1.0 CONFIRMATION OF MINUTES

1.1 The minutes of the 4/2011 meeting of the Academic Committee were taken as read and confirmed.
SECTION A: RECOMMENDATIONS AND REPORTS TO COUNCIL

2.0 UNIVERSITY REVIEW – PLANNING, BUSINESS INTELLIGENCE AND SURVEY SERVICES PROVIDED BY THE OFFICE OF PLANNING AND FINANCIAL SERVICES

2.1 The purpose of a University review is to improve the strategic and operational planning and performance of the 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, the Vice Chancellor with advice from Executive Group prepares an annual timetable for University reviews each preceding year.

2.2 The Planning, Business Intelligence and Survey Services provided by the Office of Planning and Financial Services were reviewed during 11 – 13 April 2011. An independent review committee, comprising two committee members external to the University and two senior committee members internal to Griffith University, but not from University Administration, reviewed current activity and future plans of the above areas of the Office of Planning and Financial Services (PFS).

2.3 The Report of the Committee Reviewing the Report of the Committee Reviewing the Planning, Business Intelligence and Survey Services provided by the Office of Planning and Financial Services (2011/0003004) and the Review of Planning and Financial Services Implementation Plan (2011/0003007) were before Committee members. The Executive Group, at its 11/2011 meeting on 27 July 2011, endorsed the Review Report and the Implementation Plan.

2.4 The Chair introduced this item by highlighting the Review Panel’s commendations on the implementation of staircase and Key Performance Indicator (KPI) reporting, the Group Resource Manager network; the student survey team and the KPI Dashboard. Recommendations were noted around the need for clear vision, focus and policy around business intelligence; a need to foster partnerships across the University and a customer service focus; stronger processes to ensure data quality; and a need for greater delegations of authority to senior PFS staff.

2.5 Members welcomed the Director, Office of Planning and Financial Services, Mr Rangan Srinivasan to speak to the implementation plan. He commented that some progress had already been made towards achieving some of the recommendations and acknowledged the challenges around performance indicator reporting in such a rapidly changing environment. Members noted that a priority for PFS was in the areas of data quality and increased access to data. A staff survey on data needs and feedback processes will be conducted as part of implementation activities.

2.6 In discussing the review implementation plan, members expressed the view that further details regarding the way in which actions would be implemented would be valuable for the purpose of monitoring implementation progress and serve as a guide to staff responsible for implementation activities.

Resolution:

2.7 Academic Committee considered the issues raised in the Report of the Committee Reviewing the Report of the Committee Reviewing the Planning, Business Intelligence and Survey Services provided by the Office of Planning and Financial Services (2011/0003004) and the Review of Planning and Financial Services Implementation Plan (2011/0003007). Academic Committee resolved to recommend the documentation to Council.

3.0 UNIVERSITY REVIEW – GRIFFITH ENTERPRISE

3.1 The purpose of a University review is to improve the strategic and operational planning and performance of the area and their constituent elements through a continuing cycle of self-assessment, benchmarking, critical reflection, forward planning and internal/external peer review...
review. In accordance with University policy, the Vice Chancellor with advice from Executive Group prepares an annual timetable for University reviews each preceding year.

3.2 Griffith Enterprise was reviewed during 28 – 30 March 2011. An independent review committee, comprising two committee members external to the University and two senior committee members internal to Griffith University, but not from the element, conducted the review.

3.3 The Report of the Committee Reviewing Griffith Enterprise (2011/0003005) and the Review of Griffith Enterprise Implementation Plan (2011/0003006) were provided with the agenda. The Executive Group, at its meeting on 10 August 2011, endorsed the Review Report and the Implementation Plan.

3.4 The Chair introduced key aspects of the Review Report and noted nine commendations about the Unit’s strong service culture; its partnership with the External Advisory Board and senior leadership; its team culture and leadership; policies, business systems and support in increasing Griffith’s success. Recommendations involve clear articulation of KPIs regarding enterprise success; use of benchmarking; enhancing Griffith Enterprise communication and engagement strategies; improved accessibility and visibility; and an emphasis on a ‘whole of project’ approach with a particular focus on ‘closing the project loop’.

3.5 The Director, Griffith Enterprise, Mr Nicholas Mathiou was welcomed to the meeting to speak to the implementation plan. He commented that Griffith Enterprise had made a solid start over its first three years and addressing Review recommendations would build on the Unit’s strengths. Members noted the challenges inherent in obtaining comparative data against which to benchmark due to the confidential nature of work undertaken by Griffith Enterprise. The Griffith Enterprise Advisory Board is currently reviewing some comparable data relating to KPIs. Mr Mathiou indicated that a range of processes have been devised to improve interactions as has the introduction of a client management database. Members can expect an increase in communication and marketing over the next 12 months.

Resolution:

3.6 Academic Committee considered the issues raised in the Report of the Committee Reviewing Griffith Enterprise (2011/0003005) and the Review of Griffith Enterprise Implementation Plan (2011/0003006). Academic Committee resolved to recommend the documentation to Council.

4.0 UNIVERSITY REVIEW – DEPARTMENT OF MARKETING AND MANAGEMENT – 18 MONTH FINAL REPORT

4.1 The Departments of Marketing and Management were reviewed during 16-18 September 2008. The Report of the Committee Reviewing the Departments of Marketing and Management (2009/0005758) and the Response to the Report of the Committee Reviewing the Departments of Marketing and Management (2009/0005759) was endorsed by Executive Group at its 1 April 2009 meeting.

4.2 In line with the former Faculty Review Submissions and Faculty Review Process, academic elements were required to report implementation progress at both the 12 and 18 month timelines. The Departments of Marketing and Management 12 month Progress Report (2010/0011554) was recommended by Academic Committee to Council at its 5/2010 meeting (September). The original review report, implementation plan and 12-month progress report documents are available via the Committee Teamplace.

