GRiffith University
Arts, Education and Law Group Faculty Board Agenda

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<tbody>
<tr>
<td>The next meeting of the Arts, Education and Law Group Faculty Board will be held at 9.30am on Thursday 13 May and videoconferenced from 72_1.18 Nathan campus and G23_3.01 Gold Coast campus.</td>
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<tr>
<td>Use the left navigation bar to select the relevant committee site. Username is your staff number and password is the same as your Novell login. Call the Secretary on 55497 for advice or if experiencing difficulties.</td>
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ARTS, EDUCATION AND LAW GROUP FACULTY BOARD

DISTRIBUTION LIST
AEI Group Faculty Board Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointment Type</th>
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<tbody>
<tr>
<td>Professor Claire Wyatt-Smith</td>
<td>Dean of Education, ex officio (Chair)</td>
</tr>
<tr>
<td>Professor Paul Mazerolle</td>
<td>Pro-Vice Chancellor (Arts, Education and Law)</td>
</tr>
<tr>
<td>Professor Paula Baron</td>
<td>Dean of Law, ex officio</td>
</tr>
<tr>
<td>Professor Patrick Buckridge</td>
<td>Dean of Humanities and Social Sciences, ex officio</td>
</tr>
<tr>
<td>Professor Huib Schippers</td>
<td>Director, Queensland Conservatorium, ex officio</td>
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<tr>
<td>Professor Paul Cleveland</td>
<td>Director, Queensland College of Arts, ex officio</td>
</tr>
<tr>
<td>Prof Herman Van Eyken</td>
<td>Head, Griffith Film School, ex officio</td>
</tr>
<tr>
<td>Associate Professor Penny Bundy</td>
<td>Head, School of Education and Professional Studies, Brisbane/Logan, ex officio</td>
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<tr>
<td>Associate Professor Donna Pendergast</td>
<td>Head, School of Education and Professional Studies, Gold Coast, ex officio</td>
</tr>
<tr>
<td>Associate Professor Jock MacLeod</td>
<td>Head, School of Humanities, ex officio</td>
</tr>
<tr>
<td>Professor Mike Levy</td>
<td>Head, School of Languages and Linguistics, ex officio</td>
</tr>
<tr>
<td>Associate Professor Anna Stewart</td>
<td>Head, School of Criminology and Criminal Justice, ex officio</td>
</tr>
<tr>
<td>Dr Lillian Corbin</td>
<td>Acting Head, Griffith Law School, ex officio</td>
</tr>
<tr>
<td>Professor Huib Schippers</td>
<td>Director, Research Centre, Queensland Conservatorium, ex officio</td>
</tr>
<tr>
<td>Professor Richard Wortley</td>
<td>Director, Key Centre for Ethics, Law, Justice and Governance, ex officio</td>
</tr>
<tr>
<td>Ms Alison Harris</td>
<td>Group Resource Manager, AEL, invited</td>
</tr>
<tr>
<td>Ms Elizabeth Ellis</td>
<td>Executive Officer, PVC (AEL), invited</td>
</tr>
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Information Copies

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

Other Copies

Corporate Archives & Records Management copy (attachments), Binding copy (attachments), Spare copy
GRiffith University
Arts, Education and Law Group Faculty Board

A meeting of the Arts, Education and Law Group Faculty Board will be held on Thursday, 25 March 2010 via videoconference from 9.30am in room 2.06, Bray Centre (N54), Nathan campus and room 1.04, The Chancellery (G34), Gold Coast campus. Members may attend either location.

J. Misson
Secretary

AGENDA

1.0 APOLOGIES

Apologies may be recorded by telephoning Jill Misson on extension 55497 or via email to J.Misson@griffith.edu.au.

2.0 CONFIRMATION OF MINUTES

The minutes of the 1/2010 meeting of the Arts, Education and Law Group Board have been circulated.

To be taken as read and confirmed

3.0 PRO-VICE CHANCELLOR (ARTS, EDUCATION and LAW) REPORT

The PVC (AEL) Professor Paul Mazerolle will present a verbal report.

