A meeting of the Academic Committee of the Griffith University Council was held at 1.30pm on Thursday 9 December with a video-conference between Room -1.18 (Level -1) Glyn Davis Building (N72), Nathan campus and Room 1.04, The Chancellery (G34), Gold Coast campus.

MINUTES

PRESENT:
Chair – Professor Sue Spence
Associate Professor Helen Blanchard
Professor Gillian Bushell
Professor Nick Buys
Ms Patti Cybinski
Ms Kathy Grgic
Dr Maureen Harrington
Dr Robyn Hollander
Professor Kerri-Lee Krause
Professor Marilyn McMeniman
Professor Ned Pankhurst
Associate Professor Ray Tedman
Professor Clyde Wild
Professor Bofu Yu
Secretary – Ms Lea-Anne Stafford

APOLOGIES:
Professor Ian O’Connor
Dr Sarah Baker
Professor Sue Berners-Price
Associate Professor Michael Blumenstein
Professor Pat Buckridge
Associate Professor Penny Bundy
Dr Mark Chappell
Professor Paul Cleveland
Professor Allan Cripps
Professor Graham Cuskelley
Professor Lyn Griffiths
Professor Debra Henly
Dr Carmel Herington
Ms Ulrike Kachel
Associate Professor Wendy Loughlin
Professor Bill MacNeil
Professor Colin McAndrew
Mr Chris Madden
Professor Paul Mazerolle
Ms Linda O’Brien
Associate Professor Tony Perkins
Professor Michael Powell
Professor Huib Schippers
Professor Parlo Singh
Associate Professor Anna Stewart
Professor Kristine Toohy
Dr Joan Vaccaro
Professor Marie Wilson
Associate Professor Pat Wise
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 6/2010 meeting of the Academic Committee were taken as read and confirmed.

SECTION A: RECOMMENDATIONS AND REPORTS TO COUNCIL

3.0 REVIEW OF ACADEMIC COMMITTEE

3.1 The Deputy Vice Chancellor (Academic) commissioned a review of Academic Committee in 2010 to assess its effectiveness and that of its sub-committees in
contributing towards assuring the quality of the University’s educational activities and attaining its strategic academic goals.

3.2 The Chair acknowledged the work of Emeritus Professor Andrew Lister as review coordinator. The final review report and recommendations set down in the Academic Committee Review Report Griffith University (2010/0011553) were presented for preliminary discussion at the September meeting. Since then a consultation process comprising Academic Committee’s sub-committees and Faculty/Group Boards has been undertaken.

3.3 On the basis of responses received the consultation process, the following committee constitutions have been revised in discussion with the Griffith Executive and were endorsed by the Executive Group on 8 December 2010:
   a) Academic Committee (2010/0011596)
   b) Internationalisation Advisory Committee (2010/0011602)
   c) Learning and Teaching Committee (2010/0011561)
   d) Educational Excellence Committee (2010/0011563)
   e) University Assessment Committee (2010/0011603)
   f) Programs Committee (20100011309).

3.4 Review recommendations mainly affect committee functions and membership. For example, all Heads of School/Department are proposed additions to the Academic Committee membership, there is improved alignment between the University’s strategic and operational plans and relevant sub-committee quality assurance functions; fewer meetings but more face-to-face meetings. Opportunities for members to network with colleagues will be provided via lunch prior to each Academic Committee meeting in 2011.

3.5 In considering the revised constitutions, the following amendments recommended by Executive Group members were tabled and endorsed by Academic Committee.
   a) an increase in the number of undergraduate student positions on Academic Committee from 2 to 4;
   b) retention of current academic staff representative numbers on Academic Committee;
   c) clarification of Educational Excellence Committee’s functions in coordinating Griffith grant and award schemes.

3.6 There are no changes to the recently implemented constitutions of the Board of Graduate Research and the Research Committee.

