A meeting of the Academic Committee of the Griffith University Council was held at 1.30pm on Thursday 23 June 2011 in the Council Chambers, Room 2.02, Bray Centre (N54) Nathan campus.

MINUTES

PRESENT:
Chair – Professor Sue Spence
Professor Sue Berners-Price
Professor Nick Buys
Professor Gillian Bushell
Professor Graham Cuskelly
Ms Bonnie Clough
Ms Kaye Dillon
Associate Professor Glenn Finger
Ms Kathy Grgic
Dr Maureen Harrington
Professor Kerri-Lee Krause
Dr Benoit Leclerc
Associate Professor Wendy Loughlin
Professor Paul Mazerolle
Ms Linda O’Brien
Mr Aaron Santelises
Professor Ned Pankhurst
Mr Sam Richards
Mr Aaron Santelises
Professor Parlo Singh
Associate Professor Ray Tedman
Associate Professor Joan Vaccaro
Professor Clyde Wild
Dr Jennifer Wilson
Professor Marie Wilson
Associate Professor Pat Wise

APOLOGIES:
Professor Richard Bagnall
Associate Professor Michael Blumenstein
Professor Allan Cripps
Professor Lorelle Frazer
Professor Lyn Griffiths
Professor Debra Henly
Mr Brendan Johnstone
Mr Chris Madden
Professor Ward Massey
Mr Colin McAndrew
Associate Professor Lisa McManus
Professor Marilyn McMeniman
Mt Mitchell Mulvey
Professor Ian O’Connor
Professor Tony Perkins
Professor Michael Powell
Professor Bonnie Robertson
Mr William Usher
Ms Nicola Shapland
Mr William Usher
Professor Claire Wyatt-Smith

INVITED
Mr Tony Sheil (for agenda item 5.0)
Dr Calvin Smith (for agenda item 8.0)
Professor David Shum (observer)

Secretary – Ms Lea-Anne Stafford

1.0 CONFIRMATION OF MINUTES

1.1 The minutes of the 3/2011 meeting of the Academic Committee were taken as read and confirmed.

SECTION A: RECOMMENDATIONS AND REPORTS TO COUNCIL

2.0 GRIFFITH RESEARCH PLAN 2011 – 2013: SUPPORTING SUCCESS

2.1 The Deputy Vice Chancellor (Academic) introduced this item by explaining that the Griffith Research Plan 2009 – 2013 was adopted by University Council in February 2009. This Plan set ambitious targets for Griffith in research with aims to be a leading university in Australia and in the Asia-Pacific region with a focus on research quality and the growth of a culture of research excellence. Maintaining and expanding upon Griffith’s success in meeting or exceeding these targets has been the basis for revisions to the current Plan.
Revisions also take into account the changing Australian and global research environment including Excellence in Research for Australia (ERA), as well as self-reflection on Griffith’s research achievements.

2.2 The Griffith Research Plan 2011-2013: Supporting Success (2011/0002786) was introduced to the Committee having been endorsed by the Research Committee (4/2011, 17 May). As part of the consultation process, Research Committee members were asked to garner feedback from their constituents, including research centre staff. The Research Plan 2011-2013 is aligned with the recently revised Academic Plan 2011-2013 and the University’s Strategic Plan 2009-2013.

2.3 The Deputy Director, Office for Research (Policy, Ethics and ERA), was welcomed to the meeting to contribute to the Committee’s discussions.

2.4 The revised Research Plan aims to make explicit the University’s planning in regard to Excellence in Research for Australia (ERA). Griffith’s positive 2010 ERA results validate the University’s strategic approach and highlight future planning challenges and issues of which to be cognisant in shaping future strategies.

2.5 The Deputy Vice Chancellor (Research) summarised the focus of the Plan’s six overarching goals as: overall research performance, supporting areas of excellence, developing international reputation, meeting objectives regarding higher degree research (HDR) completions and addressing the University’s goals regarding commercial activities arising from Griffith research. These are set down in the Research Plan 2011-2013 as follows:

- Goal 1: Achieving a culture of research quality and performance
- Goal 2: Achieving research of world standing in all disciplines
- Goal 3: Achieving outstanding research performance in selected research areas
- Goal 4: Achieving international profile and reputation
- Goal 5: Achieving quality and performance in HDR outcomes
- Goal 6: Achieving commercial impact from our research

2.6 Two keys areas of research performance the University is seeking to improve are HDR completion rates and the number of research active staff. The Deputy Vice Chancellor (Research) described several strategies such as the doctoral fellow program, and Griffith competitive research schemes designed to positively impact on these areas.

