A meeting of the Science, Environment, Engineering and Technology Group Board will be held at 10.00am on Friday 19 August in Room 2.02, Council Chamber, The Chancellery (G34), Gold Coast campus.

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Significant Committee Events
This meeting of the Science, Environment, Engineering & Technology Group Board will be at 10.00am on Friday 19 August 2011 in Room 2.02, Council Chamber (G34), Gold Coast campus.

Deadlines
- Agenda items due with Secretary, Programs Committee for September meeting by 18 August 2011.

Committee TeamPlace Web Address
- https://qplace01.domino.griffith.edu.au/QuickPlace/sec-university-committees/PageLibrary4A2572760016EDDC.nsf/h_Toc/92be13faec1b58390525670800167238/?OpenDocument 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.
<table>
<thead>
<tr>
<th>Faculty Board Members</th>
<th>Appointment Type</th>
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</thead>
<tbody>
<tr>
<td>Professor Clyde Wild</td>
<td>ex officio (Chair)</td>
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<td>Dean (Academic)</td>
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<tr>
<td>Professor Sue Berners-Price</td>
<td>ex officio</td>
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<tr>
<td>Pro Vice Chancellor (Science, Environment, Engineering &amp; Technology)</td>
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<td>Associate Professor Michael Blumenstein</td>
<td>ex officio</td>
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<td>Dean, Research (Science, Environment, Engineering &amp; Technology)</td>
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<td>Associate Professor Wendy Loughlin</td>
<td>ex officio</td>
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<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>
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<tr>
<td>Head, Griffith School of Engineering</td>
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<tr>
<td>Associate Professor Peter Bernus</td>
<td>ex officio</td>
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<tr>
<td>Head, School of Information &amp; Communication Technology</td>
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<tr>
<td>Professor Hamish McCallum</td>
<td>ex officio</td>
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<tr>
<td>Head, Griffith School of Environment</td>
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<tr>
<td>Professor Frank Clarke</td>
<td>ex officio</td>
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<tr>
<td>Head, School of Biomolecular &amp; Physical Sciences</td>
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<tr>
<td>Associate Professor Charles Lemckert/Associate Professor Steven O'Keefe</td>
<td>appointed</td>
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<tr>
<td>Deputy Head, Griffith School of Engineering</td>
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<tr>
<td>Dr Rene Hixel/ 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/Associate Professor Albert Gabric</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>
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<tr>
<td>Deputy Head, School of Biomolecular &amp; Physical Sciences</td>
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<tr>
<td>Representative of the Directors of the Group Research Centres</td>
<td>vacant</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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<td>Director, Australian Rivers Institute</td>
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<tr>
<td>Professor Ron Quinn</td>
<td>invited</td>
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<tr>
<td>Director, Eskitis Institute for Cell and Molecular Therapies</td>
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<tr>
<td>Professor Abdul Sattar</td>
<td>invited</td>
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<tr>
<td>Director, Institute for Integrated and Intelligent Systems</td>
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<tr>
<td>Professor Mark von Itzstein</td>
<td>invited</td>
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<tr>
<td>Director, Institute for Glycomics</td>
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<tr>
<td>Mr James Walden</td>
<td>invited</td>
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<tr>
<td>Group Resource Manager (SEET)</td>
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<tr>
<td>Ms Glenda Graham</td>
<td>invited</td>
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<td>Human Resource Manager (SEET)</td>
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<tr>
<td>Ms Catherine Delahunty</td>
<td>invited</td>
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<tr>
<td>Executive Officer to the PVC</td>
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<tr>
<td>Mr Stephen Boyd</td>
<td>invited</td>
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<tr>
<td>Mr George Klich</td>
<td>invited</td>
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<tr>
<td>Technical and Logistics Managers, Technical Services (SEET)</td>
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<tr>
<td>Mr Vince Lalor</td>
<td>invited</td>
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<tr>
<td>Deputy Resource Manager</td>
<td></td>
</tr>
<tr>
<td>Ms Paula Kitto</td>
<td>invited</td>
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<tr>
<td>Mr Liam Staunton</td>
<td>invited</td>
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<tr>
<td>HR Advisers (SEET)</td>
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<tr>
<td>Ms Veronica Dawson</td>
<td>invited</td>
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<tr>
<td>INS representative</td>
<td></td>
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<tr>
<td>Professor Allan Cripps</td>
<td>invited</td>
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<tr>
<td>Pro Vice Chancellor (Health)</td>
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</tbody>
</table>
Professor Nick Buys
Dean, Learning & Teaching (Health Group)

invited

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 6/2011

A meeting of the Science, Environment, Engineering and Technology Group Board will be held at 10.00am on Friday 19 August in Room 2.02, Council Chamber (G34), Gold Coast campus.

