A meeting of the Arts, Education and Law Group Board was held at 11.30am on Thursday 22 September in the AEL Boardroom, Education building (M06), Mt Gravatt campus.

**MINUTES**

<table>
<thead>
<tr>
<th>PRESENT:</th>
<th>APOLOGIES:</th>
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</thead>
<tbody>
<tr>
<td>Professor Claire Wyatt-Smith (Chair)</td>
<td>Professor Herman Van Eyken</td>
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<tr>
<td>Professor Paul Mazerolle</td>
<td>Professor Andy Kirkpatrick</td>
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<td>Associate Professor Jock MacLeod</td>
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<tr>
<td>Professor Huib Schippers</td>
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<td>Associate Professor Glenn Finger</td>
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<td>Professor Richard Bagnall</td>
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<td>Professor William MacNeil</td>
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<td>Professor Donna Pendergast</td>
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<td>Professor Simon Bronnet</td>
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<td>Associate Professor Janet Ransley</td>
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<td>Liz Ganesathurai</td>
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<td>Sue Smith</td>
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<tr>
<td>Jill Misson (Secretary)</td>
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1.0 **CONFIRMATION OF MINUTES**

The minutes of the 2/2011 meeting of the Arts, Education and Law Group Board were taken as read and confirmed.

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

2.0 **EDN NEW PROGRAM PROPOSAL 2011/0003322**

**3271 GRADUATE CERTIFICATE IN EARLY CHILDHOOD EDUCATION**

2.1 The Arts, Education and Law Group Board on the recommendation of the School of Education and Professional Studies, considered the proposal to establish the Graduate Certificate in Screen Production (3271) for offer through Open Universities Australia, as detailed in the submission 2011/0003322 for introduction in semester 2, 2012.

2.2 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.

2.3 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.
Resolution

2.5 The Arts, Education and Law Group Board, resolved to recommend to Programs Committee the New Program Proposal (2011/0003322) to establish the Graduate Certificate in Early Childhood Education (3271) for introduction in semester 2, 2012.

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
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<tbody>
<tr>
<td>Forward New Program submission (2011/0003322) to Programs Committee for consideration at the 7/2011 meeting.</td>
<td>Committee Secretary (action taken)</td>
</tr>
</tbody>
</table>

3.0 EDN NEW PROGRAM PROPOSAL 2011/0003324
3270 GRADUATE CERTIFICATE IN AUTISM STUDIES
5575 MASTER OF AUTISM STUDIES

3.1 The Arts, Education and Law Group Board on the recommendation of the School of Education and Professional Studies, considered 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 introduction in semester 1, 2012.

3.2 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).

3.3 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.

3.4 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.

3.5 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.

3.6 In providing feedback on the program, the Dean (Research), Professor Richard Bagnall asked that consideration be given to the provision of a research option with a stronger research methods course in this option to be included in the structure of the program.
Members agreed that the inclusion of a research option pathway providing students with the flexibility to choose either a coursework or research pathway in their second year would further strengthen the program.

Resolution

3.7 The Arts, Education and Law Group Board resolved to recommend to Programs Committee the New Program Proposal (2011/0003324) to establish the Graduate Certificate in Autism Studies (3270) and the Master of Autism Studies (5575) for introduction in Semester 1, 2012 subject to amendments as recommended above.

<table>
<thead>
<tr>
<th>Action item</th>
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<tbody>
<tr>
<td>1. Program to be revised with a Research Option to also be provided for students in the program.</td>
<td>Program Convenor (action taken)</td>
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<tr>
<td>2. A stronger Research Methods course to be provided in the Research Option pathway.</td>
<td>Program Convenor (action taken)</td>
</tr>
<tr>
<td>3. Members to be sent the revised submission by Flying Minute for their consideration and advice. (Subsequent to the meeting, the Secretary was provided with advice from the Manager Academic Policy and Secretariat Services, that due to the tight timeline to meet Programs Committee deadlines for the 7/2011 meeting, the revisions to the program as recommended at the AEL Board meeting can be approved by Dean (R), HoS and Dean (L&amp;T) executively).</td>
<td>Committee Secretary (action taken)</td>
</tr>
<tr>
<td>2. Once approved, forward revised New Program submission (2011/0003331 revised from 2011/0003324) to Programs Committee for consideration at the 7/2011 meeting.</td>
<td>Committee Secretary (action taken)</td>
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</table>

4.0 EDN MAJOR CHANGE SUBMISSION 2011/0003323

1049/1050/1060 BACHELOR OF EDUCATION – PRIMARY
1052 BACHELOR OF EDUCATION – SPECIAL EDUCATION

4.1 The AEL Group Board on the recommendation of the School of Education and Professional Studies considered the Major Change submission as detailed in 2011/0003323, proposing changes to the Bachelor of Education – Primary and Bachelor of Education – Special Education for implementation in semester 1, 2012.

4.2 The changes are in response to the Queensland College of Teacher’s (QCT) Phase 2 report in the accreditation review and 5 year 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.
Resolution

4.4 The Arts, Education and Law Group Board resolved to recommend to Programs Committee the Major Change submission (2011/0003323) proposing changes to the Bachelor of Education – Primary and Bachelor of Education – Special Education for implementation in semester 1, 2012.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Forward Major Change submission (2011/0003323) to Programs Committee for consideration at the 7/2011 meeting.</td>
<td>Committee Secretary (action taken)</td>
</tr>
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</table>

5.0 QCGU ADVICE OF PROGRAM WITHDRAWALS 2011/0003295 / 2011/0003296
4111 GRADUATE DIPLOMA OF MUSIC – VOCAL PERFORMANCE
4112 GRADUATE DIPLOMA OF MUSIC – OPERA PERFORMANCE

5.1 The Arts, Education and Law Group Board on the recommendation of the Queensland Conservatorium, considered the submissions 2011/0003295 and 2011/0003296, proposing to withdraw the programs 4111 Graduate Diploma of Music – Vocal Performance and 4112 Graduate Diploma of Music – Opera Performance to commencing students from semester 1 2012, due to consistently low enrolment numbers.

