GRIFFITH UNIVERSITY
ARTS, EDUCATION AND LAW GROUP BOARD

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A meeting of the Arts, Education and Law Group Board will be held at 11.30am on Thursday 22 September 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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3.0 PRO-VICE CHANCELLOR (ARTS, EDUCATION AND LAW) REPORT
4.0 DEAN (ACADEMIC) REPORT - CHAIR

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5285 MASTER OF DIGITAL DESIGN
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<thead>
<tr>
<th>Number</th>
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<td>3269 Graduate Certificate in Professional Legal Studies</td>
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**SECTION III: MATTERS FOR NOTING AND WHERE APPROPRIATE, ACCEPTANCE OF RECOMMENDATIONS**

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<td>33.0</td>
<td>FRAUD CONTROL POLICY AND PROCEDURE</td>
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<td>OTHER BUSINESS</td>
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<td>35.0</td>
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DISTRIBUTION LIST
AEL Group Board Members

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

- Deputy Heads of School
- Deputy Directors Learning and Teaching
- Deputy Directors Research
- School Administrative Officers
- Marketing Manager (AEL)
- Senior Manager, International Office

Blended Learning Advisor (AEL)
Manager, Academic Credit Transfer, Admissions
Client Admin Officers, Student Administration
Staff, Office of Student Recruitment
Communications Officer (AEL)

Other Copies
Corporate Archives & Records Management copy (attachments), Binding copy (attachments), Spare copy
A meeting of the Arts, Education and Law Group Board will be held at 11.30 on Thursday 22 September in the AEL Boardroom, 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

2.0 CONFIRMATION OF MINUTES

The minutes of the 2/2011 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 report on items of interest to the Board.

4.0 DEAN (ACADEMIC) REPORT - CHAIR

The Dean (Academic) Professor Claire Wyatt-Smith will report on items of interest to the Board.

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 EDN NEW PROGRAM PROPOSAL 2011/0003322

3271 GRADUATE CERTIFICATE IN EARLY CHILDHOOD EDUCATION

5.1 The AEL Group Board on the recommendation of the School of Education and Professional Studies is asked to consider the attached proposal to establish an OUA offering of the Graduate Certificate in Early Childhood Education (3271) as detailed in the submission 2011/0003322 for introduction in semester 2, 2012.

5.2 The program is designed to provide post graduate study opportunities for students with an undergraduate degree in education and a clearly identifiable early childhood education qualification. There is growing demand for accredited early childhood teachers as a result of the Federal Government’s Early Childhood Reform Agenda, and the high priority which the Queensland Government has placed on developing the Early Childhood Education (ECE) workforce, including the need for continued professional learning pathways—evidence of professional learning being a requisite for ongoing teacher registration with the Queensland College of Teachers from 2010...
5.3 The courses within this program are already available in the existing Graduate Certificate in Early Childhood Education (on-line only). Essentially, the purpose of this proposal is to include the Graduate Certificate in Early Childhood Education within offerings by Open Universities Australia.

5.4 The Graduate Certificate in Early Childhood Education requires 40 credit points of study (40CP; 1 Semester FT, 2 Semesters PT). The Program contains two courses which are classified as Informing Discipline Studies (IDS) and two courses which are classified as Curriculum Studies (CS). Each course will be offered once a year, across consecutive sessions, in the following order:

<table>
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<th>Unit Title</th>
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<tr>
<td>Session 1</td>
<td>EDEY7196</td>
<td>Understanding Young Children</td>
<td>10</td>
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<tr>
<td>Session 1</td>
<td>EDEY7254</td>
<td>Beginning Mathematical Processes</td>
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<td>Session 2</td>
<td>EDEY7255</td>
<td>Reconceptualising Childhood, Children and Identity</td>
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<tr>
<td>Session 2</td>
<td>EDEY7256</td>
<td>Children’s Literature: Tools for Active Engagement in the Early Years</td>
<td>10</td>
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</tbody>
</table>

**Recommendation**

5.5 The AEL Group Board, on the recommendation of the School of Education and Professional Studies, is asked to recommend to Programs Committee the proposal to establish the Graduate Certificate in Early Childhood Education as detailed in the submission 2011/0003322, for implementation in Semester 2, 2012.