Silja Leskinen
Acting Secretary

AGENDA

1.0 APOLOGIES

Apologies may be recorded by contacting Silja Leskinen, x 57792, or by emailing S.Leskinen@griffith.edu.au

Apologies have been received from:
Professor Yew-Chaye Loo, Director, Internationalisation & Professional Liaison

2.0 CONFIRMATION OF MINUTES

The minutes of the 5/2011 (10 June) meeting have been circulated. To be taken as read and confirmed.

As an amendment to the 4/2011 minutes, an apology from Professor Ron Quinn, Director, Eskitis Institute for Cell and Molecular Therapies is noted.

PART ONE (10.00am – 12.00 noon) (previously SEET Group Board)

3.0 MATTERS ARISING FROM THE 5/2011 (10 June) MINUTES

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirm in writing to Simon Kelly that Professors Ron Quinn, Abdul Sattar,</td>
<td>Secretary (action taken)</td>
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<tr>
<td>Mark von Itzstein, Joe Lee and Gordon Holden will participate in the</td>
<td></td>
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<tr>
<td>Research Hub survey.</td>
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<tr>
<td>Include an addition in SEET HDR Support Document advising students to seek</td>
<td>Dean (Research)</td>
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<tr>
<td>further details on assistance from the School/Centre and a link to</td>
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<td>information about competitive external HDR funds.</td>
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<tr>
<td>Circulate document on measuring the quality of indigenous HDR training</td>
<td>Dean (Research)</td>
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<tr>
<td>strategies to Heads for feedback.</td>
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<tr>
<td>Ensure nominated representatives are available for August 2011 Malaysian</td>
<td>Centre Directors and Heads of School</td>
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<tr>
<td>delegation.</td>
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</tbody>
</table>

4.0 NEW BUSINESS

4.1 PVC Report
- Campus Life
  Mr Russell Hume, Facilities Manager, Campus Services, will attend the meeting
  at 10.00am for introduction and feed back from the Board regarding facilities.
- Information and Communication Technology Services
Mr Bruce Callow, Director, Information and Communication Technology Services, will address the Board at 10.05am regarding Electronic Infrastructure Capital Plan and planned projects as well as for feedback.

- GELI Activities
  Ms Nicole Brigg, Director, GELI, will address the Board at 10.25am on GELI activities.
- Group Operational Plan, (refer attachment 4.1a)
- Griffith University 40th Anniversary, (refer attachments 4.1b, 4.1c and 4.1d)

PVC to report

4.2 Budget and Enrolment Update

GRM to report

4.3 Academic Matters

- 2011 Promotion Round
- 2011 Performance Review Round
- Refurbishment and Prioritisation

Dean (Academic) to report

4.4 Learning and Teaching Matters

- HEPPP Funding Update

Dean (Learning and Teaching) to report

4.5 Research Matters

- QCIF eResearch Analyst Position, (refer attachment 4.5a, 4.5b and 4.5c)
- HDR Progress Plan and SEET HDR Candidature Policy, (refer attachments 4.5d and 4.5e)
- SEET Research Excellence Awards

Dean (Research) to report

5.0 INFORMATION SERVICES REPORT

Ms Diane Smith will present the Information Services (SIR) Report, refer attachment 5.0.