3.7 In response to Review Report recommendations, Student Orientation and Engagement Committee and the Learning Environment Committee members (26 October 2010) endorsed the recommended disestablishment of their committees, effective 31 December 2010. Both committees are current sub-committees of the Learning and Teaching Committee, which supports this recommendation. Academic Committee members also endorsed this action.

3.8 The Committee noted the Review of Academic Committee Implementation Plan 2011-2012 (2010/0011600) that provides a progress report on implementation activities to date.

Resolution

3.9 The Academic Committee resolved to:
   a) recommend the following documents to the University Council:
      • Academic Committee Review Report Griffith University (2010/0011553), and
• Review of Academic Committee Proposed Implementation Plan 2011-2012 (2010/00115600)

b) recommend to the University Council the approval of the revised Academic Committee constitution from 1 July 2011, as documented in revised document 2010/0011607, that takes account of revisions described in paragraph 3.5a) and b) above.

c) adopt the following committee constitutions from 1 January 2011:
• Learning and Teaching Committee constitution as documented in 2010/0011561;
• Programs Committee constitution as documented in 2010/0011309;
• Internationalisation Advisory Committee constitution as documented in 2010/0011602;
• Educational Excellence Committee constitution as documented in revised document 2010/0011605, that takes account of revisions described in paragraph 3.5c above;
• University Assessment Committee constitution as documented in 2010/0011603.

d) disestablish the Learning Environment Committee from 31 December 2010;

e) disestablish the Student Orientation and Engagement Committee from 31 December 2010.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

4.0 ASSESSMENT POLICY REVISIONS ARISING OUT OF THE ARTS, EDUCATION AND LAW GROUP RESTRUCTURE

4.1 At the 3/2010 (August) meeting of the University Council, changes to the structure of the Arts, Education and Law Group were approved. It was planned that the December meeting of Council would consider a number of policies with revisions to address the shift to a ‘single-faculty’ Group structure across all academic groups; however, this item has been delayed until March 2011.

4.2 The Chair, Learning and Teaching Committee introduced this item. As the project to develop Griffith’s new approach to assessment will continue past December 2010, there are a number of policies that require immediate amendment to ensure that there is transparency for staff and students about the relevant authority for assessment decisions.

4.3 Proposed changes in the revised Assessment Policy (2010/0011599) clarify the role of Deans (Learning and Teaching) across all academic Groups. From 1 January 2011, there will be four Deans (Learning and Teaching) who will act as Assessment Board Chairs and undertake the role of decision maker across a range of academic policies.

Resolution:

4.5 The Academic Committee, on the recommendation of the 7/2010 Learning and Teaching Committee (6 December), resolved to adopt the Assessment Policy as described in 2010/0011599 from 1 January 2011.

5.0 HSV MAJOR CHANGE (2010/0011050)
1095 BACHELOR OF CHILD AND FAMILY STUDIES

Resolution

5.1 Academic Committee on the recommendation of Programs Committee (8/2010, December) resolved to approve changes to the Bachelor of Child and Family
Studies (1095), as detailed in 2010/0011050, for implementation in Semester 1 2011.

6.0 NRS MAJOR CHANGE (2010/0011030)
1354 BACHELOR OF MIDWIFERY

Resolution

6.1 Academic Committee on the recommendation of Programs Committee (8/2010, December) is asked to approve the proposed changes to the Bachelor of Midwifery (1354), as detailed in 2010/0011030, for implementation in Semester 1 2011.

7.0 LAL MAJOR CHANGE (2010/0007571)
1116 BACHELOR OF ARTS IN LANGUAGES AND APPLIED LINGUISTICS

Resolution

7.1 Academic Committee on the recommendation of Programs Committee (8/2010, December) is asked to approve the proposed changes to the Bachelor of Arts in Languages and Applied Linguistics (1116), as detailed in 2010/0007571, for implementation in Semester 1 2011.

