Associate Professor Paul Cleveland
Professor Allan Cripps
Professor Graham Cuskelley
Professor Kay Ferres
Professor Lorelle Frazer
Dr Jenny Gamble
Professor Lyn Griffiths
Dr Robyn Hollander
Mr Nigel Hutton
Professor Kerri-Lee Krause
Professor Lesley Johnson
Mr Sankalp Khanna
Associate Professor Alf Lizzio
Mr Colin McAndrew
Dr Ann McDonnell
Professor Michael Powell
Dr Janet Ransley
Professor Peter Roennfeldt
Dr Louis Sanzogni
Ms Snez Stolic
Professor Bill Shepherd
Dr Peta Stevenson-Clarke
 Professor Claire Wyatt-Smith

1.0 COMMITTEE QUORUM
1.1 At the scheduled meeting time, a quorum of the committee was not present. In accordance with Section 7 of the Committee Meeting Procedures (03/0638), the Vice Chancellor determined that all matters before the committee required immediate decision.

2.0 CONFIRMATION OF MINUTES
2.1 The minutes of the 7/2008 meeting of the Academic Committee were taken as read and confirmed.
3.0 MEMBERSHIP

3.1 Academic Committee wished to place on record its appreciation of the contribution of the following outgoing members to the work of Academic Committee.

<table>
<thead>
<tr>
<th>Membership Category</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean, Griffith Graduate Research School</td>
<td>Professor Joy Cumming</td>
</tr>
<tr>
<td>Heads of School or Department</td>
<td>Dr Michael Blumenstein</td>
</tr>
<tr>
<td>Academic Staff Members</td>
<td>Dr Ann McDonnell</td>
</tr>
<tr>
<td></td>
<td>Dr Jenny Gamble</td>
</tr>
<tr>
<td></td>
<td>Dr Kate Shacklock</td>
</tr>
<tr>
<td></td>
<td>Associate Professor Jay Younger</td>
</tr>
<tr>
<td></td>
<td>Ms Snez Stolic</td>
</tr>
<tr>
<td>Postgraduate Students</td>
<td>Mr Sankalp Khanna</td>
</tr>
<tr>
<td>Undergraduate Students</td>
<td>Ms Renae Carrigg</td>
</tr>
<tr>
<td></td>
<td>Ms Rachael Chung</td>
</tr>
<tr>
<td></td>
<td>Mr Nigel Hutton</td>
</tr>
</tbody>
</table>

SECTION A: RECOMMENDATIONS AND REPORTS TO COUNCIL

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

4.1 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.

4.2 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. These documents were available from the Academic Committee QuickPlace for members’ information.

4.3 Provided for the consideration of members was the Faculty of Arts: Response to Review Recommendations - 12-Month Progress Report (2008/0016329). Executive Group endorsed this report on 19 November 2008.

Resolution:

4.4 The Academic Committee considered the issues raised in Faculty of Arts: Response to Review Recommendations - 12-Month Progress Report (2008/0016329) and resolved to recommend the documentation to the University Council.

5.0 EXTERNAL REVIEW 12-MONTH PROGRESS REPORT – GRIFFITH HEALTH

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 Griffith Health 30 July – 3 August 2007 (2007/0000123) and the Griffith Health Review Implementation Plan (2007/0000124) along with comments from Executive Group (2007/0000125) were considered at the 7/2007 meeting of the Academic Committee. These documents are available from the Academic Committee QuickPlace for members’ information.
5.3 The Academic Committee considered the Griffith Health: Faculty Review 2007 - 12-Month Progress Report (2008/0016330) provided with the agenda. Executive Group endorsed this report on 19 November 2008.

Resolution:

5.4 The Academic Committee considered the issues raised in the Griffith Health: Faculty Review 2007 - 12-Month Progress Report (2008/0016330) and resolved to recommend the documentation to the University Council.

6.0 EXTERNAL REVIEW 18-MONTH FINAL REPORT – SCHOOL OF PUBLIC HEALTH

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 Griffith University School of Public Health 21–24 August 2006 (2007/0000026) and the School of Public Health Review – Response to Review Recommendations (2007/0000027) were considered at the 2/2007 meeting of the Academic Committee. These documents are available from the Academic Committee QuickPlace for members’ information.

6.3 The Academic Committee considered the 18-month progress report, School of Public Health, 18 Month Final Report (2008/0016331) provided with the agenda. Executive Group endorsed this report on 19 November 2008.

Resolution:

6.4 The Academic Committee considered the issues raised in the School of Public Health, 18 Month Final Report (2008/0016331) and resolved to recommend the documentation to the University Council.

7.0 EXTERNAL REVIEW 18-MONTH FINAL REPORT – QUEENSLAND CONSERVATORIUM GRIFFITH UNIVERSITY

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.


7.3 Provided for the consideration of members was the 18-month progress report, QCGU Faculty Review, 18 Month Final Report (October 8, 2008) Action on Recommendations (2008/0016332). Executive Group endorsed this report on 19 November 2008.
Resolution:

7.4 The Academic Committee considered the issues raised in the QCGU Faculty Review, 18 Month Final Report (October 8, 2008) Action on Recommendations (2008/0016332) and resolved to recommend the documentation to the University Council.

8.0 EXTERNAL REVIEW 18-MONTH FINAL REPORT – OFFICE OF HUMAN RESOURCE MANAGEMENT

8.1 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.


Resolution:

8.4 The Academic Committee considered the issues raised in the Final (18-month) Progress Report, Office of Human Resource Management on Implementation of Recommendations dated 23 July 2008 (2008/0016333) and resolved to recommend the documentation to the University Council.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

9.0 PRINCIPLES TO PROMOTE EXCELLENCE IN LEARNING AND TEACHING PRACTICES AT GRIFFITH UNIVERSITY

9.1 The Principles to Promote Excellence in Learning and Teaching Practices at Griffith University (2008/0016319) inform and underpin the strategic objectives and action areas identified as priorities in Academic Plan 3.

9.2 The Learning and Teaching Committee, at its 6/2008 meeting, considered the Principles and made recommendations for revision. The revised Principles document was subsequently presented to the 8/2008 Learning and Teaching Committee and received its endorsement subject to minor amendment. The Learning and Teaching Committee recommended that further work be undertaken to develop a plan for embedding these principles into teaching practice across the University.

9.3 The Pro Vice Chancellor (Learning and Student Outcomes) introduced this item outlining the seven principles elaborated within the Principles to Promote Excellence in Learning and Teaching Practices at Griffith University. Underpinning these principles are clear statements about how the principles can be implemented in practice:
1. Create an engaging, motivating, and intellectually stimulating learning experience
2. Encourage the spirit of critical inquiry and creative innovation informed by current research.
3. Emphasise the importance, relevance, and integration of theory and knowledge with professional practice to develop solutions to real world issues.
4. Provide learning experiences that develop inter-culturally capable graduates who can make a difference as socially and ethically responsible global citizens.
5. Value and recognise individual and cultural diversity through the provision of an inclusive context of support and respect for all students.
6. Enhance student engagement and learning through effective curriculum design, pedagogy and assessment strategies.
7. Continuously improve teaching practice through academic staff professional development, and critical reflection informed by a range of evaluation approaches.