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

4.0 HUM FULL PROGRAM PROPOSAL 2010/0007517
GRADUATE CERTIFICATE IN WORLD HISTORICAL STUDIES (OUA)

4.1 The Arts, Education and Law Group Faculty Board, on the recommendation of the School of Humanities, is asked to consider the attached Full Program submission, proposing to introduce the Graduate Certificate in World Historical Studies through Open Universities Australia (OUA) from semester 1, 2011.

4.2 The program has been designed to meet three main areas of student need:
- History Teachers and the New National History Curriculum
- The Rapid Growth of World History
- Griffith History Students

The Graduate Certificate in World Historical Studies will be of particular interest to two groups of secondary school teachers – those already teaching history who wish to upgrade their qualifications as well as to others who are preparing to teach history for the first time. The program will also appeal to history graduates as well as the wider public seeking knowledge in the rapidly developing and innovative field of world history.
4.3 The program aims to provide students with a grounding in the latest research and new approaches in world history from the sixteenth century period to the present day. In each course, students will be invited to study a selection of secondary and primary texts in world history and to engage with high quality secondary sources representing the very best in recent innovative historical scholarship. The program will focus on key moments of cross-cultural contact and communication such as that between Spanish conquistadors and the Inca and Mexica in the sixteenth century and between colonists and Indigenous Australians in the nineteenth century. This approach will be used to highlight relevance and continuity of these encounters. It will also take an innovative approach by looking beyond written texts to consider vision and sound as world histories and in cross-cultural exchanges between Europe and the Pacific and Australasia in particular. The program situates Australia in the world, including through investigating its progressive politics in transnational context. Through these interconnected yet discrete units ranging across a range of themes, locations and periods, the program will present a coherent and integrated suite of courses aiming to build student competence in the task of historical and cross-cultural interpretation.

Recommendation

4.4 The Arts, Education and Law Group Faculty Board is asked to consider the Full Program Proposal (2010/0007517) proposing to introduce the Graduate Certificate in World Historical Studies through Open Universities Australia (OUA) from semester 1, 2011.

For consideration

5.0 ENGLISH LANGUAGE ENHANCEMENT STRATEGY – POSTGRADUATE COURSEWORK PROGRAMS

5.1 The 1/2010 (25 February) meeting of the Internationalisation Advisory Committee (IAC) has requested feedback from Faculty Boards regarding the introduction of an English language enhancement strategy for coursework postgraduate students. Feedback is specifically sought on English language entry standards and how an English language enhancement strategy could be managed in the Group.

5.2 The following main points were raised at the 1/2010 IAC meeting in relation to an English language enhancement strategy for coursework postgraduate students:

- A strategy for postgraduate programs should focus on developing discipline-specific language skills, with a strong emphasis placed on writing skills.
- It was agreed that introducing a 10CP postgraduate English language enhancement course was not suitable given the shorter duration of postgraduate programs. Instead, it is recommended that language skill development be embedded in coursework programs.
- It is important that the English language entry requirements for a program are explicit and appropriate.
- Postgraduate, discipline-specific EnglishHELP and UniPrep programs could be considered.
- Indicators should be set to measure and monitor the effectiveness of the strategy.

5.3 The Faculty Board is asked to forward its feedback on this item to the Secretary IAC by Friday 23 April for consideration at the next meeting of the IAC on 29 April.

For discussion
6.0 STRATEGIC VALUE OF INTERNATIONAL AGREEMENTS

6.1 The PVC (AEL) Professor Paul Mazerolle, will lead discussion on the process for reflecting on the strategic value of existing international agreements under consideration for renewal, matters for strategic consideration in regard to potential new agreements and future opportunities.

For discussion

7.0 GRIFFITH WEBSITE REDEVELOPMENT

7.1 The PVC (INS), Ms Linda O’Brien and the Director, Office of Student Recruitment, Mr John Miles will speak to this item.

