A meeting of the Science, Environment, Engineering and Technology Group Board was held at 10.00am on Friday 10 February 2012 in Room 2.02, The Chancellery (G34), Gold Coast campus.

MINUTES

PRESENT:
Professor Clyde Wild (Chair)
Professor Sue Berners-Price (session one)
Professor Debra Bernhardt (session one)
Professor Yew-Chaye Loo (session one)
Associate Professor Wendy Loughlin
Professor Frank Clarke
Professor Bofu Yu
Professor Hamish McCallum
Associate Professor Charles Lemckert
Associate Professor Tony Carroll
Dr Rene Hexel
Dr Wayne Pullan
Associate Professor George Mellick (session one)
Professor Michael Jennings (session one)
Professor Abdul Sattar (session one)
Mr James Walden (session one)
Ms Glenda Graham (session one)
Ms Joanne Robertson (session one)
Ms Catherine Delahunty (session one)
Mr Stephen Boyd (session one)
Mr Vince Lalor (session one)
Ms Veronica Dawson

APOLOGIES:
Associate Professor Michael Blumenstein
Associate Professor Peter Bernus
Associate Professor Robert Sang
Professor Ron Quinn
Professor Mark von Itzstein
Professor Stuart Bunn
Mr George Klich

Present by invitation: Professor Richard John and Jenny Stoddart for agenda item 4.0 Outreach Activities

Secretary: Ms Kim Hillier

1.0 CONFIRMATION OF MINUTES

The minutes of the 9/2011 (18 November) meeting of the SEET Group Board, having been circulated, were taken as read and confirmed.

SESSION ONE (10.00am – 12.00 noon)

2.0 MATTERS ARISING FROM THE 9/2011 (18 NOVEMBER) MINUTES

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
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</thead>
<tbody>
<tr>
<td>Provide feedback to the Dean (Learning and Teaching) on the draft LTPA Strategic Allocation of Funds document. Update: Document to be reviewed in light of 2012 QTAC data.</td>
<td>This matter is being addressed in the current considerations on budget allocations to 2012 SEET Operational Plan strategies.</td>
</tr>
</tbody>
</table>
2.0  NEW BUSINESS

2.1  Presentations to the Board

Professor Richard John was welcomed to the Board to provide a presentation on Outreach activities and options that could replace the Science and Engineering Challenge. Professor John introduced to the meeting Jenny Stoddard who has recently been seconded to the position of SEET Outreach Coordinator for 6 months. This role will support and coordinate out-reach activities across the SEET Schools and Research Centres. One of the SEET Outreach Coordinator’s main projects will be to conduct an audit of existing outreach activities across the Group and to identify opportunities for enhancing engagement with Schools and linking activities with the new Australian curriculum.

The Board was advised that following the meeting, the Group Executive will forward an email to Heads of School and Research Centre Directors to request that they nominate an appropriate person in their School/Centre for the Outreach Coordinator to contact to discuss their School’s/Centre’s outreach activities.

Professor John advised that he would welcome the opportunity to attend School Committee meetings to discuss outreach activities further. It was agreed that a copy of the Outreach Coordinator position description would be forwarded to Heads of School.

Action: Group Executive Officer to forward email to Heads of School and Research Centre Directors (action taken).
Group Executive Officer to forward Outreach Coordinator PD to Heads of School (action taken).

2.2  PVC report

The PVC reported on the following matters:

- QTAC report
  The PVC reported on outcomes for the SEET Group for the semester 1 2012 QTAC admission round, in relation to commencing CGS student load targets and OP cut-offs.
- 2012 SEET Operational Plan
  Matters noted included:
  - A portion of internal performance income will be assigned to Schools as earned under two new strategic development allocations for teaching and research. The Dean (Learning & Teaching) will meet with Schools to discuss alignment of the Schools’ action plans with the Group’s 2012 Operational Plan. The guidelines for the strategic research allocation are currently being drawn up. Allocation of funds will be closely linked to strategies to improve staircase data. The bid cap on allocations is currently being determined.
  - Program developments will need to address opportunities presented by the Gold Coast campus, targeted strategies at Nathan where niche programs perform well and study options for non-School leavers such as on-line delivery. The new business intelligence system enables a more powerful analysis of student intake.