9.4 The Principles document presented to the Committee reflects feedback received during the wide-ranging consultation process which occurred since its first viewing.

9.5 The Principles serve as a guide to and support for academic staff to gather and document evidence on how they contribute to quality learning and teaching at Griffith. They are designed to frame quality and practice at Griffith University in learning and teaching.

9.6 In response to members’ queries, the Pro Vice Chancellor (Learning and Student Outcomes) advised that a range of communication strategies would be used to educate the University community about the Principles. Planned strategies include a significant web presence, email communications and formal discussions at the School level. Amongst other things, discussions will look at ways in which the Principles can be reflected in our policies and practices.

9.7 A minor typographic error was noted on page 2 of the proposal.

9.8 Committee members voiced their support for the initiative, commending it as a valuable reference point for academics involved in both teaching and management activities. The Chair congratulated the Pro Vice Chancellor (Learning and Student Outcomes) and Deputy Chair on the work they had undertaken to bring the Principles document forward in its final form.

Resolution

9.9 The Academic Committee, on the recommendation of the 8/2008 Learning and Teaching Committee (1 December 2008) is asked to adopt the Principles to Promote Excellence in Learning and Teaching Practices at Griffith University (2008/0016319) subject to the amendment highlighted in paragraph 9.7 above.

10.0 REPORT OF THE WORKING PARTY TO REVIEW SET AND SEC

10.1 The Academic Committee, at its 3/2008 meeting, considered a proposal 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 Academic Committee had agreed the SET and SEC instruments and the process and system that underpin these measures needed to be evaluated, and established the Working Party to Review Student Evaluation of Teaching (SET) and Student Evaluation of Courses (SEC).

10.2 Before the Committee was the Report of the Working Party to Review SET and SEC (2008/0016320) containing recommendations about the revised content of SEC and SET items; the technology and the management of the evaluations system; and ways of increasing student response rates.
10.3 Within the report, the following key changes to the process are proposed to take effect from semester 2, 2009:

- A decrease in the number of SET and SEC items 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;
- All courses are to be evaluated every time they are taught using an automated SEC online survey instrument;
- Teachers are to evaluate their teaching on a course every second time they teach that course, or every two years, which ever is sooner;
- 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.

10.4 The Pro Vice Chancellor (Learning and Student Outcomes) introduced the item informing members of the two aspects to the proposal:

- a systems component to address the imminent loss of Evaluation@Griffith that addresses issues related to hosting, administration, scoring and dissemination of data, and
- responding to feedback from the Course Review and Improvement Report trial in which various issues were raised about the SET and SEC items and process.

10.5 The Working Party will trial the new SET and SEC survey items during the 2008/2009 summer semester for a small number of courses across all Groups prior to University-wide implementation in Semester 2, 2009. Resultant policy and procedural changes will be brought back to the Committee at a future meeting at the completion of the summer semester trial.

10.6 The Evaluations@Griffith system which currently supports the SET and SEC instruments is no longer supported by the University. As a result, work is underway to locate a suitable software replacement that will enable full automation of the process.

10.7 In discussing the proposals put forward in the Report, Committee members commented on the following issues for the consideration of the SEC/SET Working Party:

2.7.1 an amendment to proposed question 5 of the SEC (The teaching (lecturers, tutors, online, university supervisors, etc) on this course was effective in helping me to learn) was recommended to clearly indicate that responses are about the “teaching” and not the “teacher”.

2.7.2 one member remarked that the definition of teaching as helpful to students learning might vary across different cultural contexts.

2.7.3 the effect of inappropriate student responses on individual and aggregated data was discussed. The importance of using additional evidence of good teaching practice as well as SEC/SET was emphasised.

2.7.4 members expressed a range of views about the most appropriate level and type of SEC and SET data access. It was noted that the Working Party had debated this issue and determined that the current level and type of access to data ought not to be changed.

2.7.5 the Committee queried whether an online survey method would elicit a higher response rate than a paper-based one and sought advice about the methods by which students would be informed about a survey to complete. It was agreed that careful management of the cultural shift to the online evaluation system would assist in this regard as would a range of appropriate and timely communication methods. The view was expressed that if students are educated about the value of completing surveys and can see that their feedback is considered, they will be more willing to complete them in the future.
2.7.6 members asked if the Working Party had considered using a 6-point lickert scale to avoid the tendency to offer mid-scale response.

10.8 Committee members agreed that the proposal heralded improvements to the process, in particular, the full automation of SEC and SET tools. The Chair expressed thanks to the Working Party on behalf of the Committee for the work they had done to date.

Resolution

10.9 The Academic Committee, on the recommendation of the 8/2008 Learning and Teaching Committee (1 December 2008), resolved to:

• test the recommendations set down in the Report of the Working Party to Review SET and SEC (2008/0016320) via a summer semester 2008/2009 trial; and
• in light of trial outcomes, seek a revised report, recommendations and policies to return to the Academic Committee for consideration in early 2009.

11.0 ACADEMIC STANDING, PROGRESSION AND EXCLUSION

11.1 In July 2007 the Education Services for Overseas Students Act 2003 was augmented by a new National Code which includes a number of standards for delivery of services to international students. In late 2007 Dr Lyn Holman was invited by the University to make an assessment of its compliance with the National Code. This assessment identified that further work was required to meet Standard 10 of the National Code which states:

Registered providers systematically monitor students’ program progress. Registered providers are proactive in notifying and counselling students who are at risk of failing to meet program progress requirements. Registered providers report students, under section 19 of the ESOS Act, who have breached the program progress requirements.

11.2 The Head of the Secretariat introduced this item by informing the Committee of the University’s commitment to extending the requirement of notifying and counselling students at risk of losing their ‘good’ academic standing to its entire student population, not just international students. As a result of discussions with the Deans (Learning and Teaching) a Revised Discussion Paper dated September 2008 (2008/0022058) was prepared.

11.3 Learning and Teaching Committee (6/2008 meeting) established a Working Party to place the preferred model described in the discussion paper (2008/0022058) within a policy context.

11.4 The Working Party recommended to the 8/2008 Learning and Teaching Committee the following changes to the Academic Standing, Progression and Exclusion Policy which were endorsed with minor amendment. These documents are now presented to the Academic Committee for discussion:

• Marked-up Academic Standing, Progression and Exclusion Policy (2008/0016321)
• Clean Academic Standing, Progression and Exclusion Policy (2008/0016321)

11.5 The major changes set out in the revised Policy include:

• Systematic assessments of students are to be made twice throughout each semester and that the first of these assessments is conducted at the local level. In the Policy this local level assessment is called the Amber Risk Assessment (ARA);
• The Policy is flexible about the types of interventions undertaken as a result of the ARA but requires that the relevant Dean in each Faculty or Group prepare an Amber Risk Assessment Strategy for implementation in 2009.
11.6 A template is being drafted to assist the relevant Dean in each Group to develop their Amber Risk Assessment Strategy. This template will be considered at the Learning and Teaching Committee in early 2009.

