A meeting of the Academic Committee of the Griffith University Council was held at 1.30pm on Thursday 19 May 2011 in the Council Chambers, Room 2.02, The Chancellery (G34) Gold Coast campus.

Lea-Anne Stafford
Secretary

MINUTES

PRESENT:
Chair – Professor Sue Spence
Professor Ian O’Connor
Professor Allan Cripps
Professor Richard Bagnall
Professor Gillian Bushell
Ms Kaye Dillon
Associate Professor Glenn Finger
Ms Kathy Grgic
Professor Debra Henly
Dr Ceridwyn King
Professor Paul Mazerolle
Mr Colin McAndrew
Ms Linda O’Brien
Professor Tony Perkins
Mr Aaron Santelises
Ms Nicola Shapland
Mr William Usher
Associate Professor Joan Vaccaro
Professor Clyde Wild
Dr Jennifer Wilson
Professor Marie Wilson
Associate Professor Pat Wise

APOLOGIES:
Associate Professor Michael Blumenstein
Professor Sue Berners-Price
Professor Nick Buys
Ms Bonnie Clough
Professor Graham Cuskelley
Professor Lorelle Frazer
Professor Lyn Griffiths
Dr Maureen Harrington
Mr Brendan Johnstone
Professor Kerri-Lee Krause
Dr Benoit Leclerc
Associate Professor Wendy Loughlin
Mr Chris Madden
Professor Ward Massey
Associate Professor Lisa McManus
Professor Marilyn McMeniman
Mr Mitchell Mulvey
Professor Ned Pankhurst
Professor Michael Powell
Mr Sam Richards
Professor Boni Robertson
Professor Parlo Singh
Associate Professor Ray Tedman
Professor Claire Wyatt-Smith

INVITED
Professor Elaine Duffy (for agenda item 7.0)
Associate Professor Gary Rogers (for agenda item 8.0)

Secretary – Ms Lea-Anne Stafford

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 (03/0638), the Vice Chancellor determined that all matters before the committee required immediate decision.

2.0 CONFIRMATION OF MINUTES
2.1 The minutes of the 2/2011 meeting of the Academic Committee were taken as read and confirmed.

SECTION A: RECOMMENDATIONS AND REPORTS TO COUNCIL

3.0 ACADEMIC REVIEW – SCHOOL OF NURSING AND MIDWIFERY
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 Nursing and Midwifery was reviewed during 25 – 27 October 2010. An independent review committee, comprising three committee members external to the University and two committee members internal to Griffith University, but not from Griffith Health, reviewed the School.

3.3 The Report of the Committee Reviewing the School of Nursing and Midwifery (2010/0012016) and the Review of the School of Nursing and Midwifery Implementation Plan (2010/0012019) were before the Committee. The Executive Group, at its meeting on 23 March, endorsed the Review Report and the Implementation Plan.

3.4 The Pro Vice Chancellor (Health) introduced this item by highlighting changes within the Health sector and the School itself including the recent appointment of Professor Elaine Duffy as Head of School of Nursing and Midwifery. The significant scale of the School and its programs was noted as was its impact on the University's overall performance as a result. Key review commendations were identified as the responsiveness of School staff to the needs of students and external partners and their commitment to producing quality graduates. Recommendations arising out of the Review will assist the Group to address issues relating to strategic vision, leadership, operational efficiency and effectiveness.

3.5 The Head of School of Nursing and Midwifery was welcomed to the meeting to introduce the Review implementation plan. Members were pleased to learn the School is the first in Australia to achieve the maximum reaccreditation term of five years for its undergraduate Nursing program. The Head of School outlined the Group-level and cross-campus activities being undertaken to assure curriculum consistency and a whole-of-school approach across the three campuses. Other significant actions arising out of the review include extensive postgraduate program review, analysis of clinical availability and cost and action to improve Indigenous student access to nursing programs. Members noted a number of the proposed recommendations will be addressed at the Group level.

3.6 The Chair informed members of a wording change to the proposed action under Recommendation 6 of the Implementation Plan (page 5) about the involvement of the professoriate in the delivery of the School's undergraduate programs. The change reads, “The professors have been instructed to participate in the undergraduate program in semester 1, 2011.”

3.7 One member raised a question about the effect of an inability to complete a clinical placement on a student's degree progression. In response, the Academic Registrar described a current project to develop a professional practice policy to guide on such situations and to establish criteria and standards around all aspects of professional practice. Consultation with staff in the Health Group will commence shortly. Members noted there are documented obligations on students in completing their degree, particularly in relation to professional practice.

3.8 In discussing the School’s response to recommendation 15 to develop a strategic research engagement plan aligned with the University and increase the number of research active staff and the number of publications per FTE, the Group Pro Vice Chancellor advised that planned actions were designed as an incentive for junior School staff within the context of a competitive external environment.