2.3  Budget and enrolment update

The Group Resource Manager presented a draft SEET 2012 Income/Expenditure Budget, General Fund (Operating) as at 9 February 2012.
2.4 **Dean (Academic) Report**
The Dean (Academic) reported on the 2011 SEET Promotions Round. A summary was provided on numbers of successful and unsuccessful applicants according to academic level sought, case made (teaching, balanced, research, service), gender, campus and School.

2.5 **Dean (Learning and Teaching) Report**
The Dean (Learning and Teaching) reported on the semester 1 2012 QTAC admission round. A comparison of OP cut-offs for 2011 and 2012 for the Group's programs was provided. Advice was provided on the Group's QTAC performance and that of local competitor Universities and regional Universities. The strong performance of Engineering at the Gold Coast campus was noted.

2.6 **Dean (Research) Report**
The Acting Dean (Research) reported on the following matters:
- ERA status. The University's ERA 2012 submission is due on 5 March 2012. The publication reference period for ERA 2012 is 2005-2010. Explanatory statements for two-digit FoR codes were due for submission on 31 January 2012. The University is focusing on the digital repository to nominate research outputs for peer review. Progress is on track.
- EOI process for ARC Discovery Projects and ARC Early Career Researcher Awards (DECRA). EOIs were reviewed by Centre Directors in accordance with SEET guidelines. In the OR review processes, some EOIs were not approved to go forward to full application.

2.7 **Director (Internationalisation and Professional Liaison) Report**
The Director (Internationalisation and Professional Liaison) reported on the following matters:
- SEET International Strategic and Marketing Plan 2012-13. Due to the amount of competition in the open market, the Group must look to extend its exclusive market in order to increase International student numbers in all Schools. The exclusive market strategy aims at developing articulation programs (2+2 and 3+2) with overseas partners. In order to encourage and reward School internationalisation efforts, the SEET Group International Strategic and Marketing Plan puts forward the following strategies:
  - A policy statement from the SEET Group Executive that internationalisation contributions will be recognised as work for service and considered in the assessment of promotion applications.
  - Consideration of a modified School budget model to reward and encourage internationalisation performance.
  - Establishment of an IPL Advisory and Operations Committee (IPLAOC) chaired by the Director IPL with representation from the four Schools, major Research Institutes and large Research Centres. The IPLAOC tasks will include: complete an assessment plan on the international marketability of all programs within the Group; introduce a marketing and engagement schedule for consideration; develop a 2012 research capabilities visit plan.
The SEET Group Board endorsed the SEET International Strategic and Marketing Plan 2012-13.
- The following International student statistics as at 3 February 2012 (compared to 4 February 2011) were tabled: summary of total applications, offers and acceptances, by student group, RHD, Academic Group, top 19 countries.
- The Director IPL reported on the outcomes of recent visits to Singapore, Brunei, Malaysia and Thailand.
3.0 INFORMATION SERVICES REPORT

3.1 Ms Veronica Dawson provided an Information Services (SIR) Report on the following matters:

INS student orientation activities:
- INS Early Bird Workshops for students – free workshops at Nathan, Logan and Gold Coast 13-18 February to introduce students to a range of study skills.
- Library tours – between 10am and 2pm at each campus on each day during O’Week and also in Week 1 at Nathan and Gold Coast.
- Postgraduate Library and Learning Day – 9.30am-3pm on 3 March at Nathan and Gold Coast. Schools were asked to encourage their postgraduate students to attend.

Further information about these activities is available on the library website.

The Bonus+ Interlibrary Loan Service – collaboration across 1 New Zealand and 10 Australian libraries that will allow staff to reserve 10 books and students to reserve 5 books. Further information will be available on the library website under Borrowing.


