GRiffith University
Academic Committee Minutes 1/2012
Thursday 1 March 2012

A meeting of the Academic Committee of the Griffith University Council was held at 10.00am on Thursday 1 March in the Bray Centre, Room 2.01/2.02, Bray Centre (N54) Nathan campus.

Tasha Langham
Secretary

Minutes

Present:
Chair – Professor Sue Spence
Dr Carol Bosman
Professor Sue Berners-Price
Professor Debra Bernhardt
Professor Gillian Bushell
Professor Nick Buys
Dr Susanna Chamberlain
Mr Alexander Choy
Dr Sara Davies
Ms Kaye Dillon
Professor Glenn Finger
Ms Nikki Fozzard
Professor Lorelle Frazer
Professor Cliff Goddard
Ms Kathy Grgic
Associate Professor Martin Griffiths
Associate Professor Saras Henderson
Professor Debra Henly
Dr Benoit Leclerc
Professor Alf Lizzio
Associate Professor Wendy Loughlin
Associate Professor Jock Macleod
Mr Chris Madden
Professor Paul Mazerolle
Professor Hamish McCallum
Professor Marilyn McMeniman AM
Professor Peter Milburn
Associate Professor Reza Monem
Professor Ian O’Connor
Professor Patrick O’Leary
Ms Alysha Oze
Professor Donna Pendergast
Professor Parlo Singh
Professor Christine Smith
Professor Ros Sorensen
Ms Angelica Triant
Associate Professor Joan Vaccaro
Professor Clyde Wild
Professor Marie Wilson
Professor Claire Wyatt-Smith
Professor Bofu Yu

Invited:
Mr Terry Hogan (for items 15.0 and 16.0)

Secretary – Ms Tasha Langham

Apologies:
Professor Richard Bagnall
Professor Simon Broadley
Professor Frank Clarke
Professor Allan Cripps
Professor Andrew Davey
Professor Ned Pankhurst
Professor Tony Perkins
Professor Huib Schippers
Ms Nicola Shapland
Assoc Professor Mohan Thite

Observer:
Ms Heidi Beaumont
1.0 MEMBERSHIP

1.1 Academic Committee welcomed the following new and reappointed members.

<table>
<thead>
<tr>
<th>Membership Category</th>
<th>Member</th>
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<tbody>
<tr>
<td>Twelve members of the full-time academic staff of the university to be elected by members of the full-time academic staff of the university three of whom shall be from each group</td>
<td>Dr Susanna Chamberlain (Arts, Education and Law)</td>
</tr>
<tr>
<td>Associate Professor Saras Henderson (Health)</td>
<td>Dr Sara Davies (Business)</td>
</tr>
<tr>
<td>Associate Professor Reza Monem (Business)</td>
<td>Dr Caryl Bosman (Sci, Env, Eng and Tech)</td>
</tr>
<tr>
<td>Associate Professor Joan Vaccaro (Sci, Env, Eng and Tech)*</td>
<td>Associate Professor Ray Tedman (Health)*</td>
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<td>* Reappointed for 2012</td>
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Heads of School or Department and Directors

<table>
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<tr>
<th>Member</th>
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<tbody>
<tr>
<td>Professor Cliff Goddard</td>
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<tr>
<td>Associate Professor Martin Griffiths</td>
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Undergraduate Students

<table>
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<tr>
<th>Member</th>
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<tbody>
<tr>
<td>Mr Alexander Choy</td>
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<tr>
<td>Ms Alysha Oze</td>
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<tr>
<td>Ms Angelica Triant</td>
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One Higher Degree Research candidate of the University who is on the Higher Degree Research Students Roll

<table>
<thead>
<tr>
<th>Member</th>
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<tr>
<td>Ms Nikki Fozzard</td>
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</table>

1.2 The Chair welcomed Ms Tasha Langham as the committee’s new Secretary and expressed her appreciation to the previous Secretary, Ms Lea-Anne Stafford who has moved to another position within the University.

2.0 CONFIRMATION OF MINUTES

2.1 The minutes of the 6/2011 meeting of the Academic Committee were taken as read and confirmed.

SECTION A: RECOMMENDATIONS AND REPORTS TO COUNCIL

3.0 ACADEMIC REVIEW – SCHOOL OF EDUCATION AND PROFESSIONAL STUDIES

3.1 The purpose of academic reviews is to improve the academic planning and performance of the academic area 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 academic reviews each preceding year.

