MINUTES

PRESENT:

Professor Claire Wyatt-Smith (Chair)
Associate Professor Jock MacLeod
Professor Huib Schippers
Professor Herman Van Eyken
Associate Professor Glenn Finger
Professor Richard Bagnall
Professor William MacNeil
Professor Donna Pendergast
Dr Claire Kennedy
Associate Professor Janet Ransley
Elizabeth Ganesh
Sue Smith
Jill Misson (Secretary)

APOLOGIES:

Professor Paul Mazerolle
Professor Simon Bronnitt
Professor Paul Cleveland

1.0 CONFIRMATION OF MINUTES

The minutes of the 5/2010 meeting of the Arts, Education and Law Group Faculty Board were taken as read and confirmed.

SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES

2.0 ACTIVITIES TO SUPPORT PROGRAMS COMMITTEE IN 2011

2.1 The Board noted that in relation to Programs Committee business, a work plan is being undertaken to address 3 key areas of activity related to program management:

- Regular program monitoring in the context of quality assurance
- Ensure compliance with AQF
- Simple and consistent presentation of program and course information to internal and external audiences via the Program Catalogue.

2.2 At its 1/2011 (3 March) meeting, Programs Committee discussed the work plan relating to program management, noting that it had been asked to consider the establishment of rules around the amount and type of program change that Programs Committee expects during the five year period for which it has re-accredited a program. The Board noted that Programs Committee had agreed to seek feedback from Group Boards on this matter before considering the matter further at a future meeting. The Board had before it statistics on the number of program changes for each Group directed to Academic Committee by Programs Committee for the years 2008 and 2009.

2.3 The following comments were noted:

- In relation to the size of the Group and the number of programs offered, members did not consider the number of program changes excessive;
• It is essential that program changes are responsive to market changes, feedback from various stakeholders including students, staff and industry and new delivery strategies;
• It is inevitable that ‘fine tuning’ changes to programs will be required at some time after 5 year program reviews, special program reviews (eg Operation Program Focus), or the introduction of new programs;
• Externally accredited programs need to respond immediately to changes required by the accrediting body;
• The Group via the ASO currently takes note of the number of changes to the programs offered and if considered excessive the ASO alerts the HoS/Director for their consideration and advice.

2.4 Members unanimously rejected the proposal that a specific period of time should be mandated before program changes can be made.

Resolution

2.5 The Group Board resolved to provide its feedback to Programs Committee.

Action: Secretary to forward Group Board’s feedback to Programs Committee.

SECTION B: ACTION UNDER DELEGATED AUTHORITY OR EXECUTIVE ACTION

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

3.0 LAL MAJOR CHANGE SUBMISSION 2010/0007571
1116 BACHELOR OF ARTS IN LANGUAGES AND APPLIED LINGUISTICS

3.1 Major Change submission 2010/0007571 proposing to expand the International English major to 80CP in the Bachelor of Arts in Languages and Applied Linguistics, effective semester 1, 2011.

4.0 HUM MINOR CHANGE SUBMISSION 2010/0007583
PG SUITE OF PROGRAMS IN JOURNALISM AND MASS COMMUNICATION

4.1 Minor Change submission 2010/0007583 proposing the following changes to the offerings in the postgraduate Journalism and Mass Communication cohort of programs, effective semester 1, 2011:

• Change of semester for 7515HUM Media Law from Semester 2 to Semester 1
• Change of semester 7509HUM On Line News Production from Semester 1 to Semester 2
• Withdrawal of 7512HUM Broadcast Journalism from 2012

5.0 EPS MINOR CHANGE SUBMISSION 2010/0007584
1066 BACHELOR OF ARTS IN EDUCATION

5.1 Minor Change submission 2010/0007584 proposing to introduce the courses 1263EBL Genre, Text and Language and 3027EBL Problem Solving in Mathematics to the program, effective semester 1, 2011.

6.0 GFS MINOR CHANGE SUBMISSION 2010/0007585
1284 BACHELOR OF FILM AND SCREEN MEDIA PRODUCTION

6.1 Minor Change submission 2010/0007585 proposing to introduce three new courses 2713GFS Production Design, 2714GFS Production Management and 2715GFS Aesthetics of Editing into the program, effective semester 1, 2011.
7.0  EPS MINOR CHANGE SUBMISSION 2010/0007587
    4156 GRADUATE DIPLOMA OF EARLY CHILDHOOD EDUCATION (FOR DET QLD)

    7.1 Minor Change submission 2010/0007587 proposing to alter the sequencing of courses therefore streamlining the delivery of the courses with the on campus offerings, effective semester 1, 2011.