4.3 The Departments of Marketing and Management 18 month Final Progress Report (2011/0003011) was provided to Academic Committee members for consideration.
Resolution:

4.4 Academic Committee noted the issues raised in the Departments of Marketing and Management 18 month Final Progress Report (2011/0003011) and resolved to recommend the documentation to Council.

5.0 EXTERNAL REVIEW OF SUPPORT SERVICE DIVISIONS - GRIFFITH GRADUATE RESEARCH SCHOOL 18 MONTH PROGRESS REPORT

5.1 The purpose of Support Service Divisional Reviews under the previous University Reviews Policy was 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.

5.2 In line with the former External Review of Support Service Divisions Policy and Guidelines, elements were required to report implementation progress at both the 12 and 18 month timelines. The Review of the Review of the Griffith Graduate Research School 12 month Progress Report (2011/0003001) was endorsed by Academic Committee at its 2/2011 meeting (April).

5.3 The Report of the Committee Reviewing the Griffith Graduate Research School (2010/0011509) and the Griffith Graduate Research School Implementation Plan (2010/0011511) were endorsed by Executive Group at its 24 February 2010 meeting. Due to the immediacy with which the Review recommendations were required to be implemented, University Council endorsed the above reports at its meeting held on 1 March 2010. Academic Committee noted the above reports at its 18 March meeting 2010. These documents are available via the Committee Teamplace.


Resolution

5.5 Academic Committee noted the issues raised in Griffith Graduate Research School Review 2009 - 12-Month Progress Report at 24/11/2011 (2011/0003012) and resolved to recommend the documentation to the University Council.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

6.0 ABORIGINAL AND TORRES STRAIT ISLANDER INCLUSIVE CURRICULUM DEVELOPMENT AND IMPLEMENTATION

6.1 The Deputy Vice Chancellor (Academic) tasked the Educational Excellence Committee in 2007 to consider the recommendations from The Pathways Model: Pathways to Indigenous inclusive teaching and learning practices – a Griffith Signature Experience funded project report developed by Phillip Rogers-Falk, with a view to determining which, if any of these could be meaningfully generalised to other academic elements in the University. The Pathways Model had, in turn, built on the work of the previous Griffith Indigenous Australian Studies Working Party, and their Final Report – Aboriginal and Torres Strait Islander Knowledges at Griffith (June 2005).

6.2 The outcome was a recommendation to the Griffith Learning and Teaching Committee for a whole-of-University approach to Indigenous Learning and Teaching Practices contained in the document Pathways to indigenous inclusive teaching and learning practices - Discussion paper (September 2007). This recommendation was subsequently approved by Academic Committee in March, 2008, resulting in the establishment of the Advisory Group and Working Group.
6.3 As one of the strategies being implemented to support the University’s Statement on Reconciliation (May, 2007), Griffith has made a commitment to the following broad goals relating to indigenous curriculum content:-

- to develop a culturally appropriate Aboriginal and Torres Strait Islander curriculum which is inclusive of Aboriginal and Torres Strait Islander studies, knowledges and perspectives, and to support its sensitive implementation in degree programs; and
- to design culturally sensitive learning and teaching strategies and to train, develop and support academic staff in their use;

6.4 These goals remain current and much work has been done through the Aboriginal and Torres Strait Islander Inclusive Curriculum Development and Implementation Working Group. The group is supported by Australian Learning and Teaching Council (ALTC) co-investigators, Dr Chris Matthews and Professor Keithia Wilson.

6.5 The terms of reference detailed in document 2011/0002789, endorsed by the Learning and Teaching Committee, propose an update to the membership of the Aboriginal and Torres Strait Islander Inclusive Curriculum Development and Implementation Advisory Group and the Aboriginal and Torres Strait Islander Inclusive Curriculum Development and Implementation Working Group. The proposal specifies positions or processes for nominations for membership, rather than names of individuals. It is proposed that the approving authority for membership be the University’s Learning and Teaching Committee. No changes to working party and advisory group functions are proposed.

Resolution

6.6 The Academic Committee, on the recommendation of the 4/2011 Learning and Teaching Committee (8 August) resolved to approve revised membership provisions of the Terms of Reference for the Aboriginal and Torres Strait Islander Inclusive Curriculum Development and Implementation Advisory Group and the Aboriginal and Torres Strait Islander Inclusive Curriculum Development and Implementation Working Group as described in document 2011/0002789 for immediate implementation.

7.0 BACHELORS DEGREE POLICY (2011/0002803)

7.1 At its 2/2011 (20 May) meeting, the English Language Working Party considered whether it wished to recommend to Programs Committee an amendment to the Bachelors Degree Policy to restrict the enrolment of the particular International student cohorts into the mandatory English Language Enhancement Course (ELE course). The English Language Working Party noted that the Bachelors Degree Policy currently includes advice in relation to domestic students who are native speakers of English but no similar advice for international students. It was agreed to recommend to Academic Committee the following amendment to section 3.2 of the Bachelors Degree Policy:

*Students who are native speakers of English are not permitted to enrol in the ELE course. Domestic students for whom English is not their first language, may enrol in the ELE course as one of their free choice electives if given approval by the Head of School or nominee.*

Resolution

7.2 Academic Committee, on the recommendation of Programs Committee (4/2011, July), resolved to approve proposed changes to section 3.2 of the Bachelors Degree Policy as tracked in paragraph 7.1 above, and in document 2011/0002803, for implementation in Summer Semester.
8.0 MEDAL FOR ACHIEVEMENT IN THE BACHELORS DEGREE – SCHEDULE OF AWARDS

8.1 The Medal for Achievement in the Bachelor’s Degree may be awarded annually to graduates with the highest grade point average in a Bachelors program. The *Medal for Achievement in the Bachelors Degree - Schedule of Awards* forms part of the policy on the Medal for Achievement in the Bachelors Degree by setting out the medals that are awarded annually and the programs for which they are awarded.