**For consideration**

6.0 **EDN NEW PROGRAM PROPOSAL 2011/0003324**

3270 GRADUATE CERTIFICATE IN AUTISM STUDIES

5575 MASTER OF AUTISM STUDIES

6.1 The AEL Group Board on the recommendation of the School of Education and Professional Studies is asked to consider the attached proposal to establish the Graduate Certificate in Autism Studies (3270) and the Master of Autism Studies (5575) for introduction from semester 1, 2012.

6.2 The Graduate Certificate in Autism Studies (40CP) and Master of Autism Studies (120CP) programs will be developed in conjunction with each other and will position the School of Education and Professional Studies at Griffith University to meet the needs of the education industry (e.g., Queensland Department of Education and Training and the Autism Early Intervention Outcomes Unit [AEIOU]) for quality training for educators and postgraduate students in the theory and practice in working with learners with Autism Spectrum Disorders (ASDs).

6.3 The Graduate Certificate in Autism Studies will provide students with a foundation in the aetiology and features of ASDs, and will deliver courses focusing on theory and practice of ASDs in the core areas of communication, behaviour support, social-emotional learning and curriculum access in order to provide them with a comprehensive understanding of learners with ASDs and their needs, along with the practical skills to meet these needs.
6.4 The Master of Autism Studies will further address critical issues in ASDs such as transitions, counselling and collaborative practices, with an emphasis on evidence-based practice. The programs will address an area of acute need as determined by Queensland Department of Education and Training and have been developed to provide postgraduate students with specific skills in autism to more effectively conduct education programs for learners with autism from early childhood to high school. The programs have been advanced in partnership with AEIOU and are integral to the 5-point plan identified in the Vision Statement for the Autism Centre of Excellence (ACE) developed by Griffith University in partnership with the AEIOU Foundation.

6.5 All of the eight core Autism Studies courses are delivered primarily online. Course 7806EPS Making Sense of Educational Research is available in both an online and a face-to-face delivery mode. Six of the eight Autism Studies core courses will involve an intensive session delivered in one intensive workshop for 1-2 days during the length of the course. Attendance in these sessions is strongly recommended, but not required as videos of the sessions will be available online for students who are unable to attend. Attendance in the three elective courses will be either face-to-face or online depending on the course chosen.

Recommendation

6.6 The AEL Group Board, on the recommendation of the School of Education and Professional Studies, is asked to recommend to Programs Committee the proposal to establish the Graduate Certificate in Autism Studies (3270) and the Master of Autism Studies (5575) as detailed in the submission 2011/0003324, for implementation in Semester 1, 2012.

For consideration

7.0 EDN MAJOR CHANGE SUBMISSION 2011/0003323
1049/1050/1060 BACHELOR OF EDUCATION – PRIMARY
1052 BACHELOR OF EDUCATION – SPECIAL EDUCATION

7.1 The AEL Group Board on the recommendation of the School of Education and Professional Studies is asked to consider the attached Major Change submission proposing changes to the Bachelor of Education – Primary and Bachelor of Education – Special Education for implementation in semester 1, 2012.

7.2 The changes are in response to the Queensland College of Teacher’s (QCT) Phase 2 report in the accreditation review of the programs and address the following:

- a complete redesign of the programs using the QCT Professional Standards as a starting point rather than attempting to continue to ‘retrofit’ the standards into the existing programs;
- to undertake an extensive review of International and National developments, including programs designed at other Universities, and taking into account teacher education research, curriculum developments, quality teaching agenda, and capabilities for learning and teaching in the 21st Century; and
- to enable a design approach whereby Primary, Secondary and Special Education programs are reviewed and designed simultaneously so that phases of schooling (Early, Primary, Middle and Secondary) can be better considered to benefit the programs through potential synergies and coherence across these major teacher education programs.

The redesigned Bachelor of Education (Secondary) was approved by the QCT and the University in 2010 with changes implemented in semester 1, 2011.
Recommendation

7.3 The AEL Group Board, on the recommendation of the School of Education and Professional Studies, is asked to recommend to Programs Committee the proposed changes to the Bachelor of Education – Primary (1049/1050/1060) and Bachelor of Education – Special Education (1052), as detailed in 2011/0003323, for implementation in semester 1, 2012.

