A meeting of the Arts, Education and Law Group Board will be held at 11.30am on Thursday 21 June in the AEL Group Boardroom located at M06, Education Building, Room 3.21, Mt Gravatt campus.

Please note that the Budget Advisory Group (BAG) meeting will begin at the conclusion of this meeting.

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# ARTS, EDUCATION AND LAW GROUP BOARD

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<th>Appointment Type</th>
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<tbody>
<tr>
<td>Professor Claire Wyatt-Smith</td>
<td>ex officio (Chair)</td>
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<tr>
<td>Dean Academic</td>
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<tr>
<td>Professor Paul Mazerolle</td>
<td>ex officio</td>
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<tr>
<td>Pro-Vice Chancellor (Arts, Education and Law)</td>
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<tr>
<td>Professor Glenn Finger</td>
<td>ex officio</td>
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<tr>
<td>Dean Learning &amp; Teaching</td>
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<tr>
<td>Professor Richard Bagnall</td>
<td>ex officio</td>
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<td>Dean Research</td>
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<td>Professor Huib Schippers</td>
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<td>Director, Queensland Conservatorium</td>
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<tr>
<td>Professor Paul Cleveland</td>
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<tr>
<td>Director, Queensland College of Arts</td>
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<tr>
<td>Professor William MacNeil</td>
<td>ex officio</td>
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<tr>
<td>Head and Dean, Griffith Law School</td>
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<tr>
<td>Professor Herman Van Eyken</td>
<td>ex-officio</td>
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<tr>
<td>Head, Griffith Film School</td>
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<tr>
<td>Professor Donna Pendergast</td>
<td>ex officio</td>
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<tr>
<td>Head and Dean, School of Education and Professional Studies,</td>
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<tr>
<td>Associate Professor Jock MacLeod</td>
<td>ex officio</td>
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<tr>
<td>Head, School of Humanities</td>
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<tr>
<td>Professor Cliff Goddard</td>
<td>ex officio</td>
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<tr>
<td>Head, School of Languages and Linguistics</td>
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<tr>
<td>Associate Professor Janet Ransley</td>
<td>ex officio</td>
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<tr>
<td>Head, School of Criminology and Criminal Justice</td>
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<tr>
<td>Professor Simon Bronitt</td>
<td>ex officio</td>
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<tr>
<td>Director, Centre of Excellence in Policing and Security</td>
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<tr>
<td>Ms Liz Ganesathurai</td>
<td>invited</td>
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<tr>
<td>Executive Officer, PVC (AEL)</td>
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<tr>
<td>Ms Sue Smith</td>
<td>invited</td>
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<tr>
<td>Group Resource Manager</td>
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### Information Copies

- Deputy Heads of School
- Blended Learning Advisor (AEL)
- Deputy Directors Learning and Teaching
- Manager, Academic Credit Transfer, Admissions
- Deputy Directors Research
- Client Admin Officers, Student Administration
- School Administrative Officers
- Staff, Office of Student Recruitment
- Marketing Manager (AEL)
- Communications Officer (AEL)
- Senior Manager, International Office

### Other Copies

- Corporate Archives & Records Management copy (attachments), Binding copy (attachments), Spare copy
GRiffith University
ArTS, Education anD law group board

A meeting of the Arts, Education and Law Group Board will be held at 11.30 on Thursday 21 June in the AEL Boardroom (3.21), Education building (M06), Mt Gravatt campus.

Jill Misson, Secretary

AGENDA

1.0 APOLOGIES

Apologies may be recorded by telephoning extension 55497 or via email to j.misson@griffith.edu.au

Apologies have been received from

2.0 CONFIRMATION OF MINUTES

The minutes of the 2/2012 meeting of the Arts, Education and Law Group Board have been circulated.

To be taken as read and confirmed

3.0 CHAIR’S REPORT

The Dean (Academic) Professor Claire Wyatt-Smith (Chair) will provide a report at the meeting.