8.0  GLS MINOR CHANGE SUBMISSION 2010/0007589
    ALL UNDERGRADUATE LAW PROGRAMS

    8.1 Minor Change submission 2010/0007589 proposing to revise the law elective offerings, effective semester 1, 2011

9.0  EPS MINOR CHANGE SUBMISSION 2010/0007591
    1069 BACHELOR OF ARTS IN APPLIED THEATRE

    9.1 Minor Change submission 2010/0007591 proposing to change the semester offering of 1110EBL Technical Theatre and Stage Management from semester 1 to semester 2 and 1205EBL Introduction to Process Drama from semester 2 to semester 1, effective semester 1, 2011.

10.0 EPS MINOR CHANGE SUBMISSION 2010/0007594
    5121 MASTER OF TEACHING PRIMARY
    5434 MASTER OF TEACHING SECONDARY

    10.1 Minor Change submission 2010/0007594 proposing the following semester of offer changes, effective semester 1, 2011:

        Master of Teaching Primary
        • 7312EPS Diverse Learners in the Classroom semester 2 to semester 1
        • 7803EPS Assessing Student Learning semester 1 to semester 2

        5434 Master of Teaching – Secondary
        • 7805EPS Education as a Social Institution semester 2 to semester 1
        • 7803EPS Assessing Student Learning semester 1 to semester 2.

11.0 GFS MAJOR CHANGE SUBMISSION 2010/0007595
    1179 BACHELOR OF ANIMATION

    11.1 Major Change submission 2010/0007595 proposing to clarify the content of the “Majors” and create additional elective courses with an aim to offer more advanced levels of teaching and learning appropriate to the skill levels and industry expectations of the graduates.

    11.2 Essentially there are four areas for change:

        • Revising course content to be more specific to the requirements of skills for Animators, which will incorporate a code change for the courses.
        • Adding a range of (currently offered in GFS) electives to encourage further interdisciplinarity and making these available to students undertaking the Animation Scriptwriting major, plus offering Film-specific theory courses into the Animation program.
        • Creating new advanced courses for year 3 to satisfy demand for extended learning in both 2D and 3D Animating and industry-current technical aspects of 3D software. This is largely due to escalating developments in software applications and enlarged toolsets requiring further teaching and practice to master.
        • Creating a major in “2D Animation” so to clarify and formally recognize the pathway that approximately half the students take in years 2 & 3.

    11.3 The changes are effective semester 1, 2011.
12.0 **QCA MINOR CHANGE SUBMISSION 2010/0007597**

**1186 BACHELOR OF PHOTOGRAPHY**

12.1 Minor Change submission 2010/0007597 proposing to rename the course 2805QCA Website Design to Digital Publishing, effective semester 1, 2011.

13.0 **EPS MINOR CHANGE SUBMISSION 2010/0007599**

**5117/5129 MASTER OF EDUCATION**

13.1 Minor Change submission 2010/0007599 proposing to offer the two core course in one semester only, rather than in both semesters as is currently the case, effective semester 1, 2011.

13.2 This change would serve to consolidate numbers in each course across the year and lead to a more viable class size.

14.0 **QCM MINOR CHANGE SUBMISSION 2010/0007600**

**1195 BACHELOR OF MUSIC TECHNOLOGY**

14.1 Minor Change submission 2010/0007600 proposing to introduce 1513QCM Music Materials 1 and withdraw 1522 Music Theory (Contemporary), effective semester 1, 2011.

15.0 **QCM MINOR CHANGE SUBMISSION 2010/0007601**

**9019 CERTIFICATE IN MUSIC STUDIES**

15.1 On Minor Change submission 2010/0007601 proposing change the course codes of the ensemble courses 1881QCM to 5940QCM, 1861QCM to 5930QCM and 1531QCM to 5920QCM, effective semester 1, 2011.