6.0 OTHER BUSINESS

PART TWO (12.00 noon– 2.00pm) (previously SEET Faculty Board)

7.0 MATTERS ARISING FROM THE 5/2011 (10 June) MINUTES

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forward program submission for award major in Mechanical Engineering within Bachelor of Engineering (1310) to Programs Committee.</td>
<td>Secretary (action taken)</td>
</tr>
<tr>
<td>Forward revised program submission for changes to admission requirements for Clinical Microbiology stream within Master of Clinical Science (5471) to Programs Committee.</td>
<td>Secretary (action taken)</td>
</tr>
<tr>
<td>Forward terms of reference, proposed timetable, methodology and review team membership for the BPS UG 5 year program review to Programs Committee.</td>
<td>Secretary (action taken)</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

8.0 ASSESSMENT TYPE CODES
Associate Professor Heather Alexander, Griffith Institute of Higher Education, will address the Board at 12.00 noon regarding assessment type codes.

The course profile contains a field for the assessment type code and an additional field where the Course Convenor adds the name of the assessment item. There are currently over 140 assessment type codes in the course profile system, with a high use of the category of “other”. The DVC (A) has requested that the number of assessment type codes be reduced, (refer Attachment 8.0).

9.0 ASSESSMENT SUBMISSION AND RETURN PROCEDURES

9.1 The University Assessment Committee is working on a new Assessment Policy and related procedures in response to the AUQA Recommendation 7 (urgent):

‘AUQA recommends that more attention be paid by Griffith University to quality control aspects such as moderation policy and procedures and the calibration of standards for the awarding of grades’.

9.2 A key feature of the draft Assessment policy is the following statement about moderation

Consensus moderation processes are used to develop a common disciplinary understanding of the course standards that underpin comparability and ensure consistency of marking. Systematic moderation and other assessment processes are designed to ensure, so far as possible, that:

- the award of marks and grades is according to the quality of the work students produce in response to assessment tasks, irrespective of how other students in their group perform, or their own previous histories of performance;
- comparability of achievement standards occurs across relevant courses;
- standards are stable from year to year to protect the value of qualifications; and
- the bases for marking and grading judgments are transparent and meaningful to students so they can understand and use the information to improve their performance.

The ways in which a consensus moderation process may be conducted include the following:

- examiners practice marking assessment exemplars of previous student responses to the same or similar tasks, or practice marking a sample of papers that have been selected by the Course Convenor to represent different standards of student achievement. Practice marking includes explanation, justification and, where necessary, revision of assessment judgements. The process continues until consensus among examiners is reached, and takes place prior to independent marking of other allocated papers.
- examiners reviewing assessment exemplars of different standards throughout the course or at the end of a course to assure consistency of assessment judgements.
- examiners double marking assessment exemplars of different standards throughout the course or the Course Convenor double marking assessment exemplars of different standards at the end of a course.
The Course Convenor documents the moderation process with the teaching team for consideration by the School Assessment Board in conjunction with the recommended grades.

9.3 To facilitate implementation of this policy the University has to put in place a process for collecting assessment exemplars and the attached Draft Assessment Submission and Return Procedures proposes to achieve this by using a Student Consent statement on Assessment Cover Sheets. The Draft Assessment Submission and Return procedures reflect existing practices across the University, collating them into one document for the first time and as a result a number and a varied range of options for submission and return of assessment items are included. The other key change is the procedure requires that 'where assessment tasks are submitted electronically, a system confirming their receipt must be in place'. It also brings a number of existing procedural items such as extensions, final due date for major assessment items, inability to locate an assessment item and retention and disposal of assessment items into a coherent document about assessment items rather than being spread across a range of policy and procedural documents.

9.4 The draft Assessment Policy includes the following statement about Assessment Submission and Return

Assessment information is to be generated and processed in a timely way. This applies to all aspects of assessment practice including: submitting assessment on time, providing feedback to students; processing of marks and grades; supplementary assessment; appeals and matters to do with maintaining academic integrity.

All staff who, through their involvement in the assessment process, handle student assessment items (assignments, examination scripts, for example) are required to exercise due diligence in handling these items.

Students are to undertake assessment tasks in an honest and trustworthy manner consistent with the purpose of the assessment item. Each student is required to attest to that effect on every assessment item submitted by completing the University's Academic Integrity Declaration. See Institutional Framework for Promoting Academic Integrity. In addition, students are asked to give their consent, on every assessment item submitted, for their work, without disclosure of the contributor’s identity, to be used, and reproduced as an assessment exemplar for standard setting and moderation activities. See Assessment Submission and Return Procedures.

