A meeting of the Academic Committee of the Griffith University Council was held from 1.30pm to 2.30pm on Thursday 16 September with a video-conference between Room -1.18 (Level -1) Business 2 Building (N72), Nathan campus and Room 1.04, The Chancellery (G34), Gold Coast campus.

Amanda Clark
Acting Secretary

MINUTES

PRESENT:
Chair – Professor Sue Spence
Dr Sarah Baker
Professor Pat Buckridge
Associate Professor Penny Bundy
Ms Kendall Chick
Dr Patti Cybinski
Mr Christopher Eigeland
Ms Kathy Grgic
Dr Robyn Hollander
Mr Brendan Johnstone
Ms Ulrike Kachel
Professor Paul Mazerolle
Professor Marilyn McMeniman
Professor Ned Pankhurst
Associate Professor Tony Perkins
Professor Huib Schippers
Associate Professor Anna Stewart
Professor Claire Wyatt-Smith

Observer
Mr Hassan Jabour (University Council)

Acting Secretary – Ms Amanda Clark

APOlogies:
Professor Ian O’Connor
Professor Sue Berners-Price
Associate Professor Helen Blanchard
Associate Professor Michael Blumenstein
Professor Gillian Bushell
Professor Nick Buys
Dr Mark Chappell
Professor Paul Cleveland
Professor Allan Cripps
Ms Nadia Currie
Professor Graham Cuskelley
Professor Lyn Griffiths
Dr Maureen Harrington
Professor Debra Henly
Dr Carmel Herington
Mr Mohammad Islam
Professor Kerri-Lee Krause
Associate Professor Wendy Loughlin
Professor William MacNeil
Mr Chris Madden
Mr Colin McAndrew
Ms Linda O’Brien
Ms Rebecca Parry
Professor Michael Powell
Professor Parlo Singh
Professor Kristine Toohey
Associate Professor Clyde Wild
Professor Marie Wilson
Associate Professor Pat Wise
Associate Professor Ray Tedman
Dr Joan Vaccaro
Professor Bofu Yu

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 4/2010 meeting of the Academic Committee were taken as read and confirmed.
SECTION A: RECOMMENDATIONS AND REPORTS TO COUNCIL

3.0 FACULTY REVIEW – 12 MONTH REPORT – DEPARTMENTS OF MARKETING AND MANAGEMENT

3.1 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.

3.2 The Departments of Marketing and Management were reviewed from 15 – 18 September 2008. The Report of the Committee Reviewing the Departments of Marketing and Management (2009/0005758), the Review of the Departments of Marketing and Management Implementation Plan (December 2008) (2009/0005759), and the 1 April 2009 minute extract from Executive Group (2009/0005760) were considered at the 2/2009 meeting of the Academic Committee. These documents were available from the Team Place website for members’ information.

3.3 Before the members for consideration was the Review of the Departments of Marketing and Management 12-month Progress Report (2010/0011554), endorsed by the Executive Group in April 2010.

Resolution:

3.4 The Academic Committee considered the Review of the Departments of Marketing and Management 12-month Progress Report (2010/0011554) and resolved to recommend the report to the University Council for noting.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

4.0 UNIVERSITY DOUBLE DEGREES

4.1 The Academic Committee, on the recommendation of the Programs Committee (6/2010, September) considered revisions to the Bachelors Degree Policy (2010/0011300) and the Policy for the Award of Masters Degrees other than the Master of Philosophy (2010/0011302).