11.7 Members applauded the revisions to the policy and commended the Working Party on formalising current good practices in this area already in place across some areas of the University.

11.8 It was recognised that the current use of PeopleSoft student functionality would present some challenges for policy implementation, requiring manual checking of the system to ensure student compliance. The Head of the Secretariat agreed to seek further advice from the Director, Student Administration about the way in which Student Administration staff would implement the policy.

Resolution

11.9 The Academic Committee, on the recommendation of the 8/2008 Learning and Teaching Committee (1 December 2008), resolved to approve:

- the revised Academic Standing, Progression and Exclusion Policy (2008/0016321) for introduction in 2009; and
- that the Amber Risk Assessment Strategy be supported for trial in 2009 with a view to full implementation in 2010.

12.0 COURSE REVIEW AND IMPROVEMENT REPORT TRIAL

12.1 In Semester 2 2007 the University trialled a new process for ‘closing the student feedback loop’. This involved asking Schools to schedule SET/SEC evaluations for all courses over the next two years. Course convenors prepared course evaluation reports, for all courses scheduled for evaluation in Semester 2, 2007, as a result of reflection on the data provided by students through those evaluations. The Course Evaluation Report template was designed to enable staff to let students know of any improvements that were going to be made to the course as a result of their feedback. The reports were to be uploaded to Learning@Griffith for student consumption. This is in keeping with Griffith’s continuing quality cycle of review and improvement. A Working Party was formed to review the trial and report to the Learning and Teaching Committee. A survey was developed, consisting of quantitative data collection together with opportunity for qualitative feedback.

12.2 The first report of the Working Party contained the results of the Semester 2, 2007 trial and was presented to the Learning and Teaching Committee in April 2008. A further pilot for a smaller number of areas of the University was then commissioned for Semester 1, 2008 drawing on what had been learned from the first trial and implementing a number of recommendations about the course evaluation process, including the introduction of the Course Review and Improvement Report as a replacement for the Course Evaluation Report.

12.3 The results of the survey together with other indicators of the effect of the Semester 1, 2008 trial are contained within the Report on the Course Evaluation Reporting Trial, Semester 1, 2008 (2008/0022060). The Report makes several recommendations for practice and policy change. One such change is the introduction of a revised Course Review and Improvement Report (CRIR) (2008/0022064) to be trialled in Semester 1, 2009.

12.4 The Deputy Chair of the Academic Committee introduced the item by informing members that at its 8/2008 meeting, the Learning and Teaching Committee gave in principle support to the Report recommendations, suggesting an extended trial be run in 2009 and raising the following issues for consideration of the Working Party:
• The extended trial of the CRIR is to include both high and low performing courses nominated by each School;
• Revisit recommendation 10 that a CRIR is to be completed and published every second time a course is offered or every two (2) years;
• Reconsider the way in which the CRIR will interact with the SET/SEC or other system;
• The Working Party is asked to consider possible links between the Annual Program Review and Improvement Report and the Course Review and Improvement Reporting processes.

12.5 In discussing the Report recommendations, the Academic Committee supported the Learning and Teaching Committee suggestions and made the following additional comments for the Working Party to consider:

• Members commended the student-centred aspect of the proposed CRIR process and queried whether staff would also have access to feedback;
• The Committee was informed about the Pharmacy model of feedback on student evaluations. It was noted that all staff have access to aggregated comments from all evaluated courses. After Head of School assessment, information is made available to all students at all stages of degree progress. It was noted this model works well for a smaller professional suite of programs but may not be readily transferable to larger programs;
• The Health Group process was also noted as working well for both informing students and promoting staff engagement. A suggestion was made that elements with successful evaluation models in place be supported to continue doing so;
• A suggestion for streamlining the process was the automation of the publication of SEC results to a central repository accessible by students;
• To ensure that any additional workload required in completing a course review and improvement report creates benefits for both students and staff;
• One member queried the use of the word ‘improvement’ within the CRIR title, remarking that its use may lead to an assumption that improvement is required.

12.6 It was determined that the Working Party is to continue its work by investigating methods to ‘close the student feedback loop’ that provide a clear path for using evaluation data for staff as well as students. A further investigation of the different ways in which other areas of the University provide feedback to staff would be beneficial.

Resolution

12.7 The Academic Committee noted the Report on Course Evaluation Reporting Trial, Semester 1, 2008 (2008/0016326) and the recommendations contained therein, and resolved to:
• approve a further trial of the Course Review and Improvement Report in Semester 1, 2009; and
• in light of trial outcomes, seek a revised report, recommendations and policies to return to the Academic Committee for consideration in 2009.

13.0 STUDENT ADMINISTRATION POLICY - PROCEDURES FOR CHANGE OF COURSE ENROLMENT

13.1 Section 7.1 of the Student Administration Policy states that:

A student may add a course to their study program up to the last date for adding courses. The last date for adding courses is:
• the end of the second week of the semester, in the case of semester 1 and semester 2;
• the date specified in Table 1, in the case of courses conducted in summer semester or in intensive mode.
Changing from one course to another involves dropping a course and adding the replacement course and is subject to the same deadline.

A student may be given permission by the Course Convenor to enrol in a course after the last date for adding courses. Each late addition will be subject to the payment of a late add fee.

In exceptional circumstances, where the student has been attending a course without being enrolled, approval may be given by the Director, Student Administration or nominee for the student to add the course to their study program. Each late addition will be subject to the payment of a late add fee.

13.2 In practice this policy creates considerable workload for Course Convenors, and has resulted in students being approved to enter courses late in the Semester, as approval has been relatively easy to obtain, and the disincentive of the Late Fee is perceived to relatively small.

13.3 In response to a request from the Supporting Large Classes Taskforce, the approval of late enrolment will be transferred from Course Convenors to Student Administration from Semester 1, 2009. Data analysis by Student Administration of requests for late enrolment at Nathan campus for Semester 2, 2008, and representing about 40% of request across all campuses, has shown that the majority of students requesting late enrolments are internationals students (64%). Of this cohort, commencing international students make up 30%. Of the domestic students requesting late enrolment (n=86), 91% were continuing students.

13.4 Further analysis has shown that just over half of continuing students requesting late enrolment to courses are academically "at risk" with a GPA of less than 4.0.

13.5 Members of the Internationalisation Advisory Committee considered the paper Modification to Change of Course Enrolment Policy and Procedure (2008/0016323) and supported:

13.5.1 the proposal to transfer the authority to approve late changes to enrolment (adding or changing a course) from the Course Convenor to the Director, Student Administration;

13.5.2 strengthening the reference to "exceptional circumstances" to ensure students understand that late additions/changes to courses is not to be routine

13.5.3 including a threshold GPA of >4 to ensure that continuing students seeking to enter courses late are likely to have a reasonable prospect of succeeding in the course (commencing students will be deemed to have achieved this level on the basis of their admission to the program)

13.5.4 adding a condition that late enrolment will not be approved if the request is submitted within 5 days of an assessment in that course falling due

13.5.5 increasing the penalty attached to late changes/additions from $20 to $50 to act as a further disincentive to students to enter courses late.

