A meeting of the Science, Environment, Engineering and Technology Group Board was held at 10.00am on Friday 19 August 2011 in Room 2.02, Council Chamber, The Chancellery (G34), Gold Coast campus.

MINUTES

PRESENT:

Professor Clyde Wild (Chair)
Professor Sue Berners-Price (part one)
Associate Professor Michael Blumenstein (part one)
Associate Professor Wendy Loughlin
Professor Bofu Yu
Associate Professor Peter Bernus
Professor Hamish McCallum
Professor Frank Clarke
Associate Professor Charles Lemckert
Dr Wayne Pullan
Associate Professor Anthony Carroll
Professor Stuart Bunn
Associate Professor George Mellick
Professor Abdul Sattar
Professor Mark von Itzstein (part one)
Mr James Walden
Ms Glenda Graham (part one)
Ms Catherine Delahunty (part one)
Mr George Klich
Mr Vince Lalor (part one)
Ms Diane Smith

Present by Invitation:
Mr Russel Hume for agenda item 4.1
Mr Bruce Callow for agenda item 4.1

Secretary: Ms Silja Leskinen

1.0 CONFIRMATION OF MINUTES

The minutes of the 5/2011 (10 June), meeting of the SEET Group Board, having been circulated, were taken as read and confirmed.

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

2.0 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>
</tr>
<tr>
<td>Mark von Itzstein, Joe Lee and Gordon Holden will participate in the</td>
<td></td>
</tr>
<tr>
<td>Research Hub survey.</td>
<td></td>
</tr>
</tbody>
</table>
3.0 NEW BUSINESS

3.1 Presentations to the Board:

- **Campus Life**
  Mr Russell Hume, Facilities Manager, Campus Services, introduced himself to members and asked the Board to forward him feedback on important issues regarding Gold Coast facilities. Members expressed interest in having more SEET Group representatives on the Gold Coast Local Issues Committee. Mr Hume will follow up and advise the Board regarding this possibility. Members raised additional building security as an important issue that requires attention.

  **Action:** Mr Russel Hume to advise the Group Board regarding a possibility to include additional representatives on the Gold Coast Local Issues Committee.

  **Action:** Group Board members to forward any additional feedback regarding facilities at Gold Coast to Mr Russel Hume.

- **Information and Communication Technology Services**
  Mr Bruce Callow, Director, Information and Communication Technology Services, addressed the Board regarding Electronic Infrastructure Capital Plan and planned projects as well as for feedback. Members were provided with a copy of a document outlining Electronic Infrastructure Capital Plan and technology directions including current and planned projects. The Board was asked to provide suggestions regarding possible future initiatives by email to Mr Callow by email. The importance of adequate video conferencing facilities and issues with Windows 7 security were noted.

  **Action:** Group Board members to forward suggestions regarding possible future electronic infrastructure initiatives to Mr Bruce Callow.

- **GELI Activities**
  This item was deferred to a future meeting.

3.2 PVC Report

The PVC reported on the following matters:

- **Group Operational Plan**
  The Board was provided with a copy of the current Group Operational Plan which had been reformatted in the new university template. Members noted that the new format is outcome driven and is linked to the staircase data. An attachment allows schools, research centres and institutes to nominate priorities as well as actions to address them, and this information will be fed into the operational plan for the following year. Members agreed to provide a summary of achievements for 2011 and proposals for 2012 to the PVC’s office by the end of September, to allow the 2012 operational plan to be finalised by the end of October. Members were also advised that the DVC(A) was organising workshops for each Group in
response to requests from Heads of Schools for assistance in interpretation of staircase data and school-level planning.

**Action:** Ms Catherine Delahunty, Executive Officer to the PVC, to contact Schools to ask for input on priorities and actions for Group Operational Plan by the end of September.

- **Open Day**

  The PVC thanked everyone who participated in Open Day and asked members to provide feedback and comments to Ms Ivett Guerra, Marketing Manager SEET.

**Action:** Group Board members to forward comments or suggestions regarding Open Day to Ms Ivett Guerra, Marketing Manager, SEET.

- **Gold Coast Science Fair**

  The Board noted that the Gold Coast Science Fair would be held on the coming weekend of 20 and 21 August with the opening ceremony held at the Glycomics building.

