A meeting of the Science, Environment, Engineering and Technology Group Board was held at 10.00am on Friday 17 August 2012 in Room 2.02, Council Chamber, The Chancellery (G34), Gold Coast campus.

MINUTES

PRESENT:

Associate Professor Michael Blumenstein (Chair)
Professor Debra Henly
Associate Professor Wendy Loughlin
Professor Stuart Bunn
Professor Ron Quinn
Professor Mark von Itzstein
Professor Abdul Sattar
Professor Frank Clarke
Professor Hamish McCallum
Associate Professor Peter Bernus
Associate Professor Robert Sang
Professor Geoff Tansley
Associate Professor Anthony Carroll
Dr Wayne Pullan
Mr James Walden
Ms Glenda Graham
Ms Joanne Robertson
Mr Stephen Boyd
Mr George Klich
Ms Tanya Stephenson
Ms Ivett Guerra
Ms Rebecca Brown

Present by invitation:
Ms Bianka Ganser for agenda item 5.0
Mr Robbie Sinclair and Ms Tracey Young for agenda item 16.0

Secretary: Ms Kim Hillier

1.0 CONFIRMATION OF MINUTES

The minutes of the 6/2012 (13 July) meeting of the SEET Group Board, having been circulated, were taken as read and confirmed.

2.0 SEET GROUP BOARD MEMBERSHIP

At the 2/2012 meeting, members noted that, as a result of the new Griffith School of Engineering Executive structure, the following Griffith School of Engineering Heads of Discipline will attend meetings of the SEET Group Board on a rotational basis: Professor Sherif...
Mohamed; Dr Jim Ness; Associate Professor Steven O’Keefe; Dr Andrew Seagar; Professor Geoff Tansley. Members welcomed Professor Geoff Tansley to this meeting of Group Board.

Members welcomed Ms Ivett Guerra, Marketing Manager (SEET) to her first meeting of the Group Board.

3.0 MATTERS ARISING FROM THE 6/2012 (13 JULY) MINUTES

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forward major change submission for introduction of Energy Systems specialisation in GCertEng, MEng, and MEngAdvSt to Planning Convenor for revisions as requested by Group Board. Forward revised submission to Programs Committee.</td>
<td>Secretary. Action taken.</td>
</tr>
<tr>
<td>Return submission for revision to MSc with Hons in Genetic Counselling (5521) to School of BPS for advice on transition arrangements.</td>
<td>Secretary. Action taken.</td>
</tr>
<tr>
<td>Chair, to consult PVC (SEET) on resources issues in regard to proposed new Research Methodology course in MSc with Hons in Genetic Counselling (5521)</td>
<td>Chair, Group Board. Action taken.</td>
</tr>
<tr>
<td>The Group Board noted that the minor change submission (2012/0011531) to create the course 7252BPS Research Methodology, Writing and Presentation for Genetic Counsellors as a core year 2 semester 1 course within the Master of Science with Honours in Genetic Counselling (5521) would not proceed. The proposal was not supported by the PVC (SEET) on the basis of the small number of enrolments in the parent program.</td>
<td>Chair, Group Board. Action taken.</td>
</tr>
</tbody>
</table>

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

4.0 BPS NEW PROGRAM PROPOSAL (2012/0011546)
1392 BACHELOR OF BIOMEDICAL SCIENCE WITH HONOURS (ACCELERATED)

4.1 On the recommendation of the Dean (Learning and Teaching), the Group Board considered the full program proposal (2012/0011546) proposing the introduction of the Bachelor of Biomedical Science with Honours (Accelerated) (1392) at the Nathan campus in semester 1 2013.

4.2 The Head of School, BPS introduced this item. The Board was advised that the proposed program is modelled on the School’s existing Bachelor of Science with Honours (Accelerated) program and is designed to attract high achieving students to biomedical research. The proposed program is an accelerated 2 year program that couples the School’s existing Bachelor of Biomedical Science with its existing BPS Honours program and, in this respect, is similar to the program offered by the School of MSC at the Gold Coast campus. However the BPS program includes some differentiation in coursework from the School’s single Bachelor of Biomedical Science in terms of laboratory and research preparation courses. In addition the onset of project
work in the BPS program is later in the program to increase students’ preparatory knowledge and skills. The School of BPS has consulted with the School of MSC on these points of difference.

4.3 As the proposed program is targeted at high achieving students, it is proposed to exclude the program from the OP1-6 guarantee scheme and to specify higher than standard English language requirements. Students who do not maintain a GPA of at least 5.0 over the first two years of the program or who choose not to progress to honours on completion of the first two years will exit with a Bachelor of Biomedical Science.

