GRiffith University

Science, Environment, Engineering & Technology Group Board

AGENDA 3/2012

A meeting of the Science, Environment, Engineering and Technology Group Board will be held at 10.00am on Friday 20 April in Room 2.02, Council Chamber, The Chancellery (G34), Gold Coast campus.

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20.0 2012 MEETING SCHEDULE

### Significant Committee Events

This meeting of the Science, Environment, Engineering & Technology Group Board will be at 10.00am on Friday 20 April 2012 in Room 2.02, Council Chamber, Bray Centre (N54), Nathan campus.

### Deadlines

- Agenda items due with Secretary, Programs Committee for May meeting by 20 April 2012.

### Committee Team Place Web Address


Use the left navigation bar to select the relevant committee site. Username is your staff number and password is the same as your Active Directory login. Call the Secretary on 57792 for advice or if experiencing difficulties.

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**GRIFFITH UNIVERSITY**

**SCIENCE, ENVIRONMENT, ENGINEERING & TECHNOLOGY GROUP BOARD**

<table>
<thead>
<tr>
<th>Group Board Members</th>
<th>Appointment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Clyde Wild</td>
<td>ex officio (Chair)</td>
</tr>
<tr>
<td>Dean (Academic)</td>
<td></td>
</tr>
<tr>
<td>Professor Sue Berners-Price</td>
<td>ex officio</td>
</tr>
<tr>
<td>Pro Vice Chancellor (Science, Environment, Engineering &amp; Technology)</td>
<td></td>
</tr>
<tr>
<td>Associate Professor Michael Blumenstein</td>
<td>ex officio</td>
</tr>
<tr>
<td>Dean, Research (Science, Environment, Engineering &amp; Technology)</td>
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<tr>
<td>Associate Professor Wendy Loughlin</td>
<td>ex officio</td>
</tr>
<tr>
<td>Dean, Learning &amp; Teaching (Science, Environment, Engineering &amp; Technology)</td>
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<tr>
<td>Professor Bofu Yu</td>
<td>ex officio</td>
</tr>
<tr>
<td>Head, Griffith School of Engineering</td>
<td></td>
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<tr>
<td>Associate Professor Peter Bernus</td>
<td>ex officio</td>
</tr>
<tr>
<td>Head, School of Information &amp; Communication Technology</td>
<td></td>
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<tr>
<td>Professor Hamish McCallum</td>
<td>ex officio</td>
</tr>
<tr>
<td>Head, Griffith School of Environment</td>
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<tr>
<td>Professor Frank Clarke</td>
<td>ex officio</td>
</tr>
<tr>
<td>Head, School of Biomolecular &amp; Physical Sciences</td>
<td></td>
</tr>
<tr>
<td>Dr Rene Hexel/ Dr Wayne Pullan</td>
<td>appointed</td>
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<tr>
<td>Deputy Head, School of Information &amp; Communication Technology</td>
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<tr>
<td>Associate Professor Anthony Carroll/Professor Nigel Stork</td>
<td>appointed</td>
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<tr>
<td>Deputy Head, Griffith School of Environment</td>
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<tr>
<td>Dr Ann McDonnell/ Associate Professor Robert Sang</td>
<td>appointed</td>
</tr>
<tr>
<td>Deputy Head, School of Biomolecular &amp; Physical Sciences</td>
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</tr>
<tr>
<td>Professor Sherif Mohamed/ Dr Jim Ness/ Associate Professor Steven</td>
<td>invited</td>
</tr>
<tr>
<td>O'Keefe/ Dr Andrew Seagar/ Professor Geoff Tansley (commencing 16 July 2012)</td>
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<tr>
<td>Heads of Discipline, Griffith School of Engineering</td>
<td>invited</td>
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<tr>
<td>Professor Yew-Chaye Loo</td>
<td>invited</td>
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<tr>
<td>Director, Internationalisation &amp; Professional Liaison</td>
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<tr>
<td>Professor Stuart Bunn</td>
<td>invited</td>
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<tr>
<td>Director, Australian Rivers Institute</td>
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<tr>
<td>Professor Ron Quinn</td>
<td>invited</td>
</tr>
<tr>
<td>Director, Eskitis Institute for Cell and Molecular Therapies</td>
<td></td>
</tr>
<tr>
<td>Professor Abdul Sattar</td>
<td>invited</td>
</tr>
</tbody>
</table>