- **Griffith University 40th Anniversary**

  The Board noted the forthcoming Griffith University 40th Anniversary celebrations. Heads of Schools were asked to ensure that key people have been invited and will have the opportunity to meet their alumni.

**Action:** Heads of School to ensure the key people have been invited to participate in Griffith University 40th Anniversary celebrations.

- **SEET Planning Day 14 July**

  Members noted that SEET Planning Day took place on 14 July and was focused around future strategic aims, staircase data and enhancing performance around teaching and research. Members were asked to note the document *Planning Day Notes*.

- **Internationalisation**

  The Board noted that the Group will need to discuss the targets for international students set by Griffith International. Members were advised that the Director (Internationalisation and Professional Liaison) will provide a report to the next Group Board meeting regarding a collaboration opportunity in Saudi Arabia.

3.3 **Budget and Enrolment Update**

The Group Resource Manager presented the following budget reports for SEET:

- Total Teaching Load (EFTSL) Full Year 2011 by Budget Element Compared to Budget Targets/Projections
- Total CGS Taught Load 2010/2011 vs Targets
- Total FPOS Taught Load 2010/2011 vs Targets

3.4 **Academic Matters**

The Dean (Academic) reported on the following matters:

- **2011 Promotion Round**

  Members were advised that this is a large promotion round with about twice the number of applicants as normal.
• 2011 Performance Review Round
The Dean advised that, in general, in order for academic staff to be evaluated as Satisfactory in research, they need to exceed the University’s definition of ‘research-active’. Where this is not achieved, a satisfactory evaluation will require documented contextual justification. Supervisors have been provided relevant training. The Dean (Academic) will examine the data used for staircase assessments to identify academic staff who may not reach the level of ‘research-active’; and where the performance appears not to be satisfactory, but a consistent evaluation is not made and no contextual justification is provided, discuss the instance and performance management with the Supervisor with a view to ensuring that suitable plans are in place to achieve satisfactory performance in due course.

• Refurbishment and Prioritisation
The Board noted that documentation of refurbishment needs is in progress and prioritisation of needs has not yet taken place. Members were again asked to forward any further additional requests to the Dean (Academic). The current tabulation of needs is very extensive, and funding even a fraction of the requested work will require inclusion of this as a project on the next Capital Management Plan.

Action: Heads of Schools to forward any additional items to be considered for refurbishment to the Dean (Academic).

• Annual Fire Safety Training
The Dean advised that the official Group-wide completion rate was about 45 percent, although the population against which completion rate is assessed contains many names of people who are either external or past members of SEET. The Dean advised that when tested against current staff on-campus, the completion rate is much better. All those who have not completed the training in the past 12 months are required to complete it.

Action: Group Board members to complete annual fire safety training if not completed in the last 12 months and to pass this requirement on to staff in their elements.

3.5 Learning and Teaching Matters
The Dean (Learning and Teaching) reported on the following matters:

• HEPPP Funding Update
The SEET group is in the process of initiating peer assistance sessions, as part of the Higher Education Participation and Partnerships Program (HEPPP), which targets students from low socioeconomic background. The sessions are not intended to be like a lecture or tutorial but will be run by students enrolled in the same class and are intended to develop the participants’ own skills to overcome problems. The sessions will be open to everyone interested but will have a limited number of spaces. Funding from the HEPPP will only cover students of low SES. The peer assistance sessions are expected to commence in October. The Group will also support other activities as initiated.

• Sessional Staff Induction Sessions
The Dean (Learning & Teaching) thanked everyone who was involved in the mid-year induction sessions, and noted that participation was higher than at the start of the year.

- **Quality**
  Members noted that TEQSA will begin its regulatory functions in 2012 and will focus on level 9 qualifications (Masters degrees) and compliance with AQF requirements. An audit by Academic Administration will look into which postgraduate programs are compliant.

### 3.6 Research Matters

The Dean (Research) reported on the following matters:

- **QCIF eResearch Analyst Position**
  Members from areas that would have an interest in an eResearch position within the Group were asked to provide their feedback to the Dean (Research) regarding their support for an eResearch Analyst position where 50 percent of the funding would be provided by the Group. The feedback is required urgently.

  **Action:** Research Institute Directors to provide feedback urgently to Dean (Research) regarding their support for an eResearch Analyst position.