Resolution

3.9 The Academic Committee resolved to recommend the Report of the Committee Reviewing the School of Nursing and Midwifery (2010/0012016) and the Review of the School of Nursing and Midwifery Implementation Plan (2010/0012019) to Council for approval, subject to the amendment described in paragraph 3.6 above.
4.0 ACADEMIC REVIEW – SCHOOL OF MEDICINE

4.1 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.

4.2 The School of Medicine was reviewed during 26 - 28 July, 2010. An independent review committee, comprising two committee members external to the University and two committee member internal to Griffith University, but not from Griffith Health, reviewed the School.

4.3 The Report of the Committee Reviewing the School of Medicine (2010/0012014) and the Review of School of Medicine Implementation Plan (2010/0012021) were before the Committee. The Executive Group, at its meeting on 13 April 2011, endorsed by the Review Report and the Implementation Plan.

4.4 The Pro Vice Chancellor (Health) introduced this item by describing the timeliness of the review as the School moves from its development phase into a period of consolidation. The School’s significant achievements in only five years of operation were noted, including its accreditation. Successes and challenges for the School were identified in relation to its reputation, increasing student demand and enrolments for the Bachelor of Medicine/Bachelor of Surgery (MBBS).

4.5 The Deputy Head of School, Professor Gary Rogers, was welcomed to the meeting to speak to the review implementation plan. He summarised the School’s significant achievements and planned actions. In particular, the School is investigating ways to grow its Indigenous student population, in addition to considering a range of research, learning and teaching initiatives. The Committee were pleased to hear that the school is responding to student feedback in relation to Recommendations 10 – 16.

Resolution

4.6 The Academic Committee resolved to recommend the Report of the Committee Reviewing the School of Medicine (2010/0012014) and the Review of School of Medicine Implementation Plan (2010/0012021) to Council for approval.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

5.0 STUDENT ADMINISTRATION POLICY MINOR CHANGE

5.1 The Student Administration Policy specifies the way in which the University will administer students’ enrolments in all the programs of the University with the exception of PhD and MPhil candidatures.

5.2 On the executive approval of the Dean, Learning and Teaching (Griffith Health) and the Academic Registrar, section 7.4 of the Student Administration Policy on the Final Date for Withdrawal without Failure has been revised to provide clarity of the enrolment add and drop dates and census dates for students in the Bachelor of Medicine and Bachelor of Surgery (MBBS). This minor amendment was marked in section 7.4 using the tracked changes tool in document 2011/0002779 before the Committee.

5.3 MBBS students can establish the start date of semester 1 by reviewing the academic calendar. However the start date of semester 2 for MBBS students is not currently available on the academic calendar and students are currently required to refer to the School of Medicine academic calendar.
Resolution

5.4 Academic Committee, on the recommendation of the Dean, Learning and Teaching (Griffith Health) and the Academic Registrar, resolved to approve the minor amendment to the Student Administration Policy, as described in document 2011/0002779, for immediate introduction.

6.0 ENV MAJOR CHANGE SUBMISSION (2011/0004252)
1087 BACHELOR OF URBAN AND ENVIRONMENTAL PLANNING/BACHELOR OF SCIENCE (ENVIRONMENT)
1357 BACHELOR OF URBAN AND ENVIRONMENTAL PLANNING/BACHELOR OF SCIENCE

Resolution

6.1 Academic Committee, on the recommendation of Programs Committee (1/2011, March), resolved to approve proposed changes to the Bachelor of Urban and Environmental Planning/Bachelor of Science (Environment) (1087) and Bachelor of Urban and Environmental Planning/Bachelor of Science (1357), as detailed in 2011/0004252, for implementation in Semester 2 2010.

7.0 ENV MAJOR CHANGE SUBMISSION (2011/0002254)
1004 BACHELOR OF SCIENCE

Resolution

7.1 Academic Committee, on the recommendation of Programs Committee (1/2011, March), resolved to approve the proposed changes to the Bachelor of Science (1004), as detailed in 2011/0002254, for implementation in Semester 1 2011.

8.0 MED MAJOR CHANGE SUBMISSION (2011/0003765)
1272 BACHELOR OF MEDICINE/BACHELOR OF SURGERY

Resolution

8.1 Academic Committee, on the recommendation of Programs Committee (2/2011, May) resolved to approve the proposed changes to the Bachelor Medicine/Bachelor of Surgery (1272), as detailed in 2011/0003765, for implementation from Semester 1 2012.

9.0 PSY MAJOR CHANGE SUBMISSION (2011/0003763)
1012, 1312 BACHELOR OF PSYCHOLOGICAL SCIENCE

Resolution

9.1 Academic Committee, on the recommendation of Programs Committee (2/2011, May), resolved to approve the introduction of a Graduate Entry Strand within the Bachelor of Psychological Science (1012, 1312) as detailed in 2011/0003763, for implementation from Semester 1 2012.