[www.griffith.edu.au/committees](http://www.griffith.edu.au/committees)
Director, Institute for Integrated and Intelligent Systems
Professor Mark von Itzstein
Director, Institute for Glycomics
invited
Mr James Walden
Group Resource Manager (SEET)
invited
Ms Glenda Graham
Human Resource Manager (SEET)
invited
Ms Catherine Delahunty
Executive Officer to the PVC
invited
Mr Stephen Boyd
invited
Mr George Klich
Technical and Logistics Managers, Technical Services (SEET)
invited
Mr Vince Lalor
Deputy Resource Manager
invited
Ms Paula Kitto
invited
Ms Joanne Robertson
HR Advisers (SEET)
invited
Mr Phillip McDonald
INS representative
invited
Professor Allan Cripps
Pro Vice Chancellor (Health)
invited
Professor Nick Buys
Dean, Learning & Teaching (Health Group)
invited
Representative of the Directors of the Group Research Centres
vacant

Information Copies
School Administrative Officers – Science, Environment, Engineering & Technology Group
School Secretaries – Science, Environment, Engineering & Technology Group

Other Copies
Corporate Archives & Records Management copy (attachments)
Binding copy (attachments)
Spare copy
GRiffith University
Science, Environment, Engineering & Technology Group Board

agendA 3/2012

A meeting of the Science, Environment, Engineering and Technology Group Board will be held at
10.00am on Friday 20 April in Room 2.02, Council Chamber, The Chancellery (G34), Gold Coast
Campus.

Kim Hillier
Secretary

aGenda

1.0 APOLOGIES

Apologies may be recorded by contacting Kim Hillier, x 57792, or by emailing
K.Hillier@griffith.edu.au. Apologies have been received from:

Professor Yew-Chaye Loo

2.0 CONFIRMATION OF MINUTES

The minutes of the 2/2012 (9 March) meeting will be circulated. To be taken as read and
confirmed.

3.0 SEET GROUP BOARD MEMBERSHIP

Members are asked to note that, as a result of the new Griffith School of Engineering Executive
structure, the following GSE Heads of Discipline will attend meetings of the SEET Group Board
on a rotational basis: Professor Sherif Mohamed; Dr Jim Ness; Associate Professor Steven
O’Keefe; Dr Andrew Seagar; Professor Geoff Tansley (commencing 16 July 2012). Members
will wish to welcome Professor Sherif Mohamed to this meeting of Group Board. Members will
wish to thank retiring member Associate Professor Charles Lemckert for his contributions to
Group Board.

Members will wish to welcome Mr Phillip McDonald, Acting Manager, Academic Services Unit,
INS to the Group Board.

PART ONE (10.00am – 12.00 noon)

4.0 MATTERS ARISING FROM THE 2/2012 (9 MARCH) MINUTES

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forward feedback on paper Orienting SEET Programs for the Resources Boom to PVC (SEET).</td>
<td>Heads of School. Refer agenda item 5.3.</td>
</tr>
<tr>
<td>Forward feedback on SEET OHS Operational Plan 2012 to Technical Manager (SEET).</td>
<td>SEET Group Board members.</td>
</tr>
</tbody>
</table>

5.0 NEW BUSINESS

5.1 PVC Report

PVC to report

5.2 Budget and Enrolment Update
• Budget and enrolment update
  GRM to report
• Commencing and continuing load analysis
  Dean (Academic) to report (attachment to follow)
• Program load analysis
  Dean (Learning and Teaching) to report (refer attachment 5.2)

5.3 Resources Boom Action Plan (refer attachment 5.3)
  PVC to report

5.4 Research Matters
• HDR update
• Update on EOI process for grant submissions
  Dean (Research) to report

5.5 Academic Matters
• Presentation on on-line applications for ASRP, ASP and promotion 2012
  Dean (Academic) to report

5.6 Learning and Teaching Matters
  Dean (Learning and Teaching) to report

6.0 HEALTH AND SAFETY
Standing item for discussion.

7.0 SURVEYING OF GRIFFITH STUDENTS AND STAFF

7.1 The University has a new policy on Surveying of Griffith Students and Staff, which is effective immediately. The policy is available at

7.2 The purposes of the policy are to manage the frequency of surveys involving Griffith students and staff, enhance the sharing of knowledge throughout the University, and protect the integrity of core surveys.

7.3 The policy defines the surveys that are within its scope and outlines the expectations of data integrity, data ownership and privacy on those disseminating survey data and reports of findings.

7.4 The initial policy advice and processing of requests will be managed by the Surveys Unit of the Office of Planning and Financial Services. Enquiries should be directed to that office.
7.5 The DVC (Academic) has requested elements that make use of surveys to ensure that they integrate the requirements of this policy into their processes.