New scholarly resources – American Society of Microbiology ebook collection, Treatise on water science, a number of new eBook collections added to the Wiley Online Library.

3.2 The Board noted that this would be Ms Dawson’s last meeting and thanked her for her contributions to the Board.

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

4.0 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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</thead>
<tbody>
<tr>
<td>Forward Group Board’s feedback on course marking and grading moderation to the University Assessment Committee by 9 December 2011.</td>
<td>Secretary (action taken)</td>
</tr>
<tr>
<td>Present a proposal to a future meeting of Group Board for the documentation of risk management practice within course profiles for adoption within the Group.</td>
<td>Dean (Teaching and Learning)</td>
</tr>
</tbody>
</table>

The Group Board agreed to include documentation of risk management practice as an agenda item for further discussion at the Board’s 2/2012 (9 March) meeting. It was noted that advice had been sought from the Manager, Academic Program Services on an appropriate place in the course profile to include this information. The Manager APS expressed some concerns that including the information in section 6.2 of the profile in the optional section that can be used by Schools might not be highly visible to students. It was suggested that it may be preferable to include the information upfront in the profile in the course introduction sections of the profile.

The Board noted that completion of the on-line laboratory induction was being rolled out as a compulsory non-assessable component of courses within the Group. The Board agreed to include review of placement/laboratory inductions as a discussion item on the 3/2012 (April) meeting agenda.
Action: Secretary, to bring forward matter of documentation of health and safety risk management practices in SEET course profiles to 2/2012 (March) meeting of Group Board.

Action: Secretary, to bring forward review of placement/laboratory inductions to 3/2012 (April) meeting of Group Board.

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

Nil

SECTION B: ACTION UNDER DELEGATED AUTHORITY

5.0 BPS MAJOR CHANGE SUBMISSION (2011/0004365)

3256 GRADUATE CERTIFICATE IN APPLIED CLINICAL GENETICS
4155 GRADUATE DIPLOMA OF APPLIED CLINICAL GENETICS
5122 MASTER OF SCIENCE WITH HONOURS IN GENETIC COUNSELLING

5.1 On the recommendation of the Dean (Academic) (20 December 2011), the Group Board was asked to ratify the major change submission (2011/0004365) proposing the following changes:

- Revise the structure of the Graduate Certificate in Applied Clinical Genetics (3256) from 40CP of core courses to 30CP of core courses and a 10CP elective, effective 2012. It was noted that this change is proposed to provide options for students to focus on their sphere of preferred interest.

- On the advice from the School of HSV that it wishes to withdraw the course 7010HSV Applied Counselling for Genetic Counsellors effective semester 1 2012, replace this course with the new course 7251BPS Counselling Individuals and Families in the Graduate Certificate in Applied Clinical Genetics (3256), Graduate Diploma of Applied Clinical Genetics (4155) and Master of Science with Honours in Genetic Counselling (5122).

Resolution

5.2 On the recommendation of the Dean (Academic), the Group Board resolved to ratify the major change submission (2011/0004365) proposing changes to the Graduate Certificate in Applied Clinical Genetics (3256), Graduate Diploma of Applied Clinical Genetics (4155) and Master of Science with Honours in Genetic Counselling (5122), for implementation from semester 1 2012.

6.0 BPS MINOR CHANGE SUBMISSION (2011/0004363)

4140 GRADUATE DIPLOMA OF FLIGHT MANAGEMENT

6.1 On the recommendation of the Dean (Academic) (28 November 2011), the Group Board was asked to ratify the minor change submission (2011/0004363) proposing the following changes to the Graduate Diploma of Flight Management (4140):

- Following negotiations with the Flight Training School, swap the CP load on Flight Practicums 2 and 7 to more accurately reflect the progression and outcomes of these flight practicums.
• Adjust the semester of offer for Flight Practicum 3A and Flight Practicum 5 to maintain full-time enrolment status for students. Dynamic dating of the offering and census dates for Flight Practicum 3A (if needed) and Flight Practicum 5 will be used to maintain the sequencing of FP1-8.