- **HDR Progress Plan and SEET HDR Candidature Policy**
  The Board had before it the completed SEET HDR Candidature Policy for final feedback and approval. Members were asked to forward any additional feedback by email to the Dean (Research) and were advised that if none was received, the policy would be progressed forward as approved.

  **Action:** Members to provide feedback on the HDR Progress Plan and SEET HDR Candidature Policy to the Dean (Academic). If no additional feedback is received these policies will be progressed forward as approved.

- **SEET Research Excellence Awards**
  Members noted that guidelines for the SEET Research Excellence Awards will be released shortly. The elements were encouraged to nominate someone outstanding in their area and advised that the deadline for nominations will be in about a month.

### 4.0 INFORMATION SERVICES REPORT

Ms Diane Smith, Academic Services Librarian, SEET, provided a report on the following matters:

- **VPN**
- **Adjunct Staff and GRO**
- **Comparison of Downloads from GRO and from Publishers**
- **Scholarly Information Workshop**
- **Higher Degree Research Guide for Students**
- **Library Overdue Fines Cease Commencing Semester 2 2011**

### 5.0 OTHER BUSINESS

Nil

### 6.0 SUMMARY OF ACTION ITEMS
<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Russel Hume to advise the Chair, Group Board regarding a possibility of including additional representatives on the Gold Coast Local Issues Committee.</td>
<td>Mr Russel Hume, Facilities Manager, Campus Services</td>
</tr>
<tr>
<td>Group Board members to forward any additional feedback regarding facilities at Gold Coast to Mr Russel Hume.</td>
<td>Group Board Members</td>
</tr>
<tr>
<td>Group Board members to forward suggestions regarding possible future electronic infrastructure initiatives to Mr Bruce Callow.</td>
<td>Group Board Members</td>
</tr>
<tr>
<td>Executive Officer to the PVC to contact Schools to ask for input on priorities and actions for Group Operational Plan by the end of September.</td>
<td>Executive Officer to PVC</td>
</tr>
<tr>
<td>Group Board members to forward comments or suggestions regarding Open Day to Ms Ivett Guerra, Marketing Manager, SEET.</td>
<td>Group Board Members</td>
</tr>
<tr>
<td>Heads of School to ensure the key people are invited to participate in Griffith University 40th Anniversary celebrations.</td>
<td>Heads of School</td>
</tr>
<tr>
<td>Heads of Schools to forward any additional items to be listed for refurbishment to the Dean (Academic).</td>
<td>Heads of School</td>
</tr>
<tr>
<td>Group Board members and staff in their elements to complete annual fire safety training if not completed in the last 12 months.</td>
<td>Group Board Members</td>
</tr>
<tr>
<td>Research Institute Directors to provide feedback urgently to Dean (Research) regarding their support for an eResearch Analyst position.</td>
<td>Institute Directors</td>
</tr>
<tr>
<td>Members to provide feedback on the HDR Progress Plan and SEET HDR Candidature Policy to the Dean (Research). If no additional feedback is received these policies will be progressed forward as approved.</td>
<td>Group Board Members</td>
</tr>
</tbody>
</table>

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>

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

8.0 ENG PROGRAM ACCREDITATION IMPLEMENTATION PLAN (2011/0004300)

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

8.2 The Board congratulated the Griffith School of Engineering on its rapid response to the Engineers Australia recommendations. Members were advised that there will be a continuous implementation process with all recommendations implemented within a five year period.

Resolution

8.3 On the recommendation of the Dean (Learning & Teaching), the Group Board resolved to recommend to the Programs Committee that the Engineering Accreditation Implementation Plan, (2011/0004300) be approved for implementation.

Action: Secretary to forward ENG program accreditation implementation plan to Programs Committee.

9.0 ENV MAJOR CHANGE SUBMISSION (2011/0004305)

1315/1007 BACHELOR OF SCIENCE (ECOLOGY AND CONSERVATION BIOLOGY)

9.1 On the recommendation of the Dean (Learning and Teaching), the Group Board was asked to consider the 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 was proposed in both the Nathan and Gold Coast programs in order to align the degree requirements. The proposal was 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.

9.2 It was 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.

Resolution
9.3 On the recommendation of the Dean (Learning & Teaching), the Group Board resolved to recommend to the Programs Committee that the amendment to the 1315/1007 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.