13.6 The Acting Academic Registrar introduced this item.

13.7 Members commented that they appreciated the intent of the revisions to reduce course convenors’ workloads; however, two divergent concerns were put forward in regards to the proposed change. On the one hand, a concern was raised that students, especially postgraduate students who may have legitimate reasons for enrolling after week 2, may be disadvantaged by a shift of decision making from course convenors to administration. An alternative view was also expressed that week 2 is too late in the semester for students to transfer into some courses where they will have already missed vital course content and placement allocation.

13.8 In response to the first concern, Committee members put forward a range of suggestions about the potential inclusion of exemptions and/or an appeal process to address situations where students are unsatisfied with an administrative decision.
13.9 The Acting Academic Registrar suggested a policy amendment to indicate that, where program rules permit, consultation could occur with course convenors before giving approval for a late course addition if requested for those cases where exceptional circumstances may warrant this. Members were mindful of the tight timeframes that this action would entail and advice was sought about any flexibility in the timing of the last enrolment date.

13.10 Subsequent to the meeting, advice was provided that the early publication of the 2009 academic calendar would preclude further reconsideration of the time stated in section 7.4 of the Student Administration Policy of “12 o’clock midnight of the day which is the designated number of days from the first day of the teaching period”.

13.11 The Committee recommended that appropriate communications be prepared to advise students of the policy change in time for implementation in 2009.

13.12 Members concurred that the policy be redrafted to take in the issues raised at the meeting and then presented to the Chair for an executive decision.

Resolution

13.13 The Academic Committee, on the recommendation of the 5/2008 International Advisory Committee (10 November 2008), resolved to ask the Acting Academic Registrar to revise Section 7.1 of the Student Administration Policy as detailed in 2008/0016323 (revised) and provide to the Chair for executive decision.

14.0 RESEARCH CENTRE ANNUAL AND FOURTH YEAR REVIEW REPORTS

14.1 At its 7/2008 meeting (11 November 2008) the Research and Postgraduate Studies Committee considered and endorsed working party reports on seven Research Centre Fourth Year Review Reports.

14.2 The Nanoscale Science and Technology Centre is preparing a proposal to amalgamate with the Queensland Microtechnology Facility and this has not yet been finalised. The other six Research Centres Fourth Year Review Reports, and one proposal to amalgamate, were reviewed by a Panel.

14.3 The seven reviewed Centres are:
- Centre for Environmental Systems Research
- Centre for Forestry and Horticulture Research
- Nanoscale Science and Technology Centre
- Urban Research Program
- Centre for Wireless Monitoring and Applications
- Centre for Innovative Conservation Strategies
- Centre for Infrastructure Engineering and Management

14.4 The Research and Postgraduate Studies Committee considered the Review Panel recommendations at its meeting on 11 November 2008. At this stage, recommendations have been made for only three of the six Centres subject to a fourth-year review. The three are:
1. Urban Research Program
2. Centre for Wireless Monitoring and Applications
3. Centre for Infrastructure Engineering and Management

14.5 The Centre for Innovative Conservation Strategies and the Centre for Forestry and Horticulture are required to do further work on their plans to amalgamate and resubmit their proposal by 30 April 2009. The Centre for Environmental Systems Research is requested to submit a revised strategic plan by 22 January 2009.
Resolution:

14.6 The Academic Committee, on the recommendation of the Research and Postgraduate Studies Committee resolved to approve the continuation of the three centres named in paragraph 14.4 above for a further four years, from 1 January 2009.

15.0 GUIDELINES FOR DEVELOPING JOINT DOCTORAL DEGREE PROGRAMS

15.1 The Research and Postgraduate Studies Committee considered draft documents proposing guidelines for developing joint doctoral degree programs. Included with draft guidelines were a checklist for establishing joint doctoral degree programs, a template for a Memorandum of Agreement for a Joint Doctoral Degree Program and a template for a Joint Doctoral Degree Student Agreement.

15.2 These guidelines and accompanying documents provide protocols to assist staff to consider the sorts of issues needing discussion and resolution when establishing agreements with overseas institutions.

15.3 At the 7/2008 meeting, the Guidelines were re-considered and amendments were proposed to clarify the eligibility of students from partner institutions for scholarships. The revised Guidelines for Developing Joint Doctoral Degree Programs (2008/0016327) were presented for the consideration of the Committee.

Resolution:

15.4 The Academic Committee, on the recommendation of the 7/2008 Research and Postgraduate Studies Committee (October) resolved to approve the adoption of the Guidelines for Developing Joint Doctoral Degree Programs as described in document 2008/0016327.

16.0 FACULTY LEARNING AND TEACHING CITATIONS

16.1 The Learning and Teaching Committee (8/2008 meeting – 1 December), on the recommendation of the Educational Excellence Committee proposes changes to the Faculty Learning and Teaching Citations (FLTC) as described in the attached FLTC Guidelines (2008/0022053). Recommended changes include:

• Alignment of the FLTC criteria with the Griffith Awards for Excellence in Teaching (GAET), which in turn align with the Australian Learning and Teaching Council awards;
• Applicants choosing one or two criteria to address while keeping within the current two page limit;
• A minimum of three semesters of SET and SEC be required as an appendix;
• Offering the FLTC’s at a different time to the GAET’s. As a result, it is recommended that the FLTC’s run in semester 1 and the GAET’s remain in semester 2.

Resolution

16.2 The Academic Committee, on the recommendation of the 8/2008 Learning and Teaching Committee (1 December 2008) resolved to approve the adoption of the revised Faculty Learning and Teaching Citation Guidelines as described in document number 2008/0022053 for implementation in 2009.
17.0 CLASS TIMETABLING POLICY

17.1 The Academic Committee considered proposed revisions to the Class Timetabling Policy as contained in 2008/0016339.

17.2 A minor change is proposed for Section 6.7 of the Class Timetabling Policy changing the date so that semester 1 and 2 class timetables will be made available during the publication of results week of the previous semester rather than study week.

Resolution

17.3 The Academic Committee resolved to approve the adoption of the revised Class Timetabling Policy, as contained in 2008/0016339.

18.0 EDUCATIONAL EXCELLENCE COMMITTEE CONSTITUTION

18.1 Following discussions with the Deputy Vice Chancellor (Academic) and the Pro Vice Chancellor (Learning and Student Outcomes), the constitution of the Educational Excellence Committee has been revised to remove the focus on student scholarships and schemes that encompass student achievements and excellence. It is recommended the Educational Excellence Committee retain its staff enabling focus. As a result of this change of focus, the Sports Scholarship and Excellence Sub-committees will be disestablished as sub-committees of the Educational Excellence Committee. Instead, the Sports Scholarship Committee will report directly to the Deputy Vice Chancellor (Academic) and the Excellence Committee will report to the Provost, Logan and Gold Coast.