4.0 QIBT PRESENTATION

4.1 During a recent Griffith University/QIBT Joint Coordinating Committee, the Chair, Professor Gillian Bushell, suggested that two QIBT representatives visit each of the Group Boards to present on QIBT outcomes.

4.2 Heather Tinsley, College Director & Principal, QIBT and Leigh Pointon, Director, Academic Programs & Student Services, QIBT will attend the meeting to report on QIBT and their programs, specifically the Diploma of Graphic Design (collaboration with QCA), the Diploma of Media and Communications (collaboration with the School of Humanities) and the Diploma of Criminology and Criminal Justice (collaboration with the School of CCJ).

ORDERING OF THE AGENDA

At this point in the agenda, members may propose that any matter on the agenda, not included in Section I, be so included.

SECTION I: MATTERS FOR DEBATE AND DECISION

5.0 QUEENSLAND UNIVERSITIES ROUNDTABLE ON THE AUSTRALIAN QUALIFICATIONS FRAMEWORK

5.1 A Queensland Universities Roundtable on the AQF was held at QUT on 1 June. Representatives from Universities, TEQSA and the AQF Council were in attendance.
5.2 The Dean (Learning & Teaching) Professor Glenn Finger, will report to members on the outcome of the discussions held at the workshop.

For consideration

6.0 HUM NEW PROGRAM PROPOSAL 2012/0008333
BACHELOR OF ARTS (CREATIVE WRITING)

6.1 The AEL Group Board on the recommendation of the School of Humanities, is asked to consider the attached New Program Proposal proposing to introduce the Bachelor of Arts (Creative Writing) through Open Universities Australia from Study Period 1, 2013.

6.2 The degree aims to provide students with the skills and knowledges for careers as writers in the creative industries. These careers include full-time, part-time, hobbyist and after-retirement interests in professional creative writing and life-long learning situations. The degree focuses on the writing of fiction, poetry and screenwriting. Alongside the study of creative writing, students study in an area significant to the writing they seek to do. Specialist elective studies are available in Cultural Studies, History, Journalism, Literature, Philosophy, and Professional Writing and Publishing.

6.3 The degree has a core major of 12 creative writing units (120CP) which develop from introductory to advanced levels. They focus on the skills and background studies required for the writing of fiction, poetry and screenwriting.

The core major comprises:
- **Introductory studies**: Creative and professional writing; Popular and professional writing angles; Creative writing forms and structures; Writing the short story.
- **Year 2 level studies**: Creative writing practical introduction; Writing poetry; Writing Crime and Contemporary Romance; Writing Gothic and Speculative Fiction; Writing for children and adolescents; The Cultural Studies of Writing.
- **Year 3 level studies**: Writing longer creative works; Electronic creative writing; Documentary scriptwriting; Drama screenwriting; Publishing and the marketplace; Creative Writing project.

The core major is supplemented by 4 units (40CP) taken as a specialisation of study from areas of journalism, literature, history, philosophy, professional writing (public writing), or cultural studies.

Students will also select 8 units (80CP) of electives to complete their studies.

6.4 To be eligible for the award of Bachelor of Arts (Creative Writing), a student must complete 24 units as prescribed below:
- complete 12 units in the Creative Writing core, with 4 units at first year level, 4 units at second year level, and 4 units at third year level
- complete one specialisation of 4 units in either Cultural Studies, History, Journalism, Literature, Philosophy, or Professional Writing and Publishing, according to the published list of specialisations
- complete 8 units of electives
- complete no more than 10 units at Year 1 level
- complete a minimum of 6 units at Year 3 level
- complete a minimum of 8 units of second and third year units provided by Griffith University

Recommendation

6. The AEL Group Board, on the recommendation of the School of Humanities, is asked to recommend to Programs Committee the New Program Proposal, as detailed in
2012/0008333, proposing to introduce the Bachelor of Arts (Creative Writing) through Open Universities Australia from Study Period 1, 2013.