8.2 This document is reviewed and updated annually, ensuring that changes to the University’s program profile are incorporated into the schedule and that all eligible students can be considered for the medal appropriate to the program which they have completed.

8.3 The revised Medal for Achievement in the Bachelors Degree Schedule of Awards (2011/0002801) was provided with the agenda.

Resolution

8.4 The Academic Committee, on the executive recommendation of the Chair, Learning and Teaching Committee (6 September 2011) resolved to approve the adoption of the revised Medal for Achievement in the Bachelors Degree Schedule of Awards as set out in document 2011/0002801 for immediate implementation.

9.0 PES NEW PROGRAM (2011/0002381)

5567 MASTER OF SPEECH PATHOLOGY

Resolution

9.1 Academic Committee, on the recommendation of Programs Committee (5/2011, August) resolved to approve the establishment of the Master of Speech Pathology (MSpPath) (5567), as detailed in 2011/0002381, for introduction in Semester 1 2012.

10.0 LPC NEW PROGRAM PROPOSAL (2011/0002370)

3269 GRADUATE CERTIFICATE IN PROFESSIONAL LEGAL STUDIES

Resolution

10.1 Academic Committee, on the recommendation of Programs Committee (5/2011, August), resolved to approve the establishment of the Graduate Certificate in Professional Legal Studies (3269) (Open Universities Australia) (GCertProfLegSt), as detailed in 2011/0002370 for introduction in Open Universities Australia Study Period 1, 2012.

11.0 EPS NEW PROGRAM PROPOSAL (2011/0002371)

3268 GRADUATE CERTIFICATE IN MIDDLE YEARS

Resolution

11.1 Academic Committee, on the recommendation of Programs Committee (5/2011, August), resolved to approve the establishment of the Graduate Certificate in Middle Years (3268) (Open Universities Australia) (GCertMidYears), as detailed in 2011/0002371, for introduction in Study Period 1, 2012.
12.0 ENG NEW PROGRAM (2011/0002352)
5574 MASTER OF ENGINEERING (DUAL SPECIALISATION)

Resolution

12.1 Academic Committee, on the recommendation of Programs Committee (4/2011, July), resolved to approve:
- the establishment of the Master of Engineering (Dual Specialisation) (MEng) (5574), as detailed in 2011/0002352, for introduction in Semester 2 2011;
- an accreditation period of five years to 2016 and a five-year program review to be completed and forwarded to Programs Committee before the end of 2016.

13.0 ENG PROGRAM PROPOSAL (2011/0004296)
9354 POSTGRADUATE QUALIFYING PROGRAM

Resolution

13.1 Academic Committee, on the recommendation of Programs Committee (4/2011, July), resolved to approve additions to the Postgraduate Qualifying (9354), as detailed in 2011/0004296, for implementation in Semester 2 2011.

14.0 PES PROGRAM PROPOSAL (2011/0003806)
4157 GRADUATE DIPLOMA OF EXERCISE SCIENCE

Resolution

14.1 Academic Committee, on the recommendation of Programs Committee (4/2011, July 2011) resolved to approve:
- the establishment of the Graduate Diploma of Exercise Science (GDipExSc) (4157), as detailed in 2011/0003806, for introduction in Semester 1 2012.
- a program accreditation period of five years to 2016 and a five-year program review to be completed and forwarded to Programs Committee before the end of 2016.

15.0 GFS NEW PROGRAM PROPOSAL (2011/0002390)
3265 GRADUATE CERTIFICATE IN SCREEN PRODUCTION
4158 GRADUATE DIPLOMA OF SCREEN PRODUCTION
5572 MASTER OF SCREEN PRODUCTION
5573 MASTER OF SCREEN PRODUCTION WITH HONOURS

Resolution

15.1 Academic Committee, on the recommendation of Programs Committee (6/2011, September), resolved to approve the establishment of the Graduate Certificate in Screen Production (3265) (GCertScrPr), Graduate Diploma of Screen Production (4158) (GDipScrPr), Master of Screen Production (5572) (MScrPr) and Master of Screen Production with Honours (5573) (MScrPr), as detailed in 2011/0002390, for introduction in Semester 1 2012.

16.0 ENG MAJOR CHANGE SUBMISSION (2011/0004284)
1310/1311 BACHELOR OF ENGINEERING
1320 BACHELOR OF ENGINEERING (ADVANCED STUDIES)

Resolution

16.1 Academic Committee, on the recommendation of the Programs Committee (4/2011, July), resolved to approve the introduction of a new award major in Mechanical Engineering within the Bachelor of Engineering (1310/1311) and Bachelor of Engineering (Advanced Studies) (1320), as detailed in 2011/0004284 from Semester 1 2012.
17.0 BPS MAJOR CHANGE SUBMISSION (2011/0004292)
5471 MASTER OF CLINICAL SCIENCE (CLINICAL MICROBIOLOGY/CLINICAL PHYSIOLOGY)
Resolution
17.1 Academic Committee, on the recommendation of Programs Committee (4/2011, July),
resolved to approve the proposed changes to the Master of Clinical Science (Clinical
Microbiology/Clinical Physiology) (5471), as detailed in 2011/0004292, for implementation
in Semester 1 2012.

18.0 PES MAJOR CHANGE SUBMISSION (2011/0003801)
5320 MASTER OF PHYSIOTHERAPY
Resolution
18.1 Academic Committee, on the recommendation of Programs Committee (4/2011, June),
resolved to approve proposed changes to the Master of Physiotherapy (5320), as detailed
in 2011/0003801, for implementation in Semester 2 2011.

19.0 NRS MAJOR CHANGE SUBMISSION (2011/0003788)
1165 BACHELOR OF NURSING
Resolution
19.1 Academic Committee, on the recommendation of Programs Committee (4/2011, July),
resolved to approve proposed changes to the Bachelor of Nursing (1165), as detailed in
2011/0003788, for implementation in Semester 2 2011.