18.2 The revised Educational Excellence Committee Constitution (2008/0022059) endorsed by the Learning and Teaching Committee, was provided to the Academic Committee for consideration.

Resolution

18.3 The Academic Committee, on the recommendation of the 8/2008 Learning and Teaching Committee (1 December 2008) resolved to approve the adoption of the revised Educational Excellence Committee Constitution as described in document number 2008/0022059.

19.0 DISESTABLISHMENT OF THE DEFINITION OF RESEARCH-BASED LEARNING

19.1 In 2006 the Definition of Research-Based Learning (2006/0002251) was established as part of the Strategic Plan 2006 – 2010 implementation to give expression to the strategic target that ‘70% of all Griffith programs include a research-based learning component by 2010.’

19.2 AUQA in its recent report to the University recommended that Griffith review research-based learning as one of the distinctive characteristics of the Griffith undergraduate student experience. The Strategic Plan approved at the December University Council no longer includes research-based learning as one of the signature learning experiences and as a result, Learning and Teaching Committee recommend to Academic Committee that the Definition of Research-Based Learning (2006/0002251) be disestablished.

19.3 The University retains its commitment to learning and teaching that is underpinned by research. The proposed Principles to Promote Excellence in Learning and Teaching Practices of Griffith University, for example, continues to give expression to this commitment.
Resolution

19.4 The Academic Committee, on the recommendation of the 8/2008 Learning and Teaching Committee (1 December 2008) resolved to approve the disestablishment of the Definition of Research-Based Learning as contained in 2006/002251.

20.0 REVISED SCHEDULE OF AWARDS FOR THE MEDAL FOR ACHIEVEMENT IN THE BACHELORS DEGREE AND UNIVERSITY MEDAL

20.1 The Medal for Achievement in the Bachelors Degree policy and associated Schedule of Awards for the Medal for Achievement in the Bachelors Degree were established by the Council in 1992 to recognise outstanding academic achievement. The schedule sets out the medals awarded annually and the programs for which they are awarded. It is updated annually to take account of program changes throughout the year. Proposed changes to the Schedule are tracked in the attached document (2008/0022065) for the consideration of the Academic Committee.

Resolution

20.2 The Academic Committee, on the recommendation of the 8/2008 Learning and Teaching Committee (1 December 2008) resolved to approve the adoption of the revised Schedule of Awards for the Medal for Achievement in the Bachelors Degree as described in document 2008/0022065 for immediate implementation.

21.0 SCHOLARSHIP POLICIES AND CONDITIONS

21.1 The Academic Committee is asked to approve changes to a range of undergraduate and postgraduate Griffith scholarship policies and conditions.

21.2 Changes to the Commonwealth, Chancellors and Patience Thoms documents include revised dates and reworking the documents to make them more generic. The Commonwealth Learning Scholarships have also had a name change to Commonwealth Scholarships.

21.3 The Sir Samuel Griffith's only major changes are the removal of excluded programs (already approved) and the requirement for 2009 recipients to maintain a GPA of 5.5 instead of a GPA 5. This is in line with the requirements that Griffith Honours College students are to maintain a GPA of 5.5. As all Sir Samuel Griffith Scholarship recipients are in the Honours College, this provides a consistent benchmark for recipients.

Resolution

21.4 The Academic Committee, on the recommendation of the 8/2008 Learning and Teaching Committee resolved to approve the following revised policies:

- Chancellor’s Scholarship Policy (2008/0022041)
- Chancellor’s Scholarship Conditions for 2009 (2008/0022042)
- Patience Thoms Indigenous (Honours and Postgraduate) Scholarship Policy (2008/0022043)
- Patience Thoms Indigenous (Honours and Postgraduate) Scholarship Conditions for 2009 (2008/0022044)
- Commonwealth Scholarships Policy (2008/0022045)
- Commonwealth Scholarships Conditions for 2009 (2008/0022046)
- Sir Samuel Griffith Scholarships Policy (2008/0022047)
22.0 STUDENT SUCCESS IN EXTERNAL SCHOLARSHIPS AND AWARDS

22.1 The procedure outlined in the *Student Success in External Scholarships and Awards* (2008/0022061) sets out the support available to high achieving students to encourage them to apply for external scholarships and awards and the process by which the University monitors its students’ success.

Resolution

22.2 The Academic Committee resolved to approve the adoption of the revised *Student Success in External Scholarships and Awards* (2008/0022061) and the disestablishment of the *Schedule for Monitoring Progress in the KPI – Success in External Scholarships or Awards* (2007/0002255).

23.0 NRS WITHDRAWAL SUBMISSION (2008/0004876)
1232 BACHELOR OF NURSING POST REGISTRATION

Resolution

23.1 The Academic Committee, on the recommendation of the 8/2008 Programs Committee (4 December 2008) resolved to approve the disestablishment of the Bachelor of Nursing Post Registration (1232), as detailed in 2008/0004876 from Semester 1, 2009.

24.0 MED WITHDRAWAL SUBMISSION (2008/0004889)
5239 MASTER OF LEGAL MEDICINE
3218 GRADUATE CERTIFICATE IN LEGAL MEDICINE

Resolution

24.1 The Academic Committee, on the recommendation of the 8/2008 Programs Committee (4 December 2008) resolved to approve the disestablishment of the Master of Legal Medicine (MLegalM 5239) and the Graduate Certificate in Legal Medicine (GCertLegalM 3218), as detailed in 2008/0004889 from Semester 1, 2009.

25.0 GBS WITHDRAWAL SUBMISSION (2008/0016849)
3083 GRADUATE CERTIFICATE IN PUBLIC ADMINISTRATION
5327 MASTER OF PUBLIC ADMINISTRATION WITH HONOURS

Resolution

25.1 The Academic Committee, on the recommendation of the 8/2008 Programs Committee (4 December 2008) resolved to approve the disestablishment of the Graduate Certificate in Public Administration (GCertPAdmin 3083) and Master of Public Administration with Honours (MPAdmin 5327), as described in 2008/0016849 from Semester 1, 2009.

26.0 EDU WITHDRAWAL SUBMISSION (2008/0017602)
4144/4145 GRADUATE DIPLOMA OF EDUCATION – MIDDLE YEARS

Resolution

26.1 The Academic Committee, on the recommendation of the 8/2008 Programs Committee (4 December 2008) resolved to approve the disestablishment of the Graduate Diploma of Education – Middle Years (GDipEd 4144 MG/4145 GC), as described in document 2008/0017602 from Semester 1, 2009.
27.0 **GGRS NEW PROGRAM SUBMISSION (2008/0025782)**

3237 GRADUATE CERTIFICATE IN RESEARCH STUDIES

5514 MASTER OF RESEARCH STUDIES

27.1 Members noted that this item had been withdrawn by the Chair of the Academic Committee at the request of the Dean, Griffith Graduate Research School.