8.0 QCGU 5-YEAR PROGRAM REVIEW: MAJOR CHANGE (2010/0011318)
1268 BACHELOR OF MUSIC

Resolution

8.1 Academic Committee, on the recommendation of Programs Committee (7/2010, October), resolved to approve changes to the Bachelor of Music (1268), as detailed in 2010/0011318, for implementation in Semester 1, 2011.

9.0 QCA MAJOR CHANGE SUBMISSION (2010/0011317)
3089 GRADUATE CERTIFICATE IN DIGITAL DESIGN
5385 MASTER OF DIGITAL DESIGN

Resolution

9.1 Academic Committee, on the recommendation of Programs Committee (7/2010, October), resolved to approve changes to the Graduate Certificate in Digital Design (3089) and Master of Digital Design (5385), as detailed in 2010/0011317, for implementation in Semester 1, 2011.

10.0 PES MAJOR CHANGE (2010/0011039)
5320 MASTER OF PHYSIOTHERAPY

Resolution

10.1 Academic Committee on the recommendation of Programs Committee (8/2010, December) resolved to approve changes to the Master of Physiotherapy, as detailed in 2010/0011039, for implementation in Summer Semester (January/February) 2012.

11.0 BPS WITHDRAWAL SUBMISSION (2010/0010060)
5085 MASTER OF FORENSIC SCIENCE
5520 MASTER OF FORENSIC SCIENCE WITH HONOURS

Resolution

11.1 Academic Committee on the recommendation of Programs Committee (8/2010, December resolved to approve transition arrangements for enrolled students in the Master of Forensic Science (5085), as detailed in 2010/0010060.
SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES

Nil.

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

12.0 AUSTRALIAN LEARNING AND TEACHING COUNCIL DISCIPLINE STANDARDS PROJECT

12.1 The Australian Government has awarded the Australian Learning and Teaching Council (ALTC) $2 million to facilitate and coordinate discipline communities’ definition of academic standards as the higher education sector prepares for a new regulatory environment and the implementation of the Tertiary Education Quality and Standards Agency (TEQSA) agenda.

12.2 The Learning and Teaching Academic Standards Project brings together discipline groups with the aim of defining academic standards in line with the Australian Government’s new standards-based quality assurance framework. There are eight active discipline groupings led by ALTC Discipline Scholars: Architecture and Building; Arts, Social Sciences and Humanities; Business, Management and Economics; Creative and Performing Arts; Engineering and ICT; Health, Medicine and Veterinary Science; Law; and Science; Law; and Science.


12.3 From Griffith, Professor Amanda Henderson has been appointed as Discipline Scholar for the Health, Medicine and Veterinary Science discipline grouping.

12.4 Professor Kerri-Lee Krause, Dean (Student Outcomes) and Director, Griffith Institute for Higher Education presented members with an overview of the Standards Project as it relates to sector wide issues about quality and standards. She advised of Higher Education sector discussions around standards definitions and the introduction of threshold learning outcomes.

12.5 The presentation generated much discussion about significant sector changes and the connections between University Compacts, TEQSA and discipline standards frameworks. The Committee also discussed the resultant challenges and implications for Griffith. Members noted the benefit for individual institutions in proactively developing their own frameworks and standards and were encouraged to engage in sector-wide disciplinary discussions and with their discipline scholars to contribute to the development of standards that cater for a range of disciplinary approaches. The Committee noted that Griffith has the potential to be a significant contributor in this area.

12.6 The area of assessment standards was noted as a strategic priority for Griffith and an area in which we have extensive expertise. Griffith will continue to draw on this expertise during 2011 through its revision of the University’s assessment approach.

12.7 Further discussion by Academic Committee and its sub-committees will occur during 2011 around assessment standards and scrutiny of academic and research processes and policies to assure the quality assurance of learning outcomes can be documented. Work will continue with the course profile system to support these efforts.

Resolution

12.8 The Academic Committee noted some of the challenges and priorities posed for Griffith through recent and future Higher Education Sector changes.
13.0 ACADEMIC COMMITTEE REPORT ON ITS ACTIVITIES IN 2010

13.1 Members noted the report on the activities undertaken by the Academic Committee during 2010 as described in document 2010/0011604.