2.7 A number of questions were raised about the impact of the Research Plan on Griffith’s eight areas for strategic investment. In responding to these queries, the Deputy Vice Chancellor (Research) drew the Committee’s attention to a strategy under Goal 3 of the Research Plan to review the span of areas of strategic investment in light of what has been learned since their implementation. This review will occur within the context of additional ERA discipline areas and strong emerging performance of other discipline areas. Consideration is also to be given to the way in which areas of strength are communicated to University stakeholders to ensure they are profiled as significant areas of strength but not the University’s only areas of research strength.

Resolution

2.4 Academic Committee, on the recommendation of the 4/2011 Research Committee (17 May) resolved to recommend to the University Council the Griffith Research Plan 2011-2013: Supporting Success, as detailed in 2011/0002786.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

3.0 RESEARCH CENTRES POLICY

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

3.2 Several small amendments have been made to the existing Research Centres Policy to reflect the new organisational structure in the Arts, Education and Law Academic Group. Specific changes have also been made in the Staircase key performance indicators (eg "Staff FTE" has replaced "Academic Staff" and KPIs 8 and 9 have now been updated to reflect the Excellence in Research for Australia-based journal rankings). Amendments to policy are described in document 2011/0002787.

3.3 The Deputy Vice Chancellor (Research) introduced this item describing the nature of the changes, and drawing the Committee's attention to future changes to key performance indicators 8 and 9 in section 21.3. As a result of the decision not to include journal rankings in next ERA round, indicators 8 and 9 have become redundant. Members noted that these indicators will be replaced in 2012.

3.4 One member raised a concern regarding membership of research centres and the minimum requirement for full members to meet the University’s definition of 'research active'. The Deputy Vice Chancellor (Research) acknowledged that potential equity issues may arise in some instances and commented that due consideration would be given to all reasonable membership requests.

3.5 Members noted that amendments to Section 7.0 - Benefits associated with being a Griffith research centre – aim to clearly articulate the University’s alignment of research resources and scholarship distribution with its strategic directions.

Resolution

3.6 Academic Committee, on the recommendation of the 4/2011 Research Committee (17 May) resolved to approve proposed changes to the Research Centres Policy as detailed in 2011/0002787, for implementation in Semester 1 2011.

4.0 PROGRESS ON WORK-INTEGRATED LEARNING STRATEGIC TARGET

4.1 The University Strategic Plan 2009-2013 sets a goal for all students to have access to work-integrated learning (WIL) opportunities within their programs by 2013. Griffith’s Academic Plan 2011-2013 further supports this strategic goal for the inclusion of WIL opportunities in all undergraduate programs.

4.2 Academic Committee, under its constitution, plays an important role in monitoring the implementation of its strategic academic goals and targets. To this end, Academic Committee members have before them a “Report on an audit of Work-integrated Learning (WIL) in academic programs – Griffith University 2010”.

4.3 Dr Calvin Smith, Associate Director, Griffith Institute for Higher Education (GIHE) was welcomed to the meeting to speak to this item. Between October and December 2010, the Griffith Work-integrated Learning (WIL) Unit undertook a manual audit of WIL across all programs at Griffith, to ascertain what progress had been made in relation to Griffith’s strategic target for WIL since an initial audit was performed in 2006.

4.4 The findings of the audit are very positive in terms of Griffith’s progress in implementing WIL particularly in regard to the presence of WIL in undergraduate programs. It was noted that further investigation into suitable WIL experiences is required for postgraduate and international student cohorts.

4.5 The Report provides the WIL definition, assumptions and methodology used in the audit. Audit findings regarding embedded WIL opportunities are graphically represented by Academic Group and program type. Dr Smith advised that more granular data is available upon request.
4.6 One member queried the comprehensiveness of the WIL data, commenting that a lack of understanding regarding the application of the University’s WIL definition at the course level may have led to underrepresentation of WIL activities. The Associate Director, GIHE agreed to provide more detailed figures where requested to assist Groups in identifying any potential gaps. He also agreed to review the current wording in the course profile system online help facility to assure its currency.