Resolution

4.4 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to recommend to Programs Committee that the Bachelor of Biomedical Science with Honours (Accelerated) (1392), as described in the full program proposal (2012/0011546), be approved for introduction in semester 1, 2013.

5.0 BPS MAJOR CHANGE SUBMISSION (2012/0011547)

1369 BACHELOR OF SCIENCE WITH HONOURS (ACCELERATED)

5.1 On the recommendation of the Dean (Learning and Teaching), the Group Board considered the major change submission (2012/0011547) proposing to introduce a new major in Applied Mathematics & Molecular Biology within the Bachelor of Science with Honours (Accelerated) (1369) in semester 1 2013.

5.2 The Head of School, BPS introduced this item. The Board was advised that the Bachelor of Science with Honours (Accelerated) is designed to encourage a pathway into research for high achieving Maths and Physics students. The programs and courses web-site advises that this program is designed specifically for high achieving secondary school leavers with a maximum of a two year lapse between completing Year 12 or equivalent (without undertaking any form of tertiary studies) and entry into the program. It is proposed to amend the program’s admission requirements to formally reflect this intention and to introduce higher than standard English language requirements for admission.

5.3 The Board was advised that the proposed new major aligns with mathematics research activity within the School. The Board agreed that this program should be flagged for inclusion in the Bachelor of Science review.

Resolution

5.4 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to recommend to Programs Committee that the changes to the Bachelor of Science with Honours (Accelerated) (1369), as described in the major change submission (2012/0011547), be approved for implementation from semester 1, 2013.

6.0 ENG MAJOR CHANGE SUBMISSION (2012/0011537)

1310 BACHELOR OF ENGINEERING, 1320 BACHELOR OF ENGINEERING (ADVANCED STUDIES), 1078 BACHELOR OF ENGINEERING (CIVIL ENGINEERING)/BACHELOR OF BUSINESS (MANAGEMENT), 1323 BACHELOR OF ENGINEERING (CIVIL ENGINEERING)/BACHELOR OF INFORMATION TECHNOLOGY, 1321 BACHELOR OF ENGINEERING (CIVIL ENGINEERING)/BACHELOR OF SCIENCE
6.1 On the recommendation of the Dean (Learning and Teaching), the Group Board considered the submission (2012/0011537) proposing major changes to the Bachelor of Engineering (1310), Bachelor of Engineering (Advanced Studies) (1320), Bachelor of Engineering (Civil Engineering)/Bachelor of Business (Management) (1078), Bachelor of Engineering (Civil Engineering)/Bachelor of Information Technology (1323) and Bachelor of Engineering (Civil Engineering)/Bachelor of Science (1321) for implementation from semester 1 2013.

6.2 The Board noted that this submission proposes to revise all Engineering programs in Civil Engineering (including double degrees) to address the recommendations of the IAP Review.

Resolution

6.3 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to recommend to Programs Committee that the changes to the Bachelor of Engineering (1310), Bachelor of Engineering (Advanced Studies) (1320), Bachelor of Engineering (Civil Engineering)/Bachelor of Business (Management) (1078), Bachelor of Engineering (Civil Engineering)/Bachelor of Information Technology (1323) and Bachelor of Engineering (Civil Engineering)/Bachelor of Science (1321), as described in the major change submission (2012/0011547), be approved for implementation from semester 1, 2013.

7.0 ICT MAJOR CHANGE SUBMISSION (2012/0011548)
1360/1361 BACHELOR OF BUSINESS INFORMATION SYSTEMS

7.1 On the recommendation of the Dean (Learning and Teaching), the Group Board considered the major change submission (2012/0011548) proposing that the status of the course 3418ICT Strategic IS Management be revised from an elective course to core course in the Bachelor of Business Information Systems (1360/1361) from semester 1 2013.

7.2 The Board was advised that the course 3418ICT Strategic IS Management is now delivered at both the Gold Coast and Nathan campuses to provide this core capstone experience for all students enrolled in the Bachelor of Business Information Systems.

Resolution

7.3 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to recommend to Programs Committee that the changes to the Bachelor of Business Information Systems (1360/1361), as described in the major change submission (2012/0011548), be approved for implementation from semester 1, 2013.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

8.0 BPS MAJOR CHANGE SUBMISSION (2012/0011541)
4140 GRADUATE DIPLOMA OF FLIGHT MANAGEMENT

8.1 On the recommendation of the Chair of SEET Group Board and the Dean (Learning and Teaching), the Group Board was asked to ratify the major change submission (2012/0011541) proposing to change the admission requirements for the Graduate Diploma of Flight Management (4140) to require completion of a Pilot Aptitude Assessment from Summer Semester Jan/Feb 2013.
Resolution

8.2 On the recommendation of the Chair of SEET Group Board and the Dean (Learning and Teaching), the Group Board resolved to ratify the changes to the Graduate Diploma of Flight Management (4140), as described in the major change submission (2012/0011541), for implementation from Summer Semester Jan/Feb 2013.

