A meeting of the Science, Environment, Engineering and Technology Group Board was held at 10.00am on Friday 11 February 2011 in Room 2.02, The Chancellery (G34), Gold Coast campus.

MINUTES

PRESENT:

Professor Clyde Wild (Chair)
Professor Sue Berners-Price (session one)
Associate Professor Michael Blumenstein
Associate Professor Wendy Loughlin
Professor Frank Clarke
Professor Bofu Yu
Professor Hamish McCallum
Associate Professor Peter Bernus
Associate Professor Charles Lemckert (session one)
Associate Professor Tony Carroll
Dr Wayne Pullan
Professor Joe Lee (session one)
Professor Ron Quinn (session one)
Professor Mark von Itzstein (session one)
Professor Abdul Sattar (session one)
Mr James Walden (session one)
Ms Glenda Graham (session one)
Ms Catherine Delahunty (session one)
Mr Stephen Boyd (session one)
Mr Vince Lalor (session one)
Ms Veronica Dawson (session two)

Present by invitation: Mr Tony Sheil and Dr Freya Mearns for agenda item 4.0 Era Discussion

Secretary: Ms Kim Hillier

1.0 REVISED SEET GROUP BOARD FROM 2011

The Board noted that recently the review of SEET Committees had been 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 and 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.

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

2.0 CONFIRMATION OF MINUTES
3.0 ERA DISCUSSION

The Board welcomed Tony Sheil, Deputy Director (PEERA) and Freya Mearns, Policy Officer, Research Excellence (PEERA) to the meeting to address the Board on the 2010 ERA evaluation results. Tony Sheil and Freya Mearns provided a comprehensive report on the 2010 ERA outcomes from the SEET Group’s perspective with the aim of best preparing the Group for the 2012 ERA submission. The report provided:

- summary of outcomes
- expected impact of ERA 2010 on Griffith’s reputation
- implications of ERA for SRE Threshold 2 funding, performance indicators and targets for the 2011 compact, and the TEQSA standards framework
- preparations for ERA 2012

The Board extended its thanks to Tony Sheil and Freya Mearns for their informative report on the outcomes and impact of the 2010 ERA evaluation.

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

The Dean (Research) reported on the advice received from the Director, Office for Research in relation to feedback forwarded by the Board to OR on GUPRF processes.

5.0 NEW BUSINESS

5.1 PVC report

The PVC reported on the following matters:

- Development of a disaster management plan for the Group to cover areas of major research activity.
- 2011 QTAC Main Admission Round. Outcomes of the major round were positive for the Group, particularly in terms of OP band improvements.
- SEET 2025 Gold Coast campus plan. The Board was advised that each academic Group had prepared a 2025 plan for forwarding to EG. The SEET plan was developed with input from SEET Schools and Centres. Thanks were extended to the PVC’s EO for compiling the plan and to the Dean (Academic) and GRM for providing student load, resources and infrastructure projections.
- SEET Operational Plan. Following the Senior Managers’ Forum next week, the Group will develop a process and timelines for the development of the next stage of its strategic plan. Schools and Centres will develop individual plans which will inform the Group’s strategic plan. The revised SEET committee structure will facilitate strategic planning within the Group.
- SEET Capability Statement. A statement is currently under development to provide a strategic approach to encouraging philanthropic support for the Group.

5.2 Budget and enrolment update

The Group Resource Manager presented a draft SEET 2010 Income/Expenditure Budget, General Fund (Operating) as at 2 February 2011.

5.3 Dean (Research) Report

The Dean (Research) reported on the following matters:

- HERDC update. 1 February was the deadline for HERDC submissions but a number of publications are still waiting to be submitted. Heads of School and Centre Directors were urged to remind staff to complete the submission process. The Dean
(Research) advised that he will also send another reminder to staff highlighting the importance of submissions for ERA and performance review considerations. The Board noted that staff will need to provide the most relevant research code for their work especially for non-ranked outputs.

