A meeting of the Academic Committee of the Griffith University Council was held from 1:30pm on Thursday 15 November 2007 in Rooms 5.01/5.01A, Social Sciences Building (M10), Mt Gravatt Campus.

MINUTES

PRESENT:
- Chair - Professor John Dewar
- Dr Richard Armour
- Dr Paula Baron
- Dr Michael Blumenstein
- Professor Sally Borbasi
- Ms Miriam Carter
- Dr Jayne Clapton
- Professor Debra Creedy
- Professor Joy Cumming
- Professor Graham Cuskelly
- Professor Paul Draper
- Professor Kay Ferres
- Dr Jenny Gamble
- Ms Julie Kennedy
- Mr Sankalp Khanna
- Professor Kerri-Lee Krause
- Associate Professor Mike Levy
- Dr Ann McDonnell
- Professor Marilyn McMenimen
- Professor Ian O'Connor
- Ms Janice Rickards
- Professor Sue Spence
- Ms Snez Stolic
- Professor Claire Wyatt-Smith
- Associate Professor Clyde Wild
- Associate Professor Jay Younger

APOLOGIES:
- Mr Michael Bentley
- Professor Gillian Bushell
- Associate Professor Nick Buys
- Associate Professor Paul Cleveland
- Professor Allan Cripps
- Professor Michael Davidson
- Mr Dave Edwards
- Professor Lorelle Frazer
- Professor Kim Halford
- Professor Lesley Johnson
- Mr Chris Madden
- Mr Colin McAndrew
- Dr Lisa McManus
- Mr Gary Miller
- Mr Andrew Nguyen
- Professor Ned Pankhurst
- Professor Michael Powell
- Professor Peter Roennfeldt
- Dr John Sands
- Dr Kate Shacklock
- Professor Bill Shepherd
- Professor Parlo Singh
- Professor Nerida Smith
- Professor Max Standage

Secretary – Ms Sharon Clifford

Invited
- Dr Michael Crock and Mr Michael Sobek (for item 7.0)

1.0 COMMITTEE QUORUM

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

2.0 MEMBERSHIP

2.1 The Academic Committee welcomed Professor Sue Spence, Pro Vice Chancellor (Learning and Student Outcomes) to her first meeting.

2.2 The Committee noted the paper outlining the portfolio arrangements for the Deputy Vice Chancellor (Academic) and the Pro Vice Chancellor (Learning and Student Outcomes) (2007/0000121).
3.0 CONFIRMATION OF MINUTES
3.1 The minutes of the 6/2007 meeting of the Academic Committee were taken as read and confirmed.

SECTION A: RECOMMENDATIONS AND REPORTS TO COUNCIL
4.0 EXTERNAL REVIEW – GRIFFITH HEALTH
4.1 The purpose of Faculty 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.

4.2 The Griffith Health Faculty was reviewed during 30 July – 3 August 2007. An independent review committee, comprising 3 committee members who are external to the University and two committee members who are internal to Griffith University, but are not from the Health Group, reviewed the Faculty.

4.3 The Report of the Committee Reviewing the Health Group 30 July – 3 August 2007 (2007/0000123), the Griffith Health Faculty Review 2007 Implementation Plan (2007/0000124) and the 24 October 2007 minute extract from Executive Group (2007/0000125) were provided with the agenda.

4.4 The Chair advised a decision is to be made by the Academic Committee regarding whether the Report and Implementation Plan will be forwarded to the University Council.

4.5 The Dean (Academic), Griffith Health introduced this item, advising Griffith Health had argued effectively to have the whole group reviewed as one entity. The Dean further advised the Report contains 18 recommendations, eight of which relate to the Group’s research directions.

4.6 The Dean (Academic), Griffith Health reported the following planned outcomes, arising from the Review:
- to consolidate and focus its research through an institute for health and medical research;
- in light of the recommendation to consolidate the existing suite of programs, not to proceed with offering an Occupational Therapy program at this time;
- to rationalise the Group's administrative roles;
- to establish ‘third stream’ clinics in psychology, dentistry and physiotherapy; and
- to increase its community engagement activities.

4.7 In response to a query about the reference to ‘Hope4Health’ on page 21 of the Implementation Plan the Dean advised this is an organisation established to raise funds for health services.

4.8 It was noted that the Implementation Plan needs to be amended to add missing text on page 21 regarding establishment of a multidisciplinary student association.

Resolution:
5.0 EXTERNAL REVIEW 12-MONTH PROGRESS REPORT – FACULTY OF ENVIRONMENTAL SCIENCES

5.1 The purpose of Faculty 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.

5.2 The Faculty of Environmental Sciences was reviewed during March 2006. The Report of the Committee Reviewing Griffith University: Faculty of Environmental Sciences 6 – 10 March 2006 (2006/0040280), the Faculty of Environmental Sciences Review Report Implementation Plan (Revised) September 2006 (2006/0040281) and the 14/2006 minute extract from Executive Group (2006/0040282) were considered at the 4/2006 meeting of the Academic Committee; these documents were provided with the agenda.


Resolution:

5.4 The Academic Committee resolved to recommend to the University Council the ENS Review: Implementation Plan Update Mid-Year 2007 (12 month progress report) (2007/0000119).