9.5 The University Assessment Committee seeks feedback on the attached Draft Assessment Submission and Return Procedures (2011/0002503) from Group Boards at August meetings and by other Group/School based committees that might be appropriate with a view to responding no later than 12 September 2011, (refer attachment 9.0)

For consideration

10.0 ENG PROGRAM ACCREDITATION IMPLEMENTATION PLAN (2011/0004300)

10.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to consider the attached Engineering Accreditation Implementation Plan proposing responses and action to the recommendations arising from the Engineers Australia program accreditation as described in (2011/0004300).

Recommendation

10.2 On the recommendation of the Dean (Learning & Teaching), the Group Board is asked to approve the Engineering Accreditation Implementation Plan, (2011/0004300) for forwarding to Programs Committee.
11.0 ENV MAJOR CHANGE SUBMISSION (2011/0004305)
1315/1007 BACHELOR OF SCIENCE (ECOLOGY AND CONSERVATION BIOLOGY)

11.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to consider the attached program submission (2011/0004305) proposing the following changes to the Bachelor of Science (Ecology and Conservation Biology):

- Addition of three courses to the listed electives list as below:
  - 3052ENV Emerging Issues in Aquatic Ecology
  - 3181ENV Special Topic
  - 3191ENV Special Topic

- Amend degree requirements to remove the specific reference that 30CP of listed Ecology and Conservation Biology courses must be at 3rd year level. The amendment is proposed in both the Nathan and Gold Coast programs in order to align the degree requirements. The proposal is made on the basis of the following considerations:
  - The degree requirements also contain the standard university requirement for the minimum number of third year level courses, (students must complete at least 60CP of courses at third year level). Therefore, the proposed amendment does not compromise the intention of the GU Bachelors degree policy.
  - The current requirement to undertake 30CP of the listed Ecology and Conservation Biology courses at third year level, has been limiting to some students in their choice of listed electives, where they may wish to do three or more listed Ecology and Conservation Biology electives at second year level in line with their study interests and career goals.

11.2 It is proposed that this change to the degree requirements apply to both commencing and continuing students. The change does not disadvantage continuing students as it widens the choice available for them.

Recommendation

11.3 On the recommendation of the Dean (Learning & Teaching), the Group Board is asked to recommend to the Programs Committee that the amendment to the Bachelor of Science (Ecology and Conservation Biology, as described in (2011/0004305), be approved for introduction from semester 1, 2012 applicable for both commencing and continuing students.

12.0 ENG MAJOR CHANGE SUBMISSION (2011/0004294)
1310/1311/1320 BACHELOR OF ENGINEERING, BACHELOR OF ENGINEERING (ADVANCED STUDIES)

12.1 On the recommendation of the Dean (Learning and Teaching), the Faculty Board is asked to consider the attached program submission (2011/0004294) proposing to remove the requirement to complete courses 1113ICT, 1114ICT and 1115ICT Writing Skills 1, 2 and 3, which is currently a requirement for students commencing prior to 2010 only. The proposal is made on the basis of the following considerations:

- The requirement to complete the Writing Skills courses has been removed from the Engineering programs from 2010 due to the School of Information and Communication Technology advising that these courses will not be offered in the future. The courses are currently offered in reduced capacity to students commencing prior to 2010 as on-line courses attached to the Logan campus.
• The current arrangement is creating confusion for students and causing difficulty as students are required to undertake exams at the Logan campus. The School has waived this requirement for students graduating in semester 2 2010 and 1 2011.

• Students commencing prior to 2010 have already been advised by email that this requirement is waived, and removal of this requirement does not disadvantage any students who may have already undertaken these courses, as they have 0 CP load.

Recommendation

12.2 On the recommendation of the Dean (Learning & Teaching), the Group Board is asked to recommend to the Programs Committee that the requirement to undertake 1113ICT, 1114ICT and 1115ICT by students in the Bachelor of Engineering programs commencing prior to 2010, as described in (2011/0004294) be approved for removal.