For discussion

SECTION II: MATTERS REQUIRING RATIFICATION OF EXECUTIVE ACTION

8.0 QCGU MINOR CHANGE SUBMISSION 2010/0007511
1268 BACHELOR OF MUSIC

8.1 On the recommendation of the Director, QCGU, the Chair has executively approved the Major Change Submission 2010/0007511, proposing to offer the course 1622QCM Aural Studies (Contemporary) 2, in both semester 1 and 2 in 2010.

For ratification

9.0 LAL MINOR CHANGE SUBMISSION 2010/0007512
1116 BACHELOR OF ARTS IN LANGUAGES AND APPLIED LINGUISTICS

9.1 On the recommendation of the Deputy Dean (Learning & Teaching) HASS, the Chair has executively approved the Minor Change Submission 2010/0007512, proposing various minor changes to the program from semester 1, 2010.

9.2 The changes relate to the withdrawal of teaching Korean and Indonesian in the program at Griffith.

For ratification

10.0 QCA SPECIAL PURPOSE SUBMISSION 2010/0007515
1343 BACHELOR OF DESIGN (HONG KONG)

10.1 On the recommendation of the Director QCA, the Chair has executively approved the Special Purpose Submission 2010/0007515, proposing to amend the admission requirements and degree requirements for the program in Hong Kong.

10.2 Since the original formulation of the agreement between QCA and CUHK, it has become apparent that allowing admission with 160CP Advanced Standing to Higher Diploma Fashion Design & Product Development graduates of CUHK is not possible. These students lack essential skill and knowledge relating to visual communication and typographic design. In order to accommodate such applications in first semester, QCA were obliged to make the applicants undertake a number of 'bridging' courses. This change has been discussed and agreed with CUHK and will take effect from semester 2, 2010.

For ratification
11.0 QCA MINOR CHANGE SUBMISSION 2010/0007514
1343 BACHELOR OF DESIGN (HONG KONG)

11.1 On the recommendation of the Director QCA, the Chair has executively approved the Minor Change Submission 2010/0007514 proposing the following changes:

a. that the courses currently listed on the program structure for students with 120CP of advanced standing as being offered in Year 2 Semester 1 be changed to Year 1 Summer Semester.
   Rationale
   Given the fact that Hong Kong uses the northern hemisphere model of the academic year being spread over two calendar years, it would seem appropriate to follow the precedent of the Bachelor of Business 1314 HK Off-Shore. This indicates Year 1 and then shows the three 'semesters' as Semester 1, Semester 2 and Summer Semester. It is therefore requested that the Bachelor of Design [Off-Shore HK] 1343 is amended in a similar manner to the Bachelor of Business [Off-Shore HK] 1314 for consistency and clarity.

b. that the courses currently listed on the program structure for students with 160CP of advanced standing as being offered in Year 1 Semester 1 be changed to Year 1 Semester 2, and the courses being offered in Year 1 Semester 2 be changed to Year 1 Summer Semester.
   Rationale
   The courses contained in semester 2 and those in the summer semester are exactly the same for both groups, i.e. 120CP and 160CP advanced standing. All of these students will be taking the courses simultaneously in the same classroom, with the same lecturer, and taught as a combined cohort. It is the point of entry that distinguishes the two groups. Only the 120CP group undertakes first semester of 4 courses, after which both groups are in synchrony. This change will align the program structure for the two different entry points and avoid any possible confusion.

For ratification

12.0 HUM MINOR CHANGE SUBMISSION 2010/0007516
9022/9269 CONTINUING EDUCATION CERTIFICATE IN COMMUNICATION STUDIES

12.1 On the recommendation of the Deputy Dean (Learning & Teaching) HASS, the Chair has executively approved the Minor Change Submission 2010/0007516 proposing to bring the structure of the Continuing Education Certificate in Communication Studies into line at the Gold Coast and Nathan campuses with current courses and their semester of offer.

