A meeting of the Arts, Education and Law Group Faculty Board was 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.

MINUTES

PRESENT:
Professor Claire Wyatt-Smith (Chair)
Professor Paul Mazerolle
Professor Claire Wyatt Smith
Professor Patrick Buckridge
Professor Paul Cleveland
Associate Professor Donna Pendergast
Associate Professor Jock MacLeod
Associate Professor Anna Stewart
Professor Richard Wortley
Professor Huib Schippers
Professor Paula Baron
Dr Lillian Corbin
Associate Professor Bev Fluckiger (attending on behalf of A/Prof Penny Bundy)

Jill Misson (Secretary)

APOLOGIES:
Associate Professor Penny Bundy
Professor Herman Van Eyken

Invited:
Ms Elizabeth Ellis

Present by Invitation for specific Agenda Items
Ms Linda O’Brien and Mr John Miles (for item 7.0)

1.0 CONFIRMATION OF MINUTES

1.1 The minutes of the 1/2010 meeting of the Arts, Education and Law Group Faculty Board were taken as read and confirmed subject to the following amendment to agenda item 40.0:

40.0 REPORTS ON THE APPLICATION OF STAIRCASE DATA

40.1 Members were introduced to the item by the Chair and were then provided with an update on the current status of Staircase by the AEL Group Resource Manager, Ms Alison Harris. Members from each Faculty then gave a brief report on working with the Staircase data within their own areas.

40.1 It was agreed that once targets are finalised, members will have access to the Staircase data for each element in the Group for sharing and discussion purposes. The Group Resource Manager Ms Alison Harris will provide this date once it is finalised.

40.2 The PVC commended members on their engagement with the Staircase process.
SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES

2.0 HUM FULL PROGRAM PROPOSAL 2010/007517
GRADUATE CERTIFICATE IN WORLD HISTORICAL STUDIES

2.1 The Arts, Education and Law Group Faculty Board, on the recommendation of the School of Humanities, considered the Full Program Proposal for the Graduate Certificate in World Historical Studies for introduction through Open Universities Australia (OUA) from semester 1, 2011.

2.2 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 and 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. The program will aim 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.

2.3 In providing feedback on the program the following comments were noted:
- the program is deliberately focused on content rather than pedagogy;
- collaboration with QCGU would be beneficial in further developing the content of the course, Empires of the Ear: Transnational Histories of Sound and Soundscape.

Resolution

2.4 The Arts, Education and Law Group Faculty Board resolved to recommend the Full Program Proposal (2010/7517) for the Graduate Certificate in World Historical Studies to Programs Committee for introduction through OUA in semester 1, 2011.

3.0 ENGLISH LANGUAGE ENHANCEMENT STRATEGY – POSTGRADUATE COURSEWORK PROGRAMS

3.1 Members noted that at the 1/2010 (25 February) meeting of the Internationalisation Advisory Committee (IAC), feedback was requested 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.

3.2 The following 5 main points were raised at the meeting in relation to an English language enhancement strategy for coursework postgraduate students:

a) A strategy for postgraduate programs should focus on developing discipline-specific language skills, with a strong emphasis placed on writing skills;

b) 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;

c) It is important that the English language entry requirements for a program are explicit and appropriate;

d) Postgraduate, discipline-specific EnglishHELP and UniPrep programs could be considered;

e) Indicators should be set to measure and monitor the effectiveness of the strategy.
3.3 In the ensuing discussion, the following points were noted:

- The School of Criminology and Criminal Justice had a small cohort of international students who were admitted with an IELTS lower than the School's standard IELTS admittance level of 7.0 across all PG programs. To assist these students, a tutor who was a language teacher with some knowledge of the content was embedded in each of their classes.
- In the early 1990's an IELTS of 7.0 was required for admission to any PG program;
- Members agreed with point a), that a strong emphasis should be placed on writing skills. The Board recommended that an IELTS of 7.0 in writing with a 6.5 across other academic levels be the minimum English language entry requirement for all AEL PG coursework programs;
- Due to the shorter duration of postgraduate programs members were supportive of not adding an individual ELEC course to programs. It was recommended that language skill development be embedded in coursework programs;
- In relation to point e) the point was made that a strategy should be put in place first before setting indicators to measure and monitor the effectiveness of the strategy;
- An audit of current writing support resources should be undertaken with consideration given to expanding existing resources.