4.2 The Academic Registrar introduced the item describing the changes as being intended to ensure the quality and reputation of the University and its double degrees by maintaining the integrity of both components of each degree, and to achieve clarity and consistency of approach for new program initiatives. Specifically the amendments include:

a) a revised Section 5.0 Double Bachelors Degree that outlines the characteristics of double bachelors, including the requirement that a minimum of 66% of the courses listed in each single degree structure be incorporated into the structure of the double degree in addition to the requirements of each single degree being effectively satisfied within the structure of the double degree;

b) a new Section 4.0 Double Masters Degree that outlines the characteristics of double masters degrees, including the requirement that a minimum of 66% of the required courses and total credit point value of each single degree structure incorporated into the structure of the double degree in addition to the requirements of each single degree being effectively satisfied within the structure of the double degree;

c) the minimum duration of a double degree comprising two single three-year degrees shall be 4 years;
d) the minimum duration of a double degree comprising two single degrees where either single degree is greater than three years duration the minimum duration of the double degree shall be five years;

e) the minimum duration of a masters double degree comprising two one-year Masters degrees (80CP each) shall be one and a half years or three semesters;

f) the minimum duration of a masters double degree comprising two Masters degrees where either single degree is greater than one year and less than two years duration shall be two years or four semesters;

g) the minimum duration of a masters double degree comprising two Masters degrees where both single degrees are of two years duration (160CP each) shall be three years or six semesters.

4.3 The Academic Committee noted that the majority of the University’s double degree programs comply with the revised policy and that where some existing programs do not comply, the current structure will apply to all students from 2012 and the relevant program’s host element will prepare a program proposal to amend the program from 2012 so that it complies with the revised policy. Program proposals will be processed through the University’s program approval processes.

4.4 In discussing the Bachelors Degree Policy, the Committee made the following suggestions:

4.4.1 that Section 5.1 be amended so that it refers to the relevant policy where information about minimum research requirements is contained; and

4.4.2 In relation to Section 5.4 clarification was sought about the how programs with embedded honours were determined and about the role of the respective Faculty Assessment Board in this process.

Resolution

4.5 Academic Committee, on the recommendation of the Programs Committee (6/2010, September), resolved to approve the revised Bachelors Degree Policy, as detailed in (revised 2001/0011556), subject to amendments outlined in 4.4.

4.6 Academic Committee, on the recommendation of the Programs Committee (6/2010, September), resolved to approve the Policy for the Award of Masters Degrees other than the Master of Philosophy, as detailed in 2010/0011302.

5.0 MEMBERSHIP OF THE HUMAN RESEARCH ETHICS COMMITTEE

Resolution

5.1 Academic Committee, on the recommendation of the Research Committee (4/2010, August), resolved to approve the creation of a new category of membership of the Griffith University Human Research Ethics Committee (GUHERC), as detailed in 2010/0011555.

5.2 Academic Committee, on the recommendation of the Research Committee (4/2010, August), resolved to approve the appointment of Mr Alan Dowd, Mr Christian Frost, Mr Greg Chapman, Mr Bob Harriman and Mr Warren Mills to service on the GUHERC.

6.0 POSTPONEMENT OF THE FOURTH YEAR REVIEW OF THE SOCIO-LEGAL RESEARCH CENTRE

Resolution

6.1 Academic Committee, on the recommendation of the Research Committee (4/2010, August), resolved to approve the postponement of the fourth year review of the Socio-Legal Research Centre until 2011 and that an informal review of the
Centre be undertaken in February 2011, followed by the formal review at the end of 2011.

7.0 GBS NEW PROGRAM PROPOSAL (2010/0011303)
1373, 1373 BACHELOR OF BUSINESS / BACHELOR OF JOURNALISM (NA, GC)

Resolution
7.1 Academic Committee, on the recommendation of the Programs Committee (6/2010, September), resolved to approve the establishment of the Bachelor of Business/Bachelor of Journalism (1373 NA, 1374 GC) (BBus/BJour), as described in 2010/0011303, for implementation Semester 1, 2011 and that the program be approved for an accreditation period of five years to 2016 and that a five-year program review be completed and forwarded to Programs Committee before the end of 2016.

