A meeting of the Academic Committee of the Griffith University Council was held from 1:30pm on Thursday 15 May 2008 with a video-conference between Room -1.18 (Level -1) Business 2 Building (N72), Nathan campus and Room 1.04, The Chancellory (G34), Gold Coast campus.

MINUTES

PRESENT:
Chair – Professor Sally Borbasi
Professor Lewis Adams
Dr Paula Baron
Dr Michael Blumenstein
Professor Gillian Bushell
Associate Professor Jayne Clapton
Professor Frank Clarke
Professor Joy Cumming
Professor Graham Cuskeley
Mr Dave Edwards
Professor Kay Ferres
Professor Lorelle Frazier
Dr Sarasa Henderson
Dr Robyn Hollander
Mr Nigel Hutton
Professor Lesley Johnson
Ms Julie Kennedy
Professor Kerri-Lee Krause
Mr Chris Madden
Ms Janice Rickards
Professor Nerida Smith
Professor Sue Spence
Associate Professor Stephen Stockwell
Associate Professor Clyde Wild
Professor Claire Wyatt-Smith

Secretary – Ms Sharon Clifford

APOLOGIES:
Dr Richard Armour
Professor Nick Buys
Ms Renae Carrigg
Ms Rachel Chung
Associate Professor Paul Cleveland
Professor Allan Cripps
Professor John Dewar
Dr Alex Forrest
Professor Lyn Griffiths
Dr Maureen Harrington
Dr Jenny Gamble
Mr Sankalp Khanna
Professor Mike Levy
Mr Colin McAndrew
Dr Ann McDonnell
Professor Marilyn McMenimen
Professor Ian O’Connor
Professor Ned Pankhurst
Professor Michael Powell
Dr Janet Ransley
Professor Peter Roennfeldt
Dr Louis Sanzogni
Dr Kate Shacklock
Professor Bill Shepherd
Dr Peta Stevenson-Clarke
Ms Snez Stolic
Associate Professor Jay Younger

1.0 COMMITTEE QUORUM

1.1 At the scheduled meeting time, a quorum of the committee was not present. In accordance with Section 7.0 of Council Meeting Procedures (03/0638), the Acting Vice Chancellor determined that the matters before the committee required immediate decision.

2.0 CONFIRMATION OF MINUTES

2.1 The minutes of the 2/2008 meeting of the Academic Committee were taken as read and confirmed.

SECTION A: RECOMMENDATIONS AND REPORTS TO COUNCIL

3.0 EXTERNAL REVIEW 12-MONTH PROGRESS REPORT – SCHOOL OF PUBLIC HEALTH

3.1 The purpose of Reviews is to improve the academic planning and performance of Faculties 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 Faculty Reviews each preceding year.

3.2 The School of Public Health was reviewed in August 2006. It was noted the Report of the Committee Reviewing the Griffith University School of Public Health 21–24 August 2006 (2007/0000026) and the School of Public Health Review – Response to Review Recommendations (2007/0000027) had been considered at the 2/2007 meeting of the Academic Committee; these documents were provided with the agenda for this meeting.

3.3 Members had before them the 12-month progress report, School of Public Health Review: Implementation Plan 12-Month Progress Report (2008/0016274), and noted Executive Group had endorsed this report on 16 April 2008.

Resolution:

3.4 The Academic Committee resolved to recommend to the University Council the School of Public Health Review: Implementation Plan 12-Month Progress Report (2008/0016274).

SECTION B: ACTION UNDER DELEGATED AUTHORITY

4.0 RESEARCH HIGHER DEGREE SUPERVISOR ACCREDITATION POLICY

4.1 At its 7/2007 (November) meeting the Academic Committee considered a proposed Research Higher Degree Supervisor Accreditation Policy (2007/0000115) and requested that further consideration be given to a number of issues.