20.0 EPS MAJOR CHANGE SUBMISSION (2011/0003293)
1069 BACHELOR OF ARTS IN APPLIED THEATRE
Resolution
20.1 Academic Committee, on the recommendation of Programs Committee (4/2011, July),
resolved to approve proposed changes to the Bachelor of Arts in Applied Theatre (1069),
as detailed in 2011/0003293, for implementation in Semester 1 2012.

21.0 GBS MAJOR CHANGE SUBMISSION (2011/0002319)
GRIFFITH BUSINESS SCHOOL POSTGRADUATE PROGRAMS
Resolution
21.1 Academic Committee, on the recommendation of Programs Committee (4/2011, July),
resolved to approve proposed changes to admission requirements for Griffith Business
School postgraduate programs listed below and as detailed in 2011/0002319, for
implementation in Semester 1 2012.

3235 Graduate Certificate in eMarketing (South Bank)
3116 Graduate Certificate in Franchising (South Bank & Off Campus)
3229 Graduate Certificate in Logistics & Supply Chain Management (South Bank & Off
Campus)
3202 Graduate Certificate in Risk Management (South Bank)
3244 Graduate Certificate in Sustainable Enterprise (South Bank)
3141 Graduate Certificate in Asian Studies (Nathan)
5211 Master of Asian Studies (Nathan)
22.0 NRS MAJOR CHANGE SUBMISSION (2011/0002263)
5424 MASTER OF ADVANCED PRACTICE (MENTAL HEALTH NURSING)
5425 MASTER OF ADVANCED PRACTICE WITH HONOURS (MENTAL HEALTH NURSING)

Resolution

22.1 Academic Committee, on the recommendation of Programs Committee (2/2011, May), resolved to approve the proposed changes to the Master of Advanced Practice (5424) and Master of Advanced Practice with Honours (5425) as detailed in 2011/0002263, for implementation from Semester 2 2011.

23.0 NRS MAJOR CHANGE SUBMISSION (2011/0002262)
5424 MASTER OF ADVANCED PRACTICE (PALLIATIVE CARE)
5425 MASTER OF ADVANCED PRACTICE WITH HONOURS (PALLIATIVE CARE)

Resolution

23.1 Academic Committee, on the recommendation of Programs Committee (2/2011, May), resolved to approve proposed changes to the Master of Advanced Practice (5424) and Master of Advanced Practice with Honours (5425) as detailed in 2011/0002262, for implementation from Semester 2 2011.

24.0 NRS MAJOR CHANGE SUBMISSIONS (2011/0002368) (2011/0002369)
5424 MASTER OF ADVANCED PRACTICE (SEXUAL HEALTH)
5425 MASTER OF ADVANCED PRACTICE WITH HONOURS (EMERGENCY NURSING)

Resolution

24.1 Academic Committee, on the recommendation of Programs Committee (5/2011, August), resolved to approve proposed changes to the Master of Advanced Practice (5424) and
Master of Advanced Practice with Honours (5425), as detailed in 2011/0002368 and 2011/0002369, for implementation in Semester 1 2012.

25.0 HSV MAJOR CHANGE SUBMISSION (2011/0002261)  
3050 GRADUATE CERTIFICATE IN REHABILITATION CASE MANAGEMENT

Resolution

25.1 Academic Committee, on the recommendation of Programs Committee (2/2011, May), resolved to approve proposed changes to the Graduate Certificate in Rehabilitation Case Management (3050) as detailed in 2011/0002261, for implementation from Semester 2 2011.

26.0 QCA MAJOR CHANGE SUBMISSION (2011/0002365)  
3089 GRADUATE CERTIFICATE IN DIGITAL DESIGN  
5285 MASTER OF DIGITAL DESIGN

Resolution

26.1 Academic Committee, on the recommendation of Programs Committee (5/2011, August), resolved to approve the introduction of the new award specialisation in Digital Fabrication within the Graduate Certificate in Digital Design (3089) and Master of Digital Design (5285), as detailed in 2011/0002365, from Semester 1 2012.

27.0 HUM MAJOR CHANGE SUBMISSION (2011/0003311)  
1245 BACHELOR OF COMMUNICATION

Resolution

27.1 Academic Committee, on the recommendation of Programs Committee (5/2011, August) resolved to approve proposed changes to the Bachelor of Communication (Open Universities Australia (OUA)) (1245), as detailed in 2011/0003311, for implementation in OUA Study Period 1 2012.

28.0 GBS MAJOR CHANGE SUBMISSION (2011/0003515)  
1347 BACHELOR OF BUSINESS (APPLIED)  
1337 BACHELOR OF COMMERCE (ACCELERATED)

Resolution

28.1 Academic Committee, on the recommendation of Programs Committee (5/2011, August) resolved to approve the proposed changes to the Bachelor of Business (Applied) (1347) and Bachelor of Commerce (Accelerated) (1337), as detailed in 2011/0003515, for implementation in Trimester 1 2012.

29.0 GBS MAJOR CHANGE SUBMISSION (2011/0003521)  
5439 MASTER OF COMMERCE (NATHAN)  
5441 MASTER OF COMMERCE (ADVANCED) (NATHAN)

Resolution

29.1 Academic Committee, on the recommendation of Programs Committee (6/2011, September resolved to approve proposed changes to the Master of Commerce (5439) and Master of Commerce (Advanced) (5441), as detailed in 2011/0003521, for implementation in Semester 1 2012.
30.0 HSV MAJOR CHANGE SUBMISSION (2011/0003803)
1095 BACHELOR OF CHILD AND FAMILY STUDIES
Resolution
30.1 Academic Committee, on the recommendation of Programs Committee (4/2011, July), is asked to approve proposed changes to the Bachelor of Child and Family Studies (1095), as detailed in 2011/0003803, for implementation in Semester 2 2011.