For consideration

13.0 QIBT MAJOR CHANGE SUBMISSION (2011/0004295)
DIPLOMA OF ENGINEERING (QIBT)

13.1 On the recommendation of the Dean (Learning and Teaching), the Faculty Board is asked to consider the attached program submission (2011/0004295) proposing amendments to courses offered within the Diploma of Engineering (QIBT). The amendments coincide with the transfer of the Diploma of Engineering program from the Mount Gravatt campus to the Gold Coast campus and will align the structure of the Diploma of Engineering with the first year structure of the Bachelor of Engineering. Specific changes to be undertaken within the Diploma include:

• Removal of 1301BPS Physics 1A
• Removal of 1003ENG Statics and Materials
• Removal of 1301ENG Electric Circuits
• Removal of 1101BPS Chemistry A
• Addition of 1502ENG Engineering Materials
• Addition of 1501ENG Engineering Mechanics
• Addition of 1005ENG Electronics for Engineers

13.2 Changes proposed for the Diploma program will also result in changes to the list of available Bachelor programs into which the Diploma will articulate. It is proposed that from semester 1 2012 those commencing the Diploma will articulate to the following programs with 80CP of credit:

• Bachelor of Engineering (Civil Engineering) – Gold Coast
• Bachelor of Engineering (Electrical and Electronic Engineering) – Gold Coast
• Bachelor of Engineering (Sport and Biomedical Engineering) Gold Coast
• Bachelor of Engineering (Mechatronic Engineering) – Gold Coast
• Bachelor of Engineering (Mechanical Engineering) – Gold Coast
• Bachelor of Engineering Technology (Civil Engineering) – Gold Coast

Programs for which Diploma of Engineering students may formally receive less credit would include:

• Bachelor of Engineering (Environmental Engineering) - Nathan
• Bachelor of Engineering Technology (Environmental Engineering Technology) – Nathan
Recommendation

13.3 On the recommendation of the Dean (Learning & Teaching), the Faculty Board is asked to recommend to the Programs Committee that the Diploma of Engineering (QIBT) be amended to align it with the first year of the Bachelor of Engineering, Gold Coast structure and articulation pathways into the Bachelor of Engineering be amended, as described in (2011/0004295), for introduction from semester 1, 2012.

For consideration

14.0 ICT PROGRAM WITHDRAWAL SUBMISSION (2011/0004311)
9042/9144 CONTINUING EDUCATION CERTIFICATE IN INFORMATION TECHNOLOGY

14.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to consider the attached submission (2011/0004311) proposing to withdraw program 9042/9144 Continuing Education Certificate in Information Technology due to consistently low enrolment numbers.

Recommendation

14.2 On the recommendation of the Dean (Learning & Teaching), the Group Board is asked to recommend to the Programs Committee that 9042/9144 Continuing Education Certificate in Information Technology be withdrawn to commencing students from semester 1, 2012.

For consideration

15.0 BPS MINOR CHANGE SUBMISSION (2011/0004307)
1210 BACHELOR OF SCIENCE

15.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to consider the attached minor change submission (2011/0004307) proposing to offer a pathway for entry to the Applied Maths and Physics majors within the Bachelor of Science at the Nathan campus to Gold Coast students. This pathway would allow Gold Coast students to complete the first year of their studies on the Gold Coast campus before undertaking the second and third years of their majors at the Nathan campus.

15.2 The Board is asked to consider the following discussion points:

- Pre-requisites for Admission
  Admission requirements for the Bachelor of Science (GC) currently include pre-requisites of Maths A or Maths B. Admission requirements for the Bachelor of Science (NA) currently include the pre-requisite of Maths B. The admission requirements at UQ and QUT are as follows: Bachelor of Applied Science at QUT is Maths B, Bachelor of Science at UQ is Maths B, Bachelor of Environmental Science at UQ is Maths B. The Maths and Physics majors both require Maths B as a pre-requisite and there is no way to "screen" students who have only undertaken Maths A in case they are admitted into the Bachelor of Science (GC) program.

- Clarity of Information in Promotion of the Program
  Having two points of entry into the Bachelor of Science at Gold Coast may be confusing to students. Conversely, the QTAC entries are listed by campus and major and consequently advertising Maths and Physics majors within the Bachelor of Science (GC) program may give the impression that students are able to undertake these majors at Gold Coast Campus for the duration of the program, and may also be confusing.

