MINUTES

PRESENT:
Professor Claire Wyatt-Smith (Chair)
Professor Marilyn McMeniman
Professor Peter Roennfeldt
Professor Paula Baron
Professor Kay Ferres
Professor Paul Cleveland
Professor Mike Levy
Professor Craig Caldwell
Associate Professor Penny Bundy
Associate Professor Donna Pendergast
Associate Professor Stephen Stockwell
Associate Professor Anna Stewart
Dr Lillian Corbin
Professor Huib Schippers
Professor Paul Mazerolle

Invited
Ms Lynette Farquhar
Ms Sue Smith
Dr Michael Haugh

Secretary – Jill Misson

APOLOGIES:

1.0 CONFIRMATION OF MINUTES

1.1 The minutes of the 1/2009 meeting of the Arts, Education and Law Group Faculty Board were taken as read and confirmed.

2.0 CONGRATULATIONS

2.1 On behalf of the Board, the Chair extended congratulations to the PVC (AEL) on her appointment to Deputy Vice Chancellor, and Provost, Mt. Gravatt and South Bank Campuses.

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

3.0 ADVICE OF PROGRAM WITHDRAWALS
5459 MASTER OF ARTS IN CULTURAL LEADERSHIP (Doc # 2009/0003018)
5074/5392 MASTER OF ARTS (Doc # 2009/0003019)

3.1 The Arts, Education and Law Group Faculty Board, on the recommendation of the School of Humanities, considered the Advice of Program Withdrawal submissions, proposing to withdraw the Master of Arts and the Master of Arts in Cultural Leadership from semester 1, 2010.
3.2 Enrolment numbers in the programs have been small, and in line with the Academic Plan initiatives to reduce the number of postgraduate programs with low intakes it is proposed to withdraw the programs from 1/2010.

Resolution

3.3 The Arts, Education and Law Group Faculty Board resolved to recommend to Programs Committee the Advice of Program submissions (2009/0003018 and 2009/0003019) proposing to withdraw the Master of Arts and the Master of Arts in Cultural Leadership from semester 1, 2010.

SECTION B: ACTION UNDER DELEGATED AUTHORITY OR EXECUTIVE ACTION

4.0 LAL ADVICE OF PROGRAM WITHDRAWAL SUBMISSION 2009/0003008
9194 CONTINUING EDUCATION CERTIFICATE IN BASIC KOREAN
9195 CONTINUING EDUCATION CERTIFICATE IN ELEMENTARY KOREAN
9293 CONTINUING EDUCATION CERTIFICATE IN ELEMENTARY INDONESIAN
9294 CONTINUING EDUCATION CERTIFICATE IN ADVANCED INDONESIAN

Resolution:

4.1 The Arts, Education and Law Group Faculty Board, on the recommendation of the executive action of the Chair, resolved to ratify the withdrawal of the abovementioned programs as detailed in the document 2009/0003008, from semester 2, 2009.

5.0 LAL MAJOR CHANGE SUBMISSION 2009/0003009
1116 BACHELOR OF ARTS IN LANGUAGES AND APPLIED LINGUISTICS

Resolution:

5.1 The Arts, Education and Law Group Faculty Board, on the recommendation of the executive action of the Chair, resolved to ratify changes to the Bachelor of Arts in Languages and Applied Linguistics as detailed in the document 2009/0003009, for implementation from semester 1, 2009.

6.0 HUM MINOR CHANGE SUBMISSION 2009/0003010
1022/1021/1016 BACHELOR OF ARTS

Resolution:

6.1 The Arts, Education and Law Group Faculty Board, on the recommendation of the executive action of the Chair, resolved to ratify changes to the Bachelor of Arts as detailed in the document 2009/0003010, for implementation from semester 2, 2009.

7.0 HUM MAJOR CHANGE SUBMISSION 2009/0003011
1253/1254 BACHELOR OF JOURNALISM

Resolution:

7.1 The Arts, Education and Law Group Faculty Board, on the recommendation of the executive action of the Chair, resolved to ratify changes to the Bachelor of Journalism as detailed in the document 2009/0003011, for implementation from semester 1, 2010.