For consideration

SECTION II: MATTERS REQUIRING RATIFICATION OF EXECUTIVE ACTION

7.0 EPS MINOR CHANGE SUBMISSION 2012/0008331
3020 GRADUATE CERTIFICATE IN SPECIAL EDUCATION
5114 MASTER OF SPECIAL EDUCATION

7.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Minor Change submission 2012/0008331 proposing changes to the Graduate Certificate of Special Education and the Master of Special Education, effective Semester 2, 2012.

7.2 The changes are:
   - Introduce a selection of elective courses from the Autism Studies program into the Generalist strand;
   - Add two courses from the Autism Studies program to the Positive Behavioural Support strand;
   - Withdraw the Hearing Impairment strand. Courses in this strand have not been offered since 2009/2010.

For ratification

8.0 EPS MINOR CHANGE SUBMISSION 2012/0008328
5447 MASTER OF TRAINING AND DEVELOPMENT (OFF-SHORE)

8.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Minor Change submission 2012/0008328 proposing to add an existing course 7148EDN Instructional Design for Adult Learning and Training to the Singapore offering of the Master of Training and Development, effective semester 2 2012.

For ratification

9.0 QCA MINOR CHANGE SUBMISSION 2012/0008322
1302 BACHELOR OF DIGITAL MEDIA

9.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Minor Change submission 2012/0008322 proposing changes to the Bachelor of Digital Media effective Semester 2, 2012.

9.2 The changes are:
   - Replace 3541QCA Architectural Visualisation with a new course 3545QCA Physiological and Organic Modelling in the 3-Dimensional Design studio major;
   - Add 2593QCA Professional Practice 1 as an alternative to 3538QCA Industry Project and also to add 2594QCA Professional Practice 2 and 2595QCA Professional Practice 3 as electives, thus creating a new 30CP ‘Professional Practice (Internship)’ elective specialisation at GC campus. These courses already exist at the South Bank campus.

For ratification
10.0 QCA MINOR CHANGE SUBMISSION 2012/0008321
1338 BACHELOR OF GAMES DESIGN

10.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Minor Change submission 2012/0008321 proposing to withdraw the course 2702GFS Community Engagement and replace it with 3118GFS Games History, effective Semester 2, 2012.

For ratification

11.0 QCGU MINOR CHANGE SUBMISSION 2012/0008320
1268 BACHELOR OF MUSIC

11.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Minor Change submission 2012/0008320 proposing to relocate Javanese Gamelan from the ensembles to the elective list under the heading World Music Performance, effective semester 2, 2012.

For ratification

12.0 EPS PROGRAM WITHDRAWAL PROPOSAL 2012/0008308
2059 BACHELOR OF ARTS WITH HONOURS IN APPLIED THEATRE

12.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Program Withdrawal Proposal 2012/0008308 proposing to withdraw the Bachelor of Arts with Honours in Applied Theatre due to very low enrolments over a number of years. The last admit term will be semester 1 2012.

For ratification

13.0 LAL MINOR CHANGE SUBMISSION 2012/0008272
1116 BACHELOR OF ARTS IN LANGUAGES AND APPLIED LINGUISTICS

13.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Minor Change submission 2012/0008272 proposing to introduce the new course 2204LAL English Words and Grammar to the program, effective semester 2, 2012.

For ratification

14.0 QCGU MINOR CHANGE SUBMISSION 2012/0008270
1268 BACHELOR OF MUSIC

14.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Minor Change submission 2012/0008270 proposing to withdraw 1102QCM Music in Contemporary Contexts and replace it with 2302QCM Music of Stage, effective semester 2, 2012.

For ratification

15.0 LPC MINOR CHANGE SUBMISSION 2012/0008267
3193 GRADUATE CERTIFICATE IN AUSTRALIAN MIGRATION LAW AND PRACTICE

15.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Minor Change submission 2012/0008267 proposing an additional mode of program delivery. The program will now be offered on-campus and online, effective semester 1, 2013.