31.0 QCGU MAJOR CHANGE SUBMISSION (2011/0003315)
1196 BACHELOR OF POPULAR MUSIC
Resolution
31.1 Academic Committee, on the recommendation of Programs Committee (6/2011, September), resolved to approve proposed changes to the Bachelor of Popular Music (1196), as detailed in 2011/0003315, for implementation in Semester 1 2012.

32.0 ENV MAJOR CHANGE SUBMISSION (2011/0004305)
1315/1007 BACHELOR OF SCIENCE (ECOLOGY AND CONSERVATION BIOLOGY)
Resolution
32.1 Academic Committee, on the recommendation of Programs Committee (6/2011, September), resolved to approve proposed changes to the Bachelor of Science (Ecology and Conservation Biology) (1315/1007), as detailed in 2011/0004305, for implementation in Semester 2, 2011.

33.0 ENG MAJOR CHANGE SUBMISSION (2011/0004294)
1310/1311/1320 BACHELOR OF ENGINEERING, BACHELOR OF ENGINEERING (ADVANCED STUDIES)
Resolution
33.1 Academic Committee, on the recommendation of Programs Committee (6/2011, September), resolved to approve the proposed changes to the Bachelor of Engineering (1310/1320) and Bachelor of Engineering (Advanced Studies) (1320), as described in (2011/0004294) be approved for implementation from Semester 2 2011.

34.0 PES MAJOR CHANGE SUBMISSION (2011/0003811)
1344 BACHELOR OF EXERCISE SCIENCE (PRE-PHYSIOTHERAPY)
Resolution
34.1 Academic Committee, on the recommendation of Programs Committee (6/2011, September), resolved to approve proposed changes to the Bachelor of Exercise Science (Pre-Physiotherapy) (1344), as described in (2011/0003811) be approved for implementation from Semester 1 2012.

35.0 NRS MAJOR CHANGE SUBMISSION (2011/0003813)
1163/1164 BACHELOR OF NURSING – POST REGISTRATION
Resolution
35.1 Academic Committee, on the recommendation of Programs Committee (6/2011, September), resolved to approve the proposed changes to the Bachelor of Nursing (Post Registration) (1163/1164), including suspending intake into the program, as described in (2011/0003813) from Semester 2 2011.
36.0 NRS MAJOR CHANGE SUBMISSION (2011/0003816)
1161/1162/1165 BACHELOR OF NURSING

Resolution
36.1 Academic Committee, on the recommendation of Programs Committee (6/2011, September) resolved to approve the withdrawal of the Graduate Entry Strand pathway within the Bachelor of Nursing (1161/1162/1165), as described in 2011/0003816, for implementation from Semester 1 2012.

37.0 HLS MAJOR CHANGE SUBMISSION (2011/0002392)
DOH1259 BACHELOR OF ORAL HEALTH IN DENTAL SCIENCE
DOH1260 BACHELOR OF ORAL HEALTH IN DENTAL TECHNOLOGY
DOH1261 BACHELOR OF ORAL HEALTH IN DENTAL TECHNOLOGY (POST REGISTRATION)
MSC1093 BACHELOR OF HEALTH SCIENCE
MSC1094 BACHELOR OF BIOMEDICAL SCIENCE
MSC1280 BACHELOR OF MEDICAL SCIENCE (MBBS PROVISIONAL ENTRY FOR SCHOOL LEAVERS)
MSC1358 BACHELOR OF BIOMEDICAL SCIENCE (HONOURS) ACCELERATED
MSC1370 BACHELOR OF MEDICAL LABORATORY SCIENCE
PHM1242 BACHELOR OF PHARMACEUTICAL SCIENCE
PES1171 BACHELOR OF EXERCISE SCIENCE
PES1172 BACHELOR OF EXERCISE SCIENCE/BUSINESS (SPORT MANAGEMENT)
PES1225 BACHELOR OF EXERCISE/PSYCHOLOGICAL SCIENCE
PES1344 BACHELOR OF EXERCISE SCIENCE (PRE-PHYSIOTHERAPY)
PBH1355 BACHELOR OF NUTRITION AND DIETETICS

Resolution
37.1 Academic Committee, on the recommendation of Programs Committee (6/2011, September) resolved to approve proposed changes to the Bachelor of Oral Health in Dental Science (1259), Bachelor of Health Science (1093), Bachelor of Biomedical Science (1094), Bachelor of Medical Science (MBBS Provisional Entry for School Leavers) (1280), Bachelor of Biomedical Science (Honours) Accelerated (1358), Bachelor of Medical Laboratory Science (1370), Bachelor of Exercise Science (1171), Bachelor of Exercise Science/Bachelor of Business (Sport Management) (1172), Bachelor of Exercise Science/Bachelor of Psychological Science (1225), Bachelor of Exercise Science (Pre-physiotherapy) (1344), and Bachelor of Nutrition and Dietetics (1355), as described in the submission 2011/0002392, for implementation from Semester 1 2012.

38.0 CCJ MAJOR CHANGE SUBMISSION (2011/0002387)
1385 BACHELOR OF CRIMINOLOGY AND CRIMINAL JUSTICE

Resolution
38.1 Academic Committee, on the recommendation of Programs Committee (6/2011, September) resolved to approve the proposal to extend the offering of the Bachelor of Criminology and Criminal Justice (1385) to the Gold Coast campus, as detailed in 2011/0002387, for implementation from Semester 1 2012.

39.0 QCGU MAJOR CHANGE SUBMISSION (2011/0002388)
1195 BACHELOR OF MUSIC TECHNOLOGY

Resolution
39.1 Academic Committee, on the recommendation of Programs Committee (6/2011, September) resolved to approve the proposed changes to the Bachelor of Music Technology (1195), as detailed in 2011/0002388, for implementation in Semester 1 2012.
40.0 GBS MAJOR CHANGE SUBMISSION (2011/0002386)
3047/3048 GRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION
5158/5159 MASTER OF BUSINESS ADMINISTRATION
5162/5163 MASTER OF BUSINESS ADMINISTRATION (ADVANCED)

Resolution
40.1 Academic Committee, on the recommendation of Programs Committee (6/2011, September), resolved to approve proposed changes to the Graduate Certificate in Business Administration (3047/3048), Master of Business Administration (5158/5159) and Master of Business Administration (Advanced) (5162/5163), as detailed in 2011/0002386, for implementation in Semester 1 2012.