For consideration

8.0 UNDERGRADUATE & POSTGRADUATE PROGRAM PROFILE REVIEW AND PLANNING FOR 2013

8.1 The DVC (Academic) in her advice to Group PVCs regarding the program profile review and planning for 2013, has asked Groups to pay particular attention to the goals of the postgraduate coursework strategy, compliance with the Australian Qualifications Framework (AQF) by 2015 and recommendations arising from School/Department reviews.

8.2 A further key goal is a profile that consists of successful and sustainable programs that meet minimum program targets. As a priority Groups are asked to:

- review their profiles with a view to identifying and removing low enrolling courses and programs in order to achieve better use of resources (where these courses and programs are not of strategic importance); and
- review the performance of programs and implement development plans where appropriate.

8.3 In updating the profile the Group is asked to identify:

- new programs
- programs to be withdrawn
- programs to be delivered in a different mode or on a new campus
- programs to be marketed differently, such as a new title or significantly new content
- amalgamation of a number of programs
- changes to articulation arrangements / nested programs
- 5-yearly or strategic program review planned for 2012 for implementation of program changes in 2013, and 5-yearly or strategic program reviews planned for 2013 for implementation of program changes in 2014.

8.4 All new program proposals and significant program developments are required to include a market overview / market research component to assist both the Group and the DVC (Academic) in the decision making process. The Market Research Manager, Ms Sonia Huf, will work in partnership with the Group marketing managers to assist Schools and Groups in obtaining information for their market analyses for proposed programs.

8.5 Formal business plans developed in consultation with the Group Planning and Resource Manager, Ms Sue Smith, will also be required for new program proposals and significant program developments.

Review and renewal of the existing program profile is informed by business planning considerations to ascertain the financial viability and sustainability of programs and evidence of sufficient resources (including the impact on staff workloads) to mount new initiatives or maintain existing ones. Group Planning and Resource Managers offer business planning support to Groups including the preparation of a formal business plan where required.
8.6 The following documents are attached:
- a Program Planning timeline. Please note Thursday 20 October as the date for submission of plans to the DVC (Academic) (Attachment 8.6a)
- a program proposal market assessment overview template from Student Recruitment, External Relations to initiate market research (Attachment 8.6b)
- Programs identified from the APRI process for review in 2012 and 2013 (Attachment 8.6c)
- Program concept proposal (Attachment 8.6d)
- Initial Program Proposal (Attachment 8.6e)

For consideration

SECTION II: MATTERS REQUIRING RATIFICATION OF EXECUTIVE ACTION

9.0 2011 GROUP LEARNING AND TEACHING CITATIONS

9.1 The AEL Group Board is asked to ratify the decision of the AEL Group Learning & Teaching Committee to award 2011 Group Learning and Teaching Citations and Dean’s Certificate of Commendation to the following recipients:

Citations:
Dr Michael Townsley - School of Criminology and Criminal Justice
Ms Merran Lawler - Griffith Law School
Ms Lynne Weathered - Griffith Law School
Dr Kieran Tranter - Griffith Law School
Team Award: Dr Brydie-Leigh Bartleet, Professor Paul Draper and Dr Scott Harrison - Queensland Conservatorium
Team Award: Dr Ben Fenton-Smith, Ms Pamela Humphreys, Mr Ian Johnson, Dr Ana Lobo, Dr Rowan Michael, Dr Ian Walkinshaw - School of Languages and Linguistics
Dr Adriana Diaz - School of Languages and Linguistics
Dr Christopher Klopper - School of Education and Professional Studies
Dr Heather Anderson - School of Humanities

Dean’s Certificate of Commendation:
Dr Therese Wilson - Griffith Law School
Dr Sarah Baker - School of Humanities

For ratification

10.0 EDN MINOR CHANGE SUBMISSION 2011/0003300
1066 BACHELOR OF ARTS IN EDUCATION

10.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Minor Change submission 2011/0003300 proposing to add two courses to the program, effective semester 2, 2011.

For ratification

11.0 EDN MAJOR CHANGE SUBMISSION 2011/0003293
1069 BACHELOR OF ARTS IN APPLIED THEATRE

11.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Minor Change submission 2011/0003293 proposing to amend the degree requirements to make them clearer to students, effective semester 1, 2011.

For ratification
12.0 GLS MINOR CHANGE SUBMISSION 2011/0003325
9270/9271 CONTINUING EDUCATION CERTIFICATE IN LAW & LEGAL STUDIES

12.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Minor Change submission 2011/0003325 proposing to change the semester of offer of 1017LAW, effective semester 2, 2011.