For ratification
16.0 LPC MINOR CHANGE SUBMISSION 2012/0008266
4128 GRADUATE DIPLOMA OF LEGAL PRACTICE SKILLS AND ETHICS

16.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Minor Change submission 2012/0008266 proposing to offer an additional intake into the program in summer semester (Nov/Dec), effective semester 3, 2012.

For ratification

17.0 EPS PROGRAM WITHDRAWAL PROPOSAL 2012/0008264
5362 MASTER OF APPLIED THEATRE AND DRAMA EDUCATION WITH HONOURS

17.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Program Withdrawal Proposal 2012/0008264, proposing to withdraw the off-shore offering of the Master of Applied Theatre and Drama Education with Honours. There are currently no students enrolled. The last admit term will be semester 1, 2012.

For ratification

18.0 EPS PROGRAM WITHDRAWAL PROPOSAL 2012/0008265
5559 MASTER OF EARLY CHILDHOOD EDUCATION

18.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Program Withdrawal Proposal 2012/0008265 proposing to withdraw the Gold Coast offering of the Master of Early Childhood Education. The program is now offered entirely online and is currently offered on two campuses. It is proposed to consolidate both offerings into one program (5556). The last admit term will be semester 1, 2012.

For ratification

19.0 QCGU MINOR CHANGE SUBMISSION 2012/0008273
1268 BACHELOR OF MUSIC

19.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Minor Change submission 2012/0008273 proposing to lower the grade for progression to Performance of Composition Study 3B from Distinction to Credit, effective semester 2, 2012.

For ratification

20.0 GLS MINOR CHANGE SUBMISSION 2012/0008327
UNDERGRADUATE LAW PROGRAMS ELECTIVE LISTS

20.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Minor Change submission 2012/0008327 proposing to update the Law elective course list effective semester 2, 2012.

For ratification

SECTION III: MATTERS FOR NOTING AND WHERE APPROPRIATE, ACCEPTANCE OF RECOMMENDATIONS

21.0 OPERATION STUDENT SUCCESS

21.1 The Deputy Vice Chancellor (Academic) recently announced the launch of Operation Student Success: Griffith's Student Retention Strategy 2012–2014.
21.2 The academic success and retention of our students is strategically important both to the University and to our students' futures. The new plan builds on previous work and aims to reinvigorate and refocus our efforts to improve student retention at Griffith. A copy can be found on the Learning and Teaching website at http://www.griffith.edu.au/learning-teaching/student-success.

21.3 The plan is based on a critical understanding of the academic, social and personal factors which influence students' success and persistence. Four principles underpin this new strategy:
1. A student-centred lifecycle approach
2. Retention is the business of all University staff
3. An evidence-based approach
4. Implementation is not negotiable.

21.4 Each area of the University can contribute to this strategic agenda in different ways, and elements will develop a local implementation plan, to support the strategy. This process of 'locally responsible planning' will be happening at all levels of the University, from Executive Group downwards. In a real sense, we are all in this together. Element Heads and Managers will initiate this collaborative planning process over the next few months.

21.5 The University is also investing in the creation of 20 Student Success Advisor positions, who will work in partnership with academic, administrative and professional staff, to facilitate students engagement and persistence with their studies.

For noting

22.0 ENABLING STUDENT SUCCESS - STUDENT SUCCESS ADVISORS

22.1 The Deputy Vice Chancellor (Academic) has advised that Griffith will be appointing a new professional role of Student Success Advisor. A number of these advisors will be appointed to each Group and they will work directly with students across all years of their degree programs.

22.2 The attached document, Enabling Student Success through Embedded Advising: A Student-centred Strategy for Enhancing Engagement and Retention at Griffith, provides the rationale for the Student Success Advisor role within the context of Griffith's overall retention strategy. The document also starts the process of clarifying how this role might work in partnership with other roles, such as First Year Advisors and central services. At this stage the intention is to appoint Student Success Advisors by November 2012 so that they are well in place to support 2013 commencing students.