6.0 EXTERNAL REVIEW OF SUPPORT SERVICE DIVISIONS 18-MONTH PROGRESS REPORT – FINANCE AND BUSINESS SERVICES

6.1 The purpose of Support Service Divisional Reviews is to focus on the quality and management of services and the benefits provided to the University community. In particular, the review is future-focused and examines how the relevant support area can contribute most effectively to the University’s strategic directions.

6.2 The Office of Finance and Business Services was reviewed under the External Review of Support Service Divisions policy during October 2005. The Report of the Panel Reviewing Griffith University Office of Finance and Business Services 24 – 27 October 2005 (2006/0003755), the Office of Finance and Business Services Review 2005: Action on Recommendations (2006/0003772) and the 4/2006 minute extract from Executive Group were considered at the 1/2006 meeting of the Academic Committee. These documents were provided with the agenda.


Resolution:


SECTION B: ACTION UNDER DELEGATED AUTHORITY

7.0 PRESENTATION - TEXT MATCHING SOFTWARE CAPABILITY

7.1 At its 5/2007 meeting the Academic Committee discussed, in conjunction with the Institutional Framework for Academic Integrity, the use and limitations of the text matching software being trialled in semester 2 2007. The Chair suggested that a further
briefing on the University’s chosen text matching software capability and feedback from early adaptors might prove insightful at a future meeting.

7.2 The Chair welcomed Dr Michael Crock, Project Sponsor and Mr Michael Sobek, Project Manager for the Electronic Assessment Repertory Suite (EARS), to the meeting to give a presentation on text matching software capability.

7.3 Dr Crock provided a brief overview of the EARS project, describing it as an initiative that is intended to provide solutions for electronic assignment submission, introducing text-matching software, electronic assessment marking and marks entry systems. The text-matching software being trialled in semester 2, 2007 is ‘Safe Assign’ which is BlackBoard’s text matching software product.

7.4 Mr Sobek advised the trial for use of the text matching software is due to finish on 17 November and has involved approximately 2300 enrolled students and 25 members of academic staff. Positive outcomes of the trial to date are:
- a fully integrated stable building block within Learning@Griffith;
- successful on-going trial of text matching software
- overwhelming support for text matching
- positive outcomes across a number of the courses trialled.

7.5 Dr Crock advised the trial has identified a number of issues including technical, policy and change management.

7.5.1 **Technical issues**: these relate to licensing arrangements with the vendor; establishing a service level agreement for access to the technology; adapting to changes in technology; and decisions related to printing huge volume of assignments being submitted.

7.5.2 **Policy issues**: these relate to how many times a student can submit a ‘draft’ assignment to determine the proportion of text matching within their assignment; if printing of all assignments is required who will pay; the Netcheck quota being used and whether this will be ‘free’ to the student and absorbed into the AARNet budget; storage of electronic assignments; and issues related to a blanket policy on electronic submission.

7.5.3 **Change Management Issues**: these relate to the large and diverse stakeholder community that includes students, academic and administrative staff; appropriate funding and staff allocation to support a University-wide rollout; and training and on-going support.

7.6 Mr Sobek then explained the output from the submission of assignments to “Safe Assign”, describing the features available to staff. Queries about the text matching software were raised and addressed as follows:
- Can the system handle large classes where a number of academic staff are involved in marking? It is possible to download the output and for Uni Print to print and distribute to staff. Issues such as who pays need to be resolved.
- The software enables students to massage and move text around. What are the limits with the software to capture this? The system operates on literal text matching, and does not provide a holistic view. This system is a significant improvement on current practices used to detect text matching.
- Most plagiarism has been identified as collusion which is picked up very well.
- The database used to match text is only as big as the data being populated into it.
- Since the system does not match images, can a student upload text as an image and avoid text matching detection? No, if the assignment being submitted is only an image, a report will be provided that it cannot process the document. However, if there is a combination of text and images, it will not recognise images.
- Since the data used to match the text is put into the system, the student who submits their assignment first is in a position to have very little text matching detection.
- The system requires that text be sent outside the University and to Blackboard sites which are currently outside Australia; Blackboard is considering establishing
sites in Australia. However the data will still be sent outside the University; this requires consideration of policy issues regarding copyright.

7.7 The Chair summarised discussions by stating there are a number of decisions that need to be made as a result of the trial, regarding policy issues and when it can be rolled out for use across the university.

8.0 PBH PROGRAM WITHDRAWAL SUBMISSION 2007/0012335
1169 BACHELOR OF SCIENCE IN ENVIRONMENTAL HEALTH

8.1 The Academic Committee, on the recommendation of the 8/2007 Programs Committee (11 October 2007), considered a Program Withdrawal Submission proposing to withdraw the Bachelor of Science in Environmental Health (1169), as detailed in 2006/0012335, for implementation in semester 1 2008.

8.2 At its 5/2007 (July) meeting the Programs Committee approved the introduction of new program Bachelor of Public Health, from Semester 1 2008. The Bachelor of Public Health will replace existing undergraduate programs offered by the School of Public Health, specifically the Bachelor of Science in Environmental Health (1169) and the Bachelor of Health Promotion (1283). From Semester 1 2008 students enrolled in the Bachelor of Public Health program will be able to choose from one of four majors; Environmental Health, Health Promotion, Nutrition or Workplace Health and Rehabilitation.