For ratification

13.0 GFS MINOR CHANGE SUBMISSION 2011/0003326
1284 BACHELOR OF FILM & SCREEN MEDIA PRODUCTION

13.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Minor Change submission 2011/0003326 proposing to add 3716QCA Scriptwriting 3 as a year 3 elective to the program, effective semester 2, 2011.

For ratification

14.0 GFS PROGRAM WITHDRAWAL SUBMISSION 2011/0003301
PG SUITE OF FINE ART PROGRAMS

14.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Program Withdrawal submission 2011/0003301 proposing to withdraw the PG suite of Fine Art programs, effective semester 1, 2012.

For ratification

15.0 EDN MINOR CHANGE SUBMISSION 2011/0003302
1069 BACHELOR OF ARTS IN EDUCATION

15.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Minor Change submission 2011/0003302 proposing to recode the course 4111EDN to 2110EDN, effective semester 1, 2012.

For ratification

16.0 QCA MAJOR CHANGE SUBMISSION 2011/0003303
3089 GRADUATE CERTIFICATE IN DIGITAL DESIGN
5285 MASTER OF DIGITAL DESIGN

16.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Major Change submission 2011/0003303 proposing the addition of a new specialisation ‘Digital Fabrication’ to the program, effective semester 1, 2012.

For ratification

17.0 EDN MINOR CHANGE SUBMISSION 2011/0003306
9055 CONTINUING EDUCATION CERTIFICATE IN TECHNOLOGY EDUCATION

17.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Minor Change submission 2011/0003306 proposing changes to the course offerings to reflect those in the undergraduate program, effective semester 2, 2011.

For ratification
18.0 GFS MINOR CHANGE SUBMISSION 2011/0003307
PG SUITE OF FINE ART PROGRAMS

18.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Minor Change submission 2011/0003307 proposing to update various course titles, effective semester 2, 2011.

19.0 EDN MINOR CHANGE SUBMISSION 2011/0003308
5117/5129 MASTER OF EDUCATION

19.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Minor Change submission 2011/0003308 proposing to change the semester of offer of the course 7276EDN from summer semester to semester 2, effective semester 2, 2011.

For ratification

20.0 EDN NEW PROGRAM SUBMISSION 2011/0003309
3268 GRADUATE CERTIFICATE IN MIDDLE YEARS (OUA)

20.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the New Program submission 2011/0003309 proposing to introduce the program Graduate Certificate in Middle Years through OUA, effective semester 1, 2012.

For ratification

21.0 GLS NEW PROGRAM SUBMISSION 2011/0003310
3269 GRADUATE CERTIFICATE IN PROFESSIONAL LEGAL STUDIES

21.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the New Program submission 2011/0003310 proposing to extend the offering of the existing program, Graduate Certificate in Professional Legal Studies through OUA, effective semester 1, 2012.

For ratification

22.0 HUM MAJOR CHANGE SUBMISSION 2011/0003311
1245 BACHELOR OF COMMUNICATION (OUA)

22.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Major Change submission 2011/0003311 proposing the following changes:

- Withdraw the major Media Communication
- Add 3 new majors: Creative Writing, Business Communication and Screen Studies
- Withdraw various courses
- Add various new courses

Changes will be effective semester 1, 2012.

For ratification

23.0 EDN MINOR CHANGE SUBMISSION 2011/0003312
1069 BACHELOR OF ARTS IN APPLIED THEATRE

23.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Minor Change submission 2011/0003312 proposing change the semester offer of the course 3153EDN from semester 1 to summer semester, effective semester 2, 2011.

For ratification
24.0 **CCJ MAJOR CHANGE SUBMISSION 2011/0003313**  
**1385 BACHELOR OF CRIMINOLOGY AND CRIMINAL JUSTICE**

24.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Major Change submission 2011/0003313, proposing to also offer the Bachelor of Criminology and Criminal Justice at the Gold Coast campus effective semester 1, 2012.

24.2 The program will be introduced progressively from year 1 through to year 3.

For ratification

25.0 **HUM MINOR CHANGE SUBMISSION 2011/0003314**  
**2005/2007 BACHELOR OF ARTS WITH HONOURS**

25.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Minor Change submission 2011/0003314 proposing to change the titles of three courses offered in the program, effective semester 1, 2012.