16.0 **HUM MINOR CHANGE SUBMISSION 2010/0007580**

**1253/1254 BACHELOR OF JOURNALISM**

**1017/1088 BACHELOR OF COMMUNICATION**

**1016/1021/1022 BACHELOR OF ARTS**

16.1 Minor Change submission 2010/0007580 proposing the following changes, effective semester 1, 2011:

- Introduction of a new 1st year core course, 1019HUM Academic Writing to replace the existing 1st year core course in all the HUM programs: 1703HUM Effective Writing.
- Move 2513HUM Media Law from Semester 2 to Semester 1
- Change 2522HUM On Line News Production to 3522HUM On Line News Production and move it to Semester 2
- Change the 20CP 3512HUM Broadcast Journalism course to two separate 10CP courses, 2523HUM Radio Journalism and 3513HUM Video Journalism
- Include 3025HUM Journalism Cultures as a 3rd year elective
- Reintroduce 10CP version of News and Current Affairs Production – 3105HUM at the Gold Coast campus
- Withdraw the 20CP version of News and Current Affairs Production – 3088HUM
- Change of major title in the BA from Film and Screen to Screen Studies and Production
- Change of name 1009HUM Introduction to Screen Analysis to Screen Analysis 1
- Change of name 2304HUM Screen Aesthetics to Screen Analysis 2
- Change of name 2102HUM International Mediascapes to Television Studies
- Change of name 2059HUM Environmental History to A History of Nature
All the name changes more accurately reflect the content of the Major and the individual courses.

17.0 EPS MINOR CHANGE SUBMISSION 2010/0007586
4154/4153 GRADUATE DIPLOMA OF EARLY CHILDHOOD EDUCATION

17.1 Minor Change submission 2010/0007580 proposing the following changes, effective semester 1, 2011:

- Introduction of a new 1st year core course, 1019HUM Academic Writing to replace the existing 1st year core course in all the HUM programs: 1703HUM Effective Writing.
- Move 2513HUM Media Law from Semester 2 to Semester 1
- Change 2522HUM On Line News Production to 3522HUM On Line News Production and move it to Semester 2
- Change the 20CP 3512HUM Broadcast Journalism course to two separate 10CP courses, 2523HUM Radio Journalism and 3513HUM Video Journalism
- Include 3025HUM Journalism Cultures as a 3rd year elective
- Reinroduce 10CP version of News and Current Affairs Production – 3105HUM at the Gold Coast campus
- Withdraw the 20CP version of News and Current Affairs Production – 3088HUM
- Change of major title in the BA from Film and Screen to Screen Studies and Production
- Change of name 1009HUM Introduction to Screen Analysis to Screen Analysis 1
- Change of name 2304HUM Screen Aesthetics to Screen Analysis 2
- Change of name 2102HUM International Mediascapes to Television Studies
- Change of name 2059HUM Environmental History to A History of Nature

All the name changes more accurately reflect the content of the Major and the individual courses.

18.0 QCA MINOR CHANGE SUBMISSION 2010/0007592
1343 BACHELOR OF DESIGN – OFF SHORE

18.1 Minor Change submission 2010/0007592 proposing to adjust the sequence of courses in the Summer Semester of the 120CP of advanced standing program to provide an improved learning experience for the HK student cohort.

18.2 2523QCA Typographic Design 3 has been placed after 1215QCA Reading the Visual because Reading the Visual gives students the skills to critically analyse the visual in a manner demanded by the culturally and politically investigative nature of Typographic Design 3.

18.3 3421QCA Design Issues is perhaps the most demanding theoretical course in the program that benefits from a knowledge of marketing in a consumer society which is offered by 3564QCA Principles of Marketing, which has now been placed more logically to precede Design Issues.

18.4 The change to the sequence of courses in the 160CP of advanced standing program reflect those made in the 120CP program and is effective semester 1, 2011.

19.0 QCA MINOR CHANGE SUBMISSION 2010/0007596
1338 BACHELOR OF GAMES DESIGN

19.1 Minor Change submission 2010/0007596 proposing various changes to the elective options in the program, effective semester 1, 2011.
20.0  QCA MINOR CHANGE SUBMISSION 2010/0007598
1186 BACHELOR OF PHOTOGRAPHY

20.1 Minor Change submission 2010/0007598 proposing to move 2805QCA Web Design from Y2S2 to Y3S1, effective semester 1, 2011.