Resolution

8.3 The Academic Committee, on the recommendation of the 8/2007 Programs Committee (11 October 2007), resolved to approve the withdrawal of the Bachelor of Science in Environmental Health (1169), as detailed in 2006/0012335, for implementation in semester 1 2008.

9.0 PBH PROGRAM WITHDRAWAL SUBMISSIONS 2007/0012336
1283 BACHELOR OF HEALTH PROMOTION

9.1 The Academic Committee, on the recommendation of the 8/2007 Programs Committee (11 October 2007), considered a Program Withdrawal Submissions proposing to withdraw the Bachelor of Health Promotion (1283), as detailed in 2006/0012336, for implementation in semester 1 2008.

9.2 At its 5/2007 (July) meeting the Programs Committee approved the introduction of new program Bachelor of Public Health, from Semester 1 2008. The Bachelor of Public Health will replace existing undergraduate programs offered by the School of Public Health, specifically the Bachelor of Health Promotion (1283) and the Bachelor of Science in Environmental Health (1169). From Semester 1 2008 students enrolled in the Bachelor of Public Health program will be able to choose from one of four majors; Environmental Health, Health Promotion, Nutrition or Workplace Health and Rehabilitation.

Resolution

9.3 The Academic Committee, on the recommendation of the 8/2007 Programs Committee (11 October 2007), resolved to approve the withdrawal of the Bachelor of Health Promotion (1283), as detailed in 2006/0012336, for implementation in semester 1 2008.

10.0 NRS PROGRAM WITHDRAWAL SUBMISSION 2007/0012367
1167 BACHELOR OF NURSING (POST-REGISTRATION, OFF-SHORE)

10.1 The Academic Committee, on recommendation of the 8/2007 Programs Committee (11 October 2007), considered a Program Withdrawal Submissions proposing to withdraw
the Bachelor of Nursing (Post-Registration, Off-shore) (1167) as detailed in 2006/0012367, for implementation in semester 3 (November/December) 2007.

10.2 This program commenced in semester 2, 1997, and over the last 10 years has been very successful; to date approximately 1,000 students have graduated. However, over the last two years the School of Nursing and Midwifery has been monitoring student enrolment numbers which have indicated a continual decline. Enrolment numbers are now consistently low and the School has been reviewing these numbers with the Nissoken Group.

10.3 The School has reviewed the ongoing viability of this program in relation to market demand, local competition, financial considerations and educational delivery options, and has determined that owing to low student enrolment numbers and changing market conditions it is no longer feasible to offer this program in Japan.

Resolution

10.4 The Academic Committee, on the recommendation of the 8/2007 Programs Committee (11 October 2007), resolved to approve the withdrawal of the Bachelor of Nursing (Post-Registration, Off-shore) (1167) as detailed in 2006/0012367, for implementation in semester 3 (November/December) 2007.

11.0 NRS PROGRAM WITHDRAWAL SUBMISSION 2007/0012368

5427 MASTER OF NURSING (OFF-SHORE)
5432 MASTER OF NURSING WITH HONOURS (OFF-SHORE)

11.1 The Academic Committee, on recommendation of the 8/2007 Programs Committee (11 October 2007), considered a Program Withdrawal Submissions proposing to withdraw the Master of Nursing (Off-shore, 5427) and the Master of Nursing with Honours (Off-shore, 5432), as detailed in 2006/0012368, for implementation in semester 1 2008.

11.2 This program commenced in semester 2, 2005, and since that time the School of Nursing has not been able to meet anticipated annual intake numbers for it to be deemed viable. The School revised the semester 1 commencement date for 2007 (specifically with the Japanese market in mind) with a view to increasing student enrolments, however this had no affect. New intake numbers have consistently been low.

11.3 The School has reviewed its ongoing viability in relation to market demand, local competition, financial considerations and educational delivery options, and has determined that owing to persistent low student enrolment numbers and changing market conditions it is no longer feasible to offer this program in Japan.

Resolution

11.4 The Academic Committee, on the recommendation of the 8/2007 Programs Committee (11 October 2007), resolved to approve the withdrawal of the Master of Nursing (Off-shore, 5427) and the Master of Nursing with Honours (Off-shore, 5432), as detailed in 2006/0012368, for implementation in semester 1 2008.

12.0 ICT NEW PROGRAM SUBMISSION 2007/0000297

3219, 3220 GRADUATE CERTIFICATE IN INFORMATION TECHNOLOGY (GC, NA)

12.1 The Academic Committee, on the recommendation of the 6/2007 Programs Committee (9 August 2007), considered a New Program Submission proposing to establish the Graduate Certificate in Information Technology (3219 GC, 3220 NA), as detailed in 2007/0000297, for introduction in semester 1, 2008.

12.2 There is a recognised need to provide a pathway into the Masters degree for students with a Bachelors degree in another discipline. It is proposed that a Graduate Certificate
in Information Technology will be offered for such students. The provision of a 40CP Graduate Certificate followed by an 80CP Masters should be particularly attractive to international students seeking a longer program and to domestic students seeking a new career who can gain a qualification after only one semester of study.

12.3 To be eligible for the award of Graduate Certificate in Information Technology (GCertInfTech), a student must acquire 40CP as prescribed below:
- gain 40CP from listed courses
The grade of Pass Conceded (PC) will not be awarded for any course.

