1.0 CONFIRMATION OF MINUTES
1.1 The minutes of the 2/2010 meeting of the Academic Committee were taken as read and confirmed.

2.0 MEMBERSHIP
2.1 Members warmly welcomed the following new members to their first meeting of the Committee:
   a) Dr Robyn Hollander – Dean, Learning and Teaching, Griffith Business School, while Professor Lorelle Frazer is undertaking Academic Studies Program leave.
2.2 Members also expressed their appreciation to outgoing member Professor Paula Baron for her contribution to the work of Academic Committee.

SECTION A: RECOMMENDATIONS AND REPORTS TO COUNCIL

3.0 ARTS, EDUCATION AND LAW GROUP CHANGES

3.1 Academic Committee members had before them the document entitled, *Arts Education and Law at Griffith – A Proposed Organisational Restructure*.

3.2 The Pro Vice Chancellor (Arts, Education and Law), Professor Paul Mazerolle, introduced the paper, outlining its key points. Members noted that the proposed restructure aims to better facilitate planning and coordination and enable greater strategic investment in learning and teaching, research, and student and alumni engagement.

3.3 Members who commented on the paper, welcomed the proposed changes and potential reinvigoration of the Group. Arts, Education and Law Group representative members expressed their appreciation to the Pro Vice Chancellor (Arts, Education and Law) for the consultation opportunities afforded them during the development of the paper and its revisions. It was noted that the final document had been informed by stakeholder views expressed during the extensive consultation process.

3.4 The Committee highlighted three crucial elements in relation to the proposed restructure:
   a) the value in establishing and monitoring communication lines between the Dean (Research), Heads of Schools and Research Centre Directors. Members noted that there would be University-wide discussion on School – Centre links in another forum.
   b) the need for the restructure implementation plan to give careful consideration around Group operational aspects affected by the restructure.
   c) the importance of ensuring role clarity and identifying potential implications for academic profiles.

3.5 The Pro Vice Chancellor (Arts, Education and Law) provided clarification to members in response to queries about:
   a) the distinctive roles of the Group Executive and the Group Faculty Board; and
   b) various reporting lines within the Group.

3.6 The Chair expressed her appreciation to all involved in the restructure to date. The Vice Chancellor advised that members’ comments would be relayed to Council and reiterated the importance of a carefully crafted implementation plan that clearly articulates changes to operational elements.

Resolution

3.7 The Academic Committee considered the paper, *Arts Education and Law at Griffith – A Proposed Organisational Restructure*, and resolved to provide the above comments to the University Council.

SECTION B: ACTION UNDER DELEGATED AUTHORITY
4.0 COURSE APPROVAL AND REVIEW PROCESSES

4.1 Academic Committee considered the following documents in relation to the University’s Course Approval and Review Process:
- Course Approval and Review Processes (2010/0011276)
- Guidelines for a Statement of Resources (2010/0011288)
- Scholarly Information Impact Statement (2010/0011538)
- Course Profile Requirements (2010/0011286)
- Course Profile Template (2010/0011287).

4.2 Academic Committee members noted that Programs Committee is responsible for the quality assurance framework for University programs and their constituent courses, and have considered the policy framework around course approval and review. Members endorsed Programs Committee’s recommendation of revisions to the above listed documents to take account of the implementation of the new Course Profile System across the University in semester 2 this year.

4.3 The process for managing the course ‘life cycle’ is set down in the Course Approval and Review Processes. This document describes the processes through which the University approves new course offering and evaluates the offering of existing courses. These processes form an important part of the University’s quality assurance framework. The document was reviewed and revised to incorporate changes resulting from the implementation of the course evaluation system in Summer Semester 2009/2010 and the course profile system in Semester 2, 2010.

4.4 As the Course Profile System is being rolled out across the University in Semester 2, 2010, a revised Course Profile Requirements document and new Course Profile Template have been prepared to assist Course Convenors in the preparation and re-development of their course profiles using the new system. The Guidelines for a Statement of Resources is an associated document and has been amended to reflect changes in organisational structure.

Resolution

4.5 The Academic Committee, on the recommendation of the 3/2010 Programs Committee (22 June), resolved to:
- approve the revised Course Approval and Review Processes (2010/0011276) for immediate adoption;
- approve the revised Guidelines for a Statement of Resources (2010/0011288) for immediate adoption;
- approve the Scholarly Information Impact Statement (2010/0011538) for immediate adoption;
- note the revised Course Profile Requirements (2010/0011286);
- note the Course Profile Template (2010/0011287).