8.0 GBS NEW PROGRAM PROPOSAL (2010/0011304)
1378, 1379 BACHELOR OF BUSINESS / BACHELOR OF COMMUNICATION (NA, GC)

Resolution
8.1 Academic Committee, on the recommendation of the Programs Committee (6/2010, September), resolved to approve the establishment of the Bachelor of Business/Bachelor of Communication (1378 NA, 1379 GC) (BBus/BComm), as described in 2010/0011304, for implementation Semester 1, 2011 and that the program be approved for an accreditation period of five years to 2016 and that a five-year program review be completed and forwarded to Programs Committee before the end of 2016.

9.0 GBS MAJOR CHANGE SUBMISSION (2010/0010545)
1289, 1290 BACHELOR OF BUSINESS (HOTEL, TOURISM, EVENT, REAL ESTATE AND PROPERTY, SPORT)
1307, 1308 GRIFFITH BUSINESS SCHOOL DOUBLE DEGREE PROGRAMS

Resolution
9.1 Academic Committee, on the recommendation of the Programs Committee (6/2010, September), resolved to approve the proposed changes to the Bachelor of Business (Hotel, Tourism, Event, Real Estate and Property, Sport) (1289, 1290) and the Griffith Business School double degree program (1307, 1308), as described in 2010/0010545, for implementation Semester 1, 2011.

10.0 GBS MAJOR CHANGE SUBMISSION (2010/0010519)
1034 BACHELOR OF BUSINESS

Resolution
10.1 Academic Committee, on the recommendation of the Programs Committee (6/2010, September), resolved to approve the proposed changes to the Bachelor of Business (1034), as described in 2010/0010519, for implementation Semester 1, 2011.

11.0 HUM MAJOR CHANGE SUBMISSION (2010/0011305)
1016, 1021, 1022 BACHELOR OF ARTS

Resolution
11.1 Academic Committee, on the recommendation of the Programs Committee (6/2010, September), resolved to approve the proposed changes to the Bachelor
of Arts (1016, 1021, 1022), as described in 2010/0011305, for implementation Semester 1, 2011.

12.0 PHM SPECIAL PURPOSE SUBMISSION (2010/0011021)  
1242 BACHELOR OF PHARMACEUTICAL SCIENCE

Resolution

12.1 Academic Committee, on the recommendation of the Programs Committee (6/2010, September), resolved to approve the proposed changes to the Bachelor of Pharmaceutical Science (1242), as described in 2010/0011021, for implementation Semester 1, 2011.
13.0 BPS SPECIAL PURPOSE SUBMISSIONS (2010/0011292) (2010/0011301)
1264 BACHELOR OF FORENSIC SCIENCE
1368 BACHELOR OF FORENSIC SCIENCE / BACHELOR OF CRIMINOLOGY AND CRIMINAL JUSTICE

Resolution

13.1 Academic Committee, on the recommendation of the Programs Committee (4/2010, July), resolved to approve the proposed changes to the Bachelor of Forensic Science (1264) and the Bachelor of Forensic Science/Bachelor of Criminology and Criminal Justice (1368), as described in 2010/0011292 and 2010/0011301 respectively, for implementation Semester 1, 2011.

14.0 GBS WITHDRAWL SUBMISSIONS (2010/0010543)
1346 BACHELOR OF ASIAN BUSINESS WITH HONOURS

Resolution

14.1 Academic Committee noted the disestablishment, as approved by the Deputy Vice Chancellor (Academic), of the Bachelor of Asian Business with Honours (1346) (BAsBus) program and the transition arrangements outlined for the remaining 7 enrolled students, as detailed in 2010/0010543, from Semester 2, 2010.

SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES

Nil.

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

15.0 REVIEW OF ACADEMIC COMMITTEE

15.1 Academic Committee noted that the Deputy Vice Chancellor (Academic) had commissioned a review of Academic Committee, chaired by Emeritus Professor Andrew Lister, to assess its effectiveness and that of its sub-committees in contributing towards assuring the quality of the University's educational activities and attaining its strategic academic goals.