12.4 The University’s standard minimum English language requirements for entry to postgraduate programs will apply.

Resolution

12.5 The Academic Committee, on the recommendation of the 6/2007 Programs Committee (9 August 2007), resolved to approve the establishment of the Graduate Certificate in Information Technology (3219 GC, 3220 NA), as detailed in 2007/0000297, for introduction in semester 1, 2008.

13.0 ICT NEW PROGRAM SUBMISSION 2007/0000299
5487, 5488 MASTER OF INFORMATION TECHNOLOGY (GC, NA)
5489, 5490 MASTER OF INFORMATION TECHNOLOGY WITH ADVANCED STUDIES (GC, NA)
5491, 5492 MASTER OF INFORMATION TECHNOLOGY WITH HONOURS (GC, NA)

13.1 The Academic Committee, on the recommendation of the 6/2007 Programs Committee (9 August 2007), considered a New Program Submission proposing to establish the Master of Information Technology (5487 GC, 5488 NA), the Master of Information Technology with Advanced Studies (5489 GC, 5490 NA), and the Master of Information Technology with Honours (5491 GC, 5492 NA), as detailed in 2007/0000299, for introduction in semester 1 2008.

13.2 The two previous Schools of CIT and INT, which merged into the School of ICT in 2005, offered four different IT masters programs, with different entry requirements and exit requirements, different administrative and assessment processes, different ACS accreditation status, different but overlapping courses, and were aimed at different students with different goals. The School of ICT also offered a Master of Software Engineering and in collaboration with the Griffith Business School, a Master of eCommerce. This combination of degrees is confusing to the market place and to enrolled students and is inefficient to administer and deliver. The program profile has become redundant.

13.3 It is proposed to replace the existing postgraduate coursework programs with a single Master of Information Technology, with admission criteria that will meet the needs of different groups of international and domestic students. The program will be offered at the Gold Coast and Nathan campuses, with specialisations offered at particular campuses. Students may be admitted into the Master of Information Technology or the Master of Information Technology with Advanced Studies. Graduates from the Master of Information Technology who maintain a GPA of at least 5.0, and who complete the Research Methods course, may be allowed to undertake a 40CP Research Thesis, subject to the approval of the Program Convenor, to complete the Master of Information Technology with Honours program. Students from the Master of Information Technology with Advanced Studies may elect to exit with a Master of Information Technology upon the successful of the degree requirements.

13.4 To be eligible for the award of Master of Information Technology (MInfTech), a student must acquire 80CP as prescribed below:
- gain 20CP for prescribed courses;
- gain 30CP of prescribed courses from one specialisation;
- gain 30CP for elective courses*.
The grade of Pass Conceded (PC) will not be awarded for any course.

13.5 To be eligible for the award of Master of Information Technology with Honours (MinfTech), a student must acquire 120CP as prescribed below:
- gain 20CP for prescribed courses;
- gain 30CP of prescribed courses from one specialisation;
- gain 20CP for elective courses;
- gain 10CP for the Research Methods in IT course;
- gain 40CP for the Research Thesis course.

The grade of Pass Conceded (PC) will not be awarded for any course.

13.6 To be eligible for the award of Master of Information with Advanced Studies (MinfTech), a student must acquire 120CP as prescribed below:
- gain 20CP for prescribed courses;
- gain 30CP of prescribed courses from one specialisation;
- gain 30CP of elective courses;
- gain 40CP of advanced studies courses, consisting of
  - 20CP for Industry Affiliates Program course AND 20CP of elective courses;
  - OR
  - Industry Affiliates Program course;
  - OR
  - 20CP Project course AND 20CP of elective courses (Gold Coast only); OR
  - 40CP of additional elective courses (Nathan only);

The grade of Pass Conceded (PC) will not be awarded for any course in any program.

13.7 The University’s standard minimum English language requirements for entry to postgraduate programs will apply.

Resolution

13.8 The Academic Committee, on the recommendation of the 6/2007 Programs Committee (9 August 2007), resolved to approve the establishment of the Master of Information Technology (5487 GC, 5488 NA), the Master of Information Technology with Advanced Studies (5489 GC, 5490 NA), and the Master of Information Technology with Honours (5491 GC, 5492 NA), as detailed in 2007/0000299, for introduction in semester 1, 2008.

14.0 HLS NEW PROGRAM SUBMISSION 2007/0000311

3217 GRADUATE CERTIFICATE IN COMMUNITY REHABILITATION

14.1 The Academic Committee, on the recommendation of the 7/2007 Programs Committee (18 September 2007), considered a New Program Submission proposing to establish the Graduate Certificate in Community Rehabilitation (3217), as detailed in 2007/0000311, for implementation in semester 1, 2008.

14.2 The Graduate Certificate in Community Rehabilitation is designed to provide community rehabilitation professionals with knowledge and skills in the competencies for practice identified in the competency audit (Griffith University, Feb 2006) The development of the Graduate Certificate is being overseen by an Advisory Committee comprising of members from the University, Industry, Government, Community Sectors and consumer groups to ensure industry relevance and currency.