5.0 REVISED RESEARCH CENTRES POLICY

5.1 The Research Centres Policy outlines the strategic role of research centres in strengthening the University’s research capability, describes the attributes of Griffith research centres, the process for establishing research centres, and the responsibilities of research centre members and directors.

5.2 The policy has been revised principally to bring centre reporting and membership criteria into line with the University KPIs and Staircase reporting. Members had before them the revised Research Centres Policy (2010/0011536) as recommended by Research Committee (8 June).

5.3 Key changes to the policy include:
a) a revised definition of ‘research active’;

b) revision of centre membership categories. The definition for Full member is largely unchanged, except that, for reporting purposes, a member will be deemed to be a full member if they are ‘research active’ according to the University definition. There is a new definition of Paid Members, who are in receipt of a salary paid by the Research Centre and are not counted elsewhere. These first two categories of members are the only ones who are included in the staff count for the centre.

c) Associate Members are now able to access Centre funding, so long as they are staff members at Griffith University. Their outputs will be included in centre reporting.

d) Adjunct member outputs will be included in centre reporting, so long as they are included in the annual Australian Government HERDC return by Griffith University.

e) the rules around joint membership of more than one centre have been tightened. As before, people who wish to be full members of more than one centre must obtain approval from both research centre Directors, and it is expected that there will be very few of these joint memberships. Other types of members are restricted to one centre only.

f) weighting for the funding of centres: Input quantitative indicator ‘RHD load’ has been amended to ‘RHD completions’ to align with University KPIs and Staircase reporting.

g) the qualitative indicator has always been problematic for review panels, who found it very difficult to fairly determine a score based on the subjective measures of a centre’s strategic vision. Therefore this has been changed to a score based on the sum of the weighted scores derived from selected Staircase indicators.

h) the criteria for selection of new centres and evaluation of centres have been amended to align with University KPIs and Staircase. It is proposed that the target for Staircase KPI be the achievement of Level II or better.

i) some items that were located in section 21.3 (KPIs) have been moved to 21.4 (the strategic plan).

5.4 Members noted that Research Committee had approved a revised template for the Research Centre fourth-year review reports, and the Research Centre Annual Reports.

5.5 In considering the revised policy, members discussed the contribution of Research Centre associate members, adjunct members and full members to the University’s research outcomes. There was also some discussion around the policy definition of ‘research active’.

5.6 The Deputy Vice Chancellor (Research) invited members to contact him directly if they had further questions about the policy.

Resolution

5.7 The Academic Committee resolved to:

a) ratify the Chair’s executive decision to approve the revised Research Centre Policy (2010/0011536) on the recommendation of the Research Committee (3/2010, 8 June); and

b) note Research Committee’s approval of the revised template for the Research Centre 4th year review reports, and the Research Centre Annual Reports.

6.0 EXTENSION OF TERM OF RESEARCH CENTRE FOR WORK, ORGANISATION AND WELLBEING AND THE GRIFFITH INSTITUTE FOR EDUCATIONAL RESEARCH
6.1 The Griffith Institute for Educational Research (GIER) and the Research Centre for Work, Organisation and Wellbeing (WOW) were both last reviewed in 2006, and therefore are scheduled for a fourth year review in 2010. However, as a result of the 2006 review, GIER’s predecessor centre was asked to prepare a submission to become a University centre, and was provided with six months of interim funding, to 30 June 2007. Similarly, WOW was asked to prepare a further submission after the 2006 fourth year review, and was provided with interim funding to 30 June 2007. In both cases, the review process was not finalised until 2007 and the centres were renewed to the end of June 2011.

6.2 As a result, Research Committee has endorsed the recommendation by the Deputy Vice Chancellor (Research) to defer the fourth year review of both centres until 2011, and to extend the current term to 31 December 2011 to bring them into line with the standard reporting cycle of other research centres funded by the University. The relevant Group Pro Vice Chancellors have been consulted and concur with the increase in term and deferral of the fourth year reviews.

Resolution

6.3 The Academic Committee, on the recommendation of Research Committee (3/2010, 8 June), resolved to approve an extension to the terms of both the Griffith Institute for Educational Research and the Research Centre for Work, Organisation and Wellbeing to 31 December 2011, and that both centres undergo a fourth year review in 2010.