For ratification

13.0 COURSE OUTLINE APPROVALS

13.1 The following course outlines for new courses and courses with major changes have been executively approved by the relevant Deans, Deputy Deans (L & T) and Directors of each element:
   7095EBL Perspectives on Child Development and Learning (New Course)
   2805QCA Website Design (Major Changes)
   2504QCA Introduction to CAD (Major Changes)
   6010QCA Honours Seminar A (Major Changes)
   2525QCA Design Futures (New Course)
   1214QCA Modernism & Post Modernism - HK (Major Changes)
   6103QCA Introduction to Research Methods (Major Change)
7112GFS Character Animation (Major Change)
7703GFS Digital Production (Major Change)

For ratification

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

14.0 PROGRAM EAGLe 2010 INFORMATION SESSIONS

14.1 Three new systems will be released in Semester 1, 2010:

- Course Profiles (replacing Course Outlines)
- Evaluations at Griffith (replacing SEC / SET)
- Student Academic Integrity Management System (SAIMS)

14.2 Information sessions demonstrating these three systems will be held on all campuses in the mid-semester break as follows:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Date</th>
<th>Venue</th>
<th>Time</th>
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<tr>
<td>Nathan</td>
<td>Tuesday 6 April</td>
<td>N61 2.06</td>
<td>10-11am</td>
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<tr>
<td></td>
<td>Thursday 15 April</td>
<td>N48 0.11</td>
<td>10-11am</td>
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<tr>
<td>Gold Coast</td>
<td>Wednesday 7 April</td>
<td>G02 1.24</td>
<td>10-11am</td>
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<td></td>
<td>Monday 12 April</td>
<td>G06 2.05</td>
<td>3.30-4.30pm</td>
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<tr>
<td>GH1</td>
<td>Wednesday 7 April</td>
<td>GH1 7.30</td>
<td>2-3pm</td>
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<tr>
<td>Mt Gravatt</td>
<td>Tuesday 6 April</td>
<td>M06 2.07</td>
<td>2-3pm</td>
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<td>Thursday 22 April</td>
<td>M13 2.09</td>
<td>10-11am</td>
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<tr>
<td>Southbank</td>
<td>Thursday 8 April</td>
<td>S02 7.04</td>
<td>2-3pm</td>
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<tr>
<td>Logan</td>
<td>Friday 9 April</td>
<td>L03 3.30</td>
<td>10-11am</td>
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For noting

15.0 INFORMATION SERVICES, LEARNING AND TEACHING

From 1 March 2010 the Information Services (Learning & Teaching) portfolio will begin operation as a new structure created from an amalgamation of the flexible learning components of the former FLAS (Flexible Learning and Access Services) with the Learning Services area previously located within Library and Learning Environment Services (LLES). The teams within the Learning and Teaching portfolio are aligned to Academic Groups to provide services that include:

- Multimedia resource development to support and enhance group based and University blended learning strategies.
- Professional development to support academic staff in the implementation of blended learning strategies. This training is provided in collaboration with Group based Blended Learning Advisors.
- Learning skills development to assist students in achieving academic success and provide them with lifelong learning skills. A suite of skill based programs including academic skill development (planning and time management, analytical writing, and critical thinking); computing skills (training across generic and specific software) and information literacy skills are made available).
- Production and distribution of both electronic and hardcopy learning materials (study guides, CDs, DVDs). Distribution may be direct to students, via university bookshops or via the Learning@Griffith website.
- Production of high quality professionally produced audio and video products.
For noting

16.0  REVISED GRIFFITH GRADUATE STATEMENT

16.1 The Deputy Vice Chancellor (Academic) has forwarded advice that a revised Griffith Graduate Statement was recently approved by Academic Committee, to incorporate the University's current learning and teaching priorities. Staff are encouraged to read the new policy 2.10.10 Griffith Graduate Attributes at http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/63a5c8d51bb2231f4a256bb400633a52?opendocument

16.2 The DVC (Academic) advises that the development of key attributes is central to the design, delivery and assessment of student learning. The new Graduate Attributes take a fresh approach and are designed to accommodate contemporary thinking in the graduate attribute field. Most of the previous attributes are still present, but there is also a new attribute focused on competency in culturally diverse and international environments.