• Recode all the course codes to maintain the Flight Practicums in a sequence that is consistent for staff and students.

Resolution

6.2 On the recommendation of the Dean (Academic), the Group Board resolved to ratify the minor change submission (2011/0004363) proposing changes to the Graduate Diploma of Flight Management (4140), for implementation from Summer Semester 2012.

7.0 ENG MINOR CHANGE SUBMISSION (2011/0004335)

1310/1311 BACHELOR OF ENGINEERING
1320 BACHELOR OF ENGINEERING (ADVANCED STUDIES)

7.1 On the recommendation of the Dean (Learning and Teaching) (24 November 2011), the Group Board was asked to ratify the minor change submission (2011/0004335) proposing the following changes to the Bachelor of Engineering (1310/1311) and Bachelor of Engineering (Advanced Studies (1320):

Cross-discipline changes:

• Replace 1001ENG Engineering Practice and Sustainability with 1007ENG Engineering Fundamentals in year 1 of the Gold Coast disciplines, effective semester 1 2012. This change follows an internal review which identified some sequencing issues with the current common first year at the Gold Coast.

• Replace 1101BPS Chemistry A with 1009ENV General Chemistry in year 1 of the Nathan disciplines, effective semester 1 2012.

• Reflect changes to semesters of offer and renaming of ICT courses included within the Engineering programs.

• Rename 4001ENG Industrial Affiliates Program to Industry Affiliates Program.

• Relocate 4001ENG Industry Affiliates Program from semester 1 to semester 2 in the Mechatronic, Electrical and Electronic and Sport and Biomedical Engineering disciplines, effective 2013. This change is made on the advice of the Industry Advisory Panels to fit with their planning cycles and so facilitate the offering of placements. Having final year coursework precede the IAP will also better prepare students for their placements. Final year course relocations as advised below will result from this change.

Environmental Engineering:

• Withdraw the elective course 4203ENG Wetland Systems from offer in semester 2 2012 only.

Electrical and Electronic Engineering:

• Rename 4312ENG Transmission and Radiation to Electromagnetic Waves and Propagation, effective 2013.

- Replace 3316ENG Practical Electronics II with 3319ENG Power Transmission and Distribution, effective 2012. This change is made on advice from the Electrical and Electronic Engineering Advisory Panel and will result in the revision and renaming of other courses in the power stream to provide better sequencing of content.

- Rename 3311ENG Power Electronics and Machines to Power Electronics and Electrical Machines, effective 2012.

**Mechatronic Engineering:**

- Rename 2312ENG Computer Engineering to C Programming and Computer Architecture, effective 2012.

- Relocate 4309ENG Mechatronic Systems Design and Engineering from semester 2 to semester 1, effective 2012.

- Replace 4315ENG Communication Systems with 4308ENG Digital Control Systems Engineering, effective 2012. This change is made on advice from the Mechatronic Engineering Advisory Panel.

**Sport and Biomedical Engineering:**

- Withdraw the July intake effective 2012. This change results from the decision to limit July intake at the Gold Coast to the three major disciplines of Civil, Electrical and Electronic, and Mechanical. The maintenance of course sequencing in July intake structures for the other disciplines has been difficult to manage as they draw from other Schools’ offerings.

- Reflect the relocation of 1016MSC Anatomy and Physiology Systems I from semester 2 to semester 1.

- Relocate 3402ENG Biomedical and Sport Instrumentation from semester 2 to semester 1, effective 2013

- Relocate 3401ENG Signals and Imaging for Biomedicine and Sport from semester 2 to semester 1, effective from 2013.

- Relocate 4315ENG Communication Systems from semester 2 to semester 1, effective from 2013.

