GRiffith University
Science, Environment, Engineering & Technology Group Board

AGENDA 1/2011

A meeting of the Science, Environment, Engineering and Technology Faculty Board will be held at 10.00am on **Friday 11 February in Room 2.02, The Chancellery (G34), Gold Coast campus.**

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5.0 MATTERS ARISING FROM THE MINUTES
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9.0 MATTERS ARISING FROM THE MINUTES
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Significant Committee Events
This meeting of the Science, Environment, Engineering & Technology Group Board will be at 10.00am on Friday 11 February 2011 in Room 2.02, The Chancellery (G34), Gold Coast campus.

Deadlines
- Agenda items due with Secretary, Programs Committee for March meeting by 17 February 2011.

Committee TeamPlace Web Address
- [https://qplace01.domino.griffith.edu.au/quickplace/sec-university-committees/main.nsf/h_Toc/dae1a0bae5d205c34a2576cc0000d2b7/?OpenDocument](https://qplace01.domino.griffith.edu.au/quickplace/sec-university-committees/main.nsf/h_Toc/dae1a0bae5d205c34a2576cc0000d2b7/?OpenDocument)
- Use the left navigation bar to select the relevant committee site. Username is your staff number and password is the same as your Novell login. Call the Secretary on 57792 for advice or if experiencing difficulties.
<table>
<thead>
<tr>
<th>Faculty Board Members</th>
<th>Appointment Type</th>
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<tbody>
<tr>
<td>Professor Clyde Wild</td>
<td>ex officio (Chair)</td>
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<td>Dean (Academic)</td>
<td>ex officio</td>
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<tr>
<td>Professor Sue Berners-Price</td>
<td>ex officio</td>
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<tr>
<td>Pro Vice Chancellor (Science, Environment, Engineering &amp; Technology)</td>
<td>ex officio</td>
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<tr>
<td>Associate Professor Michael Blumenstein</td>
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<tr>
<td>Dean, Research (Science, Environment, Engineering &amp; Technology)</td>
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<td>Associate Professor Wendy Loughlin</td>
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<tr>
<td>Dean, Learning &amp; Teaching (Science, Environment, Engineering &amp; Technology)</td>
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<tr>
<td>Professor Bofu Yu</td>
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<tr>
<td>Head, Griffith School of Engineering</td>
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<td>Associate Professor Peter Bernus</td>
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<tr>
<td>Head, School of Information &amp; Communication Technology</td>
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<td>Professor Hamish McCallum</td>
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<tr>
<td>Head, Griffith School of Environment</td>
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<td>Professor Frank Clarke</td>
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<tr>
<td>Head, School of Biomolecular &amp; Physical Sciences</td>
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<td>Associate Professor Charles Lemckert/Associate Professor Steven O'Keefe</td>
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<td>Deputy Head, Griffith School of Engineering</td>
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<td>Dr Rene Hexel/ Dr Wayne Pullan</td>
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<tr>
<td>Deputy Head, School of Information &amp; Communication Technology</td>
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<td>Associate Professor Anthony Carroll/ Professor Roger Kitching</td>
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<td>Deputy Head, Griffith School of Environment</td>
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<td>Dr Ann McDonnell/ Associate Professor Robert Sang</td>
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<td>Deputy Head, School of Biomolecular &amp; Physical Sciences</td>
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<tr>
<td>Representative of the Directors of the Group Research Centres</td>
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<tr>
<td>Professor Yew-Chaye Loo</td>
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<tr>
<td>Director, Internationalisation &amp; Professional Liaison</td>
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<td>Professor Stuart Bunn</td>
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<td>Director, Australian Rivers Institute</td>
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<td>Professor Ron Quinn</td>
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<td>Director, Eskitis Institute for Cell and Molecular Therapies</td>
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<td>Professor Abdul Sattar</td>
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<td>Director, Institute for Integrated and Intelligent Systems</td>
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<td>Professor Mark von Itzstein</td>
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<td>Director, Institute for Glycomics</td>
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<td>Mr James Walden</td>
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<td>Group Resource Manager (SEET)</td>
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<td>Ms Glenda Graham</td>
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<td>Human Resource Manager (SEET)</td>
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<td>Ms Catherine Delahunty</td>
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<td>Executive Officer to the PVC</td>
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<td>Mr Stephen Boyd</td>
<td>invited</td>
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<td>Mr George Klich</td>
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<td>Technical Managers, Technical Services (SEET)</td>
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<tr>
<td>Mr Vince Lalor</td>
<td>invited</td>
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<tr>
<td>Deputy Resource Manager</td>
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<td>Ms Paula Kitto</td>
<td>invited</td>
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<tr>
<td>Mr Liam Staunton</td>
<td>invited</td>
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<tr>
<td>HR Advisers (SEET)</td>
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<tr>
<td>Ms Veronica Dawson</td>
<td>invited</td>
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<td>INS representative</td>
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<td>Professor Allan Cripps</td>
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<tr>
<td>Pro Vice Chancellor (Health)</td>
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</tbody>
</table>
Professor Nick Buys
Dean, Learning & Teaching (Health Group)

invited

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

Other Copies
Corporate Archives & Records Management copy (attachments)
Binding copy (attachments)
Spare copy
AGENDA 1/2011