8.0 INFORMATION SERVICES REPORT

Mr Phillip McDonald will present the Information Services (SIR) Report.

9.0 OTHER BUSINESS

PART TWO (12.00 noon– 2.00pm)

10.0 MATTERS ARISING FROM THE 2/2012 (9 MARCH) MINUTES

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare an exemplar for inclusion of health and safety components embedded in the learning process and health and safety assumed prior learning, using the course profile template, for consideration at a future meeting of the Board.</td>
<td>Dean (Learning and Teaching) and the Technical Manager (SEET)</td>
</tr>
</tbody>
</table>

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

11.0 DISCUSSION PAPER: ARE THERE TOO MANY PROGRAM CHANGES?

11.1 On the recommendation of Programs Committee (1/2012, 29 March), the Group Board is asked to consider the attached Discussion Paper, prepared by the Head of Secretariat. This paper outlines the amount of program change between 2009 and 2011 and its impact on the student experience in terms of enrolment, student transfers to other institutions, graduation and graduate employment.

11.2 The Discussion Paper was considered at the March 2012 Deans (Learning and Teaching) Forum, where Deans (Learning and Teaching) were asked to take the paper to their Group Boards for consideration and to report back on the Group Board discussions to the 3 May meeting of Programs Committee.

11.3 The Dean (Learning and Teaching) will introduce this item.

For consideration

SECTION II: MATTERS REQUIRING RATIFICATION OF EXECUTIVE ACTION

12.0 ENG MINOR CHANGE SUBMISSION (2012/0011508)

1310/1311 BACHELOR OF ENGINEERING

1320 BACHELOR OF ENGINEERING (ADVANCED STUDIES)

1078 BACHELOR OF ENGINEERING (CIVIL ENGINEERING)/BACHELOR OF BUSINESS MANAGEMENT

1323/1324 BACHELOR OF ENGINEERING/BACHELOR OF INFORMATION TECHNOLOGY

1321/1322 BACHELOR OF ENGINEERING/BACHELOR OF SCIENCE

1318/1319 BACHELOR OF ENGINEERING TECHNOLOGY
12.1 On the recommendation of the Dean (Learning and Teaching) (27 March 2012), the Group Board is asked to ratify the attached minor change submission (2012/0011508) proposing the following changes to the above-named suite of Engineering undergraduate programs:

- Sustainable Energy Systems Award major - change the status of 3307ENG Linear Electromagnetics from elective to core as course content modifications have increased the course's relevance to this major.
- Simplify elective course lists by replacing notations against individual courses with a blanket noting.
- Electronic and Electrical Engineering award major - provide a listed elective course list comprising of existing ENG courses.

For ratification

13.0 PROGRAM CONVENOR AND FIRST YEAR ADVISOR CHANGES

13.1 On the recommendation of the Dean (Learning and Teaching) the Group Board is asked to ratify the appointment of Griffith School of Engineering First Year Advisors and Program Convenors for 2012 as listed on the attached.

For ratification

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

14.0 SCIENCE, ENVIRONMENT, ENGINEERING AND TECHNOLOGY 2013 PROGRAM PROFILE PLAN

14.1 The Board is asked to note the following critical dates for approval of full program proposals for programs to be introduced in semester 1 2013:

SEET Group Board – 1 June for 15 June 2012 meeting
Programs Committee – 5 July for 19 July 2012 meeting

and for approval of major change submissions for implementation in semester 1 2013:

SEET Faculty Board – 6 July for 20 July 2012 meeting
Programs Committee – 26 July for 9 August 2012 meeting

14.2 The above timelines are determined by the following critical milestones:
- deadlines for the preparation of student recruitment publications;
- the necessity for having full program information, student contribution amounts and tuition fees published on the Programs and Courses website in accordance with DEEWR publishing requirements;
- (also with the future implementation of a new enrolment system, students will enrol in their courses via the new programs and courses web-site).

It is therefore important that program change information is configured in the student system and published on this site in sufficient time to inform student choices prior to the enrolment period.

14.3 The following initiatives have received DVC (Academic) approval to proceed with planning for introduction in 2013:

New programs
2087 Bachelor of Biomedical Science with Honours (Accelerated)
1390 Bachelor of Environmental Management/Bachelor of Business
5558 Master of Architecture

**Major changes**
3206/5468/5529 Graduate Certificate in Engineering/Master of Engineering/Master of Engineering Advanced Studies (Nathan) - new award specialisations in Sport Technology and Energy Systems

14.4 The Dean (Learning & Teaching) has provide the attached advice on the establishment of program development teams to develop the program proposal documentation for committee approval of the above initiatives.