9.0 BPS/MSC MAJOR CHANGE SUBMISSION (2012/0007598)
1280/1306 BACHELOR OF MEDICAL SCIENCE

9.1 On the recommendation of the Dean (Learning and Teaching) (SEET) and the Dean (Learning and Teaching) (Health), the Group Board was asked to ratify the major change submission (2012/0007598) proposing amendments to the English language requirements for the Bachelor of Medical Science (1280/1306) to remove an inconsistency between language of instruction pathways and admission requirements.

Resolution

9.2 On the recommendation of the Dean (Learning and Teaching) (SEET) and the Dean (Learning and Teaching) (Health), the Group Board resolved to ratify the changes to the Bachelor of Medical Science (1280/1306), as described in the major change submission (2012/0007598), for implementation from semester 1 2012.

10.0 ENV MINOR CHANGE SUBMISSION (2012/0011514)
1004 BACHELOR OF SCIENCE (ENVIRONMENT)
1009 BACHELOR OF ENVIRONMENTAL MANAGEMENT
1087 BACHELOR OF URBAN AND ENVIRONMENTAL PLANNING/BACHELOR OF SCIENCE (ENVIRONMENT)

10.1 On the recommendation of the Dean (Learning and Teaching), the Group Board was asked to ratify the minor change submission (2012/0011514) proposing the following changes to the Bachelor of Science (Environment) (1004), Bachelor of Environmental Management (1009) and Bachelor of Urban and Environmental Planning/Bachelor of Science (Environment) (1087) for implementation from semester 1 2013:

- Replace 2008BPS General Microbiology (offered in semester 2) with 2202ENG Environmental Microbiology and Ecology (offered in semester 1)
- Replace 1002BPS Structural Biochemistry (offered in semester 2) with 1191ENV Environmental Chemistry (offered in semester 2)
- Relocate 2888ENV Environmental Protection to Year 3

Resolution

10.2 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the changes to the Bachelor of Science (Environment) (1004), Bachelor of Environmental Management (1009) and Bachelor of Urban and Environmental Planning/Bachelor of Science (Environment) (1087), as described in the minor change submission (2012/0011514) for implementation from semester 1 2013.
1321 BACHELOR OF ENGINEERING/BACHELOR OF SCIENCE

11.1 On the recommendation of the Dean (Learning and Teaching), the Group Board was asked to ratify the minor change submission (2012/0011539) proposing the following change to the Bachelor of Science (1018), Bachelor of Science (Ecology and Conservation Biology) (1315), Bachelor of Science (Advanced with Honours) (1330), Bachelor of Marine Science (1328), Bachelor of Urban and Environmental Planning (1357) and Bachelor of Engineering/Bachelor of Science (1321) for implementation from semester 1 2013:

- Relocate 2503ENV Environmental Monitoring Techniques from semester 2 to semester 1 to balance Year 2 course offerings between semester 1 and 2.

Resolution

11.2 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the change to the Bachelor of Science (1018), Bachelor of Science (Ecology and Conservation Biology) (1315), Bachelor of Science (Advanced with Honours) (1330), Bachelor of Marine Science (1328), Bachelor of Urban and Environmental Planning/Bachelor of Science (1357) and Bachelor of Engineering/Bachelor of Science (1321), as described in the minor change submission (2012/0011539) for implementation from semester 1 2013.

12.0 ENV MINOR CHANGE SUBMISSION (2012/0011540)

1279 BACHELOR OF URBAN AND ENVIRONMENTAL PLANNING
1357 BACHELOR OF URBAN AND ENVIRONMENTAL PLANNING/BACHELOR OF SCIENCE
1315 BACHELOR OF SCIENCE (ECOLOGY AND CONSERVATION BIOLOGY)
1330 BACHELOR OF SCIENCE (ADVANCED WITH HONOURS)

12.1 On the recommendation of the Dean (Learning and Teaching), the Group Board was asked to ratify the minor change submission (2012/0011539) proposing the following change to the Bachelor of Urban and Environmental Planning (1279), Bachelor of Urban and Environmental Planning/Bachelor of Science (1357), Bachelor of Science (Ecology and Conservation Biology) (1315) and Bachelor of Science (Advanced with Honours) (1330), for implementation from semester 1 2013:

- Relocate 4227ENV Resolving Environmental Issues from semester 2 to semester 1. The proposed change will balance the year 4 course offerings between semester 1 and 2 in the Gold Coast Planning programs.