13.2 Members noted that the report documents the key issues addressed in relation to Academic Committee functions as set down in the current constitution.

Resolution

13.3 The Academic Committee noted the annual report of its activities as described in 2010/0011604.
14.0 MEMBERSHIP

14.1 The Committee moved a vote of thanks for the contributions of the following outgoing members whose terms of office end on 31 December 2010.

<table>
<thead>
<tr>
<th>Membership Category</th>
<th>Name</th>
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<tbody>
<tr>
<td>Heads of School or Department</td>
<td>Associate Professor Penny Bundy</td>
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<td></td>
<td>Professor Bofu Yu</td>
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<td>Academic Staff Members</td>
<td>Dr Sarah Baker</td>
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<td>Dr Mark Chappell</td>
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<td>Dr Carmel Herington</td>
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<td>Dr Patti Cybinski</td>
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<td>Undergraduate Students</td>
<td>Ms Kendal Chick</td>
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<td>Ms Nadia Currie</td>
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<td>Mr Christopher Eigeland</td>
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<td>Mr Brendan Johnstone</td>
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<td>Ms Rebecca Parry</td>
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<tr>
<td>Postgraduate Students</td>
<td>Ms Ulrike Kachel</td>
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<td></td>
<td>Mr Mohammad Islam</td>
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15.0 VICE CHANCELLOR’S FORUM AND QUESTION TIME

15.1 The Vice Chancellor was unable to attend the meeting. Members noted that at future meetings, the Vice Chancellor would attend to speak to update members on issues of importance and take questions, with or without notice.

15.2 Members noted the Vice Chancellor’s report to the December meeting of the University Council.

16.0 CHAIRPERSON’S REPORT

16.1 The Chair reported on the following matters of interest:

a) Australian Qualifications Framework
   The Chair updated members on the status of the Australian Qualifications Framework and changes approved by the Ministerial Council for Tertiary Education and Employment in November since the framework had last been circulated for consultation.

b) Review of Higher Education Base Funding
   The Committee was briefed about the commencement of the Department of Education, Employment and Workplace Relations’ (DEEWR) Review of Higher Education Base Funding – our main source of funding. The Review will investigate the relevant level of funding of higher education institutions and determine the funding model that will best encourage universities to meet the Federal government’s priorities around equity, skills, growth and quality.

   Formal submissions are being sought by the DEEWR Review panel by 31 March 2011 and further information is available from the following site: http://www.deewr.gov.au/HigherEducation/Policy/Pages/BaseFundingReview.aspx

17.0 DEPUTY CHAIRPERSON’S REPORT

17.1 The Deputy Chair foreshadowed a 2011 consultation process across the University about the mapping of course and graduate attributes to programs. It was noted that there is a need to support course convenors to ensure they understand the curriculum initiatives on which they are required to report in the course profile system to enable complete and accurate reporting for curriculum mapping purposes.
18.0 OTHER BUSINESS

18.1 Nil

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

19.1 The minutes and/or action sheets of the following Committees were noted:
   19.1.1 Board of Graduate Research – Nil
   19.1.2 Internationalisation Advisory Committee – 5/2010
   19.1.3 Learning and Teaching Committee – 6/2010
   19.1.4 Programs Committee - Nil
   19.1.5 Research Committee – Nil.

20.0 2011 COMMITTEE MEETING DATES

20.1 The final 2011 schedule of meetings for Academic Committee has been circulated to members. Two induction sessions are scheduled: one just prior to the first meeting in February and the second before the September meeting.

20.2 Meetings are held on Thursdays from 1.30pm – 4.00pm (unless otherwise indicated).

<table>
<thead>
<tr>
<th>Date</th>
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<td>17 February</td>
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<td>14 April *</td>
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<td>10 November</td>
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* April meeting commences 1pm – 3pm

Minutes confirmed by:

Professor Sue Spence, Chair

17 February 2011