A meeting of the Science, Environment, Engineering and Technology Group Board will be held at 10.00am on Friday 11 February in Room 2.02, The Chancellery (G34), Gold Coast campus.

Kim Hillier
Secretary

AGENDA

1.0 APOLOGIES

Apologies may be recorded by contacting Kim Hillier, x 57792, or by emailing k.hillier@griffith.edu.au

2.0 REVISED SEET GROUP BOARD FROM 2011

Recently the review of SEET Committees was completed. Under the revised SEET Committee arrangements, to take effect from 2011, the present SEET Group Board and Faculty Board have been combined into a single SEET Group Board. The newly created SEET Group Board will meet monthly (refer agenda item 39.0 for 2011 meeting schedule) and will have two distinct sessions. Session one from 10.00am to 12.00 noon will cover strategic issues, key executive discussions and reports. Session two from 12.00 noon to 2.00pm will consider program submissions, administrative operations and University policy discussions. If they wish, members with standing invitation to attend may leave the meeting on conclusion of the business of session one as their attendance does not affect the Committee quorum. Appointed and Ex Officio members will attend for sessions one and two.

For noting

SESSION ONE (10.00am – 12.00 noon)

3.0 CONFIRMATION OF MINUTES

The minutes of the 8/2010 (12 November) meeting are attached for confirmation. To be taken as read and confirmed.

4.0 ERA DISCUSSION

Tony Sheil, Deputy Director (PEERA) and Freya Mearns, Policy Officer, Research Excellence (PEERA) will attend the meeting at 10.00am to address the Board on the 2010 ERA evaluation results.

5.0 MATTERS ARISING FROM THE 6/2010 (10 SEPTEMBER) MINUTES

At its 6/2010 meeting, the SEET Group Board noted that feedback on successful GUPRF applicants had been received. Suggestions for improving processes were made, including a shorter gap between close of applications and advice on outcomes. Members advised that it would useful to receive feedback on unsuccessful applicants. The award of the fellowships is a competitive process with a number of outstanding candidates. If it were possible to advise HoS and Directors in advance of unsuccessful applicants, they could take steps towards ensuring that applicants remain engaged with the University.

The Dean (Research) forwarded the Board's feedback to the Director, Office for Research and will provide a verbal report on the advice received from OR.
6.0 NEW BUSINESS

6.1 PVC issues
- PVC report
- SEET Operational Plan. Refer attachment 6.1b.
- SEET Capability Statement. Attachment 6.1c will be tabled at the meeting.

PVC to report

6.2 Budget and Enrolment update
- 2010 End of Year Position

GRM to report

6.3 Research matters
- HERDC update
- PhD scholarships outcomes
- ARC Discovery internal deadlines
- ERA. Refer attachment 6.3.

Dean (Research) to report

6.4 Academic matters
- Promotions outcomes
- Space. Attachment 6.4 to follow.

Dean (Academic) to report

6.5 Learning and Teaching matters
- QTAC update. Refer attachment 6.5.
- Staff induction workshops

Dean (Learning and Teaching) to report

6.6 Internationalisation matters
- Supplement to International Marketing Plan 2010-2011. Refer attachment 6.6a.
- Report on visit to France and Germany 2-14 November 2010. Refer attachment 6.6b.

7.0 OTHER BUSINESS

SESSION TWO (12.00 noon – 2.00pm)

8.0 CONFIRMATION OF MINUTES

The minutes of the 5/2010 (19 November) meeting are attached for confirmation. To be taken as read and confirmed.

9.0 MATTERS ARISING FROM THE 5/2010 (19 NOVEMBER) MINUTES

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
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<tbody>
<tr>
<td>Forward Faculty Board feedback on the proposed revised Assessment Policy</td>
<td>Secretary (action taken)</td>
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<tr>
<td>(2010/0010258) and the proposed Governance of Assessment and Academic</td>
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<tr>
<td>Achievement Standards (2010/0011760) to the Assessment Committee.</td>
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</tbody>
</table>
10.0 INFORMATION SERVICES REPORT

The INS Faculty Board representative will report on items of interest to the Faculty Board.