14.3 To be eligible for the award of Graduate Certificate in Community Rehabilitation (GCert CommunityRehab) a student must gain 40CP as prescribed below:
- 30CP core courses
- 10CP listed elective

14.4 This program is not available to international students.

Resolution
14.5 The Academic Committee, on the recommendation of the 7/2007 Programs Committee (18 September 2007), resolved to approve the establishment of the Graduate Certificate in Community Rehabilitation (3217), as detailed in 2007/0000311, for implementation in semester 1, 2008.

15.0 GBS MAJOR CHANGE SUBMISSIONS 2007/0000306 AND 2007/0000307
1289, 1290 BACHELOR OF BUSINESS (HOTEL, TOURISM, EVENT AND SPORT)

15.1 The Academic Committee, on the recommendation of the 7/2007 Programs Committee (18 September 2007), considered a Major Change Submissions proposing changes to the Bachelor of Business (Hotel, Tourism, Event and Sport) (1289 NA, 1290 GC), as detailed in 2007/0000306 and 2007/0000307, for implementation in semester 1, 2008.

15.2 The Griffith Business proposes the following changes:
- In 2007/0000306 it is proposed to add a new 80CP award major in International Tourism and Hotel Management to the existing 1289Bachelor of Business (Hotel, Tourism, Event and Sport). The major will be offered at the Nathan campus only.
- In 2007/0000307 it is proposed to add a new 80CP award major to the existing 1290 Bachelor of Business (Hotel, Tourism, Event and Sport). The major will be offered at the Gold Coast campus only.
- To add a testamur title to the Nathan program, 1289: Bachelor of Business (International Tourism and Hotel Management)
- To add a testamur title to the Gold Coast program, 1290: Bachelor of Business (Real Estate and Property Development)
- To change the program title for the Gold Coast program, 1290, to Bachelor of Business (Hotel, Tourism, Event, Real Estate and Property, and Sport).

Resolution

15.3 The Academic Committee, on the recommendation of the 7/2007 Programs Committee (18 September 2007), resolved to approve the Major Change Submissions proposing changes to the Bachelor of Business (Hotel, Tourism, Event and Sport) (1289, 1290), as detailed in 2007/0000306 and 2007/0000307, for implementation in semester 1, 2008.

16.0 CCJ MAJOR CHANGE SUBMISSIONS (INCL NEW PROGRAM) 2007/0002866
3225 GRADUATE CERTIFICATE IN CRIMINOLOGY AND CRIMINAL JUSTICE (OUA)
5503 MASTER OF CRIMINOLOGY AND CRIMINAL JUSTICE (OUA)

16.1 The Academic Committee, on the recommendation of the 8/2007 Programs Committee (11 October 2007), considered a Major Change Submission proposing to establish a Graduate Certificate in Criminology and Criminal Justice (OUA) (3225) and a Master of Criminology and Criminal Justice (OUA) (5503), as detailed in 2007/0002866, for introduction in semester 1 2008.

16.2 The purpose of this submission is to extend the mode of offer for the Graduate Certificate in Criminology (40CP) and Criminal Justice and the Master of Criminology and Criminal Justice (80CP) to students enrolled in Open Universities Australia. The structure and requirements for these programs will the same as the existing programs offered on campus.

Resolution

16.3 The Academic Committee, on the recommendation of the 8/2007 Programs Committee (11 October 2007), resolved to approve the Major Change Submission proposing to establish a Graduate Certificate in Criminology and Criminal Justice (OUA) 3225 and a Master of Criminology and Criminal Justice (OUA) (5503), as detailed in 2007/0002866, for introduction in semester 1 2008.
17.0 GBS MAJOR CHANGE SUBMISSION 2007/0002151
1035, 1285, 1286 BACHELOR OF COMMERCE

17.1 The Academic Committee, on the recommendation of the 8/2007 Programs Committee (11 October 2007), considered a Major Change Submission proposing changes to the Bachelor of Commerce (1035, 1285, 1286), as detailed in 2007/0002151, for implementation in semester 1, 2008.

17.2 It is proposed to combine the Banking and Finance award majors into a single award major and withdraw the separate Banking and Finance majors from offer. Students commencing in 2008 would only be able to complete the combined major while students commencing from 2006 would be able to complete either the single majors or the combined major. These changes will also affect the similarly named minors.

17.3 This new award major will require the addition of a testamur title, Bachelor of Commerce, Banking and Finance.

Resolution

17.4 The Academic Committee, on the recommendation of the 8/2007 Programs Committee (11 October 2007), resolved to approve the Major Change Submission proposing changes to the Bachelor of Commerce (1035, 1285, 1286), as detailed in 2007/0002151, for implementation in semester 1, 2008.

18.0 MSC MAJOR CHANGE SUBMISSION 2007/0000321
5433 MASTER OF SCIENCE IN MEDICAL RESEARCH

18.1 The Academic Committee, on the recommendation of the 8/2007 Programs Committee (11 October 2007), considered a Major Change Submission proposing changes to the Master of Science in Medical Research (433, as detailed in 2007/0000321, for introduction in summer semester (February) 2008.

18.2 The School of Medical Science is proposing to:
- change the program title to 'Master of Medical Research.'
- replace existing courses with Griffith Health Group Honours courses to create efficiencies through reduction of research courses across the Health Group;
- introduce the following award specialisations:
  o Biomedical Science
  o Biostatistics and Epidemiology
  o Clinical Pharmacy
  o Pharmaceutical Science
  o Pharmacy Practice
  o Pharmacology and Toxicology
- to offer the program on the South Bank and Logan campuses in addition to the Gold Coast.