- PhD scholarship outcomes. The Dean (Research) reported on the success of the recent EOY scholarships round. It is likely that there will be a mid-year round with a deadline of 31 July. It is anticipated that the scholarship application process will be fully automated by 2012.
- ARC Discovery Grants. The Board was advised that the internal deadline for submission of ARC Discovery Grant applications for internal peer review is 21 February and this is a firm deadline. There are opportunities for external peer review as well. There is no internal deadline for NHMRC submissions. The overlap between the deadlines for Discovery and NHMRC Grant applications was noted.
- Honours scholarships. The Dean (Research) noted that this matter had been raised at a previous meeting. It was flagged that Schools are already providing excellent incentives in this area. The Dean (Research) requested advice from Heads of School if their School’s requirements in this area increase beyond current arrangements.
- ERA. The Board noted the ERA 2010 Institution Report.

5.4 Dean (Academic) Report
The Dean (Academic) reported on the following matters:
- Promotions outcomes. The Board noted 2010 promotion outcomes for SEET. It was noted that the prior counselling of applicants by the Dean (Academic) and then the PVC had proved to be an effective process, as reflected in the success rates.
- Space. The Board noted that SEET refurbishment requests have been sent through to Campus Life which is now working on what requests can be met. The Board was advised that restoration to re-establish the functioning of a space is a Campus Life financial responsibility whilst reconfiguration to change the function of a space is a Group financial responsibility. Thanks were extended to the Dean (Academic) for his efforts in establishing the refurbishment prioritisation process with Campus Life.

5.5 Dean (Learning and Teaching) report
The Dean (Learning and Teaching) reported on the following matters:
- QTAC update. The Board noted a document advising the OP cut-off improvements for the Group’s programs from the 2010 to the 2011 QTAC main offer rounds. It was noted that these new QTAC cut-offs will be the cut-offs published in the program catalogue.
- Staff induction workshops. The Board noted that dates had been advised for inductions for new sessional staff to be held at the Gold Coast and Nathan campuses with the Group’s Curriculum Consultant, Felicity Coffey, and Blended Learning Adviser, Nicole Wall. The Board was advised that all new academic staff were welcome to attend the inductions. The requirement for mid-year induction sessions was noted.

5.6 Director (Internationalisation and Professional Liaison) Report
The Director (Internationalisation and Professional Liaison), having forwarded apologies for the meeting, had provided the following written reports:
- Supplement to International Marketing Plan 2010-2011. The Board accepted the document.
- Report on visit to France and Germany 2-14 November 2010. The Board noted the report.
SESSION TWO (12.00 noon– 2.00pm) (previously SEET Faculty Board)

6.0 CONFIRMATION OF MINUTES

The minutes of the 5/2010 (19 November) meeting, having been circulated, were taken as read and confirmed.

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

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forward Faculty Board feedback on the proposed revised Assessment Policy (2010/0010258) and the proposed Governance of Assessment and Academic Achievement Standards (2010/0011760) to the Assessment Committee.</td>
<td>Secretary (action taken)</td>
</tr>
<tr>
<td>Forward Faculty Board’s comments on the Academic Committee review report and the recommendations contained therein, and on the proposed implementation actions, to the 9 December meeting of Academic Committee.</td>
<td>Secretary (action taken)</td>
</tr>
<tr>
<td>Prepare an implementation plan for the ENV UG 5 year program review for presentation to 3 March meeting of Programs Committee in 2011.</td>
<td>The Head of School ENV advised that he is currently working on this document which will go forward to the 3 March meeting of Programs Committee.</td>
</tr>
<tr>
<td>Convey information on internal process for ALTC Grant applications to all staff.</td>
<td>Heads of School have actioned.</td>
</tr>
<tr>
<td>Circulate web address for AGS and CEQ resources to academic staff in Schools, particularly those involved in final year teaching.</td>
<td>Heads of School have actioned.</td>
</tr>
<tr>
<td>Follow up matter of Group support for Honours scholarships, as recommended by SEET Honours Engagement Working Party.</td>
<td>Dean (Learning &amp; Teaching) (Chair of Honours Engagement Working Party) and Dean (Research). Reported under item 5.3 in session one.</td>
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<tr>
<td>As the opportunity presents, take forward issue of a very high failure rates in some courses which has been attributed to students’ non-attendance at lectures.</td>
<td>Dean (Learning &amp; Teaching) to action. In relation to this matter, the Dean (Learning &amp; Teaching) advised: • the Dean (L&amp;T) monitors failure rates in courses; • the BLA and Curriculum Adviser are available to work closely with staff on course and curriculum design; • the different learning styles of students needs to be taken into account.</td>
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SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES

