A meeting of the Academic Committee of the Griffith University Council was held at 10.00am on Thursday 12 July in the Council Chambers, Room 2.02, The Chancellery (G34), Gold Coast campus.

Tasha Langham
Secretary

MINUTES

PRESENT:
Chair – Professor Sue Spence
Professor Sue Berners-Price
Associate Professor Peter Bernus
Professor Gillian Bushell
Professor Andrew Davey
Ms Kaye Dillon
Professor Evan Douglas
Professor Mark Forwood
Ms Kathy Grgic
Associate Professor Saras Henderson
Professor Debra Henly
Professor Alf Lizzio
Associate Professor Wendy Loughlin
Professor Paul Martin
Professor Paul Mazerolle
Professor Hamish McCallum
Ms Linda O’Brien
Professor Ian O’Connor
Professor Ned Pankhurst
Professor Donna Pendergast
Professor Tony Perkins
Ms Nicola Shapland
Professor Christine Smith
Associate Professor Ray Tedman
Associate Professor Joan Vaccaro
Professor Clyde Wild
Professor Bofu Yu

Secretary – Ms Tasha Langham

APOLOGIES:
Professor Richard Bagnall
Associate Professor Michael Barry
Associate Professor Michael Blumenstein
Dr Caryl Bosman
Professor Simon Broadley
Professor Nick Buys
Dr Susanna Chamberlain
Professor Frank Clarke
Professor Paul Cleveland
Mr Alexander Choy
Professor Allan Cripps
Professor Graham Cuskelly
Dr Sara Davies
Professor Elaine Duffy
Professor Glenn Finger
Professor Lorelle Frazer
Ms Nikki Fozzard
Ms Elise Giles
Professor Cliff Goddard
Dr Benoit Leclerc
Associate Professor Martin Griffiths
Professor Ward Massey
Professor Jock Macleod
Professor William MacNeil
Mr Colin McAndrew
Professor Marilyn McMeniman
Professor Peter Milburn
Associate Professor Reza Monem
Professor Patrick O’Leary
Ms Alysha Oze
Professor Michael Powell
Associate Professor Jan Ransley
Professor Boni Robertson
Professor Huib Schippers
Professor David Shum
Professor James Skinner
Professor Ros Sorensen
Associate Professor Mohan Thite
Ms Olivia Tran
Ms Angelica Triant
Dr Jennifer Wilson
Professor Marie Wilson
Professor Claire Wyatt-Smith

INVITED
Mr Bruce Callow (for item 23.0)
Mr Dean Gould (for item 27.0)
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 (2011/0006036), the Vice Chancellor determined that all matters before the committee required immediate decision.

2.0 MEMBERSHIP

2.1 Academic Committee welcomed Professor Evan Douglas (Head, Department of Marketing) to his first meeting.

3.0 CONFIRMATION OF MINUTES

3.1 The minutes of the 2/2012 meeting of the Academic Committee were taken as read and confirmed.

SECTION A: RECOMMENDATIONS AND REPORTS TO COUNCIL

4.0 CAREERS AND EMPLOYMENT SERVICE, STUDENT SERVICES – 18 MONTH IMPLEMENTATION PROGRESS REPORT

4.1 In accordance with the University Reviews Policy, academic elements are required to report implementation progress 18 months post review.

4.2 The Review of the Careers and Employment Service, Student Services 18 month Final Progress Report (2012/0010753) was considered by Academic Committee.

Resolution

4.3 The Academic Committee endorsed the Review of the Careers and Employment Service, Student Services 18 month Final Progress Report (2012/0010753) and resolved to recommend the documentation to Council.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

5.0 CHANGING STUDENT EVALUATIONS TO STUDENT EXPERIENCE

5.1 During a discussion about the new performance indicators for learning and teaching (1/2012 Academic Committee), it was suggested that our internal student evaluation surveys should be renamed to align with the national terminology of ‘student experience’.

5.2 The Learning and Teaching Committee (3/2012) was asked to investigate the policy and practical implications of the proposed nomenclature change and subsequently recommended that the terminology be changed from ‘evaluation’ to ‘experience’, as this better reflected the feedback that was given by students.

5.3 Members were very supportive of the change in terminology and noted that the implications would include revisions to related policies and procedures and rebranding of the survey website.

Resolution

5.4 The Academic Committee, on the recommendation of the Learning and Teaching Committee (3/2012) resolved to approve the proposed changes to the Student Experience of Courses (SEC) and Teaching (SET) as described in document number 2012/0007787.
6.0 HIGHER DEGREE RESEARCH POLICY

6.1 On the recommendation of the 5/2012 Board of Graduate Research and the HDR Completions Working Group, Academic Committee was asked to consider revising Section 5.2 Appointment of Examiners of the Higher Degree Research Policy.