10.0 HLS MAJOR CHANGE SUBMISSION (2011/0002258)
3221 DUATE CERTIFICATE IN HEALTH PROFESSIONAL EDUCATION

Resolution

10.1 Academic Committee, on the recommendation of Programs Committee (2/2011, May), resolved to approve proposed changes to the Graduate Certificate in Health Professional Education (3221) as detailed in 2011/0002258, for implementation from Semester 1 2011.
11.0 HLS MAJOR CHANGE SUBMISSION (2011/0002264)
5433 MASTER OF MEDICAL RESEARCH

Resolution

11.1 Academic Committee, on the recommendation of Programs Committee (2/2011, May), resolved to approve proposed changes to the Master of Medical Research (5433) as detailed in 2011/0002264, for implementation from Semester 2 2011.

12.0 QCA MAJOR CHANGE SUBMISSION (2011/0003268)
6009 DOCTOR OF VISUAL ARTS

Resolution

12.1 Academic Committee, on the recommendation of Board of Graduate Research (3/2011, April), resolved to approve proposed changes to the degree requirements of the Doctor of Visual Arts (6009) as detailed in 2011/0003268, for implementation from Semester 2 2011.

13.0 QCGU WITHDRAWAL SUBMISSION (2011/0003267)
1266 BACHELOR OF MUSIC STUDIES
2070 BACHELOR OF MUSIC STUDIES WITH HONOURS

Resolution

13.1 Academic Committee resolved to approve the transition arrangements for enrolled students in the withdrawn Bachelor of Music Studies (1266) and Bachelor of Music Studies with Honours (2070), as detailed in 2011/0003267 from Semester 2, 2011.

14.0 ENG WITHDRAWAL SUBMISSION (2011/0004262)
8022 DIPLOMA OF ENGINEERING

Resolution

14.1 Academic Committee resolved to approve the transition arrangements for enrolled students in the withdrawn Diploma of Engineering (8022), as detailed in 2011/0004262 from Semester 1, 2011.

15.0 BPS WITHDRAWAL SUBMISSION (2011/0004257)
8023 DIPLOMA OF BIOSCIENCES

Resolution

15.1 Academic Committee resolved to approve the transition arrangements for enrolled students in the withdrawn Diploma of Biosciences (8023), as detailed in 2011/0004257, from Semester 1, 2011.

16.0 ENG WITHDRAWAL SUBMISSION (2011/0004261)
2026 BACHELOR OF TECHNOLOGY WITH HONOURS IN MICROELECTRONICS

Resolution

16.1 Academic Committee noted the withdrawal of the Bachelor of Technology with Honours in Microelectronics (2026) as described in submission (2011/0004261), from Semester 1, 2011. No transition arrangements are required.
17.0 NRS WITHDRAWAL SUBMISSION (2011/0003772)
5230 MASTER OF MIDWIFERY

Resolution

17.1 Academic Committee noted the withdrawal of the Master of Midwifery (5230) and approved the transition arrangements for enrolled students in the Master of Midwifery (5230), as detailed in 2011/0003772, from Semester 2, 2011.

SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES
Nil.

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

18.0 GRIFFITH CAPITAL WORKS PROJECTS

18.1 The Pro Vice Chancellor (Administration) made a presentation on current, ongoing and planned building and refurbishment projects being undertaken across Griffith’s five campuses (presentation available on TeamPlace) under the University’s Capital Management Plan 2010 - 2012.

18.2 He explained the process, timing and source of funds attached to the Capital Management Plan from which Griffith’s building and refurbishments are prioritised and financed. Members were shown photographs and provided with a status update on refurbishments across each campus. Concept plans for planned works were also shown to the Committee.

18.3 Committee members engaged in discussion about ongoing and planned initiatives. It was noted that Group Pro Vice Chancellors are the contact point for collating proposals for the 2013 Capital Management Plan, consultation for which is to begin in the second half of 2011.

18.4 In discussing the extensive site works at a number of campuses, a student member highlighted the value for the University in improving its communications to students about the University’s concept plans to transform its physical space. It was suggested that increased awareness of the University’s longer-term vision and examples of work completed or being undertaken, perhaps through a website, would foster student understanding about the need for current building works and gain student interest in returning to the University in future years.

18.5 In light of the interest generated from this presentation, it was suggested that a future presentation on the University’s electronic infrastructure plans would be of interest to members.