8.0 ENV MAJOR CHANGE SUBMISSION (2011/0004254)

1004 BACHELOR OF SCIENCE (ENVIRONMENT)

8.1 On the recommendation of the Dean (Learning and Teaching), the Group Board considered the program proposal (2011/0004254) proposing to introduce a new major
in Aquatic Ecosystems into the Bachelor of Science (Environment) (1004). The Board noted that this 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 (not proposed at present). 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

8.2 The Board noted that 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 proposed structure for the major was noted:

<table>
<thead>
<tr>
<th>Year</th>
<th>Sem</th>
<th>Catalog Nbr</th>
<th>Course</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>II</td>
<td>1005ENV</td>
<td>Diversity of Life</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>I</td>
<td>2071ENV</td>
<td>Soils and Geomorphology</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>I</td>
<td>2261ENV</td>
<td>Plant Diversity</td>
<td>10</td>
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<tr>
<td>2</td>
<td>I</td>
<td>2291ENV</td>
<td>Experimental Design &amp; Statistics</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>II</td>
<td>2051ENV</td>
<td>Ecological Theory and Practice</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>II</td>
<td>2251ENV</td>
<td>Animal Diversity</td>
<td>10</td>
</tr>
<tr>
<td>3</td>
<td>I</td>
<td>3051ENV</td>
<td>Aquatic Ecology</td>
<td>10</td>
</tr>
<tr>
<td>3</td>
<td>I</td>
<td>3331ENV</td>
<td>Ecology &amp; Conservation of Populations</td>
<td>10</td>
</tr>
<tr>
<td>3</td>
<td>II</td>
<td>3052ENV</td>
<td>Emerging Issues in Aquatic Ecology</td>
<td>10</td>
</tr>
<tr>
<td>3</td>
<td>II</td>
<td>3341ENV</td>
<td>Ecology &amp; Conservation of Communities</td>
<td>10</td>
</tr>
<tr>
<td>3</td>
<td>II</td>
<td>3121ENV</td>
<td>Applied Statistics</td>
<td>10</td>
</tr>
</tbody>
</table>

8.3 The Board noted that the proposed major entailed minimal resource impacts.

Resolution

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

9.0 BPS MAJOR CHANGE SUBMISSION (2011/0004255)

1028 BACHELOR OF AVIATION
9.1 On the recommendation of the Dean (Learning and Teaching), the Group Board considered the 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 two semesters. For International students, the requirement to enrol in the distributed pathway (80CP of study per year) will remain, to maintain ESOS compliance.

9.2 The Board noted that 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 (G Dip Flight Management or self funded) within 4 years of the date of first enrolment into the BAvn program.
9.3 The Board had before it for noting a letter that had been forwarded to QTAC admission students offered a place in the B Aviation in 2011 to advise them of the new arrangements.

9.4 The Board noted that the proposed changes were designed to strengthen expectations that students will complete the flight training requirements of the program in a timely way, which is imperative to the quality of the program’s academic outcomes and the effective management of the flight training component. The Board was advised that:

- the Class One Medical Certificate has been introduced as an admission requirement to ensure that students do not complete a full year or more of the program before discovering that they are medically unfit to fly
- the Pilot Aptitude Assessment and simulator assessment admission requirements are not pass/fail requirements but rather have been introduced to assist students with making appropriate career choices
- the selection interview will involve transparent selection criteria.

9.5 The Dean (Learning and Teaching) advised that although there are a few outstanding matters still to be addressed in the submission, the submission has been forwarded to this meeting of the Board as there is some urgency to update the program catalogue information for 2011 commencing students. In particular, there have been concerns expressed about the proposed rule that students complete the degree requirements in 4 years as University policy allows students 10 years to complete a bachelors degree. In response, an amendment to the rule is under consideration to require completion of all remaining degree requirements within 2 years of commencement of the first flight practicum course or commencement of the self-funded flight training. The Board agreed that the submission could go forward to the Programs Committee pending executive approval by the Chair of any further revisions to the submission.