3.2 The School of Education and Professional Studies was reviewed during 1 – 3 August 2011. An independent review committee, comprising three committee members external to the University and one committee member internal to Griffith University, but not from the Arts, Education and Law Group, reviewed the School.

3.3 The Report of the Committee Reviewing the School of Education and Professional Studies (2011/003014) and the Review of the School of Education and Professional Studies Implementation Plan (2011/0011003), were prepared in consultation by the Pro Vice Chancellor (AEL) and Head & Dean, School of Education and Professional Studies. The Executive Group, at its meeting on 7 December 2011, endorsed the Review Report and the Implementation Plan.
3.4 The Pro Vice Chancellor (AEL) introduced the review report and summarized the review panel’s commendations. The School was commended for the effort and goodwill shown by staff, since the previous review, to develop the necessary systems and processes to support the School during the restructure from a Faculty with four schools, to a Faculty with two schools and in 2011 to a single school structure.

3.5 Recommendations were made in relation to: review of program and campus profiles; increasing the percentage of postgraduate level load, including HDR; reducing the level of reliance on initial teacher education; improving the progress made in research strength by building upon the Sir Samuel Griffith program in collaboration with the Griffith Institute of Educational Research; and diversification of professional relationships in order to establish opportunities for teaching and learning, research and consultancies.

3.6 The Head and Dean, School of Education and Professional Studies, spoke to the implementation plan which sets out the steps to be undertaken to address report recommendations and the timeframes within which this is to be accomplished.

Resolution

3.7 Academic Committee considered the issues that were raised in the Report of the Committee Reviewing the School of Education and Professional Studies (2011/0003014) and the Review of the School of Education and Professional Studies Implementation Plan (2012/0011003). Academic Committee resolved to recommend the documentation to Council.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

4.0 REVISED INTERNATIONALISATION STRATEGY AND IMPLEMENTATION PLAN

4.1 Griffith’s Internationalisation Strategy was updated by the Internationalisation Advisory Committee to cover the period 2011 to 2013 to align with the University’s Mission Statement, Strategic Plan 2009-2013, the Academic Plan 2011-2013 and the Griffith Research Plan 2009-2013.

4.2 The Internationalisation Strategy 2011-2013 aims to enhance Griffith's international reputation as a top-quality institution for research and teaching. The University’s goals in Internationalisation are specified across five areas and include reference to relevant strategy and policy documents. Measures of success and accountabilities are also identified. The five areas of activity are: research; internationalised curriculum; international onshore students and the student experience; transnational (offshore) teaching and scholarship; and staff.

4.3 In discussing this item, members noted that:

- Griffith International had recently completed their business plan, which suggests increasing the undergraduate IELTS score from 6.0 to 6.5.
- There had been a significant increase in HDR applications as a result of the increase in scholarships made available by the University.
- International numbers are down compared the previous year. It is hoped that the implementation of changes resulting from the Knight Review, such as the streamlined visa processing scheme and post study work rights will increase numbers for 2013.
Resolution


5.0 PROPOSED REVISIONS TO BOARD OF GRADUATE RESEARCH CONSTITUTION

5.1 At its 1/2012 meeting, the Board of Graduate Research reviewed its constitution and proposed the following changes:

   a. change in terminology from 'research higher degree' to higher degree research’
   b. all references to Deputy Dean (Research) removed
   c. changes to the section on ‘Rights of Audience and Debate’
   d. addition of two year terms of office for HDR Convenors and Research Centre Directors
   e. addition of a named standing sub-committee and working parties

Resolution

5.2 The Academic Committee, on the recommendation of the 1/2012 Board of Graduate Research, resolved to approve amendments to the Board of Graduate Research’s Constitution, as described in document (2012/0007759).

6.0 APPOINTMENT OF MEMBERS TO UNIVERSITY COMMITTEES

Resolution

6.1 The Academic Committee ratified the Chair’s executive decision to approve the appointment of a new member to the University’s Appeals Committee as stated in document 2012/0007763.