- Relocate 3304ENG Control Systems from semester 1 to semester 2, effective 2012.

**Software Engineering:**

- Consequential changes resulting from approved changes to the Bachelor of Information Technology program.

**Resolution**

7.2 On the recommendation of the Dean (Learning and Teaching), the Group Board **resolved** to ratify the minor change submission (2011/0004335) proposing changes to
the Bachelor of Engineering (1310/1311) and Bachelor of Engineering (Advanced Studies (1320), for implementation from semester 1 2012.

8.0 ENG MINOR CHANGE SUBMISSION (2011/0004361)
3205/3206 GRADUATE CERTIFICATE IN ENGINEERING
5467/5468 MASTER OF ENGINEERING
5528/5529 MASTER OF ENGINEERING (ADVANCED STUDIES)
5574 MASTER OF ENGINEERING (DUAL SPECIALISATION)

8.1 On the recommendation of the Dean (Learning and Teaching) (24 November 2011), the Group Board was asked to ratify the minor change submission (2011/0004361) proposing the following changes to the Graduate Certificate in Engineering (3205/3206), Master of Engineering (5467/5468), Master of Engineering (Advanced Studies) (5528/5529) and Master of Engineering (Dual Specialisation) (5574):

Management discipline:

- Rename 7206ENG Safety, Quality and Performance Management to 7206ENG Quality and Performance Management to reflect a revision of content to accommodate the course’s multidisciplinary intake.
- Rename 7204ENG Risk Analysis and Management to Risk Management and Safety to reflect its safety management component.

Electronic and Computer Engineering discipline:

- Introduce the course 7512ENG Linear Electromagnetics to provide students with a new specialist area.

Advanced Studies

- Rename 7605ENG Industrial Affiliates Program to Industry Affiliates Program.

Resolution

8.2 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the minor change submission (2011/0004361) proposing changes to the Graduate Certificate in Engineering (3205/3206), Master of Engineering (5467/5468), Master of Engineering (Advanced Studies) (5528/5529) and Master of Engineering (Dual Specialisation) (5574), for implementation from semester 1 2012.

9.0 ENG MINOR CHANGE SUBMISSION (2012/0011502)
1321/1322 BACHELOR OF ENGINEERING/BACHELOR OF SCIENCE

9.1 On the recommendation of the Dean (Learning and Teaching) (1 February 2012), the Group Board was asked to ratify the minor change submission (2012/0011502) proposing the following changes to the Bachelor of Engineering/Bachelor of Science (1321/1322), which are consequential changes resulting from the changes proposed to the Bachelor of Engineering (1310/1311) in (2011/0004335):

- Replace 1001ENG Engineering Practice and Sustainability with 1007 Engineering Fundamentals in year 1 for Civil Engineering.
- For Environmental Engineering, replace 1101BPS Chemistry 1A with 1009ENV General Chemistry.

Resolution
9.2 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the minor change submission (2012/0011502) proposing changes to the Bachelor of Engineering/Bachelor of Science (1321/1322), for implementation from semester 1 2012.

10.0 ENV MINOR CHANGE SUBMISSION (2011/0004364)
1086 BACHELOR OF URBAN AND ENVIRONMENTAL PLANNING
1087 BACHELOR OR URBAN AND ENVIRONMENTAL PLANNING/BACHELOR OF SCIENCE (ENVIRONMENT)
1121 BACHELOR OR LAWS/BACHELOR OF SCIENCE (ENVIRONMENT-URBAN AND REGIONAL PLANNING STREAM)
3216 GRADUATE CERTIFICATE IN URBAN AND ENVIRONMENTAL PLANNING
5486 MASTER OF URBAN AND ENVIRONMENTAL PLANNING
5500 MASTER OF URBAN AND ENVIRONMENTAL PLANNING WITH HONOURS

10.1 On the recommendation of the Dean (Academic) (21 December 2011), the Group Board was asked to ratify the minor change submission (2011/0004364) proposing the following change to the above-named programs:

- Relocate 2057ENV/7077ENV Urban Analysis from semester 1 to semester 2. This change is proposed so that students complete 2271ENV Research Methods prior to taking 2057ENV. Currently both courses are offered in semester 1.