Resolution

6.2 The Academic Committee, on the recommendation of the Board of Graduate Research (5/2012), resolved to approve the revisions to the attached Higher Degree Research Policy (2012/0007791).

7.0 PROFESSIONAL DOCTORATE POLICY

7.1 On the recommendation of the 5/2012 Board of Graduate Research and the HDR Completions Working Group, Academic Committee was asked to consider revising Section 5.3.2 Research Component of the Professional Doctorate Policy.

Resolution

7.2 The Academic Committee, on the recommendation of the Board of Graduate Research (5/2012), resolved to approve the revisions to the attached Professional Doctorate Policy (2012/0007792).

8.0 GRIFFITH CODE FOR RESPONSIBLE CONDUCT OF RESEARCH

8.1 The Academic Committee, on the recommendation of the Research Committee (2/2012), was asked to approve revisions to the Griffith Code for the Responsible Conduct of Research, as described in document number 2012/0007732.

8.2 The University reviews allegations of research misconduct and of breaches of the Australian Code (i.e. implements Part B) in accordance with the Academic Staff Enterprise Agreement 2009-2012. However, the procedure for dealing with allegations of research misconduct is not explicitly linked to the Griffith University Code for the Responsible Conduct of Research. The proposed new Section 13 of the Griffith Code for the Responsible Conduct of Research articulates the link between the Griffith Code and the Academic Staff Enterprise Agreement. It also outlines that the process by which the University will appoint Research Integrity Advisors to provide advice to staff members on research integrity matters including possible breaches of the Griffith Code.

Resolution

8.3 The Academic Committee, on the recommendation of the Research Committee (2/2012), resolved to approve revisions to the Griffith Code for the Responsible Conduct of Research, as described in document number 2012/0007732.

9.0 HSV MAJOR CHANGE PROPOSAL (2012/0007502)

5476 MASTER OF SOCIAL WORK (LOGAN)
5505 MASTER OF SOCIAL WORK (GOLD COAST
5518 MASTER OF SOCIAL WORK (OFF-CAMPUS)

Resolution

9.1 The Academic Committee, on the recommendation of Programs Committee (3 May 2012), resolved to approve the proposed changes to the Master of Social Work (5476/5505/5518), as detailed in 2012/0007502, for implementation in Semester 1, 2012.
10.0 **EDN MAJOR CHANGE PROPOSAL (2012/0008252)**  
**1051 BACHELOR OF EDUCATION - SECONDARY**

Resolution

10.1 The Academic Committee, on the recommendation of Programs Committee (3 May 2012), resolved to approve the proposed changes to the Bachelor of Education - Secondary (1051), as detailed in 2012/0008252, for implementation in Semester 1, 2013.

11.0 **DOH MAJOR CHANGE PROPOSAL (2012/0007509)**  
**1261 BACHELOR OF ORAL HEALTH IN DENTAL TECHNOLOGY (POST REGISTRATION)**

Resolution

11.1 The Academic Committee, on the recommendation of Programs Committee (7 June 2012), resolved to approve the proposal to offer the Bachelor of Oral Health in Dental Technology (Post Registration) (1261), as detailed in 2012/0007509, for implementation in Semester 1, 2013.

12.0 **GBS MAJOR CHANGE PROPOSAL (2012/0012035)**  
**1307, 1308 GBS DOUBLE DEGREE**  
**1229, 1294 BACHELOR OF ARTS/BACHELOR OF COMMERCE**  
**1128, 1300 BACHELOR OF LAWS/BACHELOR OF COMMERCE**  
**1107, 1105 BACHELOR OF INTERNATIONAL BUSINESS**  
**1138 BACHELOR OF LAWS/BACHELOR OF COMMERCE WITH HONOURS**

Resolution

12.1 The Academic Committee, on the recommendation of Programs Committee (7 June 2012), resolved to approve the proposed changes to the GBS Double Degree (1307, 1308), Bachelor of Arts/Bachelor of Commerce (1229, 1294), Bachelor of Laws/Bachelor of Commerce (1128, 1300) and Bachelor of Laws/Bachelor of Commerce with Honours (1138), as detailed in 2012/0012035, for implementation in Semester 1, 2012.

13.0 **GBS MAJOR CHANGE PROPOSAL (2012/0012049)**  
**1383 BACHELOR OF BUSINESS (OUA)**

Resolution

13.1 The Academic Committee, on the recommendation of Programs Committee (7 June 2012), resolved to approve the proposed changes to the Bachelor of Business (OUA) (1383), as detailed in 2012/0012049, for implementation in Semester 1, 2013.

14.0 **BPS MAJOR CHANGE PROPOSAL (2012/0011518)**  
**1367 BACHELOR OF AVIATION MANAGEMENT**

Resolution

14.1 The Academic Committee, on the recommendation of Programs Committee (7 June 2012), resolved to approve the proposed changes to the Bachelor of Aviation Management (1367), as detailed in 2012/0011518, for implementation from Semester 2, 2012.