Resolution

9.6 On the recommendation of the Dean (Learning & Teaching), the Group Board resolved 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, subject to executive approval by the Chair of any further amendments to the submission.

10.0 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)

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

Resolution

10.2 On the recommendation of the Dean (Learning & Teaching), the Group Board resolved to recommend to the Programs Committee that the Continuing Education Certificate in Engineering (Civil Engineering) (9273) and Continuing Education Certificate in
11.0 BPS PROGRAM WITHDRAWAL SUBMISSION (2010/0010082)
5080 MASTER OF SCIENCE IN GENETIC COUNSELLING

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

11.2 The Board noted that transition arrangements are provided to enable continuing students in 5080 Master of Science in Genetic Counselling to complete the program's requirements.

Resolution

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

SECTION B: ACTION UNDER DELEGATED AUTHORITY

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

12.1 On the recommendation of the Dean (Learning and Teaching), the Group Board was asked to ratify the attached minor change submission (2010/0010078) proposing the following changes to the Bachelor of Environmental Design (Environmental Sustainability) (1356) for implementation from semester 1, 2011:

- 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.
12.2 The Chair advised his concerns regarding this proposal and requested that it be brought forward for discussion. The concerns expressed were twofold: the watering down of the distinctiveness of Griffith’s architecture program as an environment and sustainability focussed offering and a lessening of efficiency in staffing costs through the withdrawal of courses shared with other programs. Concerns were expressed that the submission represented an incremental transition into Landscape Architecture when the resourcing issues of such a change had not yet been resolved.

12.3 The Dean (Learning & Teaching) advised that the proposed changes had the aim of making the award major more attractive as there were no commencing students in the major for this year. The Dean (Learning & Teaching) advised that it had been made clear to the Discipline Convenor that no commitment could be given to the introduction of Landscape Architecture until the resourcing issues had been resolved. The Board was advised that the course Climate Change Adaptation remains in the program as an elective course and the course Climate Change Policy remains as a core course.

12.4 Upon consideration of the information provided, the Board agreed to approve the changes to the Bachelor of Environmental Design (Environmental Sustainability) proposed in the minor change submission (2010/0010078) but further agreed to recommend that the bigger picture in regard to the overall design of the Architecture program be debated within the discipline and School.

Resolution

12.5 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the minor change submission (2010/0010078) proposing changes to the Bachelor of Environmental Design (Environmental Sustainability) (1356) for implementation from semester 1, 2011.

13.0 SPECIAL PURPOSE SUBMISSION (2011/0004256)

3259 GRADUATE CERTIFICATE IN ENTERPRISE ARCHITECTURE
5493 MASTER OF ENTERPRISE ARCHITECTURE

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

13.2 The Board noted that 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.

Resolution

13.3 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the special purpose submission (2011/0004256) proposing to establish the Graduate Certificate in Enterprise Architecture as an exit point from the Master of Enterprise Architecture (5493) from summer semester (November – December) 2010.

14.0 MINOR CHANGE SUBMISSION (2011/0004253)
1330 BACHELOR OF SCIENCE (ADVANCED WITH HONOURS)

14.1 On the recommendation of the Dean (Learning and Teaching), the Group Board was asked to ratify the minor change submission (2011/0004253) proposing the following changes to the Bachelor of Science (Advanced with Honours) (1330) for implementation from semester 1 2011:

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.

Resolution

14.2 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the minor change submission (2011/0004253) proposing changes to the Bachelor of Science (Advanced with Honours) (1330) for implementation from semester 1 2011.

15.0 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

15.1 On the recommendation of the Dean (Learning and Teaching), the Group Board was asked to ratify the 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 from semester 2, 2010.

15.2 The Board noted that 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.

Resolution
15.3 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the minor change submission (2011/0004252) proposing changes to the Bachelor of Urban and Environmental Planning/Bachelor of Science (Environment) (1087) and Bachelor of Urban and Environmental Planning/Bachelor of Science (1357) for implementation from semester 2, 2010.

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

16.1 On the recommendation of the Dean (Learning and Teaching), the Group Board was asked to ratify the 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) from semester 1 2011.

Resolution

16.2 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the minor change submission (2011/0004251) proposing changes to the Master of Aviation Management (5079) and Graduate Certificate in Aviation Management (3112) for implementation from semester 1 2011.