7.0 PROPOSED AMENDMENTS TO HIGHER DEGREE RESEARCH POLICY

7.1 At its 9/2011 and 10/2011 meetings, the Board of Graduate Research considered the following minor changes to the Higher Degree Research Policy (2012/0007758).

   a) Replace the position Deputy Dean (Research) with Dean (Research) as the former position no longer exists.
   b) To specify a minimum period of enrolment prior to the submission of the thesis after the candidature has lapsed.

Resolution

7.2 Academic Committee, on the recommendation of the Board of Graduate Research (9/2011, October and 10/2011 December), resolved to approve the proposed changes to section 5.1 Submission of Thesis – PhD/MPHil of the Higher Degree Research Policy and the replacement of the term Deputy Dean (Research) with Dean (Research), as described in document number 2012/0007758 for immediate implementation.
8.0 ICT MAJOR CHANGE PROPOSAL (2011/0002474)
1360/1361 BACHELOR OF BUSINESS INFORMATION SYSTEMS

Resolution

8.1 Academic Committee, on the recommendation of Programs Committee (8/2011, November), resolved to approve the proposed changes to the Bachelor of Business Information Systems (1360/1361), as detailed in 2011/0002474, for implementation in Semester 1 2012.

9.0 EDN MAJOR CHANGE PROPOSAL (2011/0003357)
4138 GRADUATE DIPLOMA OF EDUCATION - SECONDARY
5434 MASTER OF TEACHING - SECONDARY

Resolution

9.1 Academic Committee, on the recommendation of Programs Committee (9/2011, December), resolved to approve the proposed changes to the Graduate Diploma of Education - Secondary (4138) and Master of Teaching - Secondary (5434), as detailed in 2011/0003357, for implementation in Semester 1 2012.

10.0 QCA MAJOR CHANGE SUBMISSION (2011/0003360)
1343 BACHELOR OF DESIGN – OFF-SHORE

Resolution

10.1 Academic Committee, on the recommendation of Programs Committee (9/2011, December), resolved to approve the proposed changes to the Bachelor of Design – Off-shore (1343), as detailed in 2011/0003360, for implementation in Semester 1 2012.

11.0 MED MAJOR CHANGE PROPOSAL (2011/0002496)
1272 BACHELOR OF MEDICINE/BACHELOR OF SURGERY

Resolution

11.1 Academic Committee, on the recommendation of Programs Committee (9/2011, December), resolved to approve the proposed changes to the Bachelor of Medicine/Bachelor of Surgery (1272), as detailed in 2011/0002496, be approved for implementation from Semester 1 2012.

12.0 HUM PROGRAM WITHDRAWAL SUBMISSION (2011/0003352)
2005/2007 BACHELOR OF ARTS WITH HONOURS

Resolution

12.1 Academic Committee, on the recommendation Programs Committee (8/2011, November), resolved to approve the withdrawal of the Bachelor of Arts with Honours program (2005/2007), as detailed in 2011/0003352.
13.0 ICT PROGRAM WITHDRAWAL SUBMISSION (2011/0004334)
5543/5544 MASTER OF INFORMATION TECHNOLOGY ADVANCED STUDIES

Resolution

13.1 Academic Committee ratified the Chair’s executive decision to approve the transition arrangements for enrolled students in the Master of Information Technology Advanced Studies (5543/5544), as detailed in 2011/0004334.

14.0 NRS PROGRAM WITHDRAWAL SUBMISSION (2011/0003845)
5553 MASTER OF NURSING (NURSE PRACTITIONER)

Resolution

14.1 Academic Committee ratified the Chair’s executive decision to approve the withdrawal of the Master of Nursing (Nurse Practitioner) program (5553) as detailed in 2011/0003845.

15.0 NRS PROGRAM WITHDRAWAL SUBMISSION (2011/0003843)
9323 CONTINUING EDUCATION CERTIFICATE IN AGED CARE

Resolution

15.1 Academic Committee ratified the Chair’s executive decision to approve the withdrawal of the Continuing Education Certificate in Aged Care program (9323) as detailed in 2011/0003843.

SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES

Nil.

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

16.0 HIGHER EDUCATION BASE FUNDING REVIEW

16.1 The Higher Education Base Funding Review was announced by the Minister for Tertiary Education, Senator Chris Evans in October 2010. The Base Funding Review was asked to make recommendations on the principles for public investment in Australian higher education and inquire into the levels of funding that are appropriate to ensure that Australian higher education remains internationally competitive.