8.0 EBL SPECIAL PURPOSE SUBMISSION 2009/0003012
3016 GRADUATE CERTIFICATE IN APPLIED LINGUISTICS

Resolution:
8.1 The Arts, Education and Law Group Faculty Board, on the recommendation of the executive action of the Chair, resolved to ratify a title change to the Graduate Certificate in Applied Linguistics to the Graduate Certificate in TESOL as detailed in the document 2009/0003012, for implementation from semester 2, 2009.

9.0 EBL MINOR CHANGE SUBMISSION 2009/0003013
1050 BACHELOR OF EDUCATION - PRIMARY

Resolution:

9.1 The Arts, Education and Law Group Faculty Board, on the recommendation of the executive action of the Chair, resolved to ratify changes to the Bachelor of Education - Primary as detailed in the document 2009/0003013, for implementation from semester 2, 2009.

For ratification

10.0 QCA MINOR CHANGE SUBMISSION 2009/0003014
1302 BACHELOR OF VISUAL MEDIA
1189 BACHELOR OF DESIGN
1181 BACHELOR OF FINE ART
1186 BACHELOR OF PHOTOGRAPHY

Resolution:

10.1 The Arts, Education and Law Group Faculty Board, on the recommendation of the executive action of the Chair, resolved to ratify changes to the programs as detailed in the document 2009/0003014, for implementation from semester 2, 2009.

11.0 QCA MINOR CHANGE SUBMISSION 2009/0003015
1338 BACHELOR OF GAMES DESIGN

Resolution:

11.1 The Arts, Education and Law Group Faculty Board, on the recommendation of the executive action of the Chair, resolved to ratify changes to the Bachelor of Games Design as detailed in the document 2009/0003015, for implementation from semester 2, 2009.

12.0 EBL MINOR CHANGE SUBMISSION 2009/0003016
3166 GRADUATE CERTIFICATE IN EARLY CHILDHOOD EDUCATION

Resolution:

12.1 The Arts, Education and Law Group Faculty Board, on the recommendation of the executive action of the Chair, resolved to ratify changes to the Graduate Certificate in Early Childhood Education as detailed in the document 2009/0003016, for implementation from semester 2, 2009.

13.0 QCA MINOR CHANGE SUBMISSION 2009/0003017
1189 BACHELOR OF DESIGN

Resolution:

13.1 The Arts, Education and Law Group Faculty Board, on the recommendation of the executive action of the Chair, resolved to ratify changes to the Bachelor of Design as detailed in the document 2009/0003017, for implementation from semester 2, 2009.
14.0  **GLS MINOR CHANGE SUBMISSION 2009/0003020**
**ALL UNDERGRADUATE LAW PROGRAMS**

**Resolution:**

14.1 The Arts, Education and Law Group Faculty Board, on the recommendation of the executive action of the Chair, resolved to ratify changes to the undergraduate suite of Law programs as detailed in the document 2009/0003020, for implementation from semester 2, 2009.

15.0  **HUM MINOR CHANGE SUBMISSION 2009/0003021**
**1112 BACHELOR OF CRIMINOLOGY AND CRIMINAL JUSTICE**

**Resolution:**

15.1 The Arts, Education and Law Group Faculty Board, on the recommendation of the executive action of the Chair, resolved to ratify changes to the Bachelor of Criminology and Criminal Justice as detailed in the document 2009/0003021, for implementation from semester 2, 2009.

16.0  **COURSE OUTLINES**

**Resolution:**

16.1 The Arts, Education and Law Group Faculty Board on the recommendation of the executive action of the relevant Deans, Deputy Deans (L & T) and Directors of each element, resolved to ratify changes to course outlines for new courses and courses with major changes.

17.0  **PROGRAM CONVENORS AND FIRST YEAR ADVISORS**

**Resolution:**

17.1 The Arts, Education and Law Group Faculty Board, on the recommendation of the executive action of the relevant Deans, Deputy Deans (L & T) and Directors of each element, resolved to ratify changes to Program Convenors and First Year Advisors.