28.0 **PBH FULL PROGRAM PROPOSAL (2008/0004822)**

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

Resolution:

28.1 The Academic Committee, on the recommendation of the 7/2008 Programs Committee (9 October 2008), resolved to approve the establishment of the Master of Health Services Management (Advanced) (incorporating Honours (5530) (MHSerMgt), as detailed in 2008/0004822, for introduction in Semester 1, 2009.

29.0 **GBS FULL PROGRAM PROPOSAL (2008/0025799)**

1346 BACHELOR OF ASIAN BUSINESS WITH HONOURS

Resolution

29.1 The Academic Committee, on the recommendation of the 7/2008 Programs Committee (9 October 2008), resolved to approve the establishment of the Bachelor of Asian Business with Honours (BAsBus 1346), as detailed in 2008/0025799, for introduction in Semester 1, 2009.

30.0 **LAW NEW PROGRAM PROPOSAL (2008/0025803)**

5501 MASTER OF MIGRATION LAW AND PRACTICE

Resolution:

30.1 The Academic Committee, on the recommendation of the 8/2008 Programs Committee (4 December 2008), resolved to approve the establishment of the Master of Migration Law and Practice (MMigLawPrac 5501), as detailed in 2008/0025803, for introduction in Semester 1, 2009.

31.0 **GBS FULL PROGRAM PROPOSAL (2008/0016852)**

3244 GRADUATE CERTIFICATE IN SUSTAINABLE ENTERPRISE

Resolution:

31.1 The Academic Committee, on the recommendation of the 8/2008 Programs Committee (4 December 2008), resolved to approve the establishment of the Graduate Certificate in Sustainable Enterprise (GCertSustEnt 3244), as detailed in Full Program Proposal submission 2008/0016852, for introduction in Semester 2, 2009.
32.0 GBS FULL PROGRAM PROPOSAL (2008/0025809)
3245 GRADUATE CERTIFICATE IN LEADERSHIP AND MANAGEMENT

Resolution:

32.1 The Academic Committee, on the recommendation of the 8/2008 Programs Committee (4 December 2008), resolved to approve the establishment of the Graduate Certificate in Leadership and Management (GCertLeadMgt 3244) as described in Full Program Proposal submission 2008/0025809, for introduction in Semester 1, 2009.

33.0 EDU MAJOR CHANGE SUBMISSION (2008/0017600)
3166 GRADUATE CERTIFICATE IN EARLY CHILDHOOD

Resolution:

33.1 The Academic Committee, on the recommendation of the 6/2008 Programs Committee (4 September 2008), resolved to approve changes to the Graduate Certificate in Early Childhood (3166) as described in Major Change Submission 2008/0017600, for introduction in Semester 1, 2009.

34.0 BPS SPECIAL PURPOSE SUBMISSION (2008/0025791)
3207 GRADUATE CERTIFICATE IN CLINICAL SCIENCE
5471 MASTER OF CLINICAL SCIENCE
5519 MASTER OF CLINICAL SCIENCE WITH HONOURS

Resolution:

34.1 The Academic Committee, on the recommendation of the 6/2008 Programs Committee (4 September 2008), resolved to approve the rationalisation of course offerings within the Master of Clinical Science suite of programs, as detailed in Special Purpose Submission 2008/0025791, for implementation in Semester 1, 2009.

35.0 BPS MAJOR CHANGE SUBMISSION (2008/0025807)
1028 BACHELOR OF AVIATION

Resolution:

35.1 The Academic Committee, on the recommendation of the 8/2008 Programs Committee (4 September 2008), resolved to approve the proposed changes to the Bachelor of Aviation, as detailed in Major Change Submission 2008/0025807, for implementation in Semester 1, 2009.

36.0 BPS MAJOR CHANGE SUBMISSION (2008/0005849)
4140 GRADUATE DIPLOMA OF FLIGHT MANAGEMENT

Resolution:

36.1 The Academic Committee, on the recommendation of the 8/2008 Programs Committee (4 September 2008), resolved to approve the proposed changes to the Graduate Diploma of Flight Management, as detailed in Major Change Submission 2008/0005849, for implementation in Semester 1, 2009.
37.0 ENV MAJOR CHANGE SUBMISSION (2008/0025808)
- 3212 GRADUATE CERTIFICATE IN ENVIRONMENT
- 5477 MASTER OF ENVIRONMENT
- 5478 MASTER OF ENVIRONMENT WITH HONOURS

Resolution:
37.1 The Academic Committee, on the recommendation of the 8/2008 Programs Committee (4 September 2008), resolved to approve the proposed changes to the Graduate Certificate in Environment (3212), the Master of Environment (5477) and the Master of Environment with Honours (5478), as detailed in Major Change Submission 2008/0025808, for implementation in Semester 1, 2009.

38.0 BPS MAJOR CHANGE SUBMISSION (2008/0025810)
- 5098 MASTER OF SCIENCE IN FORENSIC SCIENCE (QPS)
- 5522 MASTER OF SCIENCE WITH HONOURS IN FORENSIC SCIENCE

Resolution:
38.1 The Academic Committee, on the recommendation of the 8/2008 Programs Committee (4 September 2008), resolved to approve the proposed changes to the Master of Science in Forensic Science (QPS)(5098) and Master of Science with Honours in Forensic Science (5522), as detailed in Major Change Submission 2008/0025810, for implementation in Semester 1, 2009.

39.0 EPS SPECIAL PURPOSE SUBMISSION (2008/0017597)
- 3148 GRADUATE CERTIFICATE IN DRAMA EDUCATION
- 5403 MASTER OF DRAMA EDUCATION
- 5462 MASTER OF DRAMA EDUCATION WITH HONOURS

Resolution:
39.1 The Academic Committee, on the recommendation of the 8/2008 Programs Committee (4 September 2008), resolved to approve the proposed changes to the Graduate Certificate in Drama Education (3148), Master of Drama Education (5403) and the Masters Honours (5462), Mt Gravatt Campus, as detailed in Special Purpose Submission 2008/0017597, for implementation in Semester 1, 2009.

40.0 HLS SPECIAL PURPOSE SUBMISSION (2008/0004894)
HEALTH GROUP PROGRAMS

Resolution:
40.1 The following programs are affected by this submission:
- (5471) Master of Clinical Science (Clinical Microbiology / Clinical Physiology) (NA)
- (5080) Master of Science in Genetic Counselling (NA)
- (1259) Bachelor of Oral Health in Dental Science (GC)
- (1262) Bachelor of Oral Health in Oral Health Therapy (GC)
- (1260) Bachelor of Oral Health in Dental Technology (GC)
- (4136) Graduate Diploma of Dentistry (GC)
- (5402) Master of Dental Technology in Prosthetics (GC)
- (6018) Doctor of Clinical Dentistry (GC)
- (1098) Bachelor of Human Services (LG)
- (1345) Bachelor of Human Services/Master of Rehabilitation Counselling (LG)
- (1095) Bachelor of Human Services in Child & Family Studies (LG)
- (1244) Bachelor of Human Services in Child & Family Studies/Bachelor of Education – Primary (LG)
- (1263) Bachelor of Human Services/Bachelor of Criminology & Criminal Justice (LG)
- (5169) Master of Human Services (LG)
Resolution:

40.2 The Academic Committee, on the recommendation of the 8/2008 Programs Committee (4 September 2008), resolved to approve the proposed changes to the above Health Group Programs, as detailed in Special Purpose Submission 2008/0004894, for implementation in Semester 1, 2009.