Resolution

12.2 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the change to the Bachelor of Urban and Environmental Planning (1279), Bachelor of Urban and Environmental Planning/Bachelor of Science (1357), Bachelor of Science (Ecology and Conservation Biology) (1315) and Bachelor of Science (Advanced with Honours) (1330), as described in the minor change submission (2012/0011540) for implementation from semester 1 2013.

13.0 PROGRAM CONVENOR AND FIRST YEAR ADVISOR CHANGES

13.1 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the following Program Convenor changes:
1086 B Urban & Environmental Planning (Nathan) and 1087 B Urban & Environmental Planning/Bachelor of Science (Environment) (Nathan) - Dr Eddo Coiacetto.

Honours Convenor 1086 B Urban & Environmental Planning (Nathan) and 1087 B Urban & Environmental Planning/Bachelor of Science (Environment) (Nathan) - Dr Eddo Coiacetto.

2002 Griffith School of Environment Honours Program (Nathan) – Dr Guillermo Diaz-Pulido replaces Professor Roger Kitching as Honours Program Convenor.

1310 Bachelor of Engineering (Gold Coast) - Dr Erwin Oh replaces Associate Professor Hong Guan as Civil Engineering Discipline Convenor.

13.2 On the recommendation of the Dean (Learning and Teaching) the Group Board resolved to ratify the following First Year Advisor change:

1086 B Urban & Environmental Planning (Nathan) and 1087 B Urban & Environmental Planning/Bachelor of Science (Environment) (Nathan) - Natalia Osborne.

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

14.0 SPECIAL APPROVER GUIDELINES

14.1 The Board noted that at its the 2/2012 (3 August) meeting, the SEET Health and Safety Committee ratified the Special Approver Guidelines (20120011549) and agreed to forward the Guidelines to the Group Board for consideration.

14.2 The Board noted that this document provides guidelines to the Special Approver role to be used for assessing approval of requisitioned goods and services, and to ensure the staff member fulfilling the role has the required knowledge and skills to perform the role. The Guidelines cover the scope of the Special Approver role, the process for nominating Special Approvers, and the process followed by Special Approvers to evaluate and approve requisitions.

14.3 The Group Board resolved to ratify in-principle the Special Approver Guidelines (20120011549) and agreed to forward the Guidelines to the SEET Group Executive for consideration on how the guidelines should be implemented within the Group and for referral to the Senior Management Committee for further discussion.

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

15.0 DEVELOPMENT AND ALUMNI PRESENTATION

Bianka Ganser, Alumni Relations Manager, Development and Alumni provided a presentation on Griffith Alumni. The Board had before it the report Griffith University Alumni Strategy: Stay Connected which outlined the key objectives and key activities in the areas of partnerships and collaborations, communications, marketing campaigns and the events calendar. The Board was advised that Griffith has 180,000 alumni of which 40,000 are SEET. Members were advised on the benefits of enhancing connections with alumni, who are a great resource as brand advocates, guest speakers, mentors and donors, and who also receive benefits in return in professional development, networking and career support. The Development and Alumni Office is well equipped to support the Group in developing its own alumni strategies and can assist with organising events, providing lists of alumni and contact details from its database, and
Ms. Ganser advised that she would welcome the opportunity to meet with Heads individually to discuss in more detail the development of alumni strategies for their elements. The importance of engaging with alumni early and regularly during their studies was noted. A member questioned the narrowness of the definition of staff alumni which, for example, would not include many research fellows and visiting graduates. Ms. Ganser advised that she would provide this feedback to the Director and the appropriate staff in the Development and Alumni Office. The Board was advised that the Development and Alumni Office, in collaboration with Griffith International, has set up support networks for International ambassadors. Members were asked to email Ms. Ganser directly for further advice on this, or other, alumni matters.

16.0 **PRO VICE CHANCELLOR (SEET) REPORT**

The Pro Vice Chancellor (SEET) reported on the following matters:

**Griffith Rankings**

The recently released 2012 Academic Ranking of World Universities rated Griffith in the top 301-400 universities, which is an outstanding achievement.

**Graduations**

Around 500 SEET students graduated in the mid-year graduations, including 20 HDR graduates. An Honorary Doctorate has been awarded to Professor Chunli Bai, president of the Chinese Academy of Science and Mr Harry Trigaboff has been made a Doctor of the University.

**Griffith School of Environment Review**

The School underwent its 5 yearly review in the week commencing 30 July. The Pro Vice Chancellor (SEET) provided a report on the review based on the verbal report provided by the panel on the third day of the review. A written report will be provided to the School in the coming weeks and the Group Executive will work with the School in developing a response.

**Staffing**

Applications are being sought by 3 September 2012 for the position of Dean (Academic) (SEET). Queries about the position should be directed to the Pro Vice Chancellor (SEET).