21.0  EPS MINOR CHANGE SUBMISSION 2011/0003258
5547 MASTER OF TRAINING AND DEVELOPMENT (SINGAPORE)

21.1 Minor Change submission 2011/0003258 proposing to offer an intake in semester 1 only various course changes effective semester 1, 2011.

21.2 The changes have been made in consultation with the staff from the Institute for Adult Learning in Singapore.

22.0  GLS MINOR CHANGE SUBMISSION 2011/0003259
ALL UNDERGRADUATE LAW PROGRAMS

22.1 Minor Change submission 2011/0003259 proposing to revise the law elective offerings, effective semester 1, 2011.

23.0  HUM MINOR CHANGE SUBMISSION 2011/0003260
3253 GRADUATE CERTIFICATE IN LITERARY STUDIES

23.1 Minor Change submission 2011/0003260 proposing to replace 7403HUM Great German Novelists of the 20th Century with 7407HUM Classic American Fiction, effective semester 1, 2011.

24.0  EPS MINOR CHANGE SUBMISSION 2011/0003261
3166 GRADUATE CERTIFICATE IN EARLY CHILDHOOD EDUCATION

24.1 Minor Change submission 2011/0003261 proposing to replace 7092EBL Unlocking the Creative Potential of Young Learners with 7199EBL Positive Behavioural Support, effective semester 1, 2011.

25.0  EPS MINOR CHANGE SUBMISSION 2011/0003262
5556/5559 MASTER OF EARLY CHILDHOOD EDUCATION

25.1 Minor Change submission 2011/0003262 proposing to introduce 7199EBL Positive Behavioural Support as an optional course to be offered in semester 2, effective semester 1, 2011.

26.0  QCA MINOR CHANGE SUBMISSION 2011/0003265
1181 BACHELOR OF FINE ART

26.1 Minor Change submission 2011/0003265 proposing changes to the QCA elective majors and specialisation lists for the program, effective semester 1, 2011.

27.0  EPS MINOR CHANGE SUBMISSION 2011/0003266
1051 BACHELOR OF EDUCATION

27.1 Minor Change submission 2011/0003266 proposing the following changes in the Bachelor of Education – Secondary effective semester 2 2011:

- Withdrawal of 2103EBL Stage and Screen at Mt Gravatt, and replaced with 2169 QCM at South Bank
- Withdrawal of 2104 EBL Music Education and Technology at Mt Gravatt and replaced with 1102 QCM Music in Contemporary Contexts at South Bank.
28.0 **QCM WITHDRAWAL OF PROGRAM SUBMISSION 2011/0003267**

1266 BACHELOR OF MUSIC STUDIES

2070 BACHELOR OF MUSIC STUDIES WITH HONOURS

28.1 Withdrawal of Program submission 2011/0003267 proposing to withdraw the Bachelor of Music Studies and the Bachelor of Music Studies with Honours, effective semester 1, 2010.

28.2 The withdrawal of the Music Studies programs is a result of the Bachelor of Music 5 year program review conducted in 2010. The review recommended the integration of the flexible structure of the Bachelor of Music Studies into the Bachelor of Music program. An Honours strand in Music Studies is available in the restructured program.

This recommendation along with other recommendations in the Major Change submission 2010/0007581 for the Bachelor of Music was approved by Programs Committee at its 7/2010 meeting.

28.3 Students who applied for entry in 2011 into the Bachelor of Music Studies program were all informed of the withdrawal of the program and offered a place in the Bachelor of Music program and advised to undertake the Music Studies pathway.

29.0 **QCA MAJOR CHANGE SUBMISSION 2011/0003268**

6009 DOCTOR OF VISUAL ARTS

29.1 Major Change submission 2011/0003268 proposing to amend Option 3 in the degree requirements for the Doctor of Visual Arts (6009) be amended as follows:

- Option 3:
  - 180CP for Studio Research
  - 20CP for Visual Arts Research Methods
  - 20CP for written component or equivalent (8000-10000 words)*
  - 20CP from the Graduate Certificate in Higher Education (3044) for Introduction to Tertiary Teaching or other elective studies.