4.2 Professor Joy Cumming, Dean of the Griffith Graduate Research School spoke to this item advising that the Research and Postgraduate Studies (RAPS) Committee had addressed the issues raised at the November 2007 Academic Committee meeting which were now addressed in the revised Griffith University Research Higher Degree Supervisor Accreditation Policy (2008/0016268) before members. Professor Cumming also drew attention to a recommendation from RAPS that an initial review date for the Revised Policy be the end of 2009.

4.3 Members noted the following aspects of the revised Policy:
- This revised policy caters for both existing and new staff to the University.
- Griffith Graduate Research School (GGRS) will keep a register of 'accredited' supervisors, recording the accreditation status as either 'full' or 'transitional'.
- Existing staff who have a track record of successful RHD candidature completion will be given full accreditation status, as will newly appointed staff who meet eligibility requirements to be a principal supervisor.
- Existing staff who do not meet full accreditation requirements at the time of implementation of the policy will be given ‘transitional’ status and required to complete three seminar modules offered by GIHE, on ‘responsibilities of being an RHD supervisor’; ‘research ethics’ and ‘successful supervisory practice’.
- Griffith staff who wish to prepare for RHD supervision will also be required to complete the three GIHE seminar modules.
- Newly appointed staff who do not have a track record of successful supervision of RHD students but who have completed similar professional development activities in previous appointments may apply for recognition of such professional development.
- The policy outlines procedures for staff who experience problems with supervision.

4.4 Members agreed the Policy is to be reviewed in 12 months. It was also agreed it requires further amendment as follows:
- a paragraph be included in Section I stating this is a Policy about supervising research higher degree students at Griffith University;
- reference in paragraph 6.5 to the Academic Report on Performance and the Academic Professional Development Plan be amended to reflect recent changes to these documents.

Resolution:

4.5 The Academic Committee resolved to approve the Griffith University Research Higher Degree Supervisor Accreditation Policy, subject to executive approval of amendments as outlined in paragraph 4.4 above, and that it be reviewed in 12 months (revised document 2008/0016277).

5.0 ADMISSION POLICY FOR UNDERGRADUATE PROGRAMS AND ADMISSIONS POLICY FOR COURSEWORK POSTGRADUATE PROGRAMS - ENGLISH LANGUAGE REQUIREMENTS

5.1 The meeting had before it two documents with proposed changes to English language requirements, the Admission Policy for Undergraduate Programs (2008/0016272) and the Admissions Policy for Coursework Postgraduate Programs (2008/0016273).

5.2 Members noted the Programs Committee, at its 9/2007 (November) meeting, considered a proposal from the School of Nursing and Midwifery to require that “application of the language of instruction provisions contained in the Admission Policy for Undergraduate Programs not be applied; that is all students not having studied Canada (excluding Quebec), New Zealand, Australia, United States or United Kingdom will be required to meet IELTS requirements”. It was further noted the Internationalisation Advisory Committee had also considered this proposal.

5.3 In order to facilitate this change members considered a proposal to amend the above-mentioned policies. It was agreed these policies be amended as follows.

The Academic Committee may approve variations to the English language requirements stipulated above for specific programs.

Approval for such variations must be obtained through the University’s program accreditation processes.

5.4 In response to a query regarding the need to add Ireland and South Africa in the list of exempted countries it was decided to refer this issue to the Internationalisation Advisory Committee for consideration.

5.5 The Committee agreed that consideration of the Special Purpose Submission from the School of Nursing and Midwifery be postponed until the next meeting when a representative from that School can speak to the submission (refer item 26 below).

Resolution:

5.6 The Academic Committee resolved to approve changes to the Admission Policy for Undergraduate Programs and the Admission Policy for Coursework Postgraduate Programs, as detailed in paragraph 5.3 above and contained in revised documents, 2008/0016278 and 2008/0016279 respectively.