14.5 The Board is asked to note that the following planned program initiative has been deferred to 2014:

1356 B Environmental Design, new award major in Landscape Studies, and New postgraduate program, Master of Landscape Architecture.

**For noting**

15.0 **2012 5 YEAR PROGRAM REVIEWS**

15.1 The University’s *Program Planning, Development, Approval and Review Processes* advise (in Section 10.2) that all undergraduate and postgraduate programs are (normally) reviewed at least once in every five year period for the purpose of continuous improvement, bench-marking, curriculum renewal and re-accreditation.

15.2 The Board is asked to note that the following programs have been identified on the Group’s program profile plan to undergo a 5 year program review in 2012:

<table>
<thead>
<tr>
<th>Program Code</th>
<th>Program Name</th>
<th>Review Details</th>
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<tbody>
<tr>
<td>1306</td>
<td>Bachelor of Medical Science</td>
<td>5 Year Program Review</td>
</tr>
<tr>
<td></td>
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<td>Combined review with 1280 B Medical Science (Health Group)</td>
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<tr>
<td>1031</td>
<td>Bachelor of Biomedical Science</td>
<td>5 Year Program Review</td>
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<td></td>
<td>Combined review with 1094 B Biomedical Science (Health Group)</td>
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<tr>
<td>1348/1349/1350</td>
<td>Bachelor of Biomolecular Science (Advanced) (Nathan/Gold Coast)/B Biomolecular Science (Exit Point) (Gold Coast)</td>
<td>5 Year Program Review</td>
</tr>
<tr>
<td>2078</td>
<td>Biomolecular and Physical Sciences Honours Program</td>
<td>5 Year Program Review</td>
</tr>
<tr>
<td>1240</td>
<td>Bachelor of Photonics &amp; Nanoscience</td>
<td>5 Year Program Review</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Combined review with 2011/2020 Bachelor of Information Technology with Honours (Aust Institute of Physics 2013)</td>
</tr>
<tr>
<td>1042/1109</td>
<td>Bachelor of Information Technology</td>
<td>Australian Computer Society Accreditation</td>
</tr>
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<td></td>
<td></td>
<td>Combined review with other undergraduate IT programs</td>
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<tr>
<td>2011/2020</td>
<td>Bachelor of Information Technology with Honours</td>
<td>Australian Computer Society Accreditation</td>
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<td></td>
<td></td>
<td>Combined review with other undergraduate IT programs</td>
</tr>
<tr>
<td>1250</td>
<td>Bachelor of Information Technology (Accelerated and @Work)</td>
<td>Australian Computer Society Accreditation</td>
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<tr>
<td></td>
<td></td>
<td>Combined review with other undergraduate IT programs</td>
</tr>
<tr>
<td>1331/1341</td>
<td>Bachelor of Information Technology (Advanced with Honours)/Bachelor of Information Technology (Advanced)</td>
<td>Australian Computer Society Accreditation</td>
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<tr>
<td></td>
<td></td>
<td>Combined review with other undergraduate IT programs</td>
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<tr>
<td>1045</td>
<td>Bachelor of Science/Bachelor of Information Technology</td>
<td>Australian Computer Society Accreditation</td>
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<tr>
<td></td>
<td></td>
<td>Combined review with other undergraduate IT programs</td>
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</tbody>
</table>
15.3 For professionally accredited programs, the external accreditation review and re-accreditation process may take the place of the internal review and re-accreditation process, with the findings of the external accrediting professional body and an implementation plan, including advice on any identified program changes, to be forwarded to Group Board and Programs Committee.

15.4 Other programs undergo the following internal 5 year review process:

1) Terms of reference, proposed timetable, methodology and review team membership for the review are forwarded to Group Board and then to Programs Committee.

2) The program convenor prepares a briefing paper for the information of the review team, in consultation with the Head of School and Dean (Learning and Teaching).

3) The review team's report is submitted to Group Board within 2 months of commencement of deliberations.

4) The Dean (Learning and Teaching) and the program convenor respond to the review team's recommendations in the form of an implementation plan, including any required program changes.

5) The implementation plan and any program changes are considered in turn by School Committee, Group Board, Programs Committee.

6) If the review team recommends withdrawal of the program, the recommendation is forwarded to the DVC (Academic) via the Group PVC for consideration.