ORDERING OF THE AGENDA

At this point in the agenda, members may propose that any matter on the agenda, not included in Section I, be so included.

SECTION I: MATTERS FOR DEBATE AND DECISION

11.0 BPS MAJOR CHANGE SUBMISSION (2011/0004255)
1028 BACHELOR OF AVIATION

11.1 On the recommendation of the Dean (Learning and Teaching), the Faculty Board is asked to consider the attached program proposal (2011/0004255) proposing the following major changes to the Bachelor of Aviation (1028) for introduction from semester 1 2011:

Program requirements: The Bachelor of Aviation requires completion of a 240CP academic component plus a Practical Program to gain pilot specific qualifications namely a Commercial Pilot Licence (CPL) and a Multi Engine Command Instrument Rating (MECIR). There are two pathways available to students to complete a Practical Program to gain the CPL and MECIR:

• Through the Griffith University Graduate Diploma of Flight Management – an 80CP program for which students are able to apply for a FEE-HELP loan to pay tuition fees; or
• By approaching a Griffith approved flight training provider and paying all relevant flight training fees to that flight training provider.

From 2011 it is proposed that it will be a condition of admission to the Bachelor of Aviation that domestic students will take a leave of absence of two semesters duration upon completion of the second year of the program, to allow them to concentrate on completion of the Practical Program, through either the Graduate Diploma of Flight Management or a self funded pathway. Following this period of leave of absence, the remaining program requirements will be completed over the following summer semester and a further standard semester. Thus the standard timeframe for completion of all requirements of the Bachelor of Aviation and the Practical Program (Graduate Diploma of Flight Management or self funded) will be 3.5 years. For
International students, the requirement to enrol in the distributed pathway (80CP of study per year) will remain, so as to maintain ESOS compliance.

11.2 It is further proposed that clear advice be provided in the program catalogue on the following matters:

From 2011:

- the expected costs associated with the flight training Practical Program
- the requirement to obtain an ARN before completing the Class One Medical examination
- the requirement to obtain a Class One Medical Certificate issued by CASA at own cost before commencing the Graduate Diploma of Flight Management or Self-Funded Practical Program, to ensure eligibility for the CPL and MECIR so degree requirements can be met
- the requirement to complete a Pilot Aptitude Assessment at own cost to gain important career guidance before commencing the Graduate Diploma of Flight Management or Self-Funded Practical Program
- the requirement to attend the professional development program MATES (Mentoring Aviators through Educational Support) whilst enrolled in the Bachelor of Aviation

In addition from 2012:

- that obtaining an ARN, and the following at own cost - Class One Medical Certificate Pilot Aptitude Assessment, simulator assessment, selection interview - will be required for admission into the Bachelor of Aviation
- the requirement to complete the BAvn and the Practical Program (GDip Flight Management or self funded) within 4 years of the date of first enrolment into the BAvn program

The Board is asked to note that a letter has been forwarded to QTAC admission students offered a place in the B Aviation in 2011 to advise them of the new arrangements. The letter was approved by the Senior Admissions Manager as meeting the QTAC publication requirements and is attached for the Board’s information.

Recommendation

11.3 On the recommendation of the Dean (Learning & Teaching), the Faculty Board is asked to recommend to the Programs Committee that the major changes to the Bachelor of Aviation (1028), as described in (2011/0004255) be approved for introduction from semester 1, 2011.

For consideration

12.0 ENV MAJOR CHANGE SUBMISSION (2011/0004254)
1004 BACHELOR OF SCIENCE (ENVIRONMENT)

12.1 On the recommendation of the Dean (Learning and Teaching), the Faculty Board is asked to consider the attached program proposal (2011/0004254) proposing to introduce a new major in Aquatic Ecosystems into the Bachelor of Science (Environment) (1004). The proposal is made on the basis of the following considerations:

- the growing international significance of inland aquatic ecosystems management, protection and restoration
- the strong employment opportunities available to graduates equipped with professional and scientific skills in this area
- the current footprint on the Nathan campus enabling the delivery of this program at both campuses. A number of courses currently offered could feed into the program making it a resource efficient offering that builds upon teaching already being undertaken
- the major will be complementary to the Bachelor of Marine Science introduced in 2008 on the Gold Coast Campus, and the major in Marine Biology offered as part of the BSc on the Gold Coast campus, as a demonstration of Griffith’s identified reputation in aquatic sciences
- the University’s existing research strengths in this area through the Australian Rivers Institute and the SmartWater Facility