Resolution

5.2 The Arts, Education and Law Group Board resolved to recommend to Programs Committee that the 4111 Graduate Diploma of Music – Vocal Performance and 4112 Graduate Diploma of Music – Opera Performance be withdrawn to commencing students from semester 1, 2012.

<table>
<thead>
<tr>
<th>Action item</th>
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<tbody>
<tr>
<td>Forward Program Withdrawal submissions (2011/0003295 / 2011/0003296) to Programs Committee for consideration at the 14 July meeting</td>
<td>Committee Secretary</td>
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</tbody>
</table>

SECTION B: ACTION UNDER DELEGATED AUTHORITY OR EXECUTIVE ACTION

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

6.0 2011 GROUP LEARNING AND TEACHING CITATIONS

6.1 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
Arts, Education & Law Group Board Minutes 3/2011
Thursday 22 September 2011

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

7.0 EDN MINOR CHANGE SUBMISSION 2011/0003275
1049/1050/1060 BACHELOR OF EDUCATION PRIMARY

7.1 Minor Change submission 2011/0003275, proposing to update the elective list of courses in the Bachelor of Education – Primary, effective semester 2, 2011

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

8.1 Major Change submission 2011/0003293 proposing to amend the degree requirements in the Bachelor of Arts in Applied Theatre, to make them clearer to students, effective semester 1, 2011.

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

9.1 Minor Change submission 2011/0003325, proposing to change the semester of offer of 1017LAW, effective semester 2, 2011.

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

10.1 Minor Change submission 2011/0003326, proposing to add 3716QCA Scriptwriting 3 as a year 3 elective to the program, effective semester 2, 2011.

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

11.1 Advice of Program Withdrawal submission 2011/0003301, proposing to withdraw the PG suite of Fine Art programs, effective semester 1, 2012.

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

12.1 Minor Change submission 2011/0003302, proposing to recode the course 4111EDN to 2110EDN, effective semester 1, 2012.

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


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

14.1 Minor Change submission 2011/0003306 proposing changes to the course offerings to reflect those in the undergraduate program, effective semester 2, 2011.

15.0 GFS MINOR CHANGE SUBMISSION 2011/0003307
PG SUITE OF FINE ART PROGRAMS
15.1 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.

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

16.1 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.

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

17.1 New Program submission 2011/0003308 proposing to introduce the program Graduate Certificate in Middle Years through OUA, effective semester 1, 2012.

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

18.1 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.

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

19.1 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.

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

20.1 Minor Change submission 2011/0003312, proposing change the semester offer of the course 3153EDN from semester 1 to summer semester, effective semester 2, 2011.

21.0 CCJ MAJOR CHANGE SUBMISSION 2011/0003313
1385 BACHELOR OF CRIMINOLOGY AND CRIMINAL JUSTICE

21.1 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.

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

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

22.1 Minor Change submission 2011/0003314, proposing to change the titles of three courses offered in the program, effective semester 1, 2012.

23.0 QCGU MAJOR CHANGE SUBMISSION 2011/0003315
BACHELOR OF POPULAR MUSIC

23.1 Major Change submission 2011/0003315, proposing various changes to the program as a result of a 5 year program review, effective semester 1, 2012.
24.0 QCGU MAJOR CHANGE SUBMISSION 2011/0003316  
1195 BACHELOR OF MUSIC TECHNOLOGY

24.1 Major Change submission 2011/0003316, proposing various changes to the program as a result of a 5 year program review, effective semester 1, 2012.

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

25.1 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.

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

26.1 Minor Change submission 2011/0003326, proposing to swap the semester offering of the courses 1110EDN and 1205EDN, effective semester 1, 2012.

27.0 HUM MINOR CHANGE SUBMISSION 2011/0003320  
1021/1016 BACHELOR OF ARTS

27.1 Minor Change submission 2011/0003329, proposing various minor changes to the program, effective semester 1, 2012.

28.0 HUM MINOR CHANGE SUBMISSION 2011/0003321  
BACHELOR OF COMMUNICATION

28.1 Minor Change submission 2011/0003321 proposing to reduce the Marketing major hosted by GBS from 80CP to 60CP effective semester 1, 2012.

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

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

29.1 The PVC (Arts, Education and Law) gave a verbal report to the Board.

30.0 DEAN (ACADEMIC) REPORT - CHAIR

30.1 The Chair gave a verbal report to the Board.

31.0 UNDERGRADUATE & POSTGRADUATE PROGRAM PROFILE REVIEW AND PLANNING FOR 2013

31.1 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.

31.2 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.

31.3 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.

31.4 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.

31.5 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.

31.6 Members noted that any proposals for 2013 should follow the process as outlined above and paperwork submitted before 20 October 2011.

32.0 AUSTRALIAN LEARNING AND TEACHING COUNCIL INNOVATION AND DEVELOPMENT GRANTS

32.1 Members noted that the following AEL Group staff had 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 Members noted that at its meeting on 1 August Council approved a new Fraud Control Policy and Fraud Control Procedure.

### 34.0 OTHER BUSINESS

Nil

### 35.0 NEXT MEETING

The next meeting of the Arts, Education and Law Group Board will be held on Thursday 24 November at 11.30am in the AEL Boardroom (M06_3.21).

Confirmed: ______________________

(Chair)

Date: ______________________

www.griffith.edu.au/committees