- Benchmarking of Majors and Clarity of Enrolment Advise to Students
More detailed benchmarking of majors may be needed in this exercise, perhaps even between Bachelor of Science (Environment) and Bachelor of Science (Ecology and Conservation Biology) and the possibility of articulation between a variety of majors offered at both Nathan and Gold Coast campuses should be considered. The Bachelor of Business provides a good exemplar for campus/major listings.

- Hosting the Bachelor of Science at the Group Level

The School of Information and Communication Technology would like to offer two new majors in a Bachelor of Science (Computer Science and Bioinformatics) making the Bachelor of Science potentially a program with input from three Schools. More detailed discussion at Group level would be needed with regard to administration, program convenorship, load allocation and other issues in order to effectively manage a very large program with intake of around 200 between Nathan and Gold Coast.

15.1 The Group Board is asked to consider the attached minor change submission (2011/0004307) and the above discussion points, and on the basis of the discussion recommend further action.

For consideration

SECTION II: MATTERS REQUIRING RATIFICATION OF EXECUTIVE ACTION

16.0 BPS MINOR CHANGE SUBMISSION (2011/0004308)
1349 BACHELOR OF BIOMOLECULAR SCIENCE

16.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to ratify the attached minor change submission (2011/0004308) proposing the following change to the Bachelor of Biomolecular Science:

- Replace 1004ENV Earth Sciences & GIS with 1303ENV Earth Sciences.

For ratification

17.0 ENV MINOR CHANGE SUBMISSION (2011/0004310)
3212 GRADUATE CERTIFICATE IN ENVIRONMENT

17.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to ratify the attached minor change submission (2011/0004310) proposing the following amendment to the Graduate Certificate in Environment:

- Add notation for part-time students undertaking the Education for Sustainability specialisation indicating which electives are recommended.

For ratification

18.0 ENG MINOR CHANGE SUBMISSION (2011/0004289)
5468 MASTER OF ENGINEERING

18.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to ratify the attached minor change submission (2011/0004289) proposing the following changes to program 5468 Master of Engineering:

- Withdraw elective course 7511ENG ECE Design Project (20CP) offered within the Electronic and Computer Engineering specialisation.
18.2 This course withdrawal is proposed as other research courses are available within the Master of Engineering (Advanced Studies) program.

For ratification

19.0 ENG MINOR CHANGE SUBMISSION (2011/0004293)
1321/1322 BACHELOR OF ENGINEERING/BACHELOR OF SCIENCE

19.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to ratify the attached minor change submission (2011/0004293) including a number of corrections and consequential changes, which have already been approved within 1310/1311 Bachelor of Engineering and well as the following course change:

- Griffith School of Environment has advised that course 2001ENV Climate Change will no longer be offered.

For ratification

20.0 ENV MINOR CHANGE SUBMISSION (2011/0004304)
3257/3258/5555/5554 GRADUATE CERTIFICATE IN SCIENCE (SCIENCE EDUCATION), MASTER OF SCIENCE (SCIENCE EDUCATION)

20.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to ratify the attached minor change submission (2011/0004304) proposing the following changes to programs 3257/3258/5555/5554 Graduate Certificate in Science (Science Education) and Master of Science (Science Education) as advised by the School of Education and Professional Studies:

- 7036EDN Science as a Human Endeavour will be offered in semester 1 only from 2012.
- 7037EDN Natural and Processed Materials will be offered in odd years only.
- 7040EDN Life and Living Processes has been moved from semester 1 to semester 2 and will be offered in odd years only.
- 7038EDN Energy and Change has been moved from semester 2 to semester 1 and will be offered in even years only.
- 7039EDN Earth and Beyond will be offered in even years only.

For ratification

21.0 QIBT MINOR CHANGE SUBMISSION (20110004302)
DIPLOMA OF INFORMATION TECHNOLOGY (QIBT)

21.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to ratify the attached minor change submission (20110004302) proposing a course replacement as listed below:

- Replace course 1201QBT Academic & Professional Skills Development with 1020QBT Academic & Professional Skills Development for Science & Technology

For ratification

22.0 ENG NEW PROGRAM PROPOSAL (2011/0004296)
9354 POSTGRADUATE QUALIFYING PROGRAM (GRADUATE CERTIFICATE IN ENGINEERING, MASTER OF ENGINEERING)

22.1 On the recommendation of the Dean (Learning and Teaching), the Faculty Board is asked to ratify the attached program submission (2011/0004296) proposing to add a new
offering to the existing Postgraduate Qualifying Program, (PQP) arrangement established between QIBT and Griffith University.