12.2 The proposed major will utilise existing courses plus the addition of one new ‘capstone’ course in year 3 semester 2, 3052ENV Emerging Issues in Aquatic Ecology, staffed from the Australian Rivers Institute. As for the other majors in the program, this major will comprise 110CP. The following structure is proposed for the major:

<table>
<thead>
<tr>
<th>Year</th>
<th>Sem</th>
<th>Catalog Nbr</th>
<th>Course</th>
<th>CP</th>
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<tbody>
<tr>
<td>1</td>
<td>II</td>
<td>1005ENV</td>
<td>Diversity of Life</td>
<td>10</td>
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<td>2</td>
<td>I</td>
<td>2071ENV</td>
<td>Soils and Geomorphology</td>
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<td>2</td>
<td>I</td>
<td>2261ENV</td>
<td>Plant Diversity</td>
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<td>I</td>
<td>2291ENV</td>
<td>Experimental Design &amp; Statistics</td>
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<td>2</td>
<td>II</td>
<td>2051ENV</td>
<td>Ecological Theory and Practice</td>
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<td>2</td>
<td>II</td>
<td>2251ENV</td>
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<td>Emerging Issues in Aquatic Ecology</td>
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<td>3121ENV</td>
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Recommendation

12.3 On the recommendation of the Dean (Learning & Teaching), the Faculty Board is asked to recommend to the Programs Committee that a major Aquatic Ecosystems within the Bachelor of Science (Environment) (1004), as described in (2011/0004254) be approved for introduction from semester 1, 2011.

For consideration

13.0 ENG PROGRAM WITHDRAWAL SUBMISSIONS (2010/0010083) (2010/0010084)
9273 CONTINUING EDUCATION CERTIFICATE IN ENGINEERING (CIVIL ENGINEERING)
9274 CONTINUING EDUCATION CERTIFICATE IN ENGINEERING (ELECTRONIC AND COMPUTER ENGINEERING)

13.1 On the recommendation of the Dean (Learning and Teaching), the Faculty Board is asked to consider the attached submissions (2010/0010083) and (2010/0010084) proposing to withdraw the programs 9273 Continuing Education Certificate in Engineering (Civil Engineering) and 9274 Continuing Education Certificate in Engineering (Electronic and Computer Engineering) to commencing students from semester 1 2011, due to consistently low enrolment numbers.

Recommendation
13.2 On the recommendation of the Dean (Learning & Teaching), the Faculty Board is asked to recommend to the Programs Committee that the Continuing Education Certificate in Engineering (Civil Engineering) (9273) and Continuing Education Certificate in Engineering (Electronic and Computer Engineering) (9274) be withdrawn to commencing students from semester 1, 2011.

For consideration

14.0 BPS PROGRAM WITHDRAWAL SUBMISSION (2010/0010082)
5080 MASTER OF SCIENCE IN GENETIC COUNSELLING

14.1 On the recommendation of the Dean (Learning and Teaching), the Faculty Board is asked to consider the attached submission (2010/0010082) proposing to withdraw the program 5080 Master of Science in Genetic Counselling to commencing students from semester 1 2011 as this program has been replaced by the two year Master of Science with Honours in Genetic Counselling from 2011, in response to the governing body (HGSA - Human Genetics Society of Australasia) amending the qualification requirements for certification of genetic counsellors to a 2 year Masters degree.

Recommendation

14.2 On the recommendation of the Dean (Learning & Teaching), the Faculty Board is asked to recommend to the Programs Committee that the Master of Science in Genetic Counselling (5080) be withdrawn to commencing students from semester 1, 2011.

For consideration

SECTION II: MATTERS REQUIRING RATIFICATION OF EXECUTIVE ACTION

15.0 SPECIAL PURPOSE SUBMISSION (2011/0004256)
3259 GRADUATE CERTIFICATE IN ENTERPRISE ARCHITECTURE
5493 MASTER OF ENTERPRISE ARCHITECTURE

15.1 At its 4/2010 (July) meeting, Programs Committee considered a program proposal to introduce the program 3259 Graduate Certificate in Enterprise Architecture from semester 1 2011 to complement the existing program 5493 Master of Enterprise Architecture. Following resolution of some issues with the submission identified by Programs Committee, the submission (2010/0011298) to introduce this program was executively approved by the Chair of Programs Committee on 12 November 2010.

15.2 The submission (2010/0011298) advised the proposal to introduce a 40CP Graduate Certificate in Enterprise Architecture as an entry point to, and as an exit point from, the Master of Enterprise Architecture utilising existing courses from the Masters program.