For noting

23.0 2011 VICE CHANCELLOR'S RESEARCH EXCELLENCE AWARDS

23.1 The Vice Chancellor's annual Research Excellence Awards, which were held on 31 May 2012, celebrate the University's research achievements and acknowledge the achievements of outstanding individual researchers and research groups.

23.2 The Board will wish to congratulate the following award winner from within the AEL Group:

Research Group or Team – Queensland Conservatorium Research Centre

Led by Professor Huib Schippers, and including Associate Professor Don Lebler, Associate Professor Vanessa Tomlinson, Dr Stephen Emmerson, Professor Paul Draper, Dr Brydie-Leigh Bartleet and Dr Scott Harrison, the QCRC team has developed
and tested a successful model of innovative music research in practice-based environments. Projects range from experimental reinterpretations of Modernist piano pieces using contemporary technology to developing frameworks for the global sustainability of musical cultures, understanding the dynamics of music teaching, and learning from community settings to universities.

For noting

24.0 AUSTRALIAN QUALIFICATIONS FRAMEWORK

24.1 At the May meeting of Academic Committee, the Deputy Vice Chancellor (Academic) briefed members on the likely impact of the Australian Qualifications Framework (AQF), which is the new national policy for regulated qualifications in Australian education and training. From 1 January 2015, all of the University’s programs are required to be compliant with the AQF, and new awards or renewal of accreditation of awards will need to demonstrate compliance with AQF from now onwards.

24.2 The DVC (Academic) has outlined what Griffith needs to do between now and 1 January 2015 to ensure that its programs are compliant. Academic Groups will be asked to prepare an AQF transition plan for their non-compliant programs. Academic Groups will also need to initiate discussions about the AQF with their industry advisory committees to ensure that professional programs meet AQF requirements. Programs Committee will update the program accreditation documentation to reflect the AQF requirements and establish a template to assess AQF compliance and workshop the same with Academic Groups. Policy and procedural documents will also need to be reviewed and revised. All new programs or program revisions considered by Programs Committee from semester 1, 2012 will need to be AQF compliant in terms of learning outcomes, volume of learning and qualification pathways. During 2013 and 2014 curriculum revision will be a priority with each Group to ensure implementation of its AQF Transition Plan. This will include the withdrawal of non-compliant programs, renaming of non-compliant programs and the review of programs in line with volume of learning, research and pathway requirements.

24.3 Queries about implementation of the AQF should be directed to Ms Karen van Haeringen, the University’s contact officer for AQF, on extension 57726 or email k.vanhaeringen@griffith.edu.au

For noting

25.0 GRIFFITH GRANTS AND FELLOWSHIPS FOR LEARNING AND TEACHING

25.1 The Deputy Vice Chancellor (Academic) has advised that the Griffith Grants and Fellowships for Learning and Teaching scheme are open. $400,000 has been allocated for submissions for grants and/or fellowships that support the University’s strategic priorities as outlined in Academic Plan 2011-2013: Implementing our Vision. The Fellowships are a new component of the scheme designed to attract applicants who are outstanding scholars in their field with demonstrated leadership capacity.

25.2 In this round the University would particularly welcome grant and fellowship applications that focus on the following targeted areas:
- Retention and the student experience, including the first year experience
- Enhancing students’ graduate employment outcomes
- Enhancing staff capacity to engage with on-line learning
- Program review and development

25.3 Types of grants:
The grants scheme provides a two-tiered approach for supporting innovation in learning and teaching:
University Level: Strategic University-wide grant and/or fellowship projects (2 years duration, up to $100,000); and
Group Level: Strategic Group/Discipline/School/Program/Course grants (1-2 years duration, up to $50,000).