7.0 NRS FULL PROGRAM PROPOSAL (2010/0011282)
5553 MASTER OF NURSING (NURSE PRACTITIONER)

Resolution

7.1 Academic Committee on the recommendation of 3/2010 Programs Committee (22 June) resolved to approve:
- the establishment of the Master of Nursing (Nurse Practitioner) (MN, 5553), as detailed in 2010/0011282 for introduction in Semester 1, 2011;
- a program 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 HSV MAJOR CHANGE SUBMISSION (2010/0011283)
1372 BACHELOR OF SOCIAL WORK (GOLD COAST) / 1282 BACHELOR OF SOCIAL WORK (LOGAN)

Resolution

8.1 Academic Committee on the recommendation of 3/2010 Programs Committee (22 June) resolved to approve the establishment of the Bachelor of Social Work (BSoC Wk, 1372, Gold Coast campus) and changes to the existing Bachelor of Social Work (1282, Logan campus), as detailed in 2010/0011283, for implementation in Semester 1, 2011.

9.0 ENV MAJOR CHANGE SUBMISSION (2010/0010029)
1356 BACHELOR OF ENVIRONMENTAL DESIGN

Resolution

9.1 Academic Committee on the recommendation of 3/2010 Programs Committee (22 June) resolved to approve proposed changes to the Bachelor of Environmental
Design (1356), as detailed in 2010/0010029, for implementation in Semester 1, 2011.

10.0 **DOH MAJOR CHANGE SUBMISSION (2010/0011013)**

1259 BACHELOR OF ORAL HEALTH IN DENTAL SCIENCE

Resolution

10.1 Academic Committee on the recommendation of 3/2010 Programs Committee (22 June) resolved to approve proposed changes to the Bachelor of Oral Health in Dental Science (1259), as detailed in 2010/0011013, for implementation in Semester 1, 2011.

11.0 **PBH SPECIAL PURPOSE SUBMISSION (2010/0011011)**

4094 GRADUATE DIPLOMA OF PUBLIC HEALTH
5263 MASTER OF PUBLIC HEALTH

Resolution

11.1 Academic Committee on the recommendation of 3/2010 Programs Committee (22 June) resolved to approve proposed changes to the Graduate Diploma of Public Health (4094) and the Master of Public Health (5263), as detailed in 2010/0011011, for implementation in Semester 2, 2010.

12.0 **QCA SPECIAL PURPOSE SUBMISSION (2010/0007527)**

1181 BACHELOR OF FINE ART

Resolution

12.1 Academic Committee on the recommendation of 3/2010 Programs Committee (22 June) resolved to approve proposed changes to the Bachelor of Fine Art (1181), as detailed in 2010/0007527, for implementation in Semester 1, 2011.

13.0 **GBS SPECIAL PURPOSE SUBMISSION (2010/0010529)**

1035/1286/1285 BACHELOR OF COMMERCE
1336 BACHELOR OF COMMERCE (PROFESSIONAL)
1337 BACHELOR OF COMMERCE (ACCELERATED)
1307/1308 GBS DOUBLE DEGREE PROGRAM
1229/1294 BACHELOR OF ARTS/BACHELOR OF COMMERCE
1106/1301 BACHELOR OF INTERNATIONAL BUSINESS/BACHELOR OF COMMERCE
1128/1300 BACHELOR OF LAWS/BACHELOR OF COMMERCE

Resolution

13.1 Academic Committee on the recommendation of 3/2010 Programs Committee (22 June) resolved to approve proposed changes to the Bachelor of Commerce (Accounting), as detailed in 2010/0010529, for immediate implementation.

14.0 **GBS SPECIAL PURPOSE SUBMISSION (2010/0010531)**

5158/5159 MASTER OF BUSINESS ADMINISTRATION
5162/5163 MASTER OF BUSINESS ADMINISTRATION (ADVANCED)
5457/5458 INTERNATIONAL MASTER OF BUSINESS ADMINISTRATION
5348 INTERNATIONAL MASTER OF BUSINESS ADMINISTRATION (ADVANCED)

Resolution
14.1 Academic Committee on the recommendation of 3/2010 Programs Committee (22 June) resolved to approve proposed changes to the Master of Business Administration (5158/5159), Master of Business Administration (Advanced) (5162/5163), International Master of Business Administration (5457/5458), International Master of Business Administration (Advanced) (5348), as detailed in 2010/0010531, for implementation in Semester 2, 2010.