Dr. Bela Stantic will replace Dr. Wayne Pullan as Deputy Head of School ICT from January 2013. Thanks were extended to Dr. Pullan who has held this role for the last 3 years.

An appointment has been made to the position of Executive Officer SEET.

Congratulations were extended to the following 2012 ARC Future Fellowship recipients: Dr. Matthew Burke, Dr. Thomas Haselhorst, Dr. Francesca Iacopi, and Associate Professor Andrew Leach and also to Dr. Huagui Yang who will be joining SEET on a fellowship.

The Group is currently recruiting for a number of positions, including Director QMNC, Professor in Computational Biology and Associate Professor in Architecture.

Congratulations were extended to Professor Mark von Itzstein who is one of three finalists in the Eureka Leadership in Science award to be announced on 28 August.

**Marketing**

Thanks were extended to all SEET staff who contributed to the successful TSXPO and Open Days recently.

The Group is working with ER to produce a series of video vignettes with researchers.
Specific marketing efforts will be ramped up leading to the close of university applications this year.

**Budget**
Heads were asked to keep a careful watch on all expenditure this year, particularly in areas such as sessional staffing.

**Fire Safety**
Staff were reminded to complete the annual fire safety training by the end of the month.

**Heads of School Reports**
Heads of School were thanked for their efforts in producing very informative reports for Group Board. These reports will be valuable in highlighting achievements across the Group and for purposes such as marketing and reports to Council.

17.0 **CHAIR’S REPORT**
The Chair reported on the following matters:

Members providing standard reports to the Group Board are asked to forward their written reports to the secretary for circulation with the agenda papers (except for the Finance Report).

The Dean (Academic) will report on the Senior Promotions Committee on his return.

18.0 **DEAN (LEARNING AND TEACHING) (SEET) REPORT**
The Dean (Learning and Teaching) (SEET) reported on the following matters:

**Student Success Advisers**
The recruitment process for these positions is proceeding, with a closing date for applications of 24 August and a view to appointing the 20 SSAs to commence in their roles in November 2012. The SSAs will be appointed to the Academic Groups and will report to the Dean (Learning and Teaching).

**Australian Qualifications Framework**
Most of the Group’s work on reviewing programs to achieve AQF compliance by 2015 is centred on its Masters programs. Work undertaken to date has been at the course level to review that delivery is appropriate to the Masters level. In relation to Masters program structures, Groups are waiting on further guidance from the AQF around issues such as the accreditation status of the Graduate Certificate and Graduate Diploma and definition of same discipline.

**Program Approval Processes**
Programs Committee has flagged its concerns in relation to the amount of executive approvals that are being undertaken to approve new and major change program submissions. Programs Committee has advised that consideration of submissions within the committee forum is an important part of quality assurance. Programs Committee has also advised the need for timely submission of program proposals to be implemented in 2013.

19.0 **DEAN (RESEARCH) (SEET) REPORT**
The Dean (Research) (SEET) reported on the following matters:

**New Researcher Scheme**
This scheme will be managed by Groups this year with $75,000 allocated to each Group by the DVC (Research). Guidelines and nomination form are the same as for previous years and available at www.griffith.edu.au/science-environment-engineering-technology/research/internal-grants-for-staff. These were also forwarded to Centre Directors/Heads of Schools on 20 July for distribution to staff. Closing date is 21 September. A selection Panel of senior SEET researchers will be held on 11 October.

Research Excellence Awards
Nomination form and guidelines were distributed to Centre Directors/Heads of Schools in the week commencing 13 August and will be uploaded to www.griffith.edu.au/science-environment-engineering-technology/research/internal-grants-for-staff. Nominations close on 5 October with the award ceremony to be scheduled early November at the Gold Coast campus. Recipients of Group awards will be the only nominations for the Vice Chancellor Research Excellence Awards. Nominations for the Vice Chancellor Awards who are not successful can apply again at the PVC level after 3 years have elapsed.

Completion Assistance Postgraduate Research Scholarships (CAPRS)
Changes to the CAPRS implemented from this round are upfront 100% payment by the Element with 50% refunded to the Element by GGRS if the student submits their thesis on-time. Maximum scholarship tenure is 20 weeks. Applications for the current round close on 7 September.

End of year Scholarship Round
The EOY round opened in May and will have an earlier closing date of 8 October, which will allow additional time for assessment of applications by HDR Convenors and the Dean (Research) and ranking meetings within the Element and Group. The Dean (Research) asked Elements to encourage applications.