Action: Secretary to forward program submission for Bachelor of Science (Ecology and Conservation Biology) (1315/1007) to Programs Committee.

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

10.1 On the recommendation of the Dean (Learning and Teaching), the Faculty Board was asked to consider the 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 was 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 students who may have already undertaken these courses, as they have 0 CP load.

Resolution

10.2 On the recommendation of the Dean (Learning & Teaching), the Group Board resolved to recommend to the Programs Committee that the requirement to undertake 1113ICT, 1114ICT and 1115ICT by students in the 1310/1311/1320 Bachelor of Engineering programs commencing prior to 2010, as described in (2011/0004294) be approved for removal from semester 2 2011.

Action: Secretary to forward program submission for Bachelor of Engineering and Bachelor of Engineering with Advanced Studies (1310/131/1320) to Programs Committee.

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

11.1 On the recommendation of the Dean (Learning and Teaching), the Group Board was asked to consider the 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 at the Gold Coast campus. 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

11.2 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

Resolution

11.3 On the recommendation of the Dean (Learning & Teaching), the Faculty Board resolved 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.

Action: Secretary to forward program submission for Diploma of Engineering (QIBT) to Programs Committee.

12.0 ICT PROGRAM WITHDRAWAL SUBMISSION (2011/0004311)

9042/9144 CONTINUING EDUCATION CERTIFICATE IN INFORMATION TECHNOLOGY

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

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

Action: Secretary to forward program withdrawal submission for Continuing Education Certificate in Information Technology (9042/9144) to Programs Committee.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

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

13.1 On the recommendation of the Dean (Learning and Teaching), the Group Board was asked to consider the 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.

13.2 The Board considered 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.

13.3 The Board supported the long term aim to offer a Bachelor of Science program that is hosted at the Group level, with majors from more than one School, but it was noted that to establish such a program will require substantial planning.

13.4 On the short term, an interim measure of offering the first year of the Physics and Mathematics majors at the Gold Coast campus was supported. However, consensus was not reached on how to best achieve this. Two options were noted:

- Offer the first year of the two majors within the Nathan Bachelor of Science (1210) program with a requirement to complete the second and third years of the program at the Nathan campus.
- Introduce the Physics and Mathematics majors into the Gold Coast Bachelor of Science (1018) program with a requirement to complete the second and third years of the program at the Nathan campus.

Resolution

13.5 The Group Board resolved not to ratify the 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, and instead delegated Associate Professor Wendy Loughlin, Dean (Learning & Teaching) SEET, Professor Frank Clarke, Head of School, School of Physical and Biomolecular Sciences, and Professor Hamish McCallum, Head of School, Griffith School of Environment to convene and find a solution for a prompt introduction of the first year of the Physics and Mathematics majors at the Gold Coast campus, with a separate process to be put in place to plan for a single Bachelor of Science program.

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

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

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

Resolution

14.2 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the submission (2011/0004308) proposing minor changes to program 1349 Bachelor of Biomolecular Science.

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

15.1 On the recommendation of the Dean (Learning and Teaching), the Group Board was asked to ratify the 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.

Resolution

15.2 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the submission (2011/0004310) proposing a minor change to program 3212 Graduate Certificate in Environment.

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

16.1 On the recommendation of the Dean (Learning and Teaching), the Group Board was 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.

16.2 This course withdrawal is proposed as other research courses are available within the Master of Engineering (Advanced Studies) program.

Resolution

16.3 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the submission (2011/0004289) proposing minor changes to program 5468 Master of Engineering.

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

17.1 On the recommendation of the Dean (Learning and Teaching), the Group Board was asked to ratify the 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.

Resolution

17.2 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the submission (2011/0004293) proposing minor changes to program 1321/1322 Bachelor of Engineering/Bachelor of Science.

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

18.1 On the recommendation of the Dean (Learning and Teaching), the Group Board was asked to ratify the 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.

Resolution

18.2 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the submission (2011/0004304) proposing minor changes to program 3257/3258/5555/5554 Graduate Certificate in Science (Science Education) and Master of Science (Science Education).

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

19.1 On the recommendation of the Dean (Learning and Teaching), the Group Board was asked to ratify the 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

Resolution

19.2 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the submission (20110004302) proposing a course change to program Diploma of Information Technology (QIBT).