Resolution

18.6 The Academic Committee expressed its appreciation to the Pro Vice Chancellor (Administration) for his presentation.

19.0 DRAFT PROVIDER STANDARDS FOR AUSTRALIAN UNIVERSITIES

19.1 The National Protocols for Higher Education Approval Processes, last revised in 2006, are currently a key element of the national quality assurance framework for Australian higher education. They safeguard the standing of Australian higher education by assuring students and the community that Australian higher education institutions have met identified criteria and are subject to appropriate government regulation. In particular, all universities are required to meet agreed criteria in sections A1 - A10 and D1 – D5 of the...
19.2 The Chair provided the context for this item by describing the way in which Griffith was required in its 2008 Australian Universities Quality Agency (AUQA) audit to undertake and document a detailed self-review of its compliance with the Protocols as part of its audit submission.

19.3 The higher education standards-based quality regulatory framework managed by the Tertiary Education Quality and Standards Agency (TEQSA) will require all higher education providers to meet a range of provider threshold standards and institutions will be audited against these standards to determine compliance. To that end, TEQSA will apply new Provider Standards to all Australian universities that replace the current National Protocols. Members discussed the notion of TEQSA as a quality body and an accreditation/registration body.

19.4 Draft Provider Standards (provided with agenda) have been prepared by TEQSA based on the National Protocols and National Guidelines for Higher Education Approval Processes and take account of over 12 months of feedback from the higher education sector as well as State and Territory Governments. A public consultation on the draft Provider Standards is underway and the University is preparing a response to TEQSA.

19.5 The Deputy Chair of Academic Committee, and the Academic Registrar also spoke to aspects of the Provider Standards which are just one of a number of standards with which Griffith will need to comply under TEQSA. It was noted that the document before the Committee is likely to be close to a final version.

19.6 While Griffith is well placed in relation to the proposed standards, it will be essential for the University to investigate ways of demonstrating standards compliance and documenting evidence of implementation of standards. In particular, the new Provider Standards reinforce the need for careful consideration of University partnerships. Members noted the current program audit initiative in preparation for implementing the new Australian Qualifications Framework.

19.7 As a TEQSA Audit is scheduled within the next few years, it is vital that Griffith staff begin early preparation of evidence of compliance standards and some initial discussions have occurred on how this might be achieved. Groups are encouraged to engage in dialogue about suitable forms of evidence and evidence collection methods. Further details from TEQSA about the form of Cycle 3 quality audits are expected in the latter part of 2011.

19.8 Any further comments can be forwarded to the Secretary for incorporation into Griffith’s submission to DEEWR.

Resolution

19.9 The Academic Committee noted the draft Provider Standards and agreed to send to the Secretary any feedback to assist in the preparation of the University’s response.

20.0 VICE CHANCELLOR’S FORUM AND QUESTION TIME

20.1 Members noted the Vice Chancellor’s report to the May meeting of University Council.

20.2 The Vice Chancellor spoke in detail about the impact of the Federal budget on higher education and on Griffith University; namely: funding cuts resulting from the flood package; the commitment to fully fund a student demand driven tertiary system; a continued commitment to indexation; the delay of $90 million in performance funding; and the release of a new regional loading formula. Particular challenges are noted in relation to future international student enrolments while positive and negative impacts on research funding were also identified.
21.0 BUSINESS ARISING OUT OF THE PREVIOUS MINUTES

Nil.

22.0 CHAIRPERSON’S REPORT

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

a) Members were informed about the University's response to the proposed Department of Education, Employment and Workplace Relations (DEEWR) University Experience Survey. The Committee learned of issues that have been raised by Universities in providing feedback. The most recent Griffith response will be placed on the Committee TeamPlace for members’ information. It is hoped that DEEWR will take account of issues raised about the survey by Universities, particularly in light of likely funding implications.

b) On behalf of the Committee, the Chair congratulated Professor Marie Wilson on her recent achievement in being awarded a federally-funded Board Diversity Scholarship, designed to prepare senior women for governance roles in Australian organisations. Professor Wilson has been chosen to undertake the Australian Institute of Company Directors education program.

c) The Chair briefed members on the success of Australia's first Service Learning Summit hosted by Griffith University on 9 May 2011. The University is examining an integrated framework for its approach to Work-integrated Learning and Service Learning.

26.0 OTHER BUSINESS

26.1 No other business was raised.

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

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

a) Board of Graduate Research (2/2011)

b) Internationalisation Advisory Committee - Nil

c) Learning and Teaching Committee - Nil

d) Programs Committee (1/2011)

e) Research Committee (2/2011).

28.0 2011 COMMITTEE MEETING DATES

28.1 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>23 June</td>
<td>Council Chambers, Bray Centre, N54_2.02 / 2.01 Nathan campus</td>
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<tr>
<td>15 September</td>
<td>Council Chambers, The Chancellery, G34_2.02 Gold Coast campus</td>
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<tr>
<td>24 November</td>
<td>Multi Faith Centre N35, Nathan campus</td>
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Minutes confirmed by:

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Professor Sue Spence, Chair

Date