15.2 The Academic Committee had before it, for preliminary discussion only, the Academic Committee Review Report Griffith University (2010/0011553). The Chair introduced the item and highlighted key findings of interest and also outlined that the report would be provided to all sub-committees of Academic Committee and Faculty Boards as part of a broad consultation process.

15.3 The Committee discussed the review recommendations and noted the following:

15.3.1 The inclusion of all Heads of School as members of Academic Committee was considered valuable as a forum for debating issues;
15.3.2 That Academic Committee, as part of its brief, will discuss issues of sectoral significance, such as TEQSA, AQF etc; and
15.3.3 That the Committee include significant discussion of strategic issues in addition to operational matters.

15.4 In discussing the review report, members clarified the timing of endorsement by University Council. It was discussed that given the implications for various committees and memberships, and allowing for an appropriate consultation process, that endorsement by University Council may not be achieved this academic year. Members noted that implementation of the recommendations...
may occur from June 2011. Feedback from the consultation process and an implementation plan is expected to be presented for discussion at the November meeting.

15.5 The Chair wished to record thanks to those members of the Committee who participated in the review process.

Resolution

15.6 The Academic Committee noted that the Review Report of the Academic Committee Griffith University (2010/0011553), feedback from the consultation process and an Implementation Plan would be presented for discussion at the November meeting.

16.0 ADMISSIONS POLICY FOR COURSEWORK POSTGRADUATE PROGRAMS

16.1 Academic Committee, on the recommendation of the Programs Committee (3/2010, June), considered revisions to the Admission Policy for Coursework Postgraduate Programs as described in 2010/0011289.

16.2 The Academic Registrar introduced the item describing the changes as being required to ensure transparency of entry criteria and as a result the incorporation of Admissions Principles, similar to those contained within the Admissions Policy for Undergraduate Programs, were incorporated. Furthermore, additional amendments were included to ensure consistency of practice between the Admissions Office and Griffith International for undergraduate and postgraduate admissions.

16.3 The Committee discussed the proposed amendments to the policy and noted the following:

16.3.1 Section 2, dot point 2 of the Policy requires amendment so that it reads "Admission offers are made broadly on merit and ....";

16.3.2 Section 2, dot point to be reviewed as to whether the "specific achievements related to particular fields of endeavour” will include work experience and, if so, how this would sit with the foreshadowed amendments to the Australian Qualifications Framework (AQF); and

16.3.3 concerns were raised about the application of the Admissions policy in certain instances.

16.4 Discussions also foreshadowed that the Policy also may need to be revised in the future once the outcomes of the AQF review are formalised.

16.5 As a result of the discussions at the meeting, it was agreed that the proposed amendments to the policy required further consideration and investigation and that the outcomes of same be presented to a future meeting for discussion.

Resolution

16.6 The Academic Committee, on the recommendation of Programs Committee (6/2010, September), recommend that further investigation be undertaken with respect to issues raised in paragraph 16.3 and the outcomes of same be presented to a future meeting for discussion.

17.0 REVISED WORK INTEGRATED LEARNING DEFINITION

17.1 Academic Committee at its last meeting considered revisions to the Definition of Work-Integrated Learning, as recommended by the Learning and Teaching Committee, which were prompted by discussions of matters of a strategic nature.
17.2 After further consideration by the Chair, Academic Committee members were presented with a revised policy document, along with a background document prepared by Dr Liz Ruinard, WIL Project Manager. The Chair introduced the document and members noted that the amendments to the policy included:

a) introductory text (Section 1.0) that clearly indicates that the Definition specifies “the minimum requirements that qualify learning experiences as Griffith University WIL”;

b) reference to workplace health and safety requirements in Section 3.0 in line with recommendations arising out of the University’s Health and Safety in WIL Activities Audit; and

c) explicit embedding of HESA compliance requirements for Commonwealth Grant Scheme (CGS) eligibility in Section 3.0 (i.e. supervision and assessment).