41.0 GBS MAJOR CHANGE SUBMISSION (2011/0002389)
1347 BACHELOR OF BUSINESS (LOGAN)

Resolution
41.1 Academic Committee, on the recommendation of Programs Committee (6/2011, September), resolved to approve proposed changes to Bachelor of Business (1347), as detailed in 2011/0002389, for implementation in Trimester 1 2012.

42.0 PHM MAJOR CHANGE SUBMISSION (2011/0002394)
1242 BACHELOR OF PHARMACEUTICAL SCIENCE

Resolution
42.1 Academic Committee, on the recommendation of Programs Committee (6/2011, September) resolved to approve the proposed changes to the Bachelor of Pharmaceutical Science (1242), as described in submission 2011/0002394 be approved for implementation from Semester 1 2012.

43.0 HSV WITHDRAWAL SUBMISSION (2011/0003770)
3122 GRADUATE CERTIFICATE IN EMPLOYMENT SERVICES

Resolution
43.1 Academic Committee resolved to approve transition arrangements for enrolled students in the Graduate Certificate in Employment Services (3122), as detailed in 2011/0003770.

44.0 QCGU WITHDRAWAL SUBMISSION (2011/0003295)
4111 GRADUATE DIPLOMA OF MUSIC – VOCAL PERFORMANCE

Resolution
44.1 Academic Committee members noted that the Acting Deputy Vice Chancellor (Academic) has approved the withdrawal of the Graduate Diploma of Music – Vocal Performance (4111) from Semester 2 2011.
44.2 As there have been no enrolments in this program since 2009, transition arrangements are not required.

45.0 QCGU WITHDRAWAL SUBMISSION (2011/0003296)
4112 GRADUATE DIPLOMA OF MUSIC – OPERA PERFORMANCE

Resolution
45.1 Academic Committee resolved to approve transition arrangements for enrolled students in the Graduate Diploma of Music – Opera Performance (4112), as detailed in 2011/0003296.
46.0 GFS WITHDRAWAL SUBMISSION (2011/0003301)
3228 GRADUATE CERTIFICATE IN FINE ART
4147 GRADUATE DIPLOMA OF FINE ART
5550 MASTER OF FINE ART
5551 MASTER OF FINE ART WITH HONOURS

Resolution
46.1 Academic Committee resolved to approve transition arrangements for enrolled students in the Graduate Certificate in Fine Art (3228), Graduate Diploma of Fine Art (4147), Master of Fine Art (5550) and Master of Fine Art with Honours (5551), as detailed in 2011/0003301.

47.0 ICT PROGRAM WITHDRAWAL SUBMISSION (2011/0004311)
9042/9144 CONTINUING EDUCATION CERTIFICATE IN INFORMATION TECHNOLOGY

Resolution
47.1 Academic Committee resolved to approve the transition arrangements for enrolled students in the Continuing Education Certificate in Information Technology (9042/9144), as detailed in 2011/0004311.

SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES

48.0 ASSESSMENT POLICY – MODIFICATION TO REVIEW OF GRADE PROVISIONS

48.1 The University's current Assessment Policy states 'Where a student believes that an error has been made or an injustice done in respect of the grade awarded for a course, the student may request a review of the grade'.

48.2 The University Assessment Committee (UAC), a sub-committee of the Learning and Teaching Committee, is currently responsible for reviewing the University's approach to Assessment and the Assessment Policy. In discussing provisions for a review of grade in the new Assessment Policy, the UAC recommended changing this provision to, 'Where a student can make a credible case to support a claim that an error has been made in respect of the grade awarded for a course, the student may request a review of the grade;' therefore a review on the basis of an 'injustice' would be no longer possible. Instead a review would be possible on the basis of an error occurring in the compilation of the overall grade from component assessment items, eg. a mathematical error or non-inclusion of the marks from a piece of assessment, or incorrect weighting of marks.

48.3 Given that a review of grade is to be based on error only, the UAC was of the view that the requirement for a grievance about an assessment grade to be considered by the Course Convenor, the Dean (Learning and Teaching) and then appeal to the University Appeals Committee, is a lengthy process for determining whether an arithmetic, weighting or aggregation error has occurred. An alternative two-step process was proposed to, and endorsed by the Learning and Teaching Committee:

i) Course Convenor - Request a review of grade by the Course Convenor, as provided for in the Assessment Policy. If on review a change of grade is proposed the Course Convenor recommends a revised grade to the Chair, School Assessment Board.

ii) Dean (Learning and Teaching) - if still dissatisfied appeal to the Dean (Learning and Teaching).

48.4 Learning and Teaching Committee noted that the Dean (Learning and Teaching)'s decision is final on this matter.
48.5 As a result, changes have been made to the Policy on Student Grievances and Appeals, (2011/0002804) including updating the policy to reflect recent changes to the Student Charter. The Chair, University Appeals Committee has been consulted regarding these changes and is supportive of this development as it is likely to reduce the Appeals Committee’s workload.

48.6 This decision has resulted in some subsequent changes to Section 10 of the existing Assessment Policy, set out in document (2011/0002796). Learning and Teaching Committee members were keen to ensure that students be advised as part of later revisions to the Assessment Policy that the outcome of a review of grade application could be either a lower or higher grade.

48.7 The Academic Registrar introduced this item by commenting that the notion of ‘injustice’ was very often broadly interpreted by students, resulting in significant numbers of unsubstantiated applications submitted for review by Deans, Learning and Teaching and the University Appeals Committee.