25.4 How to apply:
All applications for all levels of grants will proceed through a two-step process:
Step 1 – preparation of an initial Expression of Interest (EOI) of no more than two pages due by close of business Monday 9 July
Step 2 – if the Expression of Interest is invited to proceed to a full application, then the Full Application will be due on Tuesday 2 October.
The submission of an Expression of Interest prior to a Full Application is mandatory.

25.5 Full details of the scheme outlining the scope, focus, and selection criteria for each level of grant, and application process are outlined in the Griffith Grants and Fellowships for Learning and Teaching Guidelines. These include the Guidelines, Expression of Interest and Application templates.

25.6 Where to go for support and assistance:
Workshops can also be arranged with GIHE for groups of staff in Groups or Schools from the start of semester 2 on request to c.grimmer@griffith.edu.au.
Resources to assist with writing applications for the Griffith Grants and Awards and DIISRTE Grants and Awards are available in Learning@Griffith.
Enrol in the Learning and Teaching Awards and Grants Organisation and select the grant and award scheme that interests you from the menu. Resources include Guidelines, workshop PowerPoints, advice for developing applications and exemplars.
Queries regarding GIHE support for writing applications –
Chris Grimmer, c.grimmer@griffith.edu.au, ext: 27046
Queries regarding the grants scheme and documentation –
Rosemary Marson, r.marson@griffith.edu.au, ext: 54393.

For noting

26.0 2012 DIISRTE OFFICE FOR LEARNING AND TEACHING GRANTS PROGRAMS ROUND 2


26.2 The scheme offers:
Innovation and Development Grants including Seed Projects Leadership for Excellence in Learning and Teaching Program and Seed Projects Extension Grants (due 3 September).

26.3 These Grants Programs provide funding to investigate, develop and implement innovations in learning and teaching. Grants facilitate scholarship and research into learning and teaching and promote systemic change in the sector.


The closing date for applications is Friday 3 August at 5pm. The internal submission date is Monday 23 July 2012. The internal submission date has been fixed to allow time for the Secretariat to undertake expert administrative review of applications and finalisation of high quality applications in advance of the external deadline.
Staff interested in applying for OLT grants can approach the GIHE for individual support by contacting c.grimmer@griffith.edu.au (x 27046).
27.0 2013 ARC FUTURE FELLOWSHIPS - EXPRESSIONS OF INTEREST PROCESS

27.1 The Deputy Vice Chancellor (Research) has advised that although the ARC has not yet released the Funding Rules for the 2013 Future Fellowships round, a closing date of 30 November is anticipated with only minor changes to the rules. As in previous years, the University will be conducting an Expression of Interest (EoI) process for intending Future Fellowships applicants. The process is intended to ensure that applications are competitive, that applicants are supported in the preparation of applications by their host Research Centre and that there is sufficient time for the peer review of applications. To facilitate this, the EoI process is opening earlier than in previous years. EoIs are to be submitted electronically to K.Murrie-Jones@griffith.edu.au by 25 June 2012.

27.2 Announcement of the results of the 2012 Future Fellowships round is expected in July 2012. Applicants to the 2012 round who are awaiting the results of their applications are not required to submit an EoI as the Office for Research will contact them to discuss application options once the results are out.

27.3 Details of the Future Fellowships process and EoI pro forma can be downloaded from: http://www.griffith.edu.au/research/research-services/research-grants/apply-for-funding/australian-research-council-arc

27.4 Applicants will be advised of the outcome of their EoI by 6 September 2012. Successful EoI applicants will be required to submit a full application to the Office for Research by 9 November 2012. In the event that the ARC brings forward the external closing date to an earlier time, the timelines for the EoI process and submission of full applications may be amended accordingly.

28.0 OTHER BUSINESS

29.0 2012 MEETING SCHEDULE

Meetings of the AEL Group Board will be held at 11.30am on the following dates:

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<td>16 August</td>
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<td>18 October</td>
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<td>22 November*</td>
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* Will only proceed if business warrants

Please note that the Budget Advisory Group (BAG) meetings will begin at the conclusion of the Board meetings.

For noting