20.0 DIRECTOR (INTERNATIONALISATION & PROFESSIONAL LIAISON) (SEET) REPORT
The Director (IPL) (SEET) had forwarded his apologies for the meeting. The Board noted a brief report from the Director (IPL) advising that, in view of the significant downturn in 2012 FPOS numbers, a discussion is in progress at the Group level regarding a strategy for improving SEET Schools’ FPOS Performance. A position paper will be available before the next meeting of Group Board.

21.0 FINANCE REPORT
The Group Planning and Resource Manager (SEET) reported on the Group’s taught load situation. CGS and FPOS load are the key budget drivers. The following reports were provided: current CGS and FPOS load shortfalls against targets for each Academic Group; CGS and FPOS shortfalls in SEET projected to EOY and the impact on the Group’s 2012 budget.

22.0 HUMAN RESOURCE MANAGEMENT REPORT
The HR Manager (SEET) reported on the following matters:

HR Directions
The Office of HRM is working on a reorganisation of provision of its services to avoid over-complication and ensure consistency in its business processes. The anticipated outcome of this reorganisation is improved service delivery to clients.

Academic Staff Review Process
Staff still to complete their ASRPs were asked to do so as soon as possible as the official
deadline for submission had passed. After completion of this year’s academic staff review
process, staff will be reviewed on their use of eRecruit and their feedback would be appreciated
to assist in making improvements to the system.

**Transition to Retirement Seminar**
An email has been forwarded inviting academic staff to a Transition to Retirement seminar
designed to assist workforce and succession planning and provide appropriate support to staff
planning for retirement.

23.0 **EXTERNAL RELATIONS REPORT**

The Marketing Manager (SEET), External Relations reported on the following matters:

**TSXPO**
Information was provided on the number of conversations and brochures distributed across the
University and for SEET at this event.

**Open Day**
This year’s event was a success across the Gold Coast, Nathan and South Bank campuses
with attendance numbers up 5%.

**Upcoming events**
Logan information evening promoting the Bachelor of Information Technology (Accelerated)
and BIT@Work will be held on 22 August 2012.

**Campaigns**
Information was provided on current and planned online, print, radio, cinema, and media
relations campaigns for Science and Aviation, Engineering, Environment, Planning and
Architecture, Information and Communication Technology, the Urban Research Program, the
Australian Rivers Institute and Eskitis. It was noted that ER may wish to liaise with the Alumni
Relations Manager to identify Alumni talent to possibly feature in corporate advertising.

**ER Communications Unit Report**
The SEET Group Monthly Report for Media Coverage July-August 2012 was noted, including
highlights for ICT (driverless car project), Engineering and QMNC.

24.0 **WORKPLACE HEALTH & SAFETY REPORT**

The Technical and Logistics Manager (Gold Coast) reported on the following matters:

**SEET Group Health and Safety Committee.**
The minutes of the 2/2012 (3 August) meeting and the SEET Incident Report for 28 February to
18 May 2012 were provided for noting.

**H&S Due Diligence Report**
Actions arising from the external H&S Due Diligence Report have resulted in some minor
modifications to the SEET WHS Operational Plan.

**Special Approver Guidelines**
Considered under agenda item 17.0.

**Chemical and Physical Safety Audits**
Information was provided on recent and current surveys.
On-boarding module of eRecruit
The roll out of this system is being viewed as a vehicle for ensuring scheduling and recording of WHS induction.

Failed Audit Notification May 2012.
Follow-up AQIS inspections have been conducted with all corrective actions implemented. Thanks were extended to all involved in achieving this good outcome.

GSafe Training
Heads, LHSCs, managers and supervisors have been invited to attend GSafe information sessions at Gold Coast and Nathan.

Reporting
School Committees were reminded of the requirement to report to the Group H&S Committee on current semester course risk assessment and workplace inspection completions.

25.0 INFORMATION SERVICES REPORT
Ms Rebecca Brown, Academic Services Librarian, was welcomed to the meeting to provide the INS report and reported on a number of matters including:

Information Technology Strategy 2020
Development of a University IT Strategy was commissioned by the Vice Chancellor as part of the Griffith 2020 process. A discussion paper was drafted to invite engagement and response during July and can still be viewed on the INS web-site. Members were encouraged to provide feedback on the INS web-site. During August workshops and focus groups are being held to refine the Strategy for endorsement by EG in October.

IRU Library Directors’ meeting
This meeting was recently held at Griffith to discuss future directions for library services.

Head of School and Research Centre Director Visits
The Director and Associate Director of INS SIR commenced their annual visits to Heads of School and Research Centre Directors in July to receive feedback on priorities and concerns.

INS Strategic Plan
The INS Strategic Plan 2013-2015 is currently under development.