15.0 BPS SPECIAL PURPOSE SUBMISSION (2010/0010015)

5512 MASTER OF SCIENCE WITH HONOURS (BIOTECHNOLOGY AND MOLECULAR BIOLOGY/MOLECULAR MICROBIOLOGY)

Resolution

15.1 Academic Committee on the recommendation of 3/2010 Programs Committee (22 June) resolved to approve proposed changes to the Master of Science with Honours (Biotechnology and Molecular Biology/Molecular Microbiology) (5512), as detailed in 2010/0010015, for implementation in Semester 1, 2011.

16.0 HUM SPECIAL PURPOSE SUBMISSION (2010/0007534)

1023 BACHELOR OF ARTS (OUA)
1024 BACHELOR OF LIBERAL ARTS (OUA)
1245 BACHELOR OF COMMUNICATION (OUA)

Resolution

16.1 Academic Committee on the recommendation of 3/2010 Programs Committee (22 June) resolved to approve proposed changes to the Bachelor of Arts (1023), Bachelor of Liberal Studies (1024), Bachelor of Communication (1245) which are offered via Open Universities Australia, as detailed in 2010/0007534, for implementation in Semester 1, 2011.

17.0 QCA SPECIAL PURPOSE SUBMISSION (2010/0007510 and 2010/0007515)

1343 BACHELOR OF DESIGN (HONG KONG)

Resolution

17.1 Academic Committee, on the recommendation of Programs Committee (2/2010 May), resolved to approve changes to the Bachelor of Design (1343), as detailed in 2010/0007510 for implementation in Semester 1, 2010 and as detailed in 2010/0007515, for implementation in Semester 2, 2010.

18.0 QCA SPECIAL PURPOSE SUBMISSION (2010/0007530)

1187 BACHELOR OF CONTEMPORARY AUSTRALIAN INDIGENOUS ART

Resolution

18.1 Academic Committee on the recommendation of 3/2010 Programs Committee (22 June) resolved to approve proposed changes to the Bachelor of Contemporary Australian Indigenous Art (1187), as detailed in 2010/0007530, for implementation in Semester 2, 2010.

SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES

Nil.
SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

19.0 GBS WITHDRAWAL SUBMISSION (2010/0010533)
5385 MASTER OF INFORMATION SYSTEMS (ADVANCED)

Resolution

19.1 Academic Committee on the recommendation of 3/2010 Programs Committee (22 June) noted the withdrawal and disestablishment the Master of Information Systems (Advanced) (5385), as detailed in 2010/0010533 from Semester 1, 2009.

20.0 ANNUAL REPORT FROM THE UNIVERSITY APPEALS COMMITTEE

20.1 The Policy on Student Grievances and Appeals provides the mechanism for resolving problems when a student considers that a decision of the University or one of its staff or a situation experienced by the student is not in accordance with the expectations set down in the Student Charter or the University's rules and policies. The University Appeals Committee is constituted through this policy. On an annual basis, there is a requirement for the University Appeals Committee to present an annual report to the Academic Committee that includes a statistical summary of its business.

20.2 Members noted the University Appeals Committee – Report on Operations for 2009 Academic Year (2010/0011537).

21.0 VICE CHANCELLOR’S FORUM AND QUESTION TIME

21.1 The Vice Chancellor spoke about the following key items:
   a) the design competition being used to select a design for the new medical and dental facility at the Gold Coast campus;
   b) the likely impact on the University of the recent change of Prime Minister and the appointments of Professor Denise Bradley as Interim Chair and Mr Ian Hawke as Interim Chief Executive of the Tertiary Education Quality and Standards Agency;
   c) progression to date on the Nathan campus refurbishment;
   d) the University’s success in DEEWR’s (Department of Education, Employment and Workplace Relations) Education Investment Fund that will enable the signature Sir Samuel Griffith Centre to be built. The Vice Chancellor acknowledged the work of the Deputy Vice Chancellor (Research), in particular, in leading this project;
   e) the outstanding outcomes for Griffith in the recent Research Linkage Grant round, and Australian Learning and Teaching Council Citation and Priority Program rounds.