17.3 The Committee discussed the proposed amendments to the policy and noted the following:

17.3.1 The suggestion to amend the title of the policy to, for example, "Work-Integrated Learning", as the policy covers much more than the definition alone;

17.3.2 Section 1.0, first paragraph, be amended to include a broader introduction to the concept of work integrated learning, prior to reference to the University’s Strategic Plan;

17.3.3 Section 3, second last dot point refers to 4.5 and there is currently no such section within the revised policy;

17.3.4 Section 3, last paragraph raised quite a bit of discussion as a member raised that the current statement was not inclusive of the range of activities currently undertaken by the Griffith Business School, in particular those activities offered at the Logan campus or those required under the Bachelor of Business (HTERS). The Griffith Business School highlighted that the current activities with respect to the examples mentioned are not undertaken to meet professional accreditation requirements.

17.4 As a result of the discussions at the meeting, it was agreed that the policy required further consideration and that resultant amendments would be prepared and circulated to the Deans (Learning and Teaching) prior to being presented to a future meeting for discussion.

Resolution

17.5 The Academic Committee, on the recommendation of the Learning and Teaching Committee, recommend that further amendments be undertaken with the policy to take into account issues raised in paragraphs 17.3 and 17.4, and the outcomes of same be presented to a future meeting for discussion.

18.0 VICE CHANCELLOR’S FORUM AND QUESTION TIME

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

18.2 The Chair foreshadowed the following on behalf of the Vice Chancellor:

a) the Ministers assigned to areas of interest to the University, such as Senator the Honourable Christopher Evans, Minister for Tertiary Education, Skills, Jobs and Workplace Relations and Senator the Honourable Kim Carr, Minister for Innovation, Industry and Science.

19.0 CHAIRPERSON’S REPORT
19.1 The Chair reported on the following matters of interest:

a) Academic Plan 2011 - 2013

The Academic Plan 2011 - 2013 has currently been drafted and is undergoing a consultation process with key stakeholders and groups within the University community. Academic Committee members, at the November meeting, will have opportunity to provide comment on the Plan that takes into account feedback received from the consultation process.

It is anticipated that Academic Plan 2011 - 2013 will be presented to the December meeting of University Council for endorsement with an official launch to take place at the Academic Leaders’ Forum to be held in February 2011.

b) Logan Campus Program Profile Plan and Marketing Plan

A Logan Campus Program Profile is currently being developed. Academic Committee members, at a future meeting, will have an opportunity to provide comment on the proposed program profile for the Logan campus.

20.0 BUSINESS ARISING OUT OF THE PREVIOUS MINUTES

20.1 Members will recall at the 4/2010 meeting the Course Profile System was discussed and arising from that discussion a working group has been formed to look at the issues raised, particularly those in relation to improving the presentation of the course profile. The Chair noted that some members’ may be consulted for feedback.

21.0 OTHER BUSINESS

Nil.

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

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

a) Board of Graduate Research - 5/2010
b) Internationalisation Advisory Committee - Nil
c) Learning and Teaching Committee - Nil
d) Programs Committee - 5/2010
e) Research Committee - 4/2010

23.0 2010 COMMITTEE MEETING DATES

23.1 Members noted the remaining meetings in the 2010 schedule below. Meetings are held on Thursdays from 1.30pm – 4.00pm with a video-conference between Gold Coast and Nathan campuses.

<table>
<thead>
<tr>
<th>Meeting Dates</th>
<th>Allocated Venues</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 October*</td>
<td>Business 2 Building</td>
</tr>
<tr>
<td>18 November</td>
<td>N72_1.18</td>
</tr>
<tr>
<td>9 December*</td>
<td>The Chancellery</td>
</tr>
<tr>
<td></td>
<td>G34_1.04</td>
</tr>
</tbody>
</table>
*meeting will proceed only if urgent business requires

Minutes confirmed by:

Professor Sue Spence, Chair  
21 October 2010