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**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**

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

18.1 The PVC (Arts, Education & Law), reported on the following matters:

- RHD Space
- ERA Update
- Griffith PG Coursework Strategy Update
19.0 GRIFFITH ENGLISH LANGUAGE ENHANCEMENT STRATEGY

19.1 At the November 2008 Academic Committee meeting, the Griffith English Language Enhancement Strategy was approved. This strategy aims to significantly enhance English language support for students, particularly, but not exclusively, for international students.

19.2 At its 23rd April 2009 meeting, Academic Committee considered a set of revised policies to enable the implementation of the Strategy in 2010 and specifically the inclusion of the English Language Enhancement Course (ELEC) as a bachelor degree program requirement.

19.3 Program structures must enable the ELEC to be taken in any semester or year of study (first or second year) into which international students are admitted to undergraduate programs and where such students are required to complete the ELEC. Program structures are to include the ELEC in a manner that enables students to complete the ELEC within the standard annual academic load for the program.

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

19.4 The School of Humanities, Criminology and Criminal Justice, and the Queensland College of Art will make provision in each of their programs for the inclusion of the ELEC.

The School of Education and Professional Studies (Brisbane, Logan) will make provision in two of their programs, the Bachelor of Arts in Applied Theatre and Bachelor of Training for the inclusion of the ELEC.

19.5 As agreed at the April Academic Committee meeting, academic Groups can make a case to the Academic Committee to vary the English language pathways accepted for admission to specific programs. It is expected that Academic Committee will receive Special Purpose Submissions via Programs Committee for approval of such variations.

19.6 The Griffith Law School will seek the University’s requesting exemptions to the English language pathways for admission to the undergraduate offerings of all Law programs.

The Faculty of Education will seek the University’s approval to increase the English language requirement IELTS 6.5 to IELTS 7.0 for all undergraduate teacher preparation programs, and to limit admission of international students in these programs to specific English language admission pathways.

19.7 Dr Michael Haugh from the School of Languages and Linguistics, updated members on course development and implementation processes, including plans to consult with each of the groups in the process of designing the ELEC per discipline. The following points were noted:

- The ELEC offering may be offered in summer semester from 2011 and winter semester in 2010 however because of the expected reduced numbers it will not be across all four disciplines.
- Lectures will be conducted by LAL staff and GELI will conduct the tutorials.
- The ELEC courses would meet the criteria as recommended by the sub-committee of the English Language Working Party with LAL and GELI having the right to modify the course.
- Michael Haugh will be the LAL developer although the convenor may be a different person. Ian Johnson, EnglishHELP convenor, will have overall responsibility for development and convening for GELI.
Agreement has been reached on a 2 x 2 model (2 hour lecture, 2 hour tutorial). This will equate to 100 students in a lecture and 20 students in each tutorial.

Where there are small numbers of students, the students would go into the generic program being offered on the nearest campus.

Research study on the effect of the ELEC will run parallel to the implementation of the course.

A SAO will be appointed full time, paid 50%/50% by LAL/GELI.

LAL and GELI will each utilise the SAO for other suitable duties in their elements when not required for ELEC.

19.8 The course outline for 5904LAL Language & Communication for Arts & Social Sciences was discussed and approved.

19.9 It was noted that the development of immersion activities is imperative to the success of the ELE strategy.

19.10 Members were advised that Kathy Humphrey (GELI) and Sue Smith (GRM, AEL Group) have been jointly working on the budget model for the ELEC strategy and expressed concern that Business is requesting 20% of funding prior to LAL and GELI receiving any funding to run the ELEC program. It was acknowledged that the deducting of 20% by Business prior to either LAL or GELI receiving any funding has the potential to make the program non viable.

The Board advised that this situation needed to be addressed urgently and should be carried forward for clarification to the DVC(A).