16.2 In December 2011, the Minister for Tertiary Education, Senator Chris Evans, released the final report of the Higher Education Base Funding Review. Griffith’s response to the report (2012/0007756) was provided to members for their information.

16.3 The Government will hold targeted consultations with stakeholders in February and March 2012 to obtain the views from the sector about the principles and recommendations to inform the Government's response. The Government intends to consider its response to the Review following the consultations and expects to commence its response to the Review in the second half of 2012.

16.4 The Chair lead discussion on this item, advising that there was general agreement in the sector that it was underfunded and that specific areas of underfunding should be rectified (accounting, economics, commerce, medicine, veterinary science, visual and performing arts, humanities and law), but not at the cost of reduced funding in other areas.
16.5 Institutions had differing views regarding: funding of undergraduate and postgraduate students at the same level; level of student contributions (e.g. 60/40 split); decreased percentage of base funding allocation for university’s that are not research intensive; and funding of ‘flagship’ programs at a higher funding rate.

17.0 PERFORMANCE INDICATORS FOR LEARNING AND TEACHING

17.1 Universities will be rewarded for delivering outcomes for students through Performance Funding arrangements. Funding will be tied to agreement on strategies for achieving the university’s teaching and learning mission and agreement to Reward Funding performance targets.

17.2 From 2012, the MyUniversity website will support the move to a new more student-centred higher education system and improved transparency. Universities’ performance against the participation indicators to be used for performance funding, will be published on the MyUniversity website from 2013 onwards.

17.3 Universities had been asked to comment on three discussion papers, feedback from which would be used to develop measures for the student experience and quality of learning outcomes. A ‘student life cycle’ model is proposed, which will assess students at different points during their studies. Members raised concern about the ‘student life cycle’ model, as it assumes a common life cycle; when in reality students take various routes to qualification completion.

17.4 Members discussed the advantages and disadvantages of various tools to assess the student experience, including the Collegiate Learning Assessment which is an American based survey and the University Experience scale which has recently been examined in a pilot study. It was suggested that our internal student evaluation surveys should be renamed to align with the national terminology of ‘student experience’. The Chair noted a commitment to changing the name of Griffith’s internal student evaluation survey tools when funding becomes available to cover the cost of the system changes.

17.5 The Committee noted that although reward funding had been deferred, due to reallocation of Federal funds toward flood recovery projects, this scheme is very likely to be introduced in the future and the University should continue to participate in discussions regarding this issue.

17.6 Members were asked to provide any comments on the proposed indicators for learning and teaching to Mr Terry Hogan, Principal Policy Advisor, via email T.Hogan@griffith.edu.au.

18.0 OUTCOMES OF THE 2012 MAIN ADMISSION ROUND

18.1 The Outcomes of the 2012 Main Admission Round report (2012/0007755) summarises the outcomes of the 2012 main admission round as at 16 January 2012. Demand for Griffith programs through QTAC and UAC weakened in 2012, across all groups and campuses. As a consequence, OPs had been dropped in a significant number of programs. The most significant drop in demand was from non-school leavers who comprise around 50% of the University’s annual intake.

18.2 The report did not include the February 2012 admission round outcomes where Griffith made an additional 1100 offers.

18.3 Members acknowledged that Griffith has a strong marketing strategy for school leavers, but noted the need for a stronger approach to target non-school leavers. A marketing strategy for non-school leavers is currently being developed by External Relations.

18.4 The Academic Registrar responded to a range of questions about specific figures where there had been significant shifts in demand from previous years.
Resolution

18.5 Academic Committee members noted the Outcomes of the 2012 Main Admission Round report (2012/0007755) and expressed appreciation to the Academic Registrar for her analysis and verbal report to members.

19.0 GRIFFITH PROGRAM PROFILE PLAN FOR 2013

19.1 The Griffith Program Planning, Development, Approval and Review Process (2008/0016317) describes the annual process by which each Academic Group reviews and renews its program profile, in the context of Group operational planning. It also outlines the process the University uses to assure itself and its stakeholders that when a new program is proposed by an academic Group it forms a worthwhile addition to the University's portfolio of programs, advances the University's Mission, is consistent with the University's Academic Plan and is justified in terms of meeting community and employer needs.