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

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

Resolution

17.2 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the minor change submission (2010/0010081) proposing changes to the prior to 2010 program catalogue entry for the Bachelor of Urban and Environmental Planning/Bachelor of Science (Environment) (1087).

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

18.1 On the recommendation of the Acting Dean (Learning and Teaching), the Group Board was asked to ratify the 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* from semester 1 2011.
Resolution

18.2 On the recommendation of the Acting Dean (Learning and Teaching), the Group Board resolved to ratify the minor change submission (2010/0010080) proposing changes to the Bachelor of Engineering (1311) and Bachelor of Engineering (Advanced Studies) (1320) for implementation from semester 1, 2011.

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

19.1 On the recommendation of the Acting Dean (Learning and Teaching), the Group Board was asked to ratify the 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) from semester 1 2011.

Resolution

19.2 On the recommendation of the Acting Dean (Learning and Teaching), the Group Board resolved to ratify the minor change submission (2010/0010079) proposing changes to the Bachelor of Arts (Environment) (1008) for implementation from semester 1, 2011.

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

20.1 On the recommendation of the Dean (Learning and Teaching), the Group Board was asked to ratify the 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, for implementation from semester 2, 2010:

- 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: 2307ENG 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 I
  • 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

Resolution

20.2 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the minor change submission (2010/0010076) proposing changes to the Bachelor of Engineering Technology (1318/1319) for implementation from semester 2, 2010.

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

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

Resolution

21.2 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the minor change submission (2010/0010075) proposing changes to the Graduate Certificate in Aviation Management (3112) and Master of Aviation Management (5079) for implementation from semester 1 2011.

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

23.1 On the recommendation of the Dean (Learning and Teaching), the Group Board was asked to ratify the minor change submission (2010/0010074) proposing the following course name changes within the Bachelor of Aviation Management (1367) and Bachelor of Aviation (1028) for implementation from semester 2 2011:
  • 3514BPS HR & Recruitment in Aviation to be changed to 3514BPS Leadership in Aviation
  • 1506BPS International Aviation Organisation to be changed to 1506BPS International Aviation

Resolution

23.2 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the minor change submission (2010/0010074) proposing changes to the Bachelor of Aviation Management (1367) and Bachelor of Aviation (1028) for implementation from semester 2 2011.
24.0 MINOR CHANGE SUBMISSION (2010/0010067)
1356 BACHELOR OF ENVIRONMENTAL DESIGN (ARCHITECTURAL STUDIES)

24.1 On the recommendation of the Acting Dean (Learning and Teaching), the Group Board was asked to ratify the minor change submission (2010/0010067) proposing to add Special Topics courses to the Bachelor of Environmental Design (Architectural Studies) (1356) for implementation from semester 3, 2010. The Board noted that it is envisaged that students can complete up to 3 of these special topics courses in place of the 3 electives in the program.

Resolution

24.2 On the recommendation of the Acting Dean (Learning and Teaching), the Group Board resolved to ratify the minor change submission (2010/0010067) proposing changes to the Bachelor of Environmental Design (Architectural Studies) (1356) for implementation from semester 3 2010.

25.0 AMENDMENTS TO FACULTY BOARD CONSTITUTION

25.1 The Board noted that 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.

25.2 The Board noted a copy of the revised Faculty Board Constitution that will be proceeding to March 2011 Council. It was noted that Faculty Board Chairs had been 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 had been sought.

25.3 The Board was asked to ratify the Chair’s executive approval of the proposed changes.

Resolution

25.4 The Group Board resolved to ratify the Chair’s executive approval of the changes to the Faculty Board Constitution.

26.0 PROGRAM CONVENOR AND FIRST YEAR ADVISOR CHANGES

26.1 On the recommendation of the Dean (Learning and Teaching), the Group Board was asked to ratify the following Program Convenor changes for 2011:

- 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

26.2 On the recommendation of the Dean (Learning and Teaching), The Group Board was asked to ratify the following First Year Advisor changes:
Resolution

26.3 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the above-listed changes to Program Convenors and First Year Advisors for 2011.