48.8 In discussing proposed changes to the Assessment Policy and the Policy on Student Grievances and Appeals, Academic Committee made the following comments and recommendations:

48.8.1 Members supported the proposition that the term ‘injustice’ was not well defined and unhelpful in the context of the review of grade policy.

48.8.2 There was discussion over the use of alternate terms of ‘error’ and ‘marking error’ which members felt were more specific and could be supported by evidence in a review of grade application.

48.8.3 It was suggested it would be beneficial to clarify what was meant by the term ‘error’ to provide guidance for both students and staff about the requirement for and standard of evidence suitable for substantiating their claim. However, members counselled against the inclusion of a list of possible types of ‘errors’ in the policy arguing such a list could either be too limiting or invite unnecessary review requests.

48.8.4 One member remarked that the former review of grade process had been useful for identifying students who may be eligible for supplementary assessment on the basis of a fail grade in the last course required to complete their degree requirements.

48.8.5 There were a range of views expressed about the inclusion of the course convenor as the first step of the recommended review of grade process. One member raised a concern about potential workload issues while other members remarked that course convenors were already dealing with such requests and keeping such decisions at the local level was preferable and expedited resolution of cases.

48.8.6 It was felt that stipulating a timeframe within which a review can be lodged would be helpful in managing both the process and associated workloads. Members were comfortable that a two step process of review firstly by the course convenor followed by an appeal to the Dean Learning & Teaching which was final was a suitably robust and appropriate process that provided sufficient scope for student engagement and redress.

48.8.7 The Committee endorsed the notion that the outcome of a review of grade application could be either a lower or higher grade and noted that this should be incorporated into the new Assessment Policy.

48.8.8 In responding to a query about improving student access to information about requesting a review of grade, the Academic Registrar emphasised the responsibility of students to familiarise themselves with policies relevant to their studies. Members also commented that often policy and procedural information about assessment is advised as part of course orientation and linked to assessment folders in course Learning@Griffith sites and in school survival guides. It was suggested further methods of making review of grade information more transparent to students be explored.
Resolution

48.9 The Academic Committee resolved to refer the above comments and recommendations to the Learning and Teaching Committee for consideration and to facilitate further refinement of the Assessment Policy.

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

49.0 MEMBERSHIP

49.1 The Committee moved a vote of thanks for the significant contribution of outgoing member Professor Kerri-Lee Krause to the work of Academic Committee and its sub-committees during her appointment as Dean, Student Outcomes and Director, Griffith Institute for Higher Education. Members wished her well in her new appointment.

49.2 Members also expressed their appreciation to student member William Usher, for whom this would be his last meeting. Members were pleased to note that Mr Usher would be leading an Honours College Students in Free Enterprise project to Cambodia.

49.3 The Committee welcomed the following new ex officio members. Under the Academic Committee constitution, all Heads of School have been incorporated into the Academic Committee membership as an outcome of recommendations of the 2010 Review of the Academic Committee and its sub-committees.

<table>
<thead>
<tr>
<th>Academic Group</th>
<th>Membership Category: Heads of School / Department</th>
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</thead>
</table>
| Arts, Education and Law         | Associate Professor Jock Macleod (Humanities)  
|                                 | Associate Professor Janet Ransley (Criminology and Criminal Justice)  
|                                 | Professor Andy Kirkpatrick (Languages and Linguistics)  
|                                 | Professor Donna Pendergast (Education and Professional Studies)  
|                                 | Professor William MacNeil (Griffith Law School)  
|                                 | Professor Paul Cleveland (Queensland College of Art)  
|                                 | Professor Huib Schippers (Queensland Conservatorium Griffith University)                                        |
| Griffith Business School        | Professor Christine Smith (Accounting, Finance and Economics)  
|                                 | Associate Professor Michael Barry (Employment Relations & Human Resources)  
|                                 | Professor Leong Liew (International Business and Asian Studies)  
|                                 | Dr Marie-Louise Fry (Acting) (Marketing)  
|                                 | Dr Robyn Hollander (Politics and Public Policy)  
|                                 | Associate Professor James Skinner (Tourism, Leisure, Hotel & Sport Mgt)                                        |
| Griffith Health                 | Professor Ward Massey (Dentistry and Oral Health)  
|                                 | Professor Lesley Chenoweth (Acting) (Human Services and Social Work)  
|                                 | Professor Tony Perkins (Medical Science)  
|                                 | Professor Simon Broadley (Medicine)  
|                                 | Professor Elaine Duffy (Nursing and Midwifery)  
|                                 | Professor Andrew Davey (Pharmacy)  
|                                 | Professor Peter Milburn (Physiotherapy and Exercise Science)  
|                                 | Professor Paul Martin (Applied Psychology)  
|                                 | Professor Ros Sorensen (Public Health)                                                                        |
| Science, Environment, Engineering and Technology | Professor Frank Clarke (Biomolecular and Physical Sciences)  
|                                                 | Professor Bofu Yu (Engineering)  
|                                                 | Professor Hamish McCallum (Environment)  
|                                                 | Associate Professor Peter Bernus (Information and Communication Technology)                                      |
50.0 ANNUAL REPORT FROM THE UNIVERSITY APPEALS COMMITTEE

50.1 The Policy on Student Grievances and Appeals provides the mechanism for resolving problems when a student considers that a decision of the University or one of its staff or a situation experienced by the student is not in accordance with the expectations set down in the Student Charter or the University's rules and policies. The University Appeals Committee is constituted through this policy. On an annual basis, there is a requirement for the University Appeals Committee to present a report to the Academic Committee that includes a statistical summary of its business.

50.2 Members noted the University Appeals Committee – Report on Operations for 2010 Academic Year (2011/0002802) provided with the agenda.

51.0 APPOINTMENT OF MEMBERS TO UNIVERSITY COMMITTEES

Resolution:

51.1 The Academic Committee resolved to ratify the Chair’s executive decision to approve the appointment of Ms Dea Fairbairn to the University’s Appeals Committee as a reserve undergraduate student representative.