22.0 BUSINESS ARISING OUT OF THE PREVIOUS MINUTES

22.1 Members noted that the preparation of student admission statistics in response to discussion at an earlier meeting this year is in progress.

23.0 CHAIRPERSON’S REPORT

23.1 The Chair reported on the following matters of interest:
a) Review of Academic Committee and its sub-committees
The Chair advised that she and many Committee and sub-committee members would be meeting with Review consultant Professor Andrew Lister next week. It was noted that a number of ideas to reinvigorate the Committee are under consideration as a result of written submissions provided.

b) Evaluations@Griffith
The Chair provided a verbal update to members on the first semester of implementation of Evaluations@Griffith and the resolution of a number of issues that have arisen. In general, members noted the positive feedback from students about the online system and the reasonable response rate, which will continue to be tracked.

Members discussed the positive aspects of the new system and suggested some potential improvements, including the ability for Heads of School to download Excel reports to facilitate data analysis. The Chair agreed to raise members’ suggestions with the Evaluations project team.

c) English Language Enhancement Strategy
The Chair informed the Committee that overall student evaluations from English Language Enhancement Courses had been satisfactory. Members noted that refinements will be made to the curriculum for their next offering.

d) Compact Discussions
The Committee noted that DEEWR (Department of Education, Employment and Workplace Relations) representatives will meet with Griffith representatives toward the end of October 2010 to negotiate Compact targets.

e) Australian Qualifications Framework – Consultation Paper
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.

As part of the project to strengthen the AQF, a consultation paper, *Strengthening the AQF – A Framework for Australia’s Qualifications* was released on 12 July at www.aqf.edu.au and stakeholder input is being sought by 4 August 2010. Information sessions are being held by the AQF in Brisbane next week and the Griffith community will have an opportunity to contribute to the preparation of the University’s response to the paper via campus sessions held in the next fortnight.

Members noted that a strengthened AQF would mean greater scrutiny and regulation of the types and levels of degrees offered by tertiary institutions. Discussion was held about the potential impact on the length of masters degrees. The Chair foreshadowed an audit of existing programs within next 12 months.

The Committee was informed that there will also be a tightening around Commonwealth supported funding for postgraduate programs.

f) Work-integrated Learning Resources available
The Chair reminded members of the Work-integrated Learning (WIL) resources available from Learning@Griffith to support staff in the implementation of the University’s strategic WIL goals.

g) Higher Education Participation and Partnerships Program (HEPPP)
The Academic Registrar provided a verbal report to members on the University's approach to DEEWR's Higher Education Participation and Partnership Program (HEPPP), foreshadowing a formal report that will be presented to members at a future meeting by the Deputy Vice Chancellor and Provost.

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

The Academic Registrar advised that work was underway, in consultation with Deans (Learning and Teaching) to identify an appropriate strategy for expenditure of funds.

Members discussed the guidelines used by DEEWR in identifying low ses students and future scholarship opportunities made possible by HEPPP allocations.

24.0 DEPUTY CHAIRPERSON’S REPORT

24.1 The Deputy Chair reported on the following matter of interest:
   a) Open Universities Australia (OUA)
   The Deputy Chair informed the Committee of the positive impact Griffith continues to have through its OUA offerings and the significant increase in both undergraduate and postgraduate enrolments in 2010. Members were advised that expressions of interest for two new programs have been submitted this year. It was noted that, with careful consideration, OUA can provide an opportunity for market expansion. The Deputy Chair can provide a course developers guide for interested staff.

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

25.1 The minutes and/or action sheets of the following Committees were noted:
   b) Internationalisation Advisory Committee (2/2010 and 3/2010)
   c) Learning and Teaching Committee (3/2010)
   d) Programs Committee (2/2010)
   e) Research Committee (2/2010)

26.0 OTHER BUSINESS

26.1 Postgraduate student member Mr Mohammad Islam indicated that this would be his last meeting and expressed appreciation to Committee members for their support during his appointment. On behalf of the Committee, the Chair thanked Mr Islam for his contribution to the work of the Committee.

27.0 2010 COMMITTEE MEETING DATES

27.1 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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<th>Meeting Dates</th>
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*meeting will proceed only if urgent business requires

Minutes Confirmed by:

Professor Sue Spence, Chair 19 August 2010