41.0 DOH SPECIAL PURPOSE SUBMISSION (2008/0016325)

5402 MASTER OF DENTAL TECHNOLOGY IN PROSTHETICS

Resolution:

41.1 The Academic Committee, on the recommendation of the 8/2008 Programs Committee (4 September 2008), resolved to approve the proposed changes to the Master of Dental Technology in Prosthetics (5402), as detailed in Special Purpose Submission 2008/0016325, for implementation in Semester 1, 2009.
42.0  NRS SPECIAL PURPOSE SUBMISSION (2008/0004885)
5424 MASTER OF ADVANCED PRACTICE
5425 MASTER OF ADVANCED PRACTICE WITH HONOURS

Resolution:

42.1  The Academic Committee, on the recommendation of the 8/2008 Programs Committee (4 September 2008), resolved to approve the proposed changes to the Master of Advanced Practice (5424), Master of Advanced Practice with Honours (5425), as detailed in Special Purpose Submission 2008/0004885, for implementation in Semester 1, 2009.

43.0  ENG SPECIAL PURPOSE SUBMISSION (2008/0005864)
1329 BACHELOR OF ENGINEERING (ENVIRONMENTAL ENGINEERING) / BACHELOR OF BUSINESS (MANAGEMENT)

Resolution:

43.1  The Academic Committee, on the recommendation of the 8/2008 Programs Committee (4 September 2008), resolved to approve proposed changes to the Bachelor of Engineering (Environmental Engineering) / Bachelor of Business (Management) (1329), as detailed in Special Purpose Submission 2008/0005864, for implementation in Semester 1, 2009.

44.0  LAW SPECIAL PURPOSE SUBMISSION (2008/0016793)
1137/1141 BACHELOR OF LAWS (GRADUATE ENTRY)
1276/1277 BACHELOR OF LAWS/BACHELOR OF ARTS
1127 BACHELOR OF ARTS/BACHELOR OF ARTS – LAW, MEDIA AND CULTURE (CONTINUING STUDENTS ONLY)
1118 BACHELOR OF LAWS/BACHELOR OF ARTS – LAW AND ASIAN STUDIES (CONTINUING STUDENTS ONLY)
1297/1298 BACHELOR OF LAWS/BACHELOR OF ARTS (POLITICS, GOVERNMENT AND INTERNATIONAL RELATIONS)
1234 BACHELOR OF LAWS/BACHELOR OF ARTS IN CRIMINOLOGY AND CRIMINAL JUSTICE
1120 BACHELOR OF LAWS/BACHELOR OF ARTS IN POLITICS AND GOVERNMENT (CONTINUING STUDENTS ONLY)
1126/1299 BACHELOR OF LAWS/BACHELOR OF BUSINESS
1128/1300 BACHELOR OF LAWS/BACHELOR OF COMMERCE
1140 BACHELOR OF LAWS/BACHELOR OF ENVIRONMENTAL PLANNING (CONTINUING STUDENTS ONLY)
1235 BACHELOR OF LAWS/BACHELOR OF INFORMATION TECHNOLOGY (CONTINUING STUDENTS ONLY)
1119/1135 BACHELOR OF LAWS/BACHELOR OF INTERNATIONAL BUSINESS
1275 BACHELOR OF LAWS/BACHELOR OF INTERNATIONAL RELATIONS (CONTINUING STUDENTS ONLY)
1136/1139 BACHELOR OF LAWS/BACHELOR OF PSYCHOLOGICAL SCIENCE
1304/1305 BACHELOR OF LAWS/BACHELOR OF SCIENCE (CONTINUING STUDENTS ONLY)
1121 BACHELOR OF LAWS/BACHELOR OF SCIENCE (ENVIRONMENT)
1138 BACHELOR OF LAWS/BACHELOR OF COMMERCE WITH HONOURS

Resolution:

44.1  The Academic Committee, on the recommendation of the 8/2008 Programs Committee (4 September 2008), resolved to approve the proposed changes to the 1137/1141 Bachelor of Laws (Graduate Entry); 1276/1277 Bachelor of Laws/Bachelor of Arts; 1127 Bachelor of Arts/Bachelor of Arts – Law, Media and Culture (Continuing Students Only); 1234 Bachelor of Laws/Bachelor of Arts in Criminology and Criminal Justice; 1120 Bachelor of Laws/Bachelor of Arts in Politics and Government (Continuing Students Only); 1126/1299 Bachelor of Laws/Bachelor of Business; 1128/1300 Bachelor of Laws/Bachelor of Commerce; 1140 Bachelor of Laws/Bachelor of Environmental Planning (Continuing Students Only); 1235 Bachelor of Laws/Bachelor of Information Technology (Continuing Students Only); 1119/1135 Bachelor of Laws/Bachelor of International Business; 1275 Bachelor of Laws/Bachelor of International Relations (Continuing Students Only); 1136/1139 Bachelor of Laws/Bachelor of Psychological Science; 1304/1305 Bachelor of Laws/Bachelor of Science (Continuing Students Only); 1121 Bachelor of Laws/Bachelor of Science (Environment); 1138 Bachelor of Laws/Bachelor of Commerce with Honours.
1118 Bachelor of Laws/Bachelor of Arts – Law and Asian Studies (Continuing Students Only); 1297/1298 Bachelor of Laws/Bachelor of Arts (Politics, Government and International Relations); 1234 Bachelor of Laws/Bachelor of Arts in Criminology and Criminal Justice; 1120 Bachelor of Laws/Bachelor of Arts in Politics and Government (Continuing Students Only); 126/1299 Bachelor of Laws/Bachelor of Business; 1128/1300 Bachelor of Laws/Bachelor of Commerce; 1140 Bachelor of Laws/Bachelor of Environmental Planning (Continuing Students Only); 1235 Bachelor of Laws/Bachelor of Information Technology (Continuing Students Only); 1119/1135 Bachelor of Laws/Bachelor of International Business; 1275 Bachelor of Laws/Bachelor of International Relations (Continuing Students Only); 1136/1139 Bachelor of Laws/Bachelor of Psychological Science; 1304/1305 Bachelor of Laws/Bachelor of Science (Continuing Students Only); 1121 Bachelor of Laws/Bachelor of Science (Environment); 1138 Bachelor of Laws/Bachelor of Commerce with Honours as detailed in Special Purpose Submission 2008/0016793, for implementation in Semester 1, 2009.