It is proposed to offer a PQP pathway for students who meet academic admission requirements but who have been assessed as no greater than 0.5 IELTS below English language requirements for admission to the following postgraduate programs:

- Graduate Certificate in Engineering (3205/3206)
- Master of Engineering (5467/5468)

22.2 Students will complete three prescribed QIBT courses and one prescribed postgraduate Engineering course. The proposed structure and requirements comply with the existing approved PQP.

For ratification

23.0 ENG PROGRAM WITHDRAWAL SUBMISSION (2011/0004299)

5134 MASTER OF CONSTRUCTION ENGINEERING (OFF SHORE)

23.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to consider the attached submission (2011/0004299) proposing to withdraw program 5134 Master of Construction Engineering (Off Shore). The program was withdrawn from the Program Catalogue in 2009 due to low enrolment numbers and withdrawal of the equivalent on-campus program. However, the program was not withdrawn from PeopleSoft at the same.

Recommendation

23.2 On the recommendation of the Dean (Learning & Teaching), the Group Board is asked to recommend to the Programs Committee that 5134 Master of Construction Engineering (Off Shore) be withdrawn to commencing students from semester 1, 2009.

24.0 ENV PROGRAM WITHDRAWAL SUBMISSION (2011/0004301)

5134 MASTER OF ENVIRONMENT (WATER RESOURCES)

24.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to consider the attached submission (2011/0004301) proposing to withdraw program 5481 Master of Environment (Water Resources). This program was withdrawn during the redevelopment of the postgraduate programs in ENV. The program was amalgamated into the single Grad Cert/Master/Master with Honours suite of programs (3212/5477/5478) with award plans leading to a specific award for each specialisation. There are no students in the program and it has been withdrawn from the Program Catalogue. However, it was not withdrawn from PeopleSoft at the same time.

Recommendation

24.2 On the recommendation of the Dean (Learning & Teaching), the Group Board is asked to recommend to the Programs Committee that 5481 Master of Environment (Water Resources) be withdrawn to commencing students from semester 1, 2009.

25.0 BPS PROGRAM WITHDRAWAL SUBMISSION (2011/0004306)

5091/5092 MASTER OF SCIENCE (HONS) (FORENSIC SCIENCE)

25.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to consider the attached submission (2011/0004306) proposing to withdraw programs 5091/5092 Master of Science Hons (Forensic Science). These program codes were replaced in 2008 due to a change in program duration. There are no students in these programs and they have been withdrawn from the Program Catalogue. However, they need to be officially withdrawn from PeopleSoft.
Recommendation

25.2 On the recommendation of the Dean (Learning & Teaching), the Faculty Board is asked to recommend to the Programs Committee that 5091/5092 Master of Science Hons (Forensic Science) be withdrawn to commencing students from semester 1, 2009.

26.0 BPS MINOR CHANGE SUBMISSION (2011/0004309)
4140 GRADUATE DIPLOMA OF FLIGHT MANAGEMENT

26.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to ratify the attached minor change submission (2011/0004309) proposing the below changes:

- Remove the main additional fees information and replace with “to be advised” until further notice.
- Amend the Graduate Diploma Quiz total score to 30 (rather than 130) on the direct entry application form.
- Correct the notation of program duration to 1 year full-time (concurrently with B Aviation).
- Correct the credit point value for 3504BPS Aviation Major Project to 20CP in the 2012 program structure.

For ratification

27.0 ENV MINOR CHANGE SUBMISSION (2011/0004312)
1356 BACHELOR OF ENVIRONMENTAL DESIGN

27.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to ratify the attached minor change submission (2011/0004312) proposing the following changes to the Bachelor of Environmental Design:

- Replace 3007ENV Climate Change Adaptation, (which will only be offered in semester 3), with a new course 3908ENV Landscape Design.
- Withdraw 3604ENV Wildlife Management and replace it with a new course 3909ENV Landscape Technology.
- Add all the Architecture Special Topic Electives to the elective list in this major: 2905ENV Architecture Special Topic 1, 2906ENV Architecture Special Topic 2, 3905ENV Architecture Special Topic 3, 3906ENV Architecture Special Topic 4, 3907ENV Architecture Special 5.