3.4 Feedback will be forwarded by the Secretary to the Secretary of the IAC for consideration at their next meeting on the 29 April.

SECTION B: ACTION UNDER DELEGATED AUTHORITY OR EXECUTIVE ACTION

The Arts, Education and Law Board resolved to ratify the following executive approvals:

4.0 OCGU MINOR CHANGE SUBMISSION 2010/0007511
   1268 BACHELOR OF MUSIC
   4.1 Minor Change submission proposing to offer the course 1622QCM Aural Studies (Contemporary) 2, in both semester 1 and 2 in 2010.

5.0 LAL MINOR CHANGE SUBMISSION 2010/0007512
   1116 BACHELOR OF ARTS IN LANGUAGES AND APPLIED LINGUISTICS
   5.1 Minor Change Submission proposing various minor changes to the program from semester 1, 2010. The changes relate to the withdrawal of teaching Korean and Indonesian in the program at Griffith.

6.0 OCA SPECIAL PURPOSE SUBMISSION 2010/0007515
   1343 BACHELOR OF DESIGN (HONG KONG)
   6.1 Special Purpose Submission, proposing to amend the admission and degree requirements for the program in Hong Kong from semester 2, 2010.

7.0 OCA MINOR CHANGE SUBMISSION 2010/0007514
   1343 BACHELOR OF DESIGN (HONG KONG)
   7.1 Minor Change Submission, proposing various minor changes to the Bachelor of Design (Hong Kong) from semester 1, 2010.

8.0 HUM MINOR CHANGE SUBMISSION 2010/0007516
   9022/9269 CONTINUING EDUCATION CERTIFICATE IN COMMUNICATION STUDIES
   8.1 Minor Change Submission, 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.
9.0 COURSE OUTLINE APPROVALS

9.1 Course outlines for new courses and courses with major changes to be effective from semester 1, 2010.

SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES [TO PERSONS/COMMITTEES OTHER THAN THE PARENT COMMITTEE(S)]

Nil

SECTION D: MATTERS NOTED, CONSIDERED, OR REMAINING UNDER DISCUSSION

10.0 PRO-VICE CHANCELLOR (ARTS, EDUCATION AND LAW) REPORT

10.1 The PVC (AEL), Professor Paul Mazerolle, reported on the following matters:
- AEL Group restructure
- ERA submission

11.0 STRATEGIC VALUE OF INTERNATIONAL AGREEMENTS

11.1 Professor Paul Mazerolle led discussion on the process for reflecting on the strategic value of existing international agreements under consideration for renewal and matters for strategic consideration in regard to potential new agreements and future opportunities.

11.2 Professor Mazerolle advised that it was important that the Group as a whole take a more strategic approach rather than varying approaches by individual elements. This would involve an undertaking of collaborative engagement between all elements to ensure the maximum gain from international agreements entered into.

11.3 After some discussion, members agreed that an audit of the MOUs across the Group should be undertaken with information recorded in a suitable database. Information would be on how many MOUs each element has, how many of these MOUs are actually ‘live’ and who the MOUs are with.

11.4 Once the database has been finalised it will be sent to the elements to view and advise on. This feedback and the results of the audit will then be discussed at a future Board meeting. From this discussion, it will then be possible to formulate a suitable Group strategy and process for the development of all future agreements.