For ratification

26.0 **QCGU MAJOR CHANGE SUBMISSION 2011/0003315**  
**BACHELOR OF POPULAR MUSIC**

26.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Major Change submission 2011/0003315 proposing various changes to the program as a result of a 5 year program review, effective semester 1, 2012.

For ratification

27.0 **QCGU MAJOR CHANGE SUBMISSION 2011/0003316**  
**1195 BACHELOR OF MUSIC TECHNOLOGY**

27.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Major Change submission 2011/0003316 proposing various changes to the program as a result of a 5 year program review, effective semester 1, 2012.

For ratification

28.0 **EDN MINOR CHANGE SUBMISSION 2011/0003317**  
**1051 BACHELOR OF EDUCATION - SECONDARY**

28.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Minor Change submission 2011/0003317 proposing to withdraw two Education courses from the Computer Education teaching area and replace them with two courses from the School of ICT, effective semester 2, 2011.

For ratification

29.0 **EDN MINOR CHANGE SUBMISSION 2011/0003318**  
**1069 BACHELOR OF ARTS IN APPLIED THEATRE**

29.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Minor Change submission 2011/0003326 proposing to swap the semester offering of the courses 1110EDN and 1205EDN, effective semester 1, 2012.

For ratification
30.0 HUM MINOR CHANGE SUBMISSION 2011/0003320
1021/1016 BACHELOR OF ARTS

30.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Minor Change submission 2011/0003329 proposing various minor changes to the program, effective semester 1, 2012.

For ratification

31.0 HUM MINOR CHANGE SUBMISSION 2011/0003321
BACHELOR OF COMMUNICATION

31.1 On the recommendation of the Dean (Learning & Teaching), the Board is asked to ratify the Minor Change submission 2011/0003321 proposing to reduce the Marketing major hosted by GBS from 80CP to 60CP effective semester 1, 2012.

For ratification

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

32.0 AUSTRALIAN LEARNING AND TEACHING COUNCIL INNOVATION AND DEVELOPMENT GRANTS

32.1 The following AEL Group staff have been successful in the recent Australian Learning and Teaching Council Innovation and Development Grants

- **Dr Brydie-Leigh Bartleet**, (Griffith project lead) Queensland Conservatorium, partnered with Curtin University, University of Sydney and University of Western Sydney ($220,000)
  *Enhancing Indigenous Content in Performing Arts Curricula through Service Learning with Indigenous Communities*

- **Dr Don Lebler** (Griffith project lead), **Dr Scott Harrison**, **Dr Gemma Carey**, Queensland Conservatorium, partnered with University of Tasmania and University of Newcastle ($203,000)
  *An approach to aligning assessment with Threshold Learning Outcomes in the Creative and Performing Arts.*

32.2 The following AEL Group staff are partners with lead Universities in the Innovation and Development Program.

- **Ms Trish Mundy**, Griffith Law School, University of New England (lead institution), Deakin University, Southern Cross University and the University of the Sunshine Coast
  *Rethinking law curriculum: Developing strategies to prepare law graduates for practice in rural and regional Australia*

- **Professor Herman Van Eyken**, Griffith Film School, Murdoch University (lead institution), Melbourne University, Curtin University, RMIT, UTS, Flinders University
  *Developing A Collaborative National Postgraduate Research Program For 22 Australian Film Schools*

- **Mr Matt Hitchcock**, Queensland Conservatorium, The Sydney Conservatorium of Music (lead institution), University of Western Sydney, Melbourne University, Curtin University
  *ePortfolios for Creative and Performing Arts Students in Australian Universities*
33.0  FRAUD CONTROL POLICY AND PROCEDURE

33.1  Council at its meeting on 1 August approved a new Fraud Control Policy and Fraud Control Procedure. The Policy and Procedure can be accessed at the links below:

Policy:

Procedure:
http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/5e1427f5584a60b04a2578e1007a1dab?opendocument

For noting

34.0  OTHER BUSINESS

35.0 2011 MEETING SCHEDULE

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

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Campus</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 September</td>
<td>Mt Gravatt</td>
<td>AEL Boardroom, M06_3.21</td>
</tr>
<tr>
<td>24 November</td>
<td>Mt Gravatt</td>
<td>AEL Boardroom, M06_3.21</td>
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Please note that the Budget Advisory Group (BAG) meetings will begin at the conclusion of the Board meetings.