Research Hub
Griffith’s Research Hub was launched on 29 June. The Research Hub promotes research expertise to potential collaborators and research students. The data can be edited and there is scope for adding information to profiles. A member noted that the information in the Research Hub is not in citation format. The Board was advised that discussions are underway on how the information appears and how it can be extracted. The Academic Services Librarian advised that feedback on these discussions will be provided to the Group.

26.0 SEET GROUP 2012 RISK REGISTER

26.1 Mr Robbie Sinclair, Manager Risk and Business Continuity, and Ms Tracey Young, Manager Business Continuity Planning were welcomed to the Board to provide feedback on the SEET Group’s 2012 risk register and to participate in a discussion on the risk register.

26.2 The Board was advised that a key component of the role of the Manager Business Continuity Planning is to assist Groups in developing their own business continuity
plans. The roll-out of the process to the next level below the organizational level involves developing a risk register for the Group that identifies key risks within SEET, policies to control risks, management responsibilities, and processes to measure outcomes and monitor progress. The Group risk registers will provide general oversight of risks across the University and drive the business continuity plans. The business continuity plans will identify the tools and resources to minimize the impacts of unplanned events on strategic objectives.

26.3 The Board noted that there is considerable information about risk management at the operational level already existing within the Group and coordinated by the internal audit unit that can be used to inform these processes.

27.0 HEADS OF SCHOOL REPORTS

27.1 The Board noted reports received from the Heads of School, Biomolecular and Physical Sciences, Griffith School of Engineering, Griffith School of Engineering and Information and Communication Technology. The Board agreed that a section about grants in progress should be added to the Head of School reports.

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

28.1 The Board noted the following critical dates for approval of full program proposals for programs to be introduced in semester 1 2013:

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

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

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

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

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

28.3 The following initiatives are pending consideration by a future meeting of Group Board:

**New programs**
4162/3227 Graduate Diploma of Research Studies (SEET)/Graduate Certificate in Research Studies (SEET) (exit point)

**Major changes**
3206/5468/5529 Graduate Certificate in Engineering/Master of Engineering/Master of Engineering Advanced Studies (Nathan) - new award specialisation in Sport Technology.
29.0 2012 5 YEAR PROGRAM REVIEWS

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Program</th>
<th>Review Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1306</td>
<td>Bachelor of Medical Science</td>
<td>5 Year Program Review</td>
</tr>
<tr>
<td>1031</td>
<td>Bachelor of Biomedical Science</td>
<td>5 Year Program Review</td>
</tr>
<tr>
<td>1348/1349/1350</td>
<td>Bachelor of Biomolecular Science (Advanced) (Nathan/Gold Coast)/B Biomolecular Science (Exit Point) (Gold Coast)</td>
<td>5 Year Program Review</td>
</tr>
<tr>
<td>2078</td>
<td>Biomolecular and Physical Sciences Honours Program</td>
<td>5 Year Program Review</td>
</tr>
<tr>
<td>1240</td>
<td>Bachelor of Photonics &amp; Nanoscience</td>
<td>5 Year Program Review</td>
</tr>
<tr>
<td>1042/1109</td>
<td>Bachelor of Information Technology</td>
<td>Australian Computer Society Accreditation</td>
</tr>
<tr>
<td>1250</td>
<td>Bachelor of Information Technology (Accelerated and @Work)</td>
<td>Australian Computer Society Accreditation</td>
</tr>
<tr>
<td>1331/1341</td>
<td>Bachelor of Information Technology (Advanced)</td>
<td>Australian Computer Society Accreditation</td>
</tr>
<tr>
<td>1045</td>
<td>Bachelor of Science/Bachelor of Information Technology</td>
<td>Australian Computer Society Accreditation</td>
</tr>
<tr>
<td>1046/1110</td>
<td>Bachelor of Multimedia</td>
<td>Australian Computer Society Accreditation</td>
</tr>
<tr>
<td>2013/2021</td>
<td>Bachelor of Multimedia with Honours</td>
<td>Australian Computer Society Accreditation</td>
</tr>
<tr>
<td>1236/1339</td>
<td>Bachelor of Information Technology/Bachelor of Multimedia</td>
<td>Australian Computer Society Accreditation</td>
</tr>
<tr>
<td>1360/1361</td>
<td>Bachelor of Business Information Systems</td>
<td>Interim Report (as using courses from BIT)</td>
</tr>
</tbody>
</table>

29.3 For professionally accredited programs, the external accreditation review and re-accreditation process may take the place of the internal review and re-accreditation process, with the findings of the external accrediting professional body and an implementation plan, including advice on any identified program changes, to be forwarded to Group Board and Programs Committee.
29.4 Other programs undergo the following internal 5 year review process:

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

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

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

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

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

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

30.0 2012 SUCCESSFUL GRIFFITH GROUP LEARNING AND TEACHING CITATIONS

30.1 The Board noted that the Deputy Vice Chancellor (Academic) had announced the results of the 2012 round for Griffith’s Group Learning and Teaching Citations. Congratulations were extended to Dr Jo-Anne Ferreira, Professor Darryl Hawker and Dr Sven Venema who are recipients of a 2012 SEET Learning and Teaching Citation.