15.0 **BPS MAJOR CHANGE PROPOSAL (2012/0011519)**  
**4155 GRADUATE DIPLOMA OF APPLIED CLINICAL GENETICS**

Resolution
15.1 The Academic Committee, on the recommendation of Programs Committee (7 June 2012),
resolved to approve the proposed changes to the Graduate Diploma of Applied Clinical
Genetics (4155), as detailed in 2012/0011519, for implementation in Semester 2, 2012.

16.0 GBS MAJOR CHANGE PROPOSAL (2012/0012023)
1347 BACHELOR OF BUSINESS

Resolution

16.1 The Academic Committee, on the recommendation of Programs Committee (7 June 2012),
resolved to approve the changes to the Bachelor of Business (1347), as detailed in
2012/0012023, for implementation in Trimester 2 (May) 2012.

17.0 DOH PROPOSAL TO SUSPEND INTAKE (2012/0007557)
5557 MASTER OF CLINICAL DENTISTRY IN IMPLANT DENTISTRY

Resolution

17.1 The Academic Committee, on the recommendation of Programs Committee (7 June 2012),
resolved to approve the proposal to suspend admission to the Master of Clinical Dentistry
in Implant Dentistry (5557), as detailed in 2012/0007557, for implementation in Semester 1,
2013.

18.0 GBS PROGRAM WITHDRAWAL PROPOSAL (2012/0012033)
3235 GRADUATE CERTIFICATE IN e-MARKETING

Resolution

18.1 The Academic Committee on the recommendation of Programs Committee (7 June 2012),
resolved to approve the transition arrangements for students completing the Graduate
Certificate in e-Marketing (3235), as detailed in 2012/0012033, for implementation in
Semester 1, 2012.

19.0 GBS PROGRAM WITHDRAWAL PROPOSAL (2011/0003538)
1271 BACHELOR OF BUSINESS (HOSPITALITY MANAGEMENT)

Resolution

19.1 The Academic Committee noted that the Deputy Vice Chancellor (Academic) had approved
the withdrawal of the Bachelor of Business (Hospitality Management) (1271) on 29 August
2011.

20.0 EPS PROGRAM WITHDRAWAL PROPOSAL (2012/0008308)
2059 BACHELOR OF ARTS WITH HONOURS IN APPLIED THEATRE

Resolution

20.1 The Academic Committee noted that the Deputy Vice Chancellor (Academic) had approved
the withdrawal of Bachelor of Arts with Honours in Applied Theatre (2059) on 28 May 2012.

21.0 EPS PROGRAM WITHDRAWAL PROPOSAL (2012/0008265)
5559 MASTER OF EARLY CHILDHOOD EDUCATION

Resolution

21.1 The Academic Committee on the recommendation of Programs Committee (7 June 2012),
resolved to approve the withdrawal of the Master of Early Childhood Education (5559), as
detailed in 2012/0008265.
22.0 **EPS PROGRAM WITHDRAWAL PROPOSAL (2012/0008264)**

**5362 MASTER OF APPLIED THEATRE AND DRAMA EDUCATION WITH HONOURS**

Resolution

22.1 The Academic Committee on the recommendation of Programs Committee (7 June 2012), resolved to approve the withdrawal of the Master of Applied Theatre and Drama Education with Honours (5362), as detailed in 2012/0008264.

SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES

Nil.

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

23.0 **TOWARD GRIFFITH UNIVERSITY’S STRATEGIC PLAN FOR INFORMATION TECHNOLOGY 2020**

23.1 The Vice Chancellor commissioned the development of a University-wide strategy for Information Technology (IT) to 2020, to set a clear path for Griffith which leverages the potential of IT to deliver the University’s mission.

23.2 The Pro Vice Chancellor (Information Services) gave members an overview of the discussion paper, *Toward Griffith University’s Strategic Plan for Information Technology 2020*, which provides a summary of key IT trends and possible implications, posing questions about the University’s vision for 2020; how information and communication technologies can advance research, learning and teaching, collaboration and engagement, service delivery and administrative activities. Feedback from this paper will inform a series of student and staff workshops during August, with a draft Strategic Plan being developed by late September for final feedback. The resulting Strategic Plan will be presented to Executive Group for endorsement in late October.

23.3 In discussing this item, members noted that increasing numbers of students have their own devices (tablets and laptops) and it may be a better strategy to invest in ‘virtual’ computer laboratories, rather than investing in traditional large computer laboratory infrastructure which goes out of date quickly. Members were advised that the University is running a pilot of 500 seats in a virtual computer laboratory, but that there were issues in relation to bulk vendor licensing of software which currently can only be used on Griffith machines.