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

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

The proposal involves offering 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)

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

Resolution
20.3 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the submission (2011/0004296) proposing to add a new offering to the existing Postgraduate Qualifying Program, (PQP), arrangement enabling a pathway into the Graduate Certificate in Engineering and Master of Engineering programs.

21.0 ENG PROGRAM WITHDRAWAL SUBMISSION (2011/0004299)
5134 MASTER OF CONSTRUCTION ENGINEERING (OFF SHORE)

21.1 On the recommendation of the Dean (Learning and Teaching), the Group Board was asked to consider the program withdrawal 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 time.

Resolution

21.2 On the recommendation of the Dean (Learning & Teaching), the Group Board resolved to ratify the submission (2011/0004299) proposing to withdraw 5134 Master of Construction Engineering (Off Shore) to commencing students from semester 1, 2009.

Action: Secretary to forward program withdrawal submission for Master of Construction Engineering (5134) to Programs Committee.

22.0 ENV PROGRAM WITHDRAWAL SUBMISSION (2011/0004301)
5181 MASTER OF ENVIRONMENT (WATER RESOURCES)

22.1 On the recommendation of the Dean (Learning and Teaching), the Group Board was asked to consider the program withdrawal 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.

Resolution

22.2 On the recommendation of the Dean (Learning & Teaching), the Group Board resolved to ratify the submission (2011/0004301) proposing to withdraw 5481 Master of Environment (Water Resources) to commencing students from semester 1, 2009.

Action: Secretary to forward program withdrawal submission for Master of Environment (Water Resources) (5481) to Programs Committee.

23.0 BPS PROGRAM WITHDRAWAL SUBMISSION (2011/0004306)
5091/5092 MASTER OF SCIENCE (HONS) (FORENSIC SCIENCE)

23.1 On the recommendation of the Dean (Learning and Teaching), the Group Board was asked to consider the program withdrawal 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.
Resolution

23.2 On the recommendation of the Dean (Learning & Teaching), the Group Board resolved to ratify the submission (2011/0004306) proposing to withdraw 5091/5092 Master of Science Hons (Forensic Science) to commencing students from semester 1, 2009.

Action: Secretary to forward program withdrawal submission for Master of Science Hons (Forensic Science) (5091/5092) to Programs Committee.

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

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

- Remove the main additional fees information from the web-site entry for this program 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.

Resolution

24.2 On the recommendation of the Dean (Learning & Teaching), the Group Board resolved to ratify the submission (2011/0004309) proposing minor changes to program 4140 Graduate Diploma of Flight Management.

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

25.1 On the recommendation of the Dean (Learning and Teaching), the Group Board was 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.

Resolution

25.2 On the recommendation of the Dean (Learning & Teaching), the Group Board resolved to ratify the submission (2011/0004312) proposing minor changes to program 1356 Bachelor of Environmental Design.

26.0 PROGRAM CONVENOR AND FIRST YEAR ADVISOR CHANGES
26.1 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify Program Convenor changes as listed below 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

26.2 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify First Year Advisor changes as listed below 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
- 1236 B Information Technology/B Multimedia - Professor Vladimir Estivill-Castro
- 1341 B Information Technology (Advanced) - Professor Vladimir Estivill-Castro
- 1046 B Multimedia - Professor Vladimir Estivill-Castro
- 2013 B Multimedia (Hons) - Professor Vladimir Estivill-Castro
- 1045 B Sc/B Information Technology - Professor Vladimir Estivill-Castro

27.0 COURSE PROFILES FOR RATIFICATION

27.1 On the recommendation of the Dean (Learning & Teaching), Group Board ratified the following course profiles:

- 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 C: OTHER RECOMMENDATIONS AND REPORTS
[TO PERSONS/COMMITTEES OTHER THAN THE PARENT COMMITTEE(S)]

28.0 ASSESSMENT TYPE CODES

28.1 Associate Professor Heather Alexander, Griffith Institute of Higher Education, (GIHE), addressed the Board regarding assessment type codes.

28.2 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.
28.3 The Board was asked to provide feedback. Members agreed in general that it is useful to have this source of data and were satisfied with the proposed new categories for assessment types. It was noted that the category of Assignment is very broad. The need to be able to indicate a laboratory based report was also noted.