Resolution

10.2 On the recommendation of the Dean (Academic), the Group Board resolved to ratify the minor change submission (2011/0004364) proposing changes to the Bachelor of Urban and Environmental Planning (1086), Bachelor or Urban and Environmental Planning/Bachelor of Science (Environment) (1087), Bachelor or Laws/Bachelor of Science (Environment-Urban and Regional Planning stream) (1121), Graduate Certificate in Urban and Environmental Planning (3216), Master of Urban and Environmental Planning (5486) and Master of Urban and Environmental Planning with Honours (5500), for implementation from semester 1 2012.

11.0 PROGRAM CONVENOR AND FIRST YEAR ADVISOR CHANGES

11.1 On the recommendation of the Dean (Learning and Teaching) the Group Board resolved to ratify Program Convenor and First Year Advisor changes for 2012.

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

12.0 5 YEAR PROGRAM REVIEW REPORT (2012/0011503)
1264 BACHELOR OF FORENSIC SCIENCE
1368 BACHELOR OF FORENSIC SCIENCE/BACHELOR OF CRIMINOLOGY AND CRIMINAL JUSTICE

12.1 The Board considered the five-year program review report (2012/0011503) for the Bachelor of Forensic Science (1264) and the Bachelor of Forensic Science/Bachelor of Criminology and Criminal Justice (1368), for recommendation that the Dean (Learning and Teaching) and Program Convenor respond to the recommendations contained in the report in the form of an Implementation Plan.
12.2 The Board was advised that the Forensic Science bachelors degrees are important programs for the School in terms of student numbers and professional engagement. The Board considered the following recommendations put forward in the report:

**Recommendation 1:** Raise the IELTS Score for entry into the forensic science programs to 7.0 with no sub-score less than 6.5, and that the scores required in other related English language tests be raised correspondingly.

The Board noted that, as forensic science requires students to write and present statements of evidence which are examined in court, good communication skills are important for success in the program and the profession. It was noted that increasing the program’s English language requirements will not impact significantly on student numbers as intake is largely domestic. The Board endorsed recommendation 1.

**Recommendation 2:** That formal training in English Language skills, including spelling and grammar, should be introduced for all students enrolled in the forensic science programs.

The Board was advised that students in the double degree complete the core course 1019HUM Academic Writing as part of the CCJ component but this opportunity is not available to students in the single degree. It is proposed to address this inequity; whether this will be by introduction of a formal course or embedded within the existing courses is still under discussion. The Board endorsed recommendation 2.

**Recommendation 3:** That the program structures of programs 1264 and 1368 be reviewed.

3.1: That the amount of relevant core basic science should be increased in both the forensic chemistry major (sufficient at minimum to meet the requirements for RACI membership for graduates), and in the forensic biology major. The Board was advised that 10CP or possibly 20CP of additional core courses would be required. The Board queried whether there was sufficient elective space in the program to accommodate the additional requirements, particularly if admission pathways into the program require continued offer of the ELEC.

3.2: That a core forensic statistics course be introduced to both programs 1264 and 1368. The Board was advised that the new course will be at an advanced level. The introductory course 1003ENV Statistics will remain a core course.

3.3: That the current course 2011BPS: Forensic Evidence and the Expert Witness become a 10CP course, be moved into the final semester of study in both programs 1264 and 1368 and become a capstone course.

3.4: That 3103BPS Forensic Biometrics and Digital Imaging undergo a name change to Forensic Evidence Imaging and Documentation.

3.5: That a new introductory forensic science course be introduced in Semester 1, Year 1 of programs 1264 and 1368.

The Board endorsed recommendation 3.