19.2 The Deputy Vice Chancellor (Academic) at the end of December 2011 reviewed each Academic Group’s proposed 2013 program profile and granted approval for program development and marketing to commence for the new initiatives listed in attachment 2012/0007760. This list also includes some initiatives approved by the Deputy Vice Chancellor (Academic) since December as out-of-phase proposals.

Resolution

19.3 The Academic Committee noted the programs described in 2011/0007760 have received planning approval by the Deputy Vice Chancellor (Academic) to proceed through the University's development and approval processes in 2012 including Programs Committee and Academic Committee for implementation in 2013.

20.0 PROPOSED AMENDMENTS TO ADMISSION POLICY FOR UNDERGRADUATE PROGRAMS

20.1 This item was withdrawn from the Agenda at the commencement of the meeting and will be returned to a future meeting, subject to amendments.

21.0 VICE CHANCELLOR’S FORUM AND QUESTION TIME

21.1 The Vice Chancellor reported that he had recently hosted a series of campus meetings to brief staff on current progress against the Griffith 2015 agenda. During these presentations, key challenges facing the University over the next few years were highlighted, and a course of action outlined to meet these challenges.

21.2 The Vice Chancellor encouraged staff to engage with the Griffith 2020 agenda by providing feedback on the paper Griffith 2020 – the Next Step which would be disseminated to staff via broadcast email. Responses should be sent to VC-Griffith2020@griffith.edu.au by Friday 6 April.

21.3 Members noted the Vice Chancellor's Report to the December meeting of University Council.

22.0 BUSINESS ARISING OUT OF THE PREVIOUS MINUTES

22.1 There was no business arising.

23.0 CHAIRPERSON’S REPORT
23.1 The Chair and invited Committee members reported on matters of interest arising since the previous meeting:

23.1.1 The Australian Qualifications Framework (AQF) is exploring the issues concerning the Graduate and Vocational Certificates and Diplomas. The two main issues are: whether the current distinction between VET and HE Graduate Certificates and Diplomas is still necessary, considering revised descriptors allow for either vocational or academic outcomes; and whether the use of the term ‘Postgraduate Certificate’ and ‘Postgraduate Diploma’ qualification types should be introduced as an indication of a ‘deepening’ qualification against continued use of Graduate Certificate and Graduate Diploma for study in a new area.

23.1.2 In 2010, the Masters Degree (Extended) was approved for six professions resulting in the qualification title ‘Juris Doctor’ for legal practice and ‘Doctor of’ for five health related professions – medical practice, physiotherapy, dentistry, optometry and veterinary practice. The AQF defines the Masters Degree (Extended) as being different from the other forms of Masters Degrees in its purpose and volume of learning. It is now seeking views on the evidence and rationale required for adding a profession to the level 9 Masters Degree (Extended), including evidence requirements for each of the four criteria in the policy and the proposed stakeholders to be consulted.

23.1.3 The University has replied to both consultation papers, copies of which are available from the Secretary upon request.

24.0 OTHER BUSINESS

24.1 No other business was raised.

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 (4/2011)
   c) Learning and Teaching Committee (6/2011)
   d) Programs Committee (8/2011)
   e) Research Committee (8/2011).
26.0 **2012 COMMITTEE MEETING DATES**

26.1 The remaining meeting dates for 2012 appear below. Members will wish to note that meetings begin at 10.00am and are scheduled through until 1.00pm.

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Time</th>
<th>Venue</th>
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<tbody>
<tr>
<td>17 May</td>
<td>10am – 1pm</td>
<td>Bray Centre (N54), 2.01/2.02, Nathan campus</td>
</tr>
<tr>
<td>12 July</td>
<td>10am – 1pm</td>
<td>The Chancellery (G34), 2.02 Gold Coast campus</td>
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<tr>
<td>6 September</td>
<td>10am – 1pm</td>
<td>The Chancellery (G34), 2.02 Gold Coast campus</td>
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<tr>
<td>8 November</td>
<td>10am – 1pm</td>
<td>The Chancellery (G34), 2.02 Gold Coast campus</td>
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<tr>
<td>6 December *</td>
<td>10am – 1pm</td>
<td>Bray Centre (N54), 2.01/2.02, Nathan campus</td>
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*Meeting will proceed only if business warrants

Minutes confirmed by:

Professor Sue Spence, Chair
17 May 2012