16.3 The revised Griffith Graduate Statement will be implemented University-wide in semester 2, 2010. Mapping of these attributes will be included within a new electronic Course Profile System (CPS) which will indicate the links between the graduate attributes, course learning objectives, teaching and learning activities and assessment items. The new Course Profile System is being piloted on selected courses in semester 1, 2010.

16.4 The GIHE is developing teaching and curriculum resources relating to the new Graduate Attributes. There will also be a series of workshops over the next few months led by INS, GIHE and the Secretariat covering both the technical and pedagogical aspects of the new Course Profile System. Further information about resources and the accompanying professional development activities will be forwarded in the near future.

For noting

17.0  ENGLISH LANGUAGE ENHANCEMENT WEBSITES

The initial English Language Enhancement Strategy/Course websites are now live and available as follows.

- Student site: http://www.griffith.edu.au/international/english-enhancement-course
- Resources for Griffith staff responsible for administering and/or advising students on any aspect of the ELE Course can be found on the secured Griffith Portal under: Learning and Teaching/Plans and Policies: https://intranet.secure.griffith.edu.au/teaching/english-enhancement-strategy/

18.0  POLICY, PROCEDURE AND FORM UPDATES

18.1 Student Academic Misconduct Policy

At its 6/2009 (7 December) meeting, University Council resolved to approve the following for implementation in Semester 1, 2010:

- rescission of the Policy on Academic Misconduct except as it applies to Research Higher Degree students

This policy sets out the principles and procedures for dealing with academic misconduct in relation to students enrolled in undergraduate and coursework postgraduate courses and programs. This policy recognises that the seriousness of academic misconduct varies, and sets out a two-tiered approach to dealing with academic misconduct depending on the seriousness of the conduct as specified in
the Institutional Framework for Promoting Academic Integrity among Students, which complements this policy.

- the revised *Institutional Framework for Promoting Academic Integrity Among Students* (2009/0005289)
  http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/03ee5c37f0926a0e4a4a25736f0063eaea?opendocument
  This document provides a University-wide framework for promoting the core values of academic integrity (honesty and trust) among students. The framework sets out definitions of student academic misconduct and outlines the University’s strategy for promoting academic integrity and preventing academic misconduct. The framework also explains the roles and responsibilities of various officers and of students and provides a matrix to assist staff to assess the seriousness of an act of student academic misconduct.

- an amended *Policy on Student Grievances and Appeals* (2009/0005285)
  http://www62.gu.edu.au/policylibrary.nsf/alldocscat/be52c10d0ae50bdd4a256bb400633184?opendocument
  This policy 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.

18.2 The following policy documents have been updated to reflect recent committee decisions to implement the Academic Integrity Framework and to introduce the Course Profile System for trial in Semester 1, 2010:

- Examinations Timetabling Policy and Procedures
- Student Grievances and Appeals Policy
- Research Higher Degree Policy
- Doctorates and Higher Doctorates by Publication Policy
- Role of the Research Higher Degree Convenor
- Guidelines for Undertaking a Dissertation in Honours and Masters by Coursework Programs
- Invigilation of Examinations
- Guideline on Student E-mail
- Role of the Program Convenor
- Griffith University Code for the Responsible Conduct of Research
- Professional Doctorate Policy
- Student Charter
- Assessment Policy
- Guidelines to Assist Staff in Designing Assessment Requirements
- Course Profile Requirements
- Role of the Course Convenor
- Code of Practice for the Supervision of Research Higher Degree Students

For noting

19.0 OTHER BUSINESS

20.0 NEXT MEETING

The next meeting of the Arts, Education and Law Group Faculty Board will be held at 9.30am on Thursday 13 May and videoconferenced from 72_-1.18 Nathan campus and G23_3.01 Gold Coast campus.
Following, are the confirmed dates and venues for the AEL Group Faculty Board meetings for 2010. All meetings will begin at 9.30am and video conferenced between Nathan and Gold Coast campuses. Please note that the Budget Advisory Group (BAG) meetings will begin at the conclusion of the Board meetings:

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<tr>
<th>Meeting Date</th>
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<th>Venue</th>
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<td>Nathan/Gold Coast</td>
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