23.4 Members were asked to provide feedback on the discussion paper to the Pro Vice Chancellor (Information Services) by 31 July 2012.

24.0 **ACADEMIC COMMITTEE SELF REVIEW**


24.2 Members will be asked to participate in the self-assessment of Academic Committee via a survey which will be available electronically in late September. A summary of the self-assessment is due for submission to Council by November 2012.

25.0 **2011 ANNUAL REPORTS AND 2012 WORK PLANS FROM SUB-COMMITTEES**

25.1 A recommendation of the Review of Academic Committee and its sub-committees in 2010 was that committees consider in more depth the ‘review and improve’ parts of the PIRI
cycle. At the Academic Committee Work Plan meeting for 2012, it was agreed that one way of enacting this recommendation was for each sub-committee to prepare an annual self-review document for consideration at its 'parent' committee within the first quarter of the following year.

Resolution


26.0 VICE CHANCELLOR’S FORUM AND QUESTION TIME

26.1 The Vice Chancellor welcomed Professor Debra Henly to her first meeting of Academic Committee as Pro Vice Chancellor (SEET) and Professor Sue Berners-Price as Dean, Griffith Graduate Research School. The Vice Chancellor reported on the following:

- Senator Evans officially opened the Nathan campus Heart on 6 June.
- Premier Newman opened the International Building at the Gold Coast campus on 14 June.
- Griffith was the only university to achieve both a National Senior Teaching Fellow (Professor Ross Guest) and National Teaching Fellow (Dr Scott Harrison) in 2012.
- The University fared better than anticipated under the new Federal Budget.
- Comments from staff on the Griffith 2020 Discussion Paper had been very helpful. A statement of intent will be submitted to the August meeting of University Council followed by the drafting of a new strategic plan, which will involve significant engagement with the University community.

26.2 Members noted the Vice Chancellor’s Report to the April meeting of University Council.

27.0 PRESENTATION – THE ROLE OF SOCIAL MEDIA IN LEARNING AND UNIVERSITY LIFE

27.1 Mr Dean Gould, Director, Communications, External Relations attended the meeting to give a presentation on the role of social media in learning and university life.

27.2 The University has recently established a Digital Communication Steering Group which oversees the University’s Social Media Strategy:

https://intranet.secure.griffith.edu.au/computing/web-publishing/social-media/social-media-strategy

27.3 During discussion, it was noted that staff needed to be 'up-skilled' in the use of social media technologies and that professional development resources were required to support them. GIHE advised that they would include the development of these resources in their professional development schedule.

27.4 It was also noted that there is a proliferation of social media accounts which have been set up by Griffith staff and that there is no central point to monitor the content of the sites. A new position of Social Media Advisor has recently been approved who can provide advice on social media issues. In the interim, members were asked to contact the Director, Communications for advice if they were considering setting up a social media group.

28.0 BUSINESS ARISING OUT OF THE PREVIOUS MINUTES

28.1 There was no business arising.

29.0 CHAIRPERSON’S REPORT

29.1 The Chair gave a verbal report on the following:

- A proposal to remove PC grades from the grading schema and Griffith’s Online Strategy will be submitted to the September meeting of Academic Committee.
- A recent AQF paper proposing to remove Graduate Certificates from university and higher education qualifications is causing discontent in the sector. A response is being coordinated by the Deputy Vice Chancellor (Academic) Group rejecting the proposal.
- The Study Smart online induction for academic skills for students went live on 11 July. The embedding of this tutorial into first year core courses to better prepare first year students for study is being investigated.
- First and third year students will be surveyed next semester about their university experience.
- Staff were reminded that each school/department needs to have a team in place to implement the new Retention Strategy. GIHE and Academic Administration will report on progress to the next meeting.

30.0 OTHER BUSINESS

30.1 No other business was raised.

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

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

   a) Board of Graduate Research (4/2012)
   b) Learning and Teaching Committee (2/2012)
   c) Research Committee (2/2012)

32.0 2012 COMMITTEE MEETING DATES

32.1 Members noted the 2012 schedule of meetings.

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 July</td>
<td>10am – 1pm</td>
<td>The Chancellery (G34), 2.02 Gold Coast campus</td>
</tr>
<tr>
<td>20 September</td>
<td>10am – 1pm</td>
<td>Bray Centre (N54), 2.01/2.02, Nathan campus</td>
</tr>
<tr>
<td>8 November</td>
<td>10am – 1pm</td>
<td>The Chancellery (G34), 2.02 Gold Coast campus</td>
</tr>
<tr>
<td>6 December *</td>
<td>10am – 1pm</td>
<td>Bray Centre (N54), 2.01/2.02, Nathan campus</td>
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</tbody>
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* Meeting will proceed only if business warrants

Minutes confirmed by:

Professor Sue Spence, Chair
20 September 2012