6.0 REVIEW OF STUDENT EVALUATION OF TEACHING (SET) AND STUDENT EVALUATION OF COURSES (SEC)

6.1 The Learning and Teaching Committee, at its 3/2008 meeting on 14 April 2008, considered a proposal to review the Griffith University Student Evaluation of Teaching (SET) and Student Evaluation of Courses (SEC) instruments as a preferred measure to evaluate teaching and quality.
6.2 The Chair spoke to this item, reporting the Learning and Teaching Committee had agreed the SET and SEC instruments and the process and system that underpin these measures needed to be evaluated, and that it had been agreed a Working Party of the Learning and Teaching Committee be established.

6.3 Academic Committee agreed membership of this Working Party will include:
- Professor Sue Spence as Chair
- A GIHE representative nominated by the Director, GIHE
- Professor Sally Borbasi
- Educational Excellence Committee Chair or representative
- A representative from each group with an interest and experience in this area, nominated by the Group PVC; at least one First Year Advisor representative is to be included in this category
- A person with psychometric expertise
- A student (Ms Julie Kennedy agreed to participate)

6.4 Academic Committee endorsed the need for this working party to consider:
- Ways of increasing student response rates and the issue of over surveying
- Determining how students interpret the questions
- Closing the loop on SET and SEC feedback
- Statistical analysis of data to provide normative data, taking into account areas of study, class size and mode of delivery.
- The empirical and theoretical literature.
- Timing for students to complete SET and SET evaluations.

Resolution:

6.5 The Academic Committee, on the recommendation of the Learning and Teaching Committee, resolved to approve the establishment of the Working Party to Review SET and SEC, and for the Working Party to include consideration of issues identified in paragraph 6.4 above.

7.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING GUIDELINES

7.1 At its 2/2007 (April) meeting the Academic Committee considered changes to the Griffith Awards for Excellence in Teaching Guidelines. Academic Committee noted the Chair had executively approved further changes to the Guidelines to clarify and strengthen the evidentiary requirements on applications, as detailed in the document 2008/0016271.

Resolution:

7.2 The Academic Committee resolved to ratify the Chair’s executive action in approving changes to the Griffith Awards for Excellence in Teaching Guidelines, as described in 2008/0016271, for implementation in 2008.

8.0 REPORT ON COURSE EVALUATION REPORTING TRIAL

8.1 In semester 2 2007 the University trialled a new process for ‘closing the student feedback loop’. This involved asking Schools to schedule SET/SEC evaluations for all courses over the next two years. Course convenors prepared Course Evaluation Reports (CER) for all courses scheduled for evaluation in semester 2, 2007 as a result of reflection on the data provided by students through those evaluations. The CER template was designed to enable staff to let students know of any improvements that were to be made to the course as a result of their feedback. In keeping with Griffith’s continuing quality cycle of review and improvement the CER was to be uploaded to Learning@Griffith for student consumption. A Working Party was formed to oversee the trial and report to the Learning & Teaching Committee. A survey was developed,
consisting of quantitative data collection together with opportunity for qualitative feedback.

8.2 The results of the survey together with other indicators of the effect of the trial are contained within the attached Report on the Course Evaluation Reporting Trial, Semester 2, 2007 (2008/0016269). The Report makes several recommendations for practice and policy change. Learning and Teaching Committee noted that the Report raised concerns about continuing with full-scale implementation until the University's systems and procedures for this process have been refined.

8.3 The Learning and Teaching Committee recommended to the Academic Committee that the Working Party oversee a further trial of the course evaluation and review process for semester 1 2008, using a process that draws on what has been learned from the first trial and that includes steps 1-6 of the Recommendations emanating from the CER Trial Report (2008/0016269), as follows.