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

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

27.0 INFORMATION SERVICES REPORT

27.1 Ms Veronica Dawson was invited to the meeting and provided an Information Services (SIR) Report on the following matters:

- Changes in SIR. A new Director (SIR), Ms JoAnne Sparks, will commence in the position in early March. The Academic Services Librarians have been organised into two teams under the management of Ms Veronica Dawson for Health/SEET and Ms Therese Egan for AEL/Business. The three Academic Services Librarians with responsibilities for SEET are:
  - Mr Phillip McDonald – collection development (all campuses)
  - Dr Franz Pinz – Nathan (all Research Centres and Schools except Engineering)
  - Ms Diane Smith – Gold Coast and Logan (all Research Centres and Schools plus Engineering at Nathan).

- Dataset Registry trial. Researchers involved in the National Collaborative Research Infrastructure Strategy (NCRIS) project in 2010 who indicated an interest in preserving their research data are being contacted again by the Acting Director (SIR) and invited to consider uploading their data from completed projects as part of the trial. The Librarian will assist with the upload and once uploaded the researcher can choose whether to make the data openly available or require interested parties to contact them to discuss access. In response to a query from a member, it was suggested that Researchers who initially did not indicate interest but who now wish to participate should contact Malcolm Wolski.

- Scholarly resources. In selecting new resources for 2011, emphasis has been placed on areas of research priority and fields rated above world standard in ERA 2010. Consideration has been given to increasing e-resources to improve access across campuses.

Noted

28.0 AVIATION AUSTRALIA ARTICULATION AGREEMENT
28.1 The Board noted 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.

Noted

29.0 FINAL REPORT BACHELOR OF ENGINEERING ACCREDITATION VISIT

29.1 The Board noted 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.

Noted

30.0 ARC FUTURE FELLOWSHIPS

30.1 The Board congratulated 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

Noted

31.0 OFFICE FOR RESEARCH GRANTS SERVICE

31.1 The Board noted advice forwarded by the Director, Office for Research 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:

http://www.griffith.edu.au/research/research-services/research-centre-review/who-is-my-research-grants-officer

31.2 The Board noted that 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:

http://www.griffith.edu.au/research/research-services/research-grants/levels-of-review

31.3 The Board noted that 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 are available at:

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

It was noted that 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.

Noted

**32.0 ASSESSMENT POLICY REVISIONS**

32.1 The Board noted that the 7/2010 (December) meeting of Academic Committee had approved revisions to the Assessment Policy to clarify the role of Deans (Learning and Teaching) across all academic Groups:

http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/65e95921348eb64c4a256bdd0062f3b0?opendocument

Noted

**33.0 HIGHER DEGREE RESEARCH SUPERVISOR ACCREDITATION POLICY REVISIONS**

33.1 The Board noted that the 6/2010 (November) meeting of Academic Committee had 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:

http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/927b54414b2be8544a25746b00098dfc?opendocument

Noted

**34.0 ADMISSIONS POLICY REVISIONS**

34.1 The Board noted that the 6/2010 (November) meeting of Academic Committee had 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:

Admissions Policy for Undergraduate Programs:

Admission Policy for Coursework Postgraduate Programs:
http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/a1d01bfba094ff2f4a256bb40062f631?opendocument

Higher Degree Research Policy:

Professional Doctorate Policy:
http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/817a8239f24909e44a256bc0006309ff?opendocument
Noted

35.0 REVISED WORK-INTEGRATED LEARNING DEFINITION

35.1 The Board noted that the 6/2010 (November) meeting of Academic Committee had approved the adoption of the document *Work-integrated Learning at Griffith*:  
http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/a0d60f04626b7f144a2571800063dd56?opendocument

Noted

36.0 ACADEMIC STANDING, PROGRESSION AND EXCLUSION POLICY REVISIONS

36.1 The Board noted that the 6/2010 (November) meeting of Academic Committee had 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:  