31.0 ARC FUTURE FELLOWSHIPS FOR PROJECTS COMMENCING IN 2012

31.1 The Board noted that the Vice Chancellor had reported the outcomes of the ARC Future Fellowships for projects commencing in 2012. Congratulations were extended to SEET’s successful applicants:

- Dr Matthew Burke was granted $568,524 for his project “Exploring the effects and maximising the benefits of the Gold Coast Rapid Transit project”

- Dr Thomas Haselhorst was granted $614,796 for his project “Structural insights of virus-glycan interactions”

- Dr Francesca Iacopi was granted $713,328 for her project “Hetero-epitaxial silicon carbide: enabling wide-band-gap semiconductors on silicon for greener technologies”

- Associate Professor Andrew Leach was granted $670,336 for his project “Understanding the Lessons of Australia's Gold Coast through the Late-20th Century Debate on Criticality and Instrumentality in Architecture”

- In addition, Dr Huagui Yang, who will be moving to Griffith University from China, was granted $649,528 for this project on “Solar-Driven Thermochemical Dissociation of Carbon Dioxide and Water to Produce Carbon-Neutral Fuels”

32.0 OTHER BUSINESS

The Board agreed that the minutes of meetings of the SEET Group Research Committee should be attached to future Group Board agendas for noting.

33.0 2012 MEETING SCHEDULE
The remaining 2012 meetings of the SEET Group Board will be held at 10.00am on the following dates:

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Campus</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 September</td>
<td>Nathan</td>
<td>N54_2.02</td>
</tr>
<tr>
<td>12 October</td>
<td>Gold Coast</td>
<td>G34_2.02</td>
</tr>
<tr>
<td>16 November</td>
<td>Nathan</td>
<td>N54_2.02</td>
</tr>
</tbody>
</table>

34.0 SUMMARY OF ACTION ITEMS

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flag the Bachelor of Science with Honours (Accelerated) (1369) for inclusion in the Bachelor of Science review.</td>
<td>Dean (Learning &amp; Teaching) (SEET)</td>
</tr>
<tr>
<td>Consider how the Special Approver Guidelines should be implemented within the Group and refer the Guidelines to the Senior Management Committee for further discussion.</td>
<td>SEET Group Executive</td>
</tr>
<tr>
<td>Provide position paper on strategy for improving SEET Schools' FPOS Performance for consideration at next meeting of Group Board.</td>
<td>Director (Internationalisation &amp; Professional Liaison)</td>
</tr>
<tr>
<td>In addition to grants awarded, add a section on grants in progress to Head of School Report to Group Board template.</td>
<td>secretary</td>
</tr>
<tr>
<td>Include SEET Group Research Committee minutes with Group Board agenda papers for noting.</td>
<td>secretary</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 (Science, Environment, Engineering &amp; Technology)</td>
<td></td>
</tr>
<tr>
<td>Professor Debra Henly</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>Dr Rene 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/Professor Nigel Stork</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>Professor Sherif Mohamed/ Dr Jim Ness/ Associate Professor Steven</td>
<td>invited</td>
</tr>
<tr>
<td>O'Keefe/ Dr Andrew Seagar/ Professor Geoff Tansley</td>
<td></td>
</tr>
<tr>
<td>Heads of Discipline, Griffith School of Engineering</td>
<td></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 Bernadette Walsh</td>
<td>invited</td>
</tr>
<tr>
<td>Executive Officer to the PVC (SEET)</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 and Logistics Managers, Technical Services (SEET)</td>
<td></td>
</tr>
<tr>
<td>Ms Elena Saj</td>
<td>invited</td>
</tr>
<tr>
<td>Deputy Resource Manager</td>
<td></td>
</tr>
<tr>
<td>Ms Joanne Robertson</td>
<td>invited</td>
</tr>
<tr>
<td>HR Advisers (SEET)</td>
<td></td>
</tr>
<tr>
<td>Mr Phillip McDonald</td>
<td>invited</td>
</tr>
<tr>
<td>INS representative</td>
<td></td>
</tr>
</tbody>
</table>
Professor Allan Cripps  
   Pro Vice Chancellor (Health)  
Professor Nick Buys  
   Dean, Learning & Teaching (Health Group)  
Representative of the Directors of the Group Research Centres  
   vacant

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

Other Copies
Corporate Archives & Records Management copy (attachments)
Binding copy (attachments)
Spare copy