15.3 On the recommendation of the Dean (Learning and Teaching), the Faculty Board is asked to ratify the attached special purpose submission (2011/0004256) to seek the approval of Programs Committee to enable students who have enrolled in 5493 Master of Enterprise Architecture to exit with the Graduate Certificate in Enterprise Architecture award on successful completion of 40CP as prescribed for the Graduate Certificate in Enterprise Architecture program structure.

15.4 It is also proposed to seek a revision to the introduction date for 3259 Graduate Certificate in Enterprise Architecture to summer semester (November – December) 2010 to facilitate the graduation of a student who wishes to exit the Masters with the Graduate Certificate in Enterprise Architecture at this point in time, having met all requirements of the Graduate Certificate as approved by the Programs Committee.

For ratification
16.0 MINOR CHANGE SUBMISSION (2011/0004253)
1330 BACHELOR OF SCIENCE (ADVANCED WITH HONOURS)

16.1 On the recommendation of the Dean (Learning and Teaching), the Faculty Board is asked to ratify the attached minor change submission (2011/0004253) proposing the following changes to the Bachelor of Science (Advanced with Honours) (1330):

Nathan Program:
- Remove the requirement to complete 3603BPS Advanced Studies Task 3/01 in year 3, semester 1 to allow students to focus on the Advanced Studies Project in year 3 of their program
- Offer the current course 3094BPS Advanced Studies Project (20CP) as a year long course to be credited only at the end of semester 2 of year 3 (3094BPS_P1 and 3094BPS_P2). Students may choose to take the course as 20CP in either semester 1 or 2 or to divide the load across both semesters
- Adjust degree requirements to reflect these changes.

Gold Coast Program:
- Remove the requirement to complete the 70 hour Advanced Studies Task in year 3, semester 1 to allow students to focus on the 20CP Advanced Studies Project across year 3 of their program
- Replace the current course 3108ENV Advanced Studies Project (10CP) with 3118ENV_P1 and 3118ENV_P2, a 20 credit point course delivered as a year long course to be credited at the end of semester 2 of year 3, in recognition of the workload required for this course to be done well by advanced students
- No changes to the degree requirements as they are currently expressed are necessary for the Gold Coast program.

For ratification

17.0 MINOR CHANGE SUBMISSION (2011/0004252)
1087 BACHELOR OF URBAN AND ENVIRONMENTAL PLANNING/BACHELOR OF SCIENCE (ENVIRONMENT) 
1357 BACHELOR OF URBAN AND ENVIRONMENTAL PLANNING/BACHELOR OF SCIENCE

17.1 On the recommendation of the Dean (Learning and Teaching), the Faculty Board is asked to ratify the attached minor change submission (2011/0004252) proposing to amend the degree requirements for the 5 year double degree programs Bachelor of Urban and Environmental Planning/Bachelor of Science (Environment) (1087) and Bachelor of Urban and Environmental Planning/Bachelor of Science (1357) to allow students to take up to 140CP of first year level courses.

17.2 The Planning/Science double degrees currently include 120CP-130CP of core courses at first year level. In some cases, students enrolled in the double degrees may need to take additional first year level courses – for example if there is a first year course that is a prerequisite for a second/third/fourth year elective.

For ratification

18.0 MINOR CHANGE SUBMISSION (2011/0004251)
5079 MASTER OF AVIATION MANAGEMENT 
3112 GRADUATE CERTIFICATE IN AVIATION MANAGEMENT

18.1 On the recommendation of the Dean (Learning and Teaching), the Faculty Board is asked to ratify the attached minor change submission (2011/0004251) proposing to rename the course 7506BPS from International Civil Aviation Organisation to International Civil Aviation within the Master of Aviation Management (5079) and Graduate Certificate in Aviation Management (3112).
For ratification

19.0 MINOR CHANGE SUBMISSION (2010/0010081)  
1087 BACHELOR OF URBAN AND ENVIRONMENTAL PLANNING / BACHELOR OF SCIENCE (ENVIRONMENT)

19.1 On the recommendation of the Dean (Learning and Teaching), the Faculty Board is asked to ratify the attached minor change submission (2010/0010081) to simplify in the program catalogue the presentation of transitional arrangements for students who commenced the program 1087 Bachelor of Urban and Environmental Planning/Bachelor of Science (Environment) prior to 2010. This program has been subjected to a number of consequential changes since 2007 as a result of changes to the component programs. The changes proposed in this submission to the prior to 2010 degree requirements do not disadvantage transitional students as they involve a lessening of prescribed requirements and an increase in the elective component.