20.0 POSTGRADUATE COURSEWORK STRATEGY

20.1 The Board noted that the University has engaged the consulting firm Booz & Co as consultants for the Postgraduate Coursework (PGCW) Strategy. John Eklund from Booz & Co, has been working closely with members of Executive Group to develop a clear PGCW strategy with a well defined implementation plan.

20.2 During May, each academic Group will hold a Group Strategy workshop to further develop the strategy specific to the relevant disciplines. The AEL Group will hold three workshops - Law, Humanities and CCJ, QCA and QCGU and Education. Members noted the Faculty of Education’s workshop was held on 19 May. Participants will be asked to consider generic Group wide strategies and then to focus on specific strategies for their discipline. From these workshops it is hoped that each Faculty will be able to set a number of priorities that will be useful reference points for program planning and for developing strategies for future action.

20.3 From the ensuing discussion on this item the following points were noted:

- Griffith’s identity is very much focussed at an undergraduate level.
- In the current global economic climate, PGCW is extremely important in retraining and professional development. With this in mind identified priorities should include the development of short sharp professional development courses and graduate certificates driven by strong industry links and providing pathways to higher PGCW qualifications, and targeted program promotion.
- Program pathways need to be clearly identified and communicated.
- Portfolios need to be continuously reviewed and updated in response to market needs.
- If initiatives are to be realistically achieved, then the University needs to provide more support and guidance. Currently the online systems and staff knowledge of these systems is not sufficient to support increased enrolments and teaching of on-line course/program offerings.
- More effective and targeted marketing is required for all current and further program offerings.

20.4 Members were asked to engage in the workshops and contribute to developing a relevant Faculty PGCW strategy with a focussed implementation plan.
21.0 REVIEW OF SCHEDULE OF AWARDS – MEDAL FOR ACHIEVEMENT IN THE BACHELORS DEGREE

21.1 The Board noted that all Faculties have been requested to review the Schedule of Awards – Medal for Achievement in the Bachelors Degree, with a view not only to updating the information, but also to rationalising the number of medals available for AEL Group programs.

21.2 The Chair asked that members review the Schedule at Faculty level and provide feedback to the Secretary, AEL Group Faculty Board at j.misson@griffith.edu.au by Friday 5 June 2009. Feedback will then be incorporated into the Schedule of Awards and referred to the University’s Learning and Teaching Committee for consideration.

22.0 GRIFFITH RESEARCH PLAN 2009-2013

22.1 The Board noted that Council had approved a new Griffith Research Plan 2009-2013.

23.0 ACADEMIC INTEGRITY FRAMEWORK

23.1 The Board noted that Council had approved the extension of the current trial of the Academic Integrity Framework until the end of Semester 1, 2009. This extension will allow the University to commission a full external evaluation of the new Academic Integrity Framework in February/March next year.

24.0 SEMESTER 2 2009 COURSE OUTLINE PUBLISHING

24.1 Members noted the deadline for publishing semester 2 course outlines is the end of week 15 of semester 1 and that Section C of the Course Outline Template has been updated to include reference to the Student web-site for information about Academic Integrity.

25.0 POLICY, PROCEDURE AND FORM UPDATES

25.1 The Board noted advice on University policy, procedures and form revisions.

26.0 OTHER BUSINESS

26.1 A minute of appreciation was endorsed by members, for the contribution of Professor Peter Roennfeldt to the work of the current Board but more specifically during his term of office as Director of the Queensland Conservatorium of Music and Chair of the Contemporary Arts, Music and Media Board.

27.0 NEXT MEETING

27.1 The next meeting of the Arts, Education and Law Group Faculty Board will be held on Thursday 30 July 2009 via videoconference from 1.00pm in room 2.06, Bray Centre (N54), Nathan campus and room 1.04, The Chancellery (G34), Gold Coast campus.

28.0 2009 COMMITTEE MEETING DATES

28.1 The Board noted the schedule for meetings to be held at in 2009.

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<td>Thursday 30 July</td>
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**Confirmed:**

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(Chair)

**Date:** 30 July 2009

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* Meeting will only proceed if business arises