Resolution

18.3 The Academic Committee, on the recommendation of the 8/2007 Programs Committee (11 October 2007), resolved to approve the Major Change Submission proposing changes to the Master of Science in Medical Research (433, as detailed in 2007/0000321, for introduction in summer semester (February) 2008.

19.0 ENV MAJOR CHANGE SUBMISSION 2007/0002595
1279, 1086 BACHELOR OF URBAN AND ENVIRONMENTAL PLANNING

19.1 The Academic Committee, on the recommendation of the 8/2007 Programs Committee (11 October 2007), considered a Major Change Submission proposing changes to the Bachelor of Urban and Environmental Planning (1279, 1086), as detailed in 2007/0002595, for implementation in semester 1 2008.
19.2 A review of the Bachelor of Urban and Environment Planning programs offered at the Gold Coast and Nathan campuses has been undertaken in an endeavour to more closely align the course content of the programs and to manage a changing academic profile within the School. The proposed changes achieve a closer synergy between programs and continue to meet the aims and outcomes of the programs. There is a slight shift in program content. Under the current program there are 65CP of studios, which will be reduced to 60CP. The balance of planning versus science content remains similar. Changes do not affect accreditation requirements.

Resolution

19.3 The Academic Committee, on the recommendation of the 8/2007 Programs Committee (11 October 2007), resolved to approve the Major Change Submission proposing changes to the Bachelor of Urban and Environmental Planning (1279, 1086), as detailed in 2007/0002595, for implementation in semester 1 2008.

20.0 ENG MAJOR CHANGE SUBMISSION 2007/0002645
1311 BACHELOR OF ENGINEERING (NA)

20.1 The Academic Committee, on the recommendation of the 8/2007 Programs Committee (11 October 2007), considered a Major Change Submission proposing changes to the Bachelor of Engineering (1311 NA), as detailed in 2007/0002645, for introduction in semester 1, 2008.

20.2 The School of Engineering proposes to remove the 30CP Microelectronic Engineering specialisation from the list of specialisations within the Electronic and Computer Engineering (ECE) award discipline, and to introduce Microelectronic Engineering as an award discipline within the Bachelor of Engineering offered at the Nathan campus.

Resolution

20.3 The Academic Committee, on the recommendation of the 8/2007 Programs Committee (11 October 2007), resolved to approve the Academic Committee the Major Change Submission proposing changes to the Bachelor of Engineering (1311 NA), as detailed in 2007/0002645, for introduction in semester 1, 2008.

21.0 QCGU SPECIAL PURPOSE SUBMISSION 2007/0002834
1195 BACHELOR OF MUSIC TECHNOLOGY

21.1 The Academic Committee, on the recommendation of the 6/2007 Programs Committee (9 August 2007), considered a Special Purpose Submission proposing changes to the Bachelor of Music Technology (1195), as detailed in 2007/0002834, for implementation in semester 1 2008.

21.2 It is proposed to make amendments to the degree requirements and the attendance status of the Bachelor of Music Technology program, as follows:
- include the sentence ‘Withdrawal from designated Major Study courses requires Program Convenor approval’ in the section Designated Courses for the Purpose of Exclusion.
- add a Major Study Progression Rules section.
- offer the program part-time, providing certain conditions are met.

Resolution

21.3 The Academic Committee, on the recommendation of the 6/2007 Programs Committee (9 August 2007), resolved to approve the Special Purpose Submission proposing changes to the Bachelor of Music Technology (1195), as detailed in 2007/0002834, for implementation in semester 1 2008.
22.0  NRS SPECIAL PURPOSE SUBMISSION 2007/0000315
1161, 1162, 1165 BACHELOR OF NURSING (NA, GC, LO)

22.1  The Academic Committee, on the recommendation of the 7/2007 Programs Committee (18 September 2007), considered a Special Purpose Submission proposing changes to the Bachelor of Nursing (1161, 1162, 1165), as detailed in 2007/0000315, for implementation in semester 1 2008.

22.2  The School of Nursing and Midwifery proposes the following changes to the Bachelor of Nursing program:
- change English language requirements for international students seeking entry into the three year Bachelor of Nursing program, effective Semester 1, 2009.
- change the title of the Re-Entry/Registration strand within the Bachelor of Nursing program, effective Semester 1, 2008.
- Specify credit arrangements for overseas registered nurses, effective Semester 1, 2008.
- update the marketing information on the program overview page of the program catalogue to alert potential students to the availability of the various strands.

22.3  The minimum English language requirements for entry to both the Overseas Registered Nurses strand of the Bachelor of Nursing program and the Bachelor of Nursing undergraduate programs are as follows:
- A minimum overall band score of 7.0 on IELTS (International English Language Testing System) with no sub-score of less than 6.5; or

Resolution

22.4  The Academic Committee, on the recommendation of the 7/2007 Programs Committee (18 September 2007), resolved to approve the Special Purpose Submission proposing changes to the Bachelor of Nursing (1161, 1162, 1165), as detailed in 2007/0000315, for introduction in semester 1 2008.