For ratification

20.0 MINOR CHANGE SUBMISSION (2010/0010080)  
1311 BACHELOR OF ENGINEERING  
1320 BACHELOR OF ENGINEERING (ADVANCED STUDIES)

20.1 On the recommendation of the Acting Dean (Learning and Teaching), the Faculty Board is asked to ratify the attached minor change submission (2010/0010080) proposing to recode and rename the fluid mechanics course in the Nathan campus Bachelor of Engineering from 2002ENG Fluid Mechanics and Hydraulics to 2203ENG Engineering Fluid Mechanics.

For ratification

21.0 MINOR CHANGE SUBMISSION (2010/0010079)  
1008 BACHELOR OF ARTS (ENVIRONMENT)

21.1 On the recommendation of the Acting Dean (Learning and Teaching), the Faculty Board is asked to ratify the attached minor change submission (2010/0010079) proposing to add the course 2059HUM A History of Nature to the listed electives in the program Bachelor of Arts (Environment) (1008).

For ratification

22.0 MINOR CHANGE SUBMISSION (2010/0010078)  
1356 BACHELOR OF ENVIRONMENTAL DESIGN (ENVIRONMENTAL SUSTAINABILITY)

22.1 On the recommendation of the Dean (Learning and Teaching), the Faculty Board is asked to ratify the attached minor change submission (2010/0010078) proposing the following changes to the Bachelor of Environmental Design (Environmental Sustainability) (1356):

- withdraw Year 1 semester 1 course 1212QCA Visual Strategies as a core course.
- relocate 1210QCA Creating the Image from Year 2 semester 1 to Year 1 semester 1.
- relocate 1037ENV Understanding the Australian City from Year 1 semester 1 course to Year 2 semester 1.
- relocate 1903ENV Architectural History 1 from Year 1 semester 2 to Year 1 semester 1.
- relocate 1303ENV Earth Sciences from Year 2 semester 2 to Year 1 semester 2.
- replace 1027ENV Introductory Planning and Urban Design Studio with the existing course 1902ENV Architecture Studio 1 in year 1 semester 2.
• replace 3303ENV Planning and Environmental Law with the new course 2907ENV Landscape Architecture Studio in year 2 semester 1. There are no resource implications with introducing this course for the current student cohort as it will be taught concurrently with 2901ENV Architecture Studio 2.

• replace 3055MKT Green Marketing/3007ENV Climate Change Adaptation with the existing course 2903ENV Urban Design History, Theory and Methods in year 2 semester 1.

• add a Listed elective/Free-choice elective to year 2 semester 2.

For ratification

23.0 MINOR CHANGE SUBMISSION (2010/0010076)
1318/1319 BACHELOR OF ENGINEERING TECHNOLOGY

23.1 On the recommendation of the Dean (Learning and Teaching), the Faculty Board is asked to ratify the attached minor change submission (2010/0010076) proposing the following changes to the Bachelor of Engineering Technology (1318/1319) which are consequential changes resulting from changes that have been made to the EEE and ECE disciplines in the Bachelor of Engineering:

• Commencing prior to 2010 February entry and July entry structures: add 3301ENG Practical Electronics to Year 3 semester 1 (as this is a core course) reducing the elective list total in that semester to 30CP

• Commencing prior to 2010 July entry structure: add 2301ENG Semiconductor Devices and Circuits (NA) or 2311ENG Analog Electronics I (GC) to Year 3 semester 1.

• Commencing prior to 2010 elective course list requires the following changes:
  • Remove Gold Coast and Nathan from headings as these are detailed in the table.
  • Add to semester 1 Nathan: 3304ENG Control Systems; 2509ICT Software Engineering and 3303ENG Digital Signal Processing
  • Add to semester 1 Gold Coast: 3302ENG Computer Systems; 3318ENG Sensors and Actuators; 2509ICT Software Engineering
  • Add to semester 2 Nathan: 4310ENG Integrated Circuit Design
  • Add to semester 2 Nathan: 4308ENG Digital Control Systems Engineering
  • Add to semester 2 Gold Coast: 3401ENG Signals and Imaging for Biomedicine and Sport
  • Remove from semester 2 Gold Coast: Advanced Digital Signal Processing
  • Add to semester 2 Gold Coast: 2307ENV Electromagnetic Fields and Propagating Systems