45.0 GBS SPECIAL PURPOSE SUBMISSION (2008/0016854) 1346 BACHELOR OF ASIAN BUSINESS WITH HONOURS

Resolution:

45.1 The Academic Committee, on the recommendation of the 8/2008 Programs Committee (4 September 2008), resolved to approve proposed changes to the English language entry requirements for the Bachelor of Asian Business with Honours (1346), as detailed in Special Purpose Submission 2008/0016854, for implementation in Semester 1, 2009.

46.0 GBS SPECIAL PURPOSE SUBMISSION (2008/0016855) 3210 GRADUATE CERTIFICATE IN POLICY ANALYSIS

Resolution:

46.1 The Academic Committee, on the recommendation of the 8/2008 Programs Committee (4 September 2008), resolved to approve proposed changes to the Graduate Certificate in Policy Analysis (3210), as detailed in Special Purpose Submission 2008/0016855, for implementation in Semester 1, 2009.

47.0 HSV MAJOR CHANGE SUBMISSION (2008/0004882) 1263 BACHELOR OF HUMAN SERVICES/BACHELOR OF CRIMINOLOGY AND CRIMINAL JUSTICE

Resolution:

47.1 The Academic Committee, on the recommendation of the 8/2008 Programs Committee (4 September 2008), resolved to approve the proposed changes to the Bachelor of Human Services/Bachelor of Criminology and Criminal Justice (1263), as detailed in Special Purpose Submission 2008/0004882, for implementation in Semester 1, 2009.

48.0 HSV MAJOR CHANGE SUBMISSION (2008/0004880) 1098 BACHELOR OF HUMAN SERVICES

Resolution:

48.1 The Academic Committee, on the recommendation of the 8/2008 Programs Committee (4 December 2008), resolved to approve proposed changes to the Bachelor of Human Services (1098), as detailed in Major Change Submission 2008/0004880, for implementation in Semester 1, 2009.
49.0  **NRS SPECIAL PURPOSE SUBMISSION (2008/0004858)**

1161 BACHELOR OF NURSING (GC)
1162 BACHELOR OF NURSING (LG)
1165 BACHELOR OF NURSING (NA)

**Resolution:**

49.1 The Academic Committee, on the recommendation of the 7/2008 Programs Committee (9 October 2008), resolved to approve the proposal to increase students’ semester length beyond the standard 13 weeks for the Bachelor of Nursing (1161/1162/1165) as detailed in Special Purpose Submission 2008/0004858, for implementation in Semester 1, 2009.

**SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES**

Nil

**SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION**

50.0  **CELEBRATING TEACHING EXCELLENCE WEEK 2008**

50.1 The University’s inaugural Celebrating Teaching Excellence Week, held from November 3rd to 7th, offered opportunities for Griffith staff to engage in a diverse range of local and University-wide events. The week focused on enhancing learning and teaching and facilitated networking with colleagues within Faculties, Groups and across the University. Members noted the report on Celebrating Teaching week and the Blended Learning Showcase (2008/0022054) circulated with the agenda.

51.0  **ACADEMIC INTEGRITY REPORT**

51.1 In December 2006 the Learning and Teaching Committee established the Academic Integrity Reference Group to develop a new approach to encouraging academic honesty and to manage academic misconduct. The Reference Group worked throughout 2007 developing a new policy framework for managing academic misconduct which was trialled in 2007. In 2008 the Reference Group was renamed the Academic Integrity Change Management Group and has been responsible for the University-wide implementation of the trial of the Institutional Framework for Promoting Academic Integrity among Students.

51.2 A report outlining progress made by the Academic Integrity Change Management Group during 2008 was provided for the information of members (2008/0022056). The University-wide trial of the academic integrity framework continues until the end of semester 1, 2009. During March 2009 an external consultant will conduct a formal evaluation of the policy and its implementation with a view to making a recommendation to the University’s May Council meeting whether or not the Institutional Framework for Promoting Academic Integrity among Students be adopted as the University’s policy for managing academic misconduct.

52.0  **VICE CHANCELLOR’S FORUM AND QUESTION TIME**

52.1 Members noted the Vice Chancellor’s report to the December meeting of Council.
53.0 CHAIRPERSON’S REPORT

53.1 The Chair provided a verbal report on the following matters:

53.1.1 Nathan Task Force
- The Chair reminded members of the availability of the Report of the Taskforce Reviewing the Nathan campus and spoke about the recent well-attended session where the proposed vision for the Nathan campus was put forward in terms of its physical environment, academic profile and community engagement.
- The Chair spoke of the engagement of Mr Michael Raynor, Principal of Cox Rayner Architects to facilitate the development of a master plan for a future Nathan-Mt Gravatt Knowledge Precinct.

53.1.2 Government Response to Student Service Fee Arrangements
- The Committee was advised that the Universities will in future be able to charge students an amenities fee. It was noted that there will be an obligation for Universities to comply with protocols in dealing with student complaints and grievances.

53.1.3 Higher Education Endowment Fund
- The Higher Education Endowment Fund provides funding to Australian higher education institutions for capital expenditure and research facilities. Members noted that Griffith had been unsuccessful in the 2009 funding round.

53.1.4 Bradley Report
- Members were advised of the imminent release of the Bradley Report and noted that it will receive full discussion at the first meeting of 2009.

54.0 DEPUTY CHAIRPERSON’S REPORT

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

54.1.1 Open Universities Australia
- OUA has approved a shift to full profit status. At this point the University is unclear about the exact effects of such a shift but more will be known next year when OUA holds talks with each of the Providers.
- Griffith is a significant participant in OUA and was the largest provider of undergraduate units in study period 4, 2008 and is offering an increasing number of postgraduate units. Members were informed about a successful OUA training and development day held recently for Griffith OUA staff.
- It was suggested that members of Academic Committee be provided with an information session about Griffith’s association with OUA at a meeting early in 2009.

54.1.2 Blackboard Version 8 Upgrade
- The Pro Vice Chancellor (Information Services) advised members of the timeframe and communication campaign for the version 8 Blackboard upgrade. It was noted that the upgrade will occur during 2-3 days of Easter next year.

55.0 OTHER BUSINESS

55.1 No other business was raised.
56.0 REPORTS OF SUB-COMMITTEES OF THE ACADEMIC COMMITTEE AND OTHER COMMITTEES

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

56.1.1 International Advisory Committee [5/2008]
56.1.2 Learning and Teaching Committee [7/2008]
56.1.3 Research and Postgraduate Studies Committee [7/2008 and 8/2008].

57.0 2009 COMMITTEE MEETING DATES

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

- 12 February *
- 9 April
- 18 June
- 13 August
- 17 September
- 15 October
- 12 November
- 10 December *

* meeting will proceed only if urgent business requires

57.2 Meetings will be held via video-conference between three venues:
- 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.

Confirmed: ..........................
(Chair)
Date: 11 December 2008