For ratification

28.0 PROGRAM CONVENER AND FIRST YEAR ADVISOR CHANGES

28.1 The Board is asked to ratify the following Program Convenor changes for semester 2 2011:

- 5524 Master of Information Technology (GC) - Dr Junhu Wang
- 5544 Master of Information Technology Advanced Studies (GC) - Dr Junhu Wang
- 5526 Master of Information Technology Professional (GC) - Dr Junhu Wang
- 5546 Master of Information Technology with Honours (GC) - Dr Junhu Wang

28.2 The Board is asked to ratify the following First Year Advisor changes for semester 2 2011:

- 1131 B Information (Adv Hons) – Professor Vladimir Estivill-Castro
- 1360 B Business Information Systems - Professor Vladimir Estivill-Castro
- 1042 B Information Technology - Professor Vladimir Estivill-Castro
29.0 COURSE PROFILES FOR RATIFICATION

29.1 The Board is asked to ratify the following course profiles which have been executively approved by the Dean (Learning & Teaching):

- 2902ENV Architecture Studio 3
- 2906ENV Architecture Special Topic 2
- 3052ENV Emerging Issues in Aquatic Ecology
- 3608ENV Wildlife Ecology Course
- 3906ENV Architecture Special Topic 4
- 4057ENV Natural Resource Management
- 4118ENV Climate Change Policy
- 7057ENV Climate Change Policy
- 7254ENV Applied Topics in Climate Change
- 7920ENV Catchment and Aquatic Ecosystem Health

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

30.0 5 YEAR REVIEW OF SCHOOL OF BIOMOLECULAR AND PHYSICAL SCIENCES UNDERGRADUATE PROGRAMS

REVISED TERMS OF REFERENCE, PROPOSED TIMETABLE, METHODOLOGY AND RECOMMENDED REVIEW TEAM MEMBERSHIP (2011/0004290)

30.1 On the recommendation of the Dean (Learning & Teaching), the Group Board is asked to note the appointment of an external Chair to each of the review teams (2011/0004290).

For noting

31.0 GROUP WORKPLACE HEALTH & SAFETY OPERATIONAL PLAN

31.1 The Group Board is asked to note the Group Workplace Health & Safety Operational Plan, (refer attachment 30.0).

For noting

32.0 SEET PLANNING DAY NOTES

The Board is asked to note the outcomes of the SEET planning day, (refer attachment 31.0)

For noting

33.0 TIMELINES FOR PROGRAM PLANNING, DEVELOPMENT AND APPROVAL – 2012

33.1 The Board is asked to note the following critical dates for approval of program proposals for implementation in 2012:

<table>
<thead>
<tr>
<th>Approval of New Program Submissions by:</th>
<th>For implementation in Semester 1 2012</th>
<th>For implementation in Semester 2 2012</th>
</tr>
</thead>
</table>

www.griffith.edu.au/committees
SEET Group Board | 13 May 2011 | 18 November 2011
Programs Committee – Final Date for Approval | 14 July 2011 | 17 February 2012

Major program changes which require the approval of Programs Committee:

<table>
<thead>
<tr>
<th>For implementation in Semester 1 2012</th>
<th>For implementation in Semester 2 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEET Group Board</td>
<td>19 August 2011</td>
</tr>
<tr>
<td>Programs Committee – Final date</td>
<td>1 September 2011</td>
</tr>
</tbody>
</table>

For noting

34.0 OTHER BUSINESS

35.0 2011 MEETING SCHEDULE

Remaining 2011 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>
</tr>
</thead>
<tbody>
<tr>
<td>16 September</td>
<td>Nathan</td>
<td>Room 2.02 Bray Centre (N54)</td>
</tr>
<tr>
<td>21 October</td>
<td>Gold Coast</td>
<td>Room 2.02 The Chancellery (G34)</td>
</tr>
<tr>
<td>18 November</td>
<td>Nathan</td>
<td>Room 2.02 Bray Centre (N54)</td>
</tr>
</tbody>
</table>