• Commencing from 2010 July entry structure:
  Gold Coast:
  • Delete 1004ENG Computing with MATLAB from Year 2 semester 1 and replace with 1303ENG Digital Systems
  • Replace 1303ENG Digital Systems with a Free-choice elective in Year 3 semester 1
  • Relocate 3312ENG Practical Electronics I to Year 3 semester 1 in place of a free-choice elective
  • Add 3303ENG Digital Signal Processing to Year 4 semester 1 in place of 3312ENG Practical Electronics I
  • Nathan:
  • Swap 3301ENG Practical Electronics I with 2305ENG Signals and Systems

For ratification
24.0 MINOR CHANGE SUBMISSION (2010/0010075)
3112 GRADUATE CERTIFICATE IN AVIATION MANAGEMENT
5079 MASTER OF AVIATION MANAGEMENT

24.1 On the recommendation of the Dean (Learning and Teaching), the Faculty Board is asked to ratify the attached minor change submission (2010/0010075) proposing a course name change in the Graduate Certificate in Aviation Management (3112) and Master of Aviation Management (5079) for implementation from semester 1 2011.

For ratification

25.0 MINOR CHANGE SUBMISSION (2010/0010074)
1367 BACHELOR OF AVIATION MANAGEMENT
1028 BACHELOR OF AVIATION

25.1 On the recommendation of the Dean (Learning and Teaching), the Faculty Board is asked to ratify the attached minor change submission (2010/0010074) proposing the following course name changes within the Bachelor of Aviation Management (1367) and Bachelor of Aviation (1028):

- 3514BPS HR & Recruitment in Aviation to be changed to 3514BPS Leadership in Aviation
- 1506BPS International Aviation Organisation to be changed to 1506BPS International Aviation

For ratification

26.0 MINOR CHANGE SUBMISSION (2010/0010067)
1356 BACHELOR OF ENVIRONMENTAL DESIGN (ARCHITECTURAL STUDIES)

26.1 On the recommendation of the Acting Dean (Learning and Teaching), the Faculty Board is asked to ratify the attached minor change submission (2010/0010067) proposing to add Special Topics courses to the Bachelor of Environmental Design (Architectural Studies) (1356). It is envisaged that students can complete up to 3 of these special topics courses in place of the 3 electives in the program.

For ratification

27.0 AMENDMENTS TO FACULTY BOARD CONSTITUTION

27.1 The Pro Vice Chancellor (Administration) is currently reviewing a range of policies and documentation to proceed to Council in March 2011 to ensure consistent and accurate terminology in relation to the academic structure and organisation of the University with the establishment of the Arts, Education and Law Group as a single academic group from 1 January 2011.

27.2 One of the documents proceeding to Council is the attached revised Faculty Board Constitution. Faculty Board Chairs were informed of the editorial changes required to ensure the Board Constitution remains relevant and up to date and their executive approval of the tracked revisions in the constitution sought.

27.3 The Board is asked to ratify the Chair’s executive approval of the proposed changes.

For ratification

28.0 PROGRAM CONVENOR ANFD FIRST YEAR ADVISOR CHANGES

28.1 The Faculty Board is asked to ratify the following Program Convenor changes for 2011:
28.2 The Faculty Board is asked to ratify the following First Year Advisor changes:

- 1028 Bachelor of Aviation - Tarryn Kille
- 1367 Bachelor of Aviation Management - Tarryn Kille
- 3112/5079 Grad Cert/Master of Aviation Management - David McBrien
- 4140 Graduate Diploma of Flight Management - Peter Bryant
- 1310 Bachelor of Engineering (Civil Engineering) - Dr Erwin Oh
- 1311 Bachelor of Engineering (Sport & Biomedical Engineering) - Dr Paul Cassidy
- 1342 Bachelor of Science (Advanced) (Gold Coast) - Associate Professor Tony Carroll

For ratification

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

29.0 AVIATION AUSTRALIA ARTICULATION AGREEMENT

29.1 Attached for noting is an approved agreement between Griffith Aviation and Aviation Australia for students who have completed the Diploma of Aeroskills (Mechanical) plus 5 years full-time Aviation industry experience plus a current Aviation technical qualification to articulate with 120CP credit into 1367 Bachelor of Aviation Management.

For noting

30.0 FINAL REPORT BACHELOR OF ENGINEERING ACCREDITATION VISIT

30.1 Attached for noting is confirmation from Engineers Australia on the accreditation of Griffith’s Bachelor of Engineering programs delivered at the Nathan and Gold Coast campuses, in accordance with the recommendations of the visit report endorsed by the Accreditation Board at its December 2010 meeting.