28.4 Associate Professor Alexander agreed to take the feedback from the Board back to the Assessment Committee and asked that any additional feedback be forwarded to her by email.

Action: Board Members to forward any additional feedback regarding Assessment Type Codes to Associate Professor Alexander.

29.0 ASSESSMENT SUBMISSION AND RETURN PROCEDURES

29.1 The Board was asked to provide feedback regarding the Draft Assessment Submission and Return Procedures (2011/0002503) document, and the following issues were highlighted for discussion.

29.2 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’.

29.3 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.

29.4 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.

29.5 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.

Recommendation:

29.6 The Board did not wish to endorse document (2011/0002503) in its current form, and provided the following comments:

- Student consent for release of the assessment item for reproduction or distribution ought to be a genuine choice and should not affect the student’s marks in any way. This should be acknowledged in the student consent form.

- Reference to moderation activities should be deleted from the student consent form. Members were firmly of the view that moderation of assessment standards, by multiple marking or other dealing with a given item of assessment, should not be of concern to a student as it would neither convey advantage nor disadvantage, nor would it infringe the privacy of a student: therefore no consent would be required, nor should be sought. Members believed that a statement of
assurance of protection of rights during such moderation was all that was required.

- The Board noted a major concern for workload implications and practicality of assessment submission and return in certain situations for example for large classes. It was noted that these guidelines should not apply to exams and small assessment items, such as weekly quizzes, worth less than 10 percent of the course marks tally.

- The Board noted that governance should be provided by clear policy rather than by rigidly specified procedure. Alternative procedures that meet the policy should be acceptable. A procedure document could provide examples of applicable practices that are consistent with policy, but should admit that alternatives may be implemented where they can be shown to meet the policy.

**Action:** Secretary to forward feedback from Group Board to the Assessment Committee regarding the draft document, *Assessment Submission and Return Procedures*.

### SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

#### 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 was asked to note the appointment of an external Chair to each of the review teams as noted in document (2011/0004290).

**Noted**

#### 31.0 GROUP WORKPLACE HEALTH & SAFETY OPERATIONAL PLAN

31.1 The Group Board was asked to note the Group Workplace Health & Safety Operational Plan.

**Noted**

#### 32.0 TIMELINES FOR PROGRAM PLANNING, DEVELOPMENT AND APPROVAL – 2012

33.1 The Board was 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>
<tbody>
<tr>
<td>SEET Group Board</td>
<td>13 May 2011</td>
<td>18 November 2011</td>
</tr>
</tbody>
</table>
33.0 OTHER BUSINESS

Nil

34.0 SUMMARY OF ACTION ITEMS

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary to forward ENG program accreditation implementation plan to Programs Committee.</td>
<td>Secretary (action taken)</td>
</tr>
<tr>
<td>Secretary to forward program submission for Bachelor of Science (Ecology and Conservation Biology) (1315/1007) to Programs Committee.</td>
<td>Secretary (action taken)</td>
</tr>
<tr>
<td>Secretary to forward program submission for Bachelor of Engineering and Bachelor of Engineering with Advanced Studies (1310/131/1320) to Programs Committee.</td>
<td>Secretary (action taken)</td>
</tr>
<tr>
<td>Secretary to forward program submission for Diploma of Engineering (QIBT) to Programs Committee.</td>
<td>Secretary (action taken)</td>
</tr>
<tr>
<td>Secretary to forward program withdrawal submission for Continuing Education Certificate in Information Technology (9042/9144) to Programs Committee.</td>
<td>Secretary (action taken)</td>
</tr>
<tr>
<td>Secretary to forward program withdrawal submission for Master of Construction Engineering (5134) to Programs Committee.</td>
<td>Secretary (action taken)</td>
</tr>
<tr>
<td>Secretary to forward program withdrawal submission for Master of Environment (Water Resources) (5481) to Programs Committee.</td>
<td>Secretary (action taken)</td>
</tr>
<tr>
<td>Secretary to forward program withdrawal submission for Master of Science (Hons) (Forensic Science) (5091/5092) to Programs Committee.</td>
<td>Secretary (action taken)</td>
</tr>
<tr>
<td>Board Members to forward any additional feedback regarding Assessment Type Codes to Associate Professor Alexander.</td>
<td>Group Board Members</td>
</tr>
<tr>
<td>Secretary to forward feedback from Group Board to the Assessment Committee regarding the draft document, Assessment Submission and Return Procedures.</td>
<td>Secretary</td>
</tr>
</tbody>
</table>