1. The Course Evaluation Report should be renamed “The Course Review and Improvement Report” (CRIR) to focus on the intent of the exercise as explicitly about quality improvement.
2. Regardless of the inclusion (or otherwise) of SEC data, staff are encouraged to collect and include other evaluative data for the purposes of the Report.
3. Course convenors may wish to produce a CRIR immediately after every delivery of a course; however a CRIR must be produced after every SEC evaluation. This information will be made available to the incoming course convenor. A CRIR is normally required for each unique combination of course code + campus + semester. Occasionally, a different CRIR will also be required when different modes of delivery are used.
4. The Report will comprise:
   i) a ‘warts and all’ section designed for discussion by academic staff
   ii) a short, summary section, suitable for students
5. The complete CRIR will be sent to the HOS who will determine what, if any further actions are required and may discuss the CRIR with the program convenor, Dean L & T or other senior staff as appropriate.
6. The student section of CRIRs should be uploaded (perhaps by an administrative staff member) to (a) a dedicated student-focussed site within the element (e.g. Pharmcentral as Pharmacy currently do) and/or, (b) by the course convenor, to Learning@Griffith. The exact implementation of this is to be at the discretion of the element provided the method chosen grants students in general access to the information contained within the (approved) student section of the CRIRs.

8.4 Academic Committee noted the Chair, Academic Committee had executively approved the proposal to undertake a further trial for semester 1, 2008, based on the recommendations above.

Resolution:

8.5 The Academic Committee resolved to ratify the Chair’s executive action in approving a further trial of the course evaluation and review process for semester 1, 2008, based on recommendations 1-6 of the Report on the Course Evaluation Reporting Trial, Semester 2, 2007 (2008/0016269).

9.0 Griffith Grants for Learning and Teaching Guidelines

9.1 The Academic Committee noted the Learning and Teaching Committee at its 3/2008 (April) meeting had considered changes to the Griffith Grants for Learning and Teaching Guidelines, as detailed in 2008/0022017.

9.2 Academic Committee further noted the new two-stage process the University had adopted in 2007 consisted of an expression of interest, which if successful led to an invitation to submit a full application, and this had been well-received by the University.
Resolution:

9.3 The Academic Committee resolved to approve the changes to the Griffith Grants for Learning and Teaching Guidelines, as described in 2008/0022017, for implementation in 2008.

10.0 LEARNING AND TEACHING COMMITTEE CONSTITUTION

10.1 Academic Committee noted the Learning and Teaching Committee at its 3/2008 (April) meeting had considered its Constitution and proposed changes as described in 2008/0022012. It was further noted changes to the Constitution include the addition of membership categories and inclusion of the Committee of the Chairs of the Assessment Boards as a sub-committee of Learning and Teaching Committee.

Resolution:

10.2 The Academic Committee, on the recommendation of the Learning and Teaching Committee, resolved to approve the revised Constitution for the Learning and Teaching Committee, as contained in 2008/0022012.

11.0 BPS WITHDRAWAL OF PROGRAM SUBMISSION (2008/0005772)

1026 BACHELOR OF SCIENCE WITH AVIATION
1029 BAE SYSTEMS/GU BACHELOR OF AVIATION
1258 BACHELOR OF AVIATION SCIENCE

Resolution:

11.1 The Academic Committee, on the recommendation of the Programs Committee (2/2008, May) resolved to approve the Program Withdrawal Submission proposing to withdraw the Bachelor of Science with Aviation (1026), the BAE Systems/GU Bachelor of Aviation (1029) and the Bachelor of Aviation Science (1258), as detailed in 2008/0005772, for implementation in Semester 1, 2008.

12.0 BPS WITHDRAWAL OF PROGRAM SUBMISSION (2008/0005775)

3146 GRADUATE CERTIFICATE IN AEROSPACE MANAGEMENT
5400 MASTER OF AEROSPACE MANAGEMENT

Resolution:

12.1 The Academic Committee, on the recommendation of the Programs Committee (2/2008, May) resolved to approve the Program Withdrawal Submission proposing to withdraw the Graduate Certificate in Aerospace Management (3146) and the Master of Aerospace Management (5400), as detailed in 2008/0005775, for implementation in Semester 1, 2009.