23.0  GBS SPECIAL PURPOSE SUBMISSION 2007/0002147
5439, 5440 MASTER OF COMMERCE

23.1  The Academic Committee, on the recommendation of the 8/2007 Programs Committee (11 October 2007), considered a Special Purpose Submission proposing changes to the Master of Commerce (5439, 5440), as detailed in 2007/0002147, for introduction for graduating students in semester 2 2007.

23.2  The Master of Commerce currently comprises 120CP specialisations in the areas of Professional Accounting, Banking & Finance and Financial Planning. The specialisation is recognised on the student's Testamur, and the student is awarded a Master of Commerce. A number of students have expressed a desire to complete two specialisations, and to gain recognition for each on their Testamur. Under the Structure and Requirements of Degrees Awarded by Griffith University policy, section 14.1, students can complete up to an additional 80CP courses in excess of their degree requirements. It is proposed that students be able to gain recognition on their testamur under this policy for this second specialisation.

23.3  Students completing the Financial Planning specialisation and Banking & Finance Specialisation will have a 30CP overlap; in these cases students will be advised to complete substitute courses in the relevant area by the Program Director.

Resolution

23.4  The Academic Committee, on the recommendation of the 8/2007 Programs Committee (11 October 2007), resolved to approve the Special Purpose Submission proposing changes to the Master of Commerce (5439, 5440), as detailed in 2007/0002147, for introduction for graduating students in semester 2 2007.
SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES
Nil.

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

24.0 RESEARCH HIGHER DEGREE SUPERVISOR ACCREDITATION POLICY

24.1 The proposed Research Higher Degree Supervisor Accreditation Policy (2007/0000115) describes the process for ensuring high quality supervision for Griffith University Research Higher Degree (RHD) students. In particular, it seeks to ensure that supervisors maintain high standards of supervision, that new academic staff and supervisors receive appropriate induction to Griffith University supervision policy and expectations, that experienced supervisors are provided with ongoing opportunities for supervisory training, and that supervisors who are found to need assistance in supervisory practice are provided with appropriate support to improve their practice.

24.2 The Academic Committee noted that the draft policy has been endorsed by the Executive Group at its 5 September 2007 meeting.

24.3 The Dean of the Griffith Graduate Research School (GGRS) introduced this item, advising it had been in development for 18 months and is proposed as a result of the AUQA Cycle 1 report. The proposed policy has been endorsed by the Research and Postgraduate Studies Committee, and was considered at the Executive Group on 5 September 2007, where further amendments were requested to reflect their comments.

24.4 The Research Higher Degree Supervisor Accreditation Policy proposes that staff new to the University without a track record of successful RHD supervision and existing staff new to RHD supervision be required to undertake professional development to complete three modules from the Griffith Institute for Higher Education program in Research Higher Degree Supervision.

24.5 During extensive discussion members raised the following concerns about the proposed policy:
- The term ‘accreditation’ used in the title is not defined elsewhere in the document. The proposed policy does not stipulate any requirements to achieve ‘accreditation’.
- It was noted that a central register of ‘accredited’ supervisors will not be kept.
- Reference is to be included in this policy to supervision arrangements between principal and associate supervisors, which is articulated in other RHD policies.
- Concern was expressed that there is no reference in section 2.0 to processes to be followed for unsatisfactory supervision. It was requested that reference be made to this in section 2.0. It was further recommended that the statement in paragraph 5.2 be placed in a section of its own, as this issue does not relate only to supervisors experiencing difficulties.
- Supervision arrangements for cross-faculty research needs to be considered.
- Consideration be given to establishing a graduate certificate in research higher degree supervision offered through the Griffith Institute for Higher Education, along similar lines to the Graduate Certificate in Higher Education. The Director, GIHE, indicated that there are insufficient resources currently available to do more than is currently proposed.
- The Deputy Chair of the Academic Committee advised editorial changes are required, which she will forward to the Dean, Griffith Research Graduate School.

24.6 The Chair asked that the Dean, Griffith Research Graduate School, amend the document for consideration by members via a flying minute, in order to have this policy approved before the end of 2007.

Resolution
24.7 The Academic Committee resolved to reconsider an amended Research Higher Degree Supervisor Accreditation Policy, in light of issues raised above, by distributing a flying minute to members for approval.

25.0 AMENDMENT TO THE COMMITTEE OF THE CHAIRS OF ASSESSMENT BOARDS - CONSTITUTION

25.1 At its 5/2007 meeting the Academic Committee approved the establishment of the Committee of the Chairs of Assessment Boards as outlined in the constitution (2007/0017529). When first established it was intended the Committee would advise the Academic Committee, via the Learning and Teaching Committee, on the quality and integrity of student assessment to Academic Committee.

25.2 It has now been proposed that this Committee reports directly to Academic Committee as this is more appropriate given its quality assurance role. It was noted that the Chair had considered the proposed amendment executively and approved the proposed change.

25.3 Concern was raised about the proposed reporting line for the Committee of the Chairs of Assessment Boards directly to the Academic Committee, rather than via the Learning and Teaching Committee, whose function is make recommendations to the Academic Committee on strategic planning, policy, and quality assurance issues in relation to learning, teaching, the student body, and curricula.

25.4 The Chair requested that information be provided at the next meeting regarding the background to the proposed change.