29.2 GIHE previously offered courses in Introduction to Tertiary Teaching, suitable for research students without any teaching experience. Such courses are no longer offered and therefore it is necessary to amend these degree requirements. Instead, research students will be able to select 20CP from the Graduate Certificate in Higher Education (3044), which is run by GIHE. The proviso is that students wishing to enrol in courses from this degree must be either currently teaching, or have recently taught in a higher education context; or have some prior teaching experience.

29.3 The amendment to degree requirements will take effect from semester 2, 2011.

30.0 **QCA MINOR CHANGE SUBMISSION 2011/0003269**

ALL GFS AND QCA UNDERGRADUATE PROGRAMS

30.1 Minor Change submission 2011/0003269 proposing to revise the art theory elective offerings at QCA, effective semester 1, 2011.

31.0 **QCM MINOR CHANGE SUBMISSION 2011/0003270**

1268 BACHELOR OF MUSIC

31.1 Minor Change submission 2011/0003270 proposing various changes to the guitar course offerings, effective semester 2, 2011.

**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

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

32.1 The Board noted that due to unforeseen circumstances, the PVC (Arts, Education and Law) had forwarded his apologies for the meeting.

33.0 DEAN (ACADEMIC) REPORT - CHAIR

33.1 The Chair, highlighted points of interest from her report that had been circulated prior to the meeting.

34.0 ANALYSIS ON LOW ENROLLING COURSES AND PROGRAMS

34.1 The Group Resource Manager, Sue Smith tabled and presented a report analysing program and course enrolments across all elements in the Group.

34.2 The report covered the following points:
• Highest enrolling programs and courses at UG and PG level in S1/2011
• Lowest enrolling UG programs in 2011
• Highest enrolling PG programs
• S1 comparison of domestic PGCW load
• Comparative analysis of S1 PG load
• Number of programs across the Group
• Comparison of commencing overseas students by home country
• Programs impacted by declining overseas student load
• Course analysis

34.3 Members were advised that at their regular end of month meeting with the GRM, each School will receive a comprehensive list of programs and courses underpinning the latest available enrolment data.

34.4 The Chair asked that Schools take time to analyse the data carefully as it will be a valuable tool for course and program planning.

35.0 GROUP BOARD CONSTITUTION AND INDUCTION TO GROUP BOARD MEETINGS

35.1 Members noted the revised Group Board Constitution and induction information for new members on the role of Group Boards in University decision making, committee and meeting procedures for Group Boards, and the roles and responsibilities of members.

36.0 OFFICE FOR RESEARCH GRANTS SERVICE

36.1 Members noted advice from the Director, Office for Research on the improved research grants service to be provided by the Office for Research.

37.0 ASSESSMENT POLICY REVISIONS

37.1 The Board noted that at its 2/2010 (December) meeting Academic Committee approved revisions to the Assessment Policy to clarify the role of Deans (Learning and Teaching) across all academic Groups.

38.0 HIGHER DEGREE RESEARCH SUPERVISOR ACCREDITATION POLICY REVISIONS

38.1 The Board noted that at its 6/2010 (November) meeting, Academic Committee approved revisions to the Griffith University Higher Degree Research Supervisor
Accreditation Policy to establish a process of accreditation and ongoing professional engagement.

39.0 ADMISSIONS POLICY REVISIONS

39.1 The Board noted that at its 6/2010 (November) meeting, Academic Committee approved the recommendations from the IAC to adopt the CAE/CPE examinations and minimum grades for entry to Griffith programs and to adopt revised English language entry standards.

40.0 REVISED WORK-INTEGRATED LEARNING DEFINITION

40.1 The Board noted that at its 6/2010 (November) meeting, Academic Committee approved the adoption of the document *Work-integrated Learning at Griffith*.

41.0 ACADEMIC STANDING, PROGRESSION AND EXCLUSION POLICY REVISIONS

41.1 The Board noted that at its 6/2010 (November) meeting, Academic Committee approved making the Amber Risk Assessment optional rather than mandatory. The Academic Committee agreed that further changes to the policy were required and the policy should return to a future meeting for consideration.

42.0 OTHER BUSINESS

Nil

43.0 NEXT MEETING

The next meeting of the Arts, Education and Law Group Board will be held on Thursday 16 June at 11.30am in the AEL Boardroom (M06_3.21).

Confirmed: ______________________

(Chair)

Date: ______________________