**Recommendation 6:** That opportunities for undergraduate exposure to relevant work experience be explored and considered.
The Board was advised that incorporation of work experience placements into the programs is difficult because of the issue of security of evidence. It was noted that the Program Convenor is negotiating for the bachelors degree students to undertake projects with QP. The Board endorsed recommendation 6.

Recommendation 7: That consideration be given to the introduction of a new Forensic Science/Law program in 2013/2014.

The Board endorsed recommendation 7.

Recommendation 8: That statistical data for future reviews be made available to the School by the Central Business Intelligence unit, and that they are supplied in a common format with explanations to ensure cross-university consistency.

The Board endorsed recommendation 8.

The Board noted that the following recommendations in the report were outside its jurisdiction and would need to be considered by the SEET Group Executive:

Recommendation 4: That the staff profile be adjusted to better reflect the core expertise required in the delivery of an effective forensic science program.

Recommendation 5: That a Professorial appointment in Forensic Science be considered.

The Board requested that Figure 17 be revised to base the data on course load not program load as the programs use courses delivered by other Schools. The Board requested additions to Figure 18 to fully account for staff resources. The Board requested that the revised report be returned for executive approval by the Chair.

Resolution

12.3 The Group Board resolved to recommend that the Dean (Learning and Teaching) and Program Convenor respond to recommendations 1, 2, 3, 6, 7 and 8 contained in the five-year program review report (2012/0011503) for the Bachelor of Forensic Science (1264) and the Bachelor of Forensic Science/Bachelor of Criminology and Criminal Justice (1368), in the form of an Implementation Plan.

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

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

13.1 The Board noted the following due 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
13.2 The Dean (Learning & Teaching) advised the Board that her office is currently forwarding advice to Schools to formalise planning teams for the following programs and award plans that have received DVC (Academic) planning approval for introduction in 2013:

2087 Bachelor of Biomedical Science with Honours (Accelerated)
1390 Bachelor of Environmental Management/Bachelor of Business
3206/5468/5529 Graduate Certificate in Engineering/Master of Engineering/Master of Engineering Advanced Studies (Nathan) - new award specialisations in Sports Technology and Energy Systems
5558 Master of Architecture

13.3 The Board noted that the following planned program initiative has been deferred to 2014:

1356 B Environmental Design, new award major in Landscape Studies, and new postgraduate program, Master of Landscape Architecture

Noted

14.0 2012 5 YEAR PROGRAM REVIEWS

14.1 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 Description</th>
<th>Review Type</th>
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<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/</td>
<td>Bachelor of Biomolecular Science</td>
<td>5 Year Program Review</td>
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<tr>
<td>1349/</td>
<td>(Advanced) (Nathan/Gold Coast)/B Biomolecular Science (Exit Point) (Gold Coast)</td>
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<tr>
<td>1350</td>
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<tr>
<td>2078</td>
<td>Biomolecular and Physical Sciences Honours Program</td>
<td>5 Year Program Review</td>
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<tr>
<td>1240</td>
<td>Bachelor of Photonics &amp; Nanoscience</td>
<td>5 Year Program Review</td>
</tr>
<tr>
<td>1042/</td>
<td>Bachelor of Information Technology</td>
<td>Australian Computer Society</td>
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<td>1109</td>
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<td>2011/</td>
<td>Bachelor of Information Technology with Honours</td>
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<td>2020</td>
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<td>1250</td>
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<td>1331/</td>
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<td>1341</td>
<td>Bachelor of Information Technology (Advanced)</td>
<td>Accreditation</td>
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<td></td>
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<td>Combined review with other</td>
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<td></td>
<td></td>
<td>undergraduate IT programs</td>
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<tr>
<td>1045</td>
<td>Bachelor of Science/Bachelor of Information Technology</td>
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<td>1046/</td>
<td>Bachelor of Multimedia</td>
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<tr>
<td>1110</td>
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<td>Combined review with other</td>
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<td>undergraduate IT programs</td>
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14.2 It was noted that in the case of 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.