12.0 GRIFFITH WEBSITE REDEVELOPMENT

12.1 Ms Linda O’Brien, Pro Vice Chancellor (INS) and Mr John Miles, Director of the Office for Student Recruitment, attended the meeting to discuss the Griffith website strategy plans.

12.2 The following points were noted and discussed:
- Griffith is reviewing its web content. The review will focus on improving the search capabilities, improving/revising content and use of the intra/internet.
- Stage 1 of the review will concentrate on student recruitment and improved visibility of content. Web content is maintained by different areas therefore there are differing levels of quality content. Duplication of content in different areas will be reduced. The revised web content will focus on the information requirements of students and employers.
- Branding and technology guidelines have been inhibitive in the past. It is anticipated that a balance will be achieved between improved flexibility and branding requirements.
• The aim is to complete the project by the end of the year.
• More clarity regarding governance, management and decision-making is to be provided by mid-year.
• Web strategy group has been formed and is consulting with relevant areas. Content users will have the tools to improve ease of use. This should minimise the delay in uploading new content.
• Where possible, content control will be transferred to the element however there will be a requirement to make sure information provided is consistent.
• There will be capabilities to link to information repositories.
• The revised website will have a contemporary look and feel. There are challenges in the use of web text as a different medium. There will be a need for additional resources to revise the content of the AEL program pages in the short-term. The Group could look into appointing a project manager and team to coordinate and develop appropriate web content for the various program entries.
• The project team should consist of a representative from each element with the appropriate web development skills. It should not be assumed that SAOs would necessarily undertake this role, as apart from their already heavy workload many of them do not have the necessary skill set to take on this extra duty.
• Content will be controlled at the local level however support and advice will be available from INS.
• Guidelines for storing information on the intranet will be considered. Information that doesn’t need to be restricted will be moved to the internet.

13.0 PROGRAM EAGLe 2010 INFORMATION SESSIONS

13.1 Members noted the information sessions that will be held to demonstrate three new systems:
• Course Profiles (replacing Course Outlines)
• Evaluations at Griffith (replacing SEC / SET)
• Student Academic Integrity Management System (SAIMS)

13.2 The Chair asked members to encourage all staff to attend these sessions.

14.0 INFORMATION SERVICES, LEARNING AND TEACHING

14.1 Members noted that 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).

15.0 REVISED GRIFFITH GRADUATE STATEMENT

15.1 Members noted advice from the Deputy Vice Chancellor (Academic) that a revised Griffith Graduate Statement was recently approved by Academic Committee, incorporating the University's current learning and teaching priorities.

16.0 ENGLISH LANGUAGE ENHANCEMENT WEBSITES

16.1 Members noted advice regarding the English Language Enhancement Strategy/Course websites.

17.0 POLICY, PROCEDURE AND FORM UPDATES

17.1 The Board noted advice on University policy, procedures and form revisions.
18.0 **2010 MEETINGS**

18.1 The Board noted advice on the confirmed dates and venues for the AEL Group Faculty Board meetings in 2010.

19.0 **OTHER BUSINESS**

19.1 The Chair of the Group’s OH & S committee, Professor Paul Cleveland, briefed members on the various healthy and safety issues confronting the various elements.

19.2 Members agreed that Professor Cleveland should investigate the protocols implemented by the SEET, Health and Business Groups Health & Safety Committees and report on the findings to the next meeting of the AEL Group Faculty Board.

20.0 **NEXT MEETING**

The next meeting of the Arts, Education and Law Group Board will be held on Thursday 13 May at 9.30am via video-conferenced from room -1.18, Business 2 (N72) Nathan campus and room 3.01, Multimedia Bldg (G23), Gold Coast campus.

The remaining meetings of the AEL Group Faculty Board are as follows:

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<tr>
<th>Meeting Date</th>
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<td>13 May</td>
<td>Nathan/Gold Coast</td>
<td>N72_-1.18</td>
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<td>16 September</td>
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<td>14 October</td>
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Confirmed: ____________________

(Chair)

Date: ________________