13.0 HSV, MAJOR CHANGE / NEW PROGRAM SUBMISSION (2008/0025756)

3217 GRADUATE CERTIFICATE IN COMMUNITY REHABILITATION
5513 MASTER OF COMMUNITY REHABILITATION

Resolution:

13.1 The Academic Committee, on the recommendation of the Programs Committee, resolved to approve the Major Change / New Program Submission proposing to establish a Master of Community Rehabilitation (5513) (to articulate with existing 3217 G Cert Community Rehabilitation), as detailed in 2008/0025756, for implementation in Semester 1, 2009.

14.0 GBS MAJOR CHANGE SUBMISSION (2008/0016774)

5158, 5159, 5162, 5163 MASTER OF BUSINESS ADMINISTRATION
Resolution:

14.1 The Academic Committee, on the recommendation of the Programs Committee (2/2008, May) 
resolved to approve the Major Change Submission proposing to expand the range of specialisations available in the Master of Business Administration (5158, 5159, 5162, 5163), as detailed in 2008/0016774, for implementation in Semester 2, 2008.

15.0 **BPS MAJOR CHANGE SUBMISSION (2008/0005777)**

| 3207 GRADUATE CERTIFICATE IN CLINICAL SCIENCE |
| 5471 MASTER OF CLINICAL SCIENCE |
| 5472 MASTER OF CLINICAL SCIENCE WITH HONOURS |

Resolution:

15.1 The Academic Committee, on the recommendation of the Programs Committee (2/2008, May) 
resolved to approve the Major Change Submission proposing changes to the Graduate Certificate in Clinical Science (3207), the Master of Clinical Science (5471) and the Master of Clinical Science with Honours (5472), as detailed in 2008/0005777, for implementation in Semester 2, 2008.

16.0 **ENG MAJOR CHANGE SUBMISSION (2008/0005778)**

| 3205 GRADUATE CERTIFICATE IN ENGINEERING |
| 5467 MASTER OF ENGINEERING |
| 5469 MASTER OF ENGINEERING WITH ADVANCED STUDIES |

Resolution:

16.1 The Academic Committee, on the recommendation of the Programs Committee (2/2008, May) 
resolved to approve the Major Change Submission proposing to withdraw the Coastal Engineering major from the Graduate Certificate in Engineering (3205), the Master of Engineering (5467) and the Master of Engineering with Advanced Studies (5469), as detailed in 2008/0005778, for implementation in Semester 2, 2008.

17.0 **DOH SPECIAL PURPOSE SUBMISSION (2008/0004771)**

| 1260 BACHELOR OF ORAL HEALTH AND DENTAL TECHNOLOGY |

Resolution:

17.1 The Academic Committee, on the recommendation of the Programs Committee (2/2008, May), 
resolved to approve the Special Purpose Submission proposing to change the admission requirements for the Bachelor of Oral Health and Dental Technology (1260), as detailed in 08/0004771, for implementation in Semester 1, 2009.

18.0 **HTH SPECIAL PURPOSE SUBMISSION (2008/0004766)**

| 5433 MASTER OF MEDICAL RESEARCH |

Resolution:

18.1 The Academic Committee, on the recommendation of the Programs Committee (2/2008, May) 
resolved to approve the Special Purpose Submission proposing to change the host element for the Master of Medical Research (5433), as detailed in 08/0004766, for implementation immediately.

19.0 **MSC/BPS SPECIAL PURPOSE SUBMISSION (2008/0004770)**

| 1280, 1306 Bachelor of Medical Science |

Resolution:
19.1 The Academic Committee, on the recommendation of the Programs Committee (2/2008, May) resolved to approve the Special Purpose Submission proposing to change the admission requirements for the Bachelor of Medical Science (1280, 1306), as detailed in 08/0004770, for implementation in 2008 for the 2009 intake.

20.0 GBS SPECIAL PURPOSE SUBMISSION (2008/0016779)
5441/5506 MASTER OF COMMERCE (ADVANCED)

Resolution:

20.1 The Academic Committee, on the recommendation of the Programs Committee (2/2008, May) resolved to approve the Special Purpose Submission proposing amendment to the admission requirements for the Master of Commerce Advanced (5441, 5506), as detailed in 2008/0016779, for implementation in Semester 2, 2008.