For noting

16.0 EXTERNAL PROGRAM ACCREDITATION

16.1 Attached for noting are the following confirmations of external accreditation of SEET programs:

- Confirmation in 2011 from the Royal Australian Chemical Institute of accreditation to 2016 of the Bachelor of Science (Chemistry major);

- Confirmation in 2011 from the Planning Institute of Australia of accreditation to 2016 of the Bachelor of Urban and Environmental Planning, Bachelor of Urban and Environmental Planning/Bachelor of Science, Bachelor of Laws/Bachelor of Environmental Planning (Urban and Regional Planning stream), Master of Urban and Environmental Planning.

For noting

17.0 AREAS OF STRATEGIC INVESTMENT EXPANSION MARCH 2012

17.1 Following an end-of-2011 evaluation of the ASI strategy which indicated strong financial and publication returns in several of the current eight ASIs, the Vice Chancellor has in 2012 added four new areas in Physical Sciences, Environmental Science, Nursing, and Education. This expansion has been occasioned both by external recognition of

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Accreditation</th>
<th>Review Process</th>
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<tbody>
<tr>
<td>1046/1110</td>
<td>Bachelor of Multimedia</td>
<td>Australian Computer Society Accreditation</td>
<td>Combined review with other undergraduate IT programs</td>
</tr>
<tr>
<td>2013/2021</td>
<td>Bachelor of Multimedia with Honours</td>
<td>Australian Computer Society Accreditation</td>
<td>Combined review with other undergraduate IT programs</td>
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<tr>
<td>1236/1339</td>
<td>Bachelor of Information Technology/Bachelor of Multimedia</td>
<td>Australian Computer Society Accreditation</td>
<td>Combined review with other undergraduate IT programs</td>
</tr>
<tr>
<td>1360/1361</td>
<td>Bachelor of Business Information Systems</td>
<td>Interim Report (as using courses from BIT)</td>
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</table>
additional areas of performance through the ERA 2010 assessment and the very strong recent progress in publication output and impact, and grant income in NCG schemes from the four new areas. As for previous assessments, the additional requirement for consideration of inclusion in the ASI portfolio is suitable scale, and the likelihood of achievement of international excellence.

For noting

18.0 2012 GROUP LEARNING AND TEACHING CITATIONS AND GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING

18.1 The DVC (Academic) has announced the commencement of the 2012 round of Group Learning and Teaching Citations and Griffith Awards for Excellence in Teaching, Griffith’s flagship programs for recognising and rewarding the hard work and great achievements of its staff in a broad range of learning and teaching activities.

18.2 Griffith Awards and Citations for Excellence in Teaching are offered as follows:

- **Group Learning and Teaching Citations**
  Up to 17 citations across the University with a prize value of $2,000 each are awarded to individual teachers or teaching teams making significant contributions to student learning.

- **Excellence in Teaching Category**
  Awards are made in the following areas of teaching:
  - Four Excellence in Teaching Awards, one for each of the Academic Groups
  - Early Career
  - Sessional Academic Staff
  - First Year Advisor
  - Research Supervision
  - Cultural Inclusiveness
  - Work-integrated Learning
  - Teaching Large Classes

- **Programs and Teams that Enhance Learning Category**
  Awards may be made in the following areas:
  - The first year experience
  - Postgraduate education
  - Innovation in curricula, learning and teaching
  - Flexible learning and teaching
  - Services supporting student learning
  - Educational partnerships and collaborations with other organisations
  - Widening Participation


Further information can be obtained from the Secretariat at awards-sec@griffith.edu.au.

Important dates
Group Learning and Teaching Citations applications close 28 May
Griffith Awards for Excellence in Teaching nominations close 21 May
Griffith Awards for Excellence in Teaching applications close 16 July

18.4 The GIHE offers workshops to assist staff in preparing applications for citations and awards. Staff can register for workshops by emailing gihe-register@griffith.edu.au
19.0 OTHER BUSINESS

20.0 2012 MEETING SCHEDULE

The remaining 2012 meetings of the SEET Group Board will be held at 10.00am on the following dates:

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Campus</th>
<th>Venue</th>
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<tbody>
<tr>
<td>18 May</td>
<td>Nathan</td>
<td>N54_2.02</td>
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<tr>
<td>15 June</td>
<td>Gold Coast</td>
<td>G34_2.02</td>
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<tr>
<td>20 July</td>
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<td>17 August</td>
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<tr>
<td>14 September</td>
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<td>N54_2.02</td>
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<tr>
<td>12 October</td>
<td>Gold Coast</td>
<td>G34_2.02</td>
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<tr>
<td>16 November</td>
<td>Nathan</td>
<td>N54_2.02</td>
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