Resolution

25.5 The Academic Committee resolved to consider this item at its next meeting.

26.0 VICE CHANCELLOR’S REPORT

26.1 The Vice Chancellor reported on matters of interest to the Committee as follows:

- Professor Marilyn McMeniman was congratulated on having received the 2007 Zonta Woman of Achievement Award, in recognition of her contributions to the education sector and to the wider community.

- Griffith University has been successful in its bid to host the National Climate Change Adaptation Research Facility. The Coalition Government has awarded up to $50 million to be managed by the Research Facility in association with Australian Greenhouse Office. The University’s success is a result of a competitive bidding process, through the establishment of a consortium with a number of other universities. This is a fantastic outcome for Griffith, and the staff involved in preparing the bid are to be congratulated.

- Admissions data from QTAC and UAC continues to indicate positive growth in preferences for Griffith's programs.

- The report on Griffith’s progress against key performance indicators, which are measured against national data, shows a significant improvement in the area of research performance. Preliminary data for 2007 shows a 20% increase in activity per full-time staff member.

- Representatives from Griffith will be in Canberra on Tuesday 27 November for presentation to Carrick Award recipients.
- A formal statement of the Griffith 2015 agenda and a framework for its implementation will be presented to the University Council at its December meeting.

- The University’s Capital Management Plan 2008-2010 is being considered at the December meeting of the University Council.

27.0 CHAIRPERSON’S REPORT

The Chair provided a report at the meeting addressing the following matters:

27.1 Trial Audit, 19 – 22 November 2007-11-06

27.1.1 The Trial Audit is being conducted next week. Its purpose is three-fold:
- to obtain feedback on the Performance Portfolio;
- an awareness raising process for the AUQA Audit Cycle 2 being held in June 2008; and
- an opportunity for staff to gain experience in front of an audit panel.

27.1.2 The Chair expressed his appreciation to all staff taking part. Further information is available on the web site for Quality, Planning and Statistics, which will be up-dated as necessary.

27.2 Group Program Planning Meetings

27.2.1 Meetings have been held to consider each academic Group’s program profile, involving the Academic Registrar and relevant staff, representatives External Relations and from the Group, including Pro Vice Chancellors and Deans. Decisions have been made based on QTAC data, important signals coming from the student market and our competitors. The Chair thanked the Academic Registrar and his staff for their involvement.

27.3 Nathan Task Force

27.3.1 The Nathan Task Force, created by the Vice Chancellor in mid 2007, has held its final meeting. The report on outcomes and recommendations will be considered by the University community early next year.

28.0 DEPUTY CHAIRPERSON’S REPORT

28.1 The Deputy Chair provided a report on matters of interest arising since the previous meeting including:

28.1 Meeting of Chairs/Deputy Chairs of Academic Boards

A meeting of Chairs and Deputy Chairs of Academic Boards from across Australia was held recently in Perth, over two days. Board secretaries were also invited. This provided an opportunity to discuss current and topical issues being dealt with by these Boards nationally. Discussions were held around how academic boards should best be structured, managed and equipped in order to provide effective academic governance in today’s higher education institutions.

28.2 Update on Audit of Internationalisation of the Curriculum

Work is continuing on the audit for internationalisation of the curriculum. The Working Party is looking at work done by Ms Louise Horstmanshof to develop an audit tool. This is currently being revised and refined, and determination about how it might be implemented will take place shortly.
28.3 **Update on the Course Evaluation Reporting Trial**

The Course Evaluations Working Party, established at the 5/2007 Academic Committee to review the outcomes of the trial being conducting during semester 2, 2007 has met on two occasions. The evaluation process for semester 2 2007 is almost complete. A few glitches have been identified and noted, which will be addressed in the final report.

28.4 **Update on Program Approval, Monitoring and Review**

28.4.1 Development of the on-line program approval, monitoring and review system has commenced, with the employment of a project manager by Information Services. The project manager has met with stakeholders across the university to determine the requirements of this system.

28.4.2 The documentation considered by the Learning and Teaching Committee and the Programs Committee has been revised as a result of feedback. A revised document will be forwarded to the Learning and Teaching Committee for consideration in the near future, to enable a trial to be undertaken in 2008.

29.0 **APPOINTMENTS TO SUB-COMMITTEES OF ACADEMIC COMMITTEE**

29.1 Nominations have been invited for the committee vacancies identified in the document (2007/0000122) distributed with the Agenda. Nominations should be lodged on the relevant form available from the Secretary, Academic Committee. Completed nomination forms should reach the Secretary by 5.00 pm on Friday 30 November 2007.

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

30.1 The Academic Committee noted the minutes of the following committees:

30.1.1 Learning and Teaching Committee [7/2007];

30.1.2 Programs Committee [8/2007]; and

30.1.3 Committee of Chairs of Assessment Boards [1/2007]

31.0 **OTHER BUSINESS**

Nil.

32.0 **2007 COMMITTEE MEETING DATES**

32.1 The Academic Committee noted the remaining 2007 meetings scheduled as follows.

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<thead>
<tr>
<th>Date</th>
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</tr>
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<tbody>
<tr>
<td>13 December*</td>
<td>5.00 pm</td>
<td>Room 2.02, Council Chambers, Bray Centre (N54)</td>
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* meeting will proceed only if urgent business requires

Confirmed: ..........................................................

(Chair) 13 December 2007