Resolution

4.7 The Academic Committee accepted the findings of the 2010 WIL audit as documented in 2011/0002788, and noted the University’s progress towards further embedding of WIL across the University.

5.0 UNDER 18 INTERNATIONAL STUDENTS POLICY AND PROCEDURES

5.1 The Academic Committee, on the recommendation of the 2/2011 Internationalisation Advisory Committee (9 June) consider a new Under 18 International Students Policy and Procedure as described in document 2011/0004005.

5.2 The policy has been drafted in the context of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students and the Department of Immigration and Citizenship student visa regulations, which require any international student visa holders under the age of 18 to have appropriate accommodation, welfare, and support mechanisms in place. This policy establishes the conditions under which the University will accept responsibility for provision of these services. It also documents monitoring and reporting requirements.

5.3 In its first viewing of the proposed policy, the Internationalisation Advisory Committee (IAC) suggested revisions to the document in the areas of student misconduct, welfare provisions and accommodation. These concerns were subsequently addressed to the satisfaction of IAC members who endorsed the paper presented Academic Committee.

Resolution

5.4 The Academic Committee, on the recommendation of the Internationalisation Advisory Committee (2/2011 meeting, 9 June), resolved to approve the Under 18 International Students Policy and Procedure, as described in doc 2011/0004005, for immediate implementation.

6.0 INTERNATIONAL STUDENT EXTENSION OF STUDY POLICY AND PROCEDURE

6.1 The International Student Extension of Study (COE) Policy and Procedure was established in August 2009 to enable the University to manage requests from for international student visa holders for extensions of study beyond the normal full-time duration in accordance with Education Services for Overseas Students (ESOS) legislation.

6.2 Proposed revisions to the policy were prompted by the following factors: the successful appeal of a number of students initially not granted an extension to their Confirmation of Enrolment (COE); a number of successful appeals related to students not enrolling correctly, e.g., adding another major, courses only being offered in alternate semesters on a campus; and difficulties undertaking a full-time load due to pregnancy.

6.3 In its first viewing of the proposed policy, the Internationalisation Advisory Committee (IAC) sought some changes to reflect current academic planning policies and, in particular, the requirement that program changes are approved only once there is assurance that no current students will be disadvantaged by such changes. These concerns were subsequently addressed to the satisfaction of IAC members who endorsed the paper presented to Academic Committee.
Resolution

6.4 The Academic Committee, on the recommendation of the Internationalisation Advisory Committee (2/2011, 9 June), resolved to approve changes to the International Student Extension of Study (COE) Policy and Procedure, as described in document 2011/0004004 for immediate implementation.

7.0 BPS MAJOR CHANGE SUBMISSION (2011/0002272)
1028 BACHELOR OF AVIATION

Resolution

7.1 Academic Committee ratified the Chair’s executive decision (3 June 2011) to approve, on the recommendation of 3/2011 Programs Committee (2 June 2011), proposed changes to the Bachelor of Aviation (1028), as detailed in 2011/0002272, for implementation in Semester 1 2011.

8.0 BPS MAJOR CHANGE SUBMISSION (2011/0002273)
4140 GRADUATE DIPLOMA OF FLIGHT MANAGEMENT

Resolution

8.1 Academic Committee resolved to ratify the Chair’s executive decision to approve, on the recommendation of 3/2011 Programs Committee (2 June 2011), proposed changes to the Graduate Diploma of Flight Management (4140), as detailed in 2011/0002273, for implementation in Summer Semester 2012.

9.0 HUM MAJOR CHANGE SUBMISSION (2011/0003272)
1016, 1021 BACHELOR OF ARTS
1229, 1294 BACHELOR OF ARTS/BACHELOR OF BUSINESS
1230, 1293 BACHELOR OF ARTS/BACHELOR OF COMMERCE
1276, 1277 BACHELOR OF LAWS/ BACHELOR OF ARTS

Resolution

9.1 Academic Committee, on the recommendation of the 2/2011 Programs Committee (5 May 2011), resolved to approve proposed changes to the Bachelor of Arts (1016 1021), Bachelor of Arts/Bachelor of Business (1229, 1294), Bachelor of Arts/Bachelor of Commerce (1230, 1293) and Bachelor of Laws/Bachelor of Arts (1276, 1277) as described in 2011/0003272, for implementation from Semester 2 2011.