52.0 PRESENTATION – GRIFFITH’S STRATEGIC APPROACH TO LEARNING SPACES

52.1 The Pro Vice Chancellor (INS), Ms Linda O’Brien, and the Director, INS (Learning and Teaching), Dr Kevin Ashford-Rowe made a presentation to the Committee on Griffith’s strategic approach to utilising learning spaces and technology to facilitate student engagement and enhance the student experience. A copy of the presentation is provided with the minutes.

52.2 Members noted Griffith’s aspiration to make all campus space a potential learning space. Of key importance to shaping Griffith’s approach to teaching and learning space planning and design is consideration of the impact of rapidly changing technologies and student/teacher behaviour around technology on traditional teaching modes. Flexibility and agility are paramount, particularly in relation to spaces.

52.3 The Committee noted that Griffith has developed a number of key principles regarding its approach to learning spaces as an outcome of University consultation. Discussion between Information Services staff, Campus Life and academic colleagues regarding future space design is ongoing. Examples of learning space developments at Griffith and other places were highlighted throughout the presentation. At the conclusion of the presentation members were shown a preview of spaces within the proposed Gold Coast library building. The Chair suggested that a preview of open learning spaces within the new Health Building might be available at a future meeting.

53.0 PRESENTATION – HIGHER EDUCATION PARTICIPATION AND PARTNERSHIPS PROGRAM (HEPPP)

53.1 In 2010, the Federal Government allocated $56M to universities to increase participation of students from low socio-economic status (SES) backgrounds in higher education via the Higher Education Participation and Partnerships Program (HEPPP).

53.2 The Deputy Vice Chancellor and Provost, Professor Marilyn McMeniman, made a presentation to the Committee with assistance from Ms Michelle Wear, Senior Project Officer, HEPPP on Griffith’s progress in implementing the Federal Government’s widening participation agenda through funding received via HEPPP. A paper entitled, Equity, Diversity and Social Inclusion Programs and Outcomes – Annual Report to University Council, August 2011 was tabled and is provided with the minutes.
53.3 $5.6 million been received by Griffith to implement the HEPPP strategy, a key allocation principle is to ensure that the majority of funds are allocated to low SES students. The Participation element of the strategy covers students studying at Griffith and the Partnership component involves the University, schools and community collaborating to encourage primary and secondary school students to continue on to University. The presentation focussed on the outcomes attained through the comprehensive and high achieving suit of programs developed and sustained over many years at Griffith, including Uni-Reach, Uni-Start and Uni-Key, and the addition of new programs developed with HEPPP funding, the GUMURRII Student Support Unit, Indigenous staff recruitment, Elders-in-residence program, the Griffith Council of Elders, the Disabilities program and the Multi-Faith Centre.

54.0 VICE CHANCELLOR’S FORUM AND QUESTION TIME

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

54.2 Members noted the Vice Chancellor’s Report to the August meeting of University Council.

55.0 BUSINESS ARISING OUT OF THE PREVIOUS MINUTES

55.1 There was no business arising.

56.0 CHAIRPERSON’S REPORT

56.1 The Chair and invited Committee members reported on matters of interest arising since the previous meeting:

a) Update on the activities relating to key learning and teaching University priorities and working parties.

The Chair reported on progress through the work of the Sessional Staff Working Party. Heads of School have been sent survey results and are now asked to look at practices within their school.

Members were informed of the work of the First Year Experience Working Party in revamping the First Year Advisor network and support for early detection and intervention for students at risk of losing their good academic standing. The chair emphasised the need for all staff to be setting in place activities to improve student retention and alternative pathways for students at risk.

b) Staircase Data update

The Chair tabled an extract from the Staircase Report as at July 2011 in relation to CEQ overall satisfaction, good teaching, retention and graduate success. Members were pleased to note the improved results in the CEQ overall satisfaction and Good Teaching Scales on the Staircase Report. The Committee noted there is much work to be done in this area of student retention.

Members discussed changes over the past five years in the area of retention and possible reasons for the significant shift between 2006 and 2007. The Chair suggested that this could be tracked in line with the University’s rapid growth during this phase, pressure on teaching spaces, combined with change of student demographics could be one hypothesis.

c) CE (Course Experience) Query

The Committee noted analysis on the open ended questions of the CEQ was underway and that staff from the Griffith Institute for Higher Education would soon be
working with Groups of Heads of Schools, in light of the data analysis to assist the implementation of local level improvements.

\[d\) Open Day\]
Overall numbers for 2011 Open Day were positive. Members were pleased to note the University's new marketing campaign is also making a positive impact. The Deputy Vice Chancellor and Provost commented that members will see an increased marketing presence in the next few weeks over the student preference period. It was also noted that preliminary 2012 admission data was likely to be available over the next month to guide management of preferences in a more planned manner than in past years.

\[e\) Orientation and Transition campus sessions\]
The Academic Registrar advised that work on 2012 orientation will begin shortly to look at planning required at school level and central areas to ensure a coordinated approach.

57.0 OTHER BUSINESS

57.1 No other business was raised.

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

58.1 The minutes and/or action sheets of the following Committees were noted:
\[a\) Board of Graduate Research (5/2011, 6/2011)\]
\[b\) Internationalisation Advisory Committee (2/2011, 3/2011)\]
\[c\) Learning and Teaching Committee (3/2011)\]
\[d\) Programs Committee (3/2011, 4/2011, 5/2011)\]
\[e\) Research Committee (5/2011).\]

59.0 2011 COMMITTEE MEETING DATES

The final meeting of the year will be held on Thursday 24 November from 1.30pm – 4.00 pm in the Bray Centre (N54), Room 2.01/2.02, Nathan campus. A light lunch will be served half an hour before the meeting.

Minutes confirmed by:

Professor Sue Spence, Chair
24 November 2011