Noted

37.0 OTHER BUSINESS

Nil

38.0 2011 MEETING SCHEDULE

Remaining meetings for 2011 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>11 March</td>
<td>Nathan</td>
<td>Room 2.02 Bray Centre (N54)</td>
</tr>
<tr>
<td>8 April</td>
<td>Gold Coast</td>
<td>Room 2.02 The Chancellery (G34)</td>
</tr>
<tr>
<td>13 May</td>
<td>Nathan</td>
<td>Room 2.02 Bray Centre (N54)</td>
</tr>
<tr>
<td>10 June</td>
<td>Gold Coast</td>
<td>Room 2.02 The Chancellery (G34)</td>
</tr>
<tr>
<td>19 August</td>
<td>Gold Coast</td>
<td>Room 2.02 The Chancellery (G34)</td>
</tr>
<tr>
<td>16 September</td>
<td>Nathan</td>
<td>Room 2.02 Bray Centre (N54)</td>
</tr>
<tr>
<td>21 October</td>
<td>Gold Coast</td>
<td>Room 2.02 The Chancellery (G34)</td>
</tr>
<tr>
<td>18 November</td>
<td>Nathan</td>
<td>Room 2.02 Bray Centre (N54)</td>
</tr>
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</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>Dean (Academic)</td>
</tr>
<tr>
<td>Professor Sue Berners-Price</td>
<td>Pro Vice Chancellor (Science, Environment, Engineering &amp; Technology)</td>
</tr>
<tr>
<td>Associate Professor Michael Blumenstein</td>
<td>Dean, Research (Science, Environment, Engineering &amp; Technology)</td>
</tr>
<tr>
<td>Associate Professor Wendy Loughlin</td>
<td>Dean, Learning &amp; Teaching (Science, Environment, Engineering &amp; Technology)</td>
</tr>
<tr>
<td>Professor Bofu Yu</td>
<td>Head, Griffith School of Engineering</td>
</tr>
<tr>
<td>Associate Professor Peter Bernus</td>
<td>Head, School of Information &amp; Communication Technology</td>
</tr>
<tr>
<td>Professor Hamish McCallum</td>
<td>Head, Griffith School of Environment</td>
</tr>
<tr>
<td>Professor Frank Clarke</td>
<td>Head, School of Biomolecular &amp; Physical Sciences</td>
</tr>
<tr>
<td>Associate Professor Charles Lemckert/Associate Professor Steven O'Keefe</td>
<td>Deputy Head, Griffith School of Engineering</td>
</tr>
<tr>
<td>Dr Rene Hexel/ Dr Wayne Pullan</td>
<td>Deputy Head, School of Information &amp; Communication Technology</td>
</tr>
<tr>
<td>Associate Professor Anthony Carroll/Professor Roger Kitching</td>
<td>Deputy Head, Griffith School of Environment</td>
</tr>
<tr>
<td>Dr Ann McDonnell/Associate Professor Robert Sang</td>
<td>Deputy Head, School of Biomolecular &amp; Physical Sciences</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>Director, Internationalisation &amp; Professional Liaison</td>
</tr>
<tr>
<td>Professor Stuart Bunn</td>
<td>Director, Australian Rivers Institute</td>
</tr>
<tr>
<td>Professor Ron Quinn</td>
<td>Director, Eskitis Institute for Cell and Molecular Therapies</td>
</tr>
<tr>
<td>Professor Abdul Sattar</td>
<td>Director, Institute for Integrated and Intelligent Systems</td>
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<tr>
<td>Professor Mark von Itzstein</td>
<td>Director, Institute for Glycomics</td>
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<tr>
<td>Mr James Walden</td>
<td>Group Resource Manager (SEET)</td>
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<tr>
<td>Ms Glenda Graham</td>
<td>Human Resource Manager (SEET)</td>
</tr>
<tr>
<td>Ms Catherine Delahunty</td>
<td>Executive Officer to the PVC</td>
</tr>
<tr>
<td>Mr Stephen Boyd</td>
<td>invited</td>
</tr>
<tr>
<td>Mr George Klich</td>
<td>Technical Managers, Technical Services (SEET)</td>
</tr>
<tr>
<td>Mr Vince Lalor</td>
<td>Deputy Resource Manager</td>
</tr>
<tr>
<td>Ms Paula Kitto</td>
<td>invited</td>
</tr>
<tr>
<td>Mr Liam Staunton</td>
<td>HR Advisers (SEET)</td>
</tr>
<tr>
<td>Ms Veronica Dawson</td>
<td>invited</td>
</tr>
</tbody>
</table>
INS representative
Professor Allan Cripps
  Pro Vice Chancellor (Health)
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