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>Date</td>
<td>Name</td>
<td>Location</td>
</tr>
<tr>
<td>------------</td>
<td>-------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>21 October</td>
<td>Nathan</td>
<td>Room 2.02 Bray Centre (N54)</td>
</tr>
<tr>
<td>18 November</td>
<td>Nathan</td>
<td>Room 2.02 Bray Centre (N54)</td>
</tr>
</tbody>
</table>
### DISTRIBUTION LIST

<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>
<td></td>
</tr>
<tr>
<td>Associate Professor Wendy Loughlin</td>
<td>ex officio</td>
</tr>
<tr>
<td>Dean, Learning &amp; Teaching (Science, Environment, Engineering &amp; Technology)</td>
<td></td>
</tr>
<tr>
<td>Professor Bofu Yu</td>
<td>ex officio</td>
</tr>
<tr>
<td>Head, Griffith School of Engineering</td>
<td></td>
</tr>
<tr>
<td>Associate Professor Peter Bernus</td>
<td>ex officio</td>
</tr>
<tr>
<td>Head, School of Information &amp; Communication Technology</td>
<td></td>
</tr>
<tr>
<td>Professor Hamish McCallum</td>
<td>ex officio</td>
</tr>
<tr>
<td>Head, Griffith School of Environment</td>
<td></td>
</tr>
<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>Associate Professor Charles Lemckert/Associate Professor Steven O'Keefe</td>
<td>appointed</td>
</tr>
<tr>
<td>Deputy Head, Griffith School of Engineering</td>
<td></td>
</tr>
<tr>
<td>Dr René Hexel/ Dr Wayne Pullan</td>
<td>appointed</td>
</tr>
<tr>
<td>Deputy Head, School of Information &amp; Communication Technology</td>
<td></td>
</tr>
<tr>
<td>Associate Professor Anthony Carroll/Associate Professor Albert Gabric</td>
<td>appointed</td>
</tr>
<tr>
<td>Deputy Head, Griffith School of Environment</td>
<td></td>
</tr>
<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>
<td></td>
</tr>
<tr>
<td>Representative of the Directors of the Group Research Centres</td>
<td>vacant</td>
</tr>
<tr>
<td>Professor Yew-Chaye Loo</td>
<td>invited</td>
</tr>
<tr>
<td>Director, Internationalisation &amp; Professional Liaison</td>
<td></td>
</tr>
<tr>
<td>Professor Stuart Bunn</td>
<td>invited</td>
</tr>
<tr>
<td>Director, Australian Rivers Institute</td>
<td></td>
</tr>
<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>
<tr>
<td>Director, Institute for Integrated and Intelligent Systems</td>
<td></td>
</tr>
<tr>
<td>Professor Mark von Itzstein</td>
<td>invited</td>
</tr>
<tr>
<td>Director, Institute for Glycomics</td>
<td></td>
</tr>
<tr>
<td>Mr James Walden</td>
<td>invited</td>
</tr>
<tr>
<td>Group Resource Manager (SEET)</td>
<td></td>
</tr>
<tr>
<td>Ms Glenda Graham</td>
<td>invited</td>
</tr>
<tr>
<td>Human Resource Manager (SEET)</td>
<td></td>
</tr>
<tr>
<td>Ms Catherine Delahunty</td>
<td>invited</td>
</tr>
<tr>
<td>Executive Officer to the PVC</td>
<td></td>
</tr>
<tr>
<td>Mr Stephen Boyd</td>
<td>invited</td>
</tr>
<tr>
<td>Mr George Klich</td>
<td></td>
</tr>
<tr>
<td>Technical Managers, Technical Services (SEET)</td>
<td></td>
</tr>
</tbody>
</table>
Mr Vince Lalor  
Deputy Resource Manager  

Ms Paula Kitto  

Mr Liam Staunton  
HR Advisers (SEET)  

Ms Veronica Dawson  
INS representative  

Professor Allan Cripps  
Pro Vice Chancellor (Health)  

Professor Nick Buys  
Dean, Learning & Teaching (Health Group)  

**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