21.0 GBS SPECIAL PURPOSE SUBMISSION (2008/0016780)
3229 GRADUATE CERTIFICATE IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT

Resolution:

21.1 The Academic Committee, on the recommendation of the Programs Committee (2/2008, May) resolved to approve the Special Purpose Submission proposing suspension of enrolments to the Graduate Certificate in Logistics and Supply Chain Management (3229) for 2008, as detailed in 2008/0016780, for implementation in Semester 1, 2008.

22.0 HTH SPECIAL PURPOSE SUBMISSION (2008/0025757)
1327 BACHELOR OF NURSING (POST REGISTRATION) (ABU DHABI)
1326 BACHELOR OF NURSING (ABU DHABI)

Resolution:

22.1 The Academic Committee, on the recommendation of the Programs Committee (1/2008, April) resolved to approve the Bachelor of Nursing (Post Registration, Abu Dhabi, 1327) and the Bachelor of Nursing (Abu Dhabi, 1326), as detailed in 2008/0025757, for implementation in September, 2008 (Semester 1 in Abu Dhabi).

23.0 PES SPECIAL PURPOSE SUBMISSION 2007/0025759
5320 MASTER OF PHYSIOTHERAPY

Resolution:

23.1 The Academic Committee, on the recommendation of the Programs Committee (8/2007, October), resolved to approve the Special Purpose Submission proposing changes to the Master of Physiotherapy (5320), as detailed in 2007/0025759, for introduction from semester 1 2009.

SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES

Nil.

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

24.0 AUQA AUDIT: 2 – 6 JUNE 2008

24.1 Ms Karen van Haeringen, Senior Project Officer AUQA Audit attended the meeting to provide an update on and arrangements for the forthcoming Audit, as follows:
- the AQUA Panel will be travelling to Singapore and Japan to undertake audits of the transnational Bachelor of Nursing post-registration programs;
- a draft program has been provided for the on-site visit (2-6 June); this will be made available to the University community shortly;
- the University has been asked to provide additional information to the Audit panel; this additional information is listed in three categories: questions to be answered in advance; information to be provided in advance; and information to be provided on site;
- the panel has designated six undergraduate programs to be sampled, chosen because they most closely align with equivalent domestic and international student enrolments; the on-shore Bachelor of Nursing post-registration program is included since the equivalent transnational programs (Singapore and Japan) are being reviewed, plus the Bachelor of Design, Bachelor of Biotechnology, Bachelor of Commerce, Bachelor of Business (Hotel, Tourism, Event, Real Estate and Property, Sport) and Bachelor of International Business;
- the panel will meet with a random sample of students, to be chosen based on specific criteria;
- the panel will also meet with a mix of sessional and continuing academic staff from a mix of appointment levels.

24.2 The Chair thanked Ms van Haeringen for her report.

25.0 ENGLISH LANGUAGE ENTRY REQUIREMENTS

25.1 Members had before them a discussion paper (2008/0016276) prepared by the Deputy Chair of Academic Committee which highlights issues regarding English language entry standards and student outcomes for International students.

25.2 Professor Sally Borbasi spoke to the paper, advising the issue of English language competence of international students is highly relevant to this University with the increasing number of international students being admitted from a range of backgrounds. The discussion paper was prepared after consultation with a range of stakeholders and addresses entry pathways and support services for international students. It provides details about the services that Griffith has initiated in order to promote English language skills and academic skills in its international student population. The paper provides a platform for discussion of issues surrounding English language proficiency more generally. It is recognised that over the years Griffith has provided a number of English language and academic skills support services for students and more recently has introduced other initiatives with plans for further expansion. While international students bring great benefit to the University in terms of its internationalisation strategy they also bring special needs requiring extra services.