14.3 It was noted that 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.

Noted

15.0 AQF UPDATE

The Dean (Learning and Teaching) will provide an update report on AQF issues to a future meeting.

Noted

16.0 OTHER BUSINESS

Nil

17.0 2012 MEETING SCHEDULE

Remaining meetings for 2012 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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<tr>
<td>9 March</td>
<td>Nathan</td>
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<td>20 April</td>
<td>Gold Coast</td>
<td>G34_2.02</td>
</tr>
<tr>
<td>Date</td>
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<td>18 May</td>
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<td>14 September</td>
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<tr>
<td>12 October</td>
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<td>16 November</td>
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<td>Group Board Members</td>
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</tr>
<tr>
<td>Professor Clyde Wild</td>
<td>ex officio (Chair)</td>
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<tr>
<td>Dean (Academic)</td>
<td></td>
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<tr>
<td>Professor Sue Berners-Price</td>
<td>ex officio</td>
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<tr>
<td>Pro Vice Chancellor (Science, Environment, Engineering &amp; Technology)</td>
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<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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<tr>
<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>
<td>ex officio</td>
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<tr>
<td>Head, Griffith School of Engineering</td>
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<tr>
<td>Associate Professor Peter Bernus</td>
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<tr>
<td>Head, School of Information &amp; Communication Technology</td>
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<tr>
<td>Professor Hamish McCallum</td>
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<tr>
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<tr>
<td>Professor Frank Clarke</td>
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<tr>
<td>Head, School of Biomolecular &amp; Physical Sciences</td>
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<tr>
<td>Associate Professor Charles Lemckert/Associate Professor Steven O'Keefe</td>
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<tr>
<td>Deputy Head, Griffith School of Engineering</td>
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<tr>
<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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<tr>
<td>Associate Professor Anthony Carroll/ Professor Roger Kitching</td>
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<tr>
<td>Deputy Head, Griffith School of Environment</td>
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<tr>
<td>Dr Ann McDonnell/ Associate Professor Robert Sang</td>
<td>appointed</td>
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<tr>
<td>Deputy Head, School of Biomolecular &amp; Physical Sciences</td>
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</tr>
<tr>
<td>Representative of the Directors of the Group Research Centres</td>
<td>vacant</td>
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<tr>
<td>Professor Yew-Chaye Loo</td>
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<tr>
<td>Director, Internationalisation &amp; Professional Liaison</td>
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<tr>
<td>Professor Stuart Bunn</td>
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<tr>
<td>Director, Australian Rivers Institute</td>
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<tr>
<td>Professor Ron Quinn</td>
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<tr>
<td>Director, Eskitis Institute for Cell and Molecular Therapies</td>
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<tr>
<td>Professor Abdul Sattar</td>
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<tr>
<td>Director, Institute for Integrated and Intelligent Systems</td>
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<tr>
<td>Professor Mark von Itzstein</td>
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<tr>
<td>Director, Institute for Glycomics</td>
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<tr>
<td>Mr James Walden</td>
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<tr>
<td>Group Resource Manager (SEET)</td>
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<tr>
<td>Ms Glenda Graham</td>
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<tr>
<td>Ms Catherine Delahunty</td>
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<tr>
<td>Executive Officer to the PVC</td>
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<tr>
<td>Mr Stephen Boyd</td>
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<tr>
<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>
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<tr>
<td>Deputy Resource Manager</td>
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<tr>
<td>Ms Paula Kitto</td>
<td>invited</td>
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<tr>
<td>Ms Joanne Robertson</td>
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<td></td>
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<tr>
<td>HR Advisers (SEET)</td>
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<tr>
<td>Mr Phillip McDonald</td>
<td>invited</td>
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</tbody>
</table>
INS representative
Professor Allan Cripps  
  Pro Vice Chancellor (Health)  
Professor Nick Buys  
  Dean, Learning & Teaching (Health Group)  

invited

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

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