10.0 BPS MAJOR CHANGE SUBMISSION (2011/0004274)
5519 MASTER OF CLINICAL SCIENCE WITH HONOURS (CLINICAL MICROBIOLOGY/CLINICAL PHYSIOLOGY/APPLIED CLINICAL GENETICS)

Resolution

10.1 Academic Committee, on the recommendation of the 3/2011 Programs Committee (2 June 2011), resolved to approve proposed changes to the Master of Clinical Science with Honours (Clinical Microbiology/Clinical Physiology (5519), as described in 2011/0004274, for implementation in Semester 2, 2011.
11.0 QCGU MAJOR CHANGE SUBMISSION (2011/0003277)
1268 BACHELOR OF MUSIC

Resolution

11.1 Academic Committee, on the recommendation of the 3/2011 Programs Committee (2 June 2011), resolved to approve proposed changes to the Bachelor of Music (1268), as described in 2011/0003277, for implementation from Semester 1 2012.

SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES

Nil.

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

12.0 PROGRAMS COMMITTEE ANNUAL REPORT FOR 2010

12.1 A report on the activities of Programs Committee is prepared each year. The Committee noted the Programs Committee Annual Report for 2010 (2011/0002266).

13.0 VICE CHANCELLOR’S FORUM AND QUESTION TIME

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

14.0 BUSINESS ARISING OUT OF THE PREVIOUS MINUTES

14.1 There was no business arising.

15.0 CHAIRPERSON’S REPORT

15.1 The Chair and Deputy Chair reported on matters of interest arising since the previous meeting:

   a) Meeting arrangements.

   One message that emerged from the Academic Committee Review was a preference for members to hold meetings face-to-face rather than via videoconference. Accordingly, face-to-face meetings were scheduled for 2011. As a result of discussions around 2011 meeting attendance, the Chair has investigated via Information Services, re-introducing videoconferencing between Gold Coast and Nathan Council Chambers with improved technology.

   There was much debate amongst Committee members about the benefits and disincentives of face-to-face meetings versus videoconferencing arrangements for such a large committee. Several members expressed the view that it may be premature to re-introduce videoconferencing and suggested Academic Committee continue to run face-to-face meetings for a little longer before further re-assessing the situation. It was agreed the next meeting would be held in face-to-face mode.

   b) The Deputy Vice Chancellor (Research) spoke of Griffith achievements in ARC Linkage Round 2. Upon reflection of this round, a larger number of grant applications will be encouraged to further boost our future chances.
c) The Chair reported on her recent discussion with Open Universities Australia regarding the possible shift of OUA students to Commonwealth Grant Supported status. Such a move would bring additional income to the University.

d) The Tertiary Education Quality and Standards Agency (TEQSA) has circulated a discussion paper on the development of teaching and learning standards in Australian higher education and the role of TEQSA. The Chair invited members to review the paper (attached to the minutes) and provide any comments or feedback to the Deputy Chair or Dean, Student Outcomes and Director, GIHE by 8 July for incorporation into the University’s response.

16.0 OTHER BUSINESS

16.1 No other business was raised.

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

17.1 The minutes and/or action sheets of the following Committees were noted:
17.1.1 Board of Graduate Research (3/2011, 4/2011)
17.1.2 Internationalisation Advisory Committee - Nil
17.1.3 Learning and Teaching Committee (2/2011)
17.1.4 Programs Committee (2/2011)

18.0 2011 COMMITTEE MEETING DATES

18.1 Members noted the 2011 schedule of meetings. Meetings are held on Thursdays from 1.30pm – 4.00pm. A light lunch will be served half an hour before each meeting.

<table>
<thead>
<tr>
<th>Meeting Dates</th>
<th>Venue</th>
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<tbody>
<tr>
<td>15 September</td>
<td>Council Chamber, The Chancellery, G34_2.02 Gold Coast campus</td>
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<td>24 November</td>
<td>Council Chamber, Bray Centre, N54_2.02 &amp; 2.01, Nathan campus</td>
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Minutes confirmed by:

Professor Sue Spence, Chair 15 September 2011