For noting

31.0 ARC FUTURE FELLOWSHIPS

31.1 The Board will wish to congratulate the following ARC Future Fellowship recipients:

- Dr Jay Gambetta (CQD, SEET) *Designing and controlling superconducting circuits for quantum information processing*
- Professor Guangshan Zhu (QMNC, SEET) *Targeted synthesis of porous materials towards gas sorption and separation*

For noting

32.0 OFFICE FOR RESEARCH GRANTS SERVICE
32.1 The Director, Office for Research has forwarded advice on the improved research grants service that will be provided by OR. Each Research Grants Officer has been assigned a range of Research Centres and an Academic Group for which they will be the primary point of contact on all matters relating to research grants. See: http://www.griffith.edu.au/research/research-services/research-centre-review/who-is-my-research-grants-officer

32.2 New guidelines have been introduced on the type of review applicants can expect to receive for their research grant applications and the resultant contracts/funding agreements. See: http://www.griffith.edu.au/research/research-services/research-grants/levels-of-review

32.3 For up-to-date information on the latest changes to the ARC Discovery Project and NHMRC Project schemes and the new Research Grants Calendar for 2011 see:

http://www.griffith.edu.au/research/research-services/research-grants/apply-for-funding/australian-research-council-arc/discovery-projects-application-process


http://www.griffith.edu.au/research/research-services/research-grants/research-calendar

32.4 Suggestions for how research services can be enhanced or improved are welcomed and can be forwarded by email to Dr Heidi Russo at h.russo@griffith.edu.au.

For noting

33.0 ASSESSMENT POLICY REVISIONS

33.1 At its 7/2010 (December) meeting, Academic Committee approved revisions to the Assessment Policy to clarify the role of Deans (Learning and Teaching) across all academic Groups. See: http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/65e95921348eb64c4a256bdd0062f3b0?opendocument

For noting

34.0 HIGHER DEGREE RESEARCH SUPERVISOR ACCREDITATION POLICY REVISIONS

34.1 At its 6/2010 (November) meeting, Academic Committee approved revisions to the Griffith University Higher Degree Research Supervisor Accreditation Policy to establish a process of accreditation and ongoing professional engagement. The GGRS will consult with HDR convenors about the policy’s implementation and an implementation plan will be developed and approved via the Board of Graduate Research. See: http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/927b54414b2be8544a25746b0098dfe?opendocument

For noting

35.0 ADMISSIONS POLICY REVISIONS

35.1 At its 6/2010 (November) meeting, Academic Committee approved the recommendations from the IAC to adopt the CAE/CPE examinations and minimum
grades for entry to Griffith programs and to adopt revised English language entry standards. Revisions to the following policies were approved as result:


For noting

36.0 **REVISED WORK-INTEGRATED LEARNING DEFINITION**

36.1 At its 6/2010 (November) meeting, Academic Committee approved the adoption of the document *Work-integrated Learning at Griffith*. See [http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/a0d60f04626b7f144a256bc00063dd56?opendocument](http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/a0d60f04626b7f144a256bc00063dd56?opendocument)

For noting

37.0 **ACADEMIC STANDING, PROGRESSION AND EXCLUSION POLICY REVISIONS**

37.1 At its 6/2010 (November) meeting, Academic Committee approved making the Amber Risk Assessment optional rather than mandatory. The Academic Committee agreed that further changes to the policy were required and the policy should return to a future meeting for consideration. See [http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/f6fe7e8b839feb584a256bdc0000f374?opendocument](http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/f6fe7e8b839feb584a256bdc0000f374?opendocument)

For noting

38.0 **OTHER BUSINESS**

39.0 **2011 MEETING SCHEDULE**

Meetings of the SEET Group Board will be held at 10.00am on the following dates:

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Campus</th>
<th>Venue</th>
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<tbody>
<tr>
<td>11 February</td>
<td>Gold Coast</td>
<td>Room 2.02 The Chancellery (G34)</td>
</tr>
<tr>
<td>11 March</td>
<td>Nathan</td>
<td>Room 2.02 Bray Centre (N54)</td>
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<tr>
<td>8 April</td>
<td>Gold Coast</td>
<td>Room 2.02 The Chancellery (G34)</td>
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<tr>
<td>13 May</td>
<td>Nathan</td>
<td>Room 2.02 Bray Centre (N54)</td>
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<td>10 June</td>
<td>Gold Coast</td>
<td>Room 2.02 The Chancellery (G34)</td>
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<td>19 August</td>
<td>Gold Coast</td>
<td>Room 2.02 The Chancellery (G34)</td>
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<td>16 September</td>
<td>Nathan</td>
<td>Room 2.02 Bray Centre (N54)</td>
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<td>21 October</td>
<td>Gold Coast</td>
<td>Room 2.02 The Chancellery (G34)</td>
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<td>18 November</td>
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