25.3 The Chair invited Mr Chris Madden, Pro Vice Chancellor (International) to speak to the meeting. Mr Madden advised the University has over several years experienced a significant increase in international student load through various initiatives, including pathway qualifying programs offered via QIBT. Currently approximately 24% of the student population comprises international students, which is just short of the 25% target. However, some areas of the University are considering establishing quotas for admission of international students.

25.4 The Pro Vice Chancellor (International) advised that a Report of the GELI Direct Entry Program (DEP) will be available this year. This Report will provide statistics on DEP student numbers and their progress towards completion of a University degree. He also spoke about a number of possible initiatives to address English language proficiency for international students including:
- establishing post-entry early diagnostic testing for English language proficiency;
- expanding the existing English HELP program being offered by GELI;
- continuing discipline-specific support strategies provided by academic elements;
- expanding IELTS exit-testing (Griffith Exit Testing, GET program);

25.5 Professor Kay Ferres advised that the Faculty of Arts is providing support to students in the International English major offered in the Bachelor of Arts which includes providing
25.6 Members noted the University’s Internationalisation Advisory Committee considered an earlier version of this paper at its April meeting. The Internationalisation Advisory Committee will bring forward recommendations for consideration by the Academic Committee at a future meeting, taking into account discussions at this meeting.

26.0 NRS SPECIAL PURPOSE SUBMISSION (2007/0012375)
1161, 1162, 1165 B NURSING

26.1 The Academic Committee requested consideration of this item be postponed to the next meeting when a representative of the School of Nursing and Midwifery is able to attend the meeting to speak to the proposal and provide data on the number of applications for admission under the ‘language of instruction’ clause.

26.2 Members expressed concern about setting a precedent in waiving the ‘language of instruction’ requirements for programs across the University.

27.0 VICE CHANCELLOR’S REPORT

27.1 Members noted the Vice Chancellor was unable to attend this meeting. In his absence the Chair advised that at future meetings the Vice Chancellor will attend to speak to reports, update members on issues of importance and take questions, with or without notice.

28.0 CHAIRPERSON’S REPORT

28.1 The Chair provided a report on the following matters:

28.1.1 Change to format of Academic Committee Agendas
- The Vice Chancellor’s report will remain the first item for discussion at meetings. However reports from the Chair and Deputy Chair have been moved to the last two items for discussion at meetings.
- What was ‘Section I, Matters for Debate and Decision’ has been separated into 2 Sections: Section I: Strategic Issues, and Section II: Matters for Decision.
- It is intended that items previously included in the Chair’s Report of strategic importance to the University will now be listed as separate items in the new Section I.

28.1.2 Framework for Quality Assurance
- Members noted the Vice Chancellor had approved the Framework for Quality Assurance (2008/0026262).

28.1.3 ESOS Paper
- Members noted the presentation on the ESOS Act 2000 and National Code of Practice 2007, which had been given at the recent School Administrative Officer forum. Additional copies are available from the Secretary.

28.1.4 Australian Learning and Teaching Council
- The Carrick Institute has been renamed the Australian Learning and Teaching Council
29.0 PROGRAMS COMMITTEE ANNUAL REPORT, 2007

29.1 Members noted the Programs Committee Annual Report, 2007 (2008/0016275), which had been endorsed by the Deputy Vice Chancellor (Academic).

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

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

41.1.1 Internationalisation Advisory Committee [1/2008]
41.1.2 Learning and Teaching Committee [2/2008, March]
41.1.3 Programs Committee [1/2008, December]
41.1.4 Research and Postgraduate Studies Committee [8/2007 and 1/2008]

31.0 2008 COMMITTEE MEETING DATES

31.1 The Academic Committee noted the schedule for meetings to be held at 1:30pm on the following Thursdays in 2008.

17 July
18 September
16 October
13 November
11 December *

* meeting will proceed only if urgent business requires

31.2 Meetings will be held via video-conference between Room -1.18 (Level -1) Business 2 Building (N72), Nathan campus and Room 1.04, The Chancellory (G34), Gold Coast campus

Confirmed: …………………………………………………
(Chair)
Date: 17 July 2008