1.0 CONFIRMATION OF MINUTES
The minutes of the 5/2012 (15 June) meeting of the SEET Group Board, having been circulated, were taken as read and confirmed.

2.0 SEET GROUP BOARD MEMBERSHIP
Members welcomed Professor Debra Henly, Pro Vice Chancellor (SEET) to her first meeting of the SEET Group Board.

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

PART ONE (10.00am – 12.00 noon)

3.0 MATTERS ARISING FROM THE 5/2012 (15 JUNE) MINUTES

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide email list to Senior Communications Officer ER for correspondence to Schools.</td>
<td>Secretary (action taken)</td>
</tr>
<tr>
<td>Invite Senior Communications Officer ER to heats of 3 minute thesis competition.</td>
<td>Dean (Research) (action taken)</td>
</tr>
<tr>
<td>Encourage students to apply for scholarships in future rounds of the QRC Students for the Future program.</td>
<td>Heads (action taken)</td>
</tr>
<tr>
<td>Collaborate with QRC to use resources from their careers program in recruitment of science and engineering students.</td>
<td>EO to PVC (SEET) (ongoing)</td>
</tr>
</tbody>
</table>

4.0 NEW BUSINESS

4.1 Pro Vice Chancellor Report

The Pro Vice Chancellor thanked Group Board members for their warm welcome. The Pro Vice Chancellor reported on the following matters:

- Areas of opportunity and challenge for the SEET Group. The PVC noted that opportunities exist in the Group’s scale and depth of research, excellent research facilities, research links with overseas universities, examples of innovative learning and teaching practice, and support from industry. Areas such as the staff to student ratio, unfunded HDR students, staff profiles in some areas, and the high priority for laboratory refurbishment present some challenges for the Group. Going forward the Group will review its student recruitment and marketing strategies, improve its uptake of lecture capture and on-line delivery, and explore opportunities in teaching innovation. There are opportunities for increasing student load with the roll-out of the extended Bachelor of Science at the Gold Coast by 2014, success of Engineering programs at the Gold Coast and roll-out of Mechanical Engineering from 2012, introduction of Landscape Architecture at the Gold Coast in 2014 and the opportunities presented by the training needs of the resources sector.

- Revised operational arrangements for the SEET Group Board to be implemented from the next meeting:
  - a call will be made for agenda items from all members of the Board
  - the agenda and attachments will be distributed a week before the meeting date
  - written summary reports for the standard reports are to be provided for circulation with the agenda
  - written reports will be sought from Heads of School and Institute Directors for circulation with the agenda. These reports will be valuable in recognising achievements and providing information for Council and Vice Chancellor reports.

- The Board was informed that Catherine Delahunty would depart the SEET Group shortly to take up a position external to the University. The PVC formally
acknowledged Catherine’s contributions to the SEET Group as Executive Officer to the PVC (SEET).

- The PVC reported on the sad news of the passing of Jeannette Langan on 17 June 2012. The PVC acknowledged Jeannette’s contributions to the SEET Group, earlier as communications officer in ER and since June 2009 as Knowledge Communicator with NCCARF. On behalf of the Group Board, the PVC expressed the Board’s condolences to Jeannette’s family and to her colleagues at NCCARF.

- The excellent results for the Group in the ARC Linkage Project Grants round 2 for 2012 funding were acknowledged.

4.2 Load/Finance Report

The Group Planning and Resource Manager provided the load/finance report. The following reports were presented:

- Summary report – 2012 final semester 1 taught load v targets by Group, School and funding type.
- 2006-2012 semester 1 taught load trend analysis by funding type, Group and School.
- Group 2012 Operating Income/Expenditure Budget as at 30 June 2012.

4.3 Learning and Teaching Matters

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

- IAP Academic Review. The Board had before it the following documents: IAP Consultation Paper 19 April 2012 (2012/0011532); Summary Report on the Recommendations of the IAP Academic Review (2012/0011533); IAP Academic Review 2012 Implementation Plan (2012/0011534). The recommendations of the IAP Academic Review and the implementation plan have been approved by the SEET Group Executive. The recommendations include:
  - establishment of an IAP governance board to define and monitor quality assurance in IAP courses across the Group.
  - revision of the IAP Academic Advisor role to introduce more efficient academic mentoring of students within each discipline by formalising the current professional development workshops into lectures supported by discipline-specific group-based workshops.
  - three versions of the IAP to meet the needs of different disciplines: 20CP without embedded thesis; 40CP without embedded thesis; 40CP with embedded thesis.

Major change submissions to incorporate the IAP changes will be coming forward to Group Board. The Dean (Learning and Teaching) thanked staff who had contributed to the IAP Review.

- AQF update. The AQF Council has released a consultation paper Graduate and Vocational Graduate Certificates and Diplomas in the Australian Qualifications Framework June 2012 which advises the AQF Council’s intention to remove the Graduate and Vocational Graduate Certificate from the AQF. The University will forward a response to the consultation paper. In terms of compliance, most of the Group’s work involves reviewing the following: duration of Masters programs in light of admission requirements for bachelors degrees from same or different disciplines; embedded Honours in bachelors degrees; quality of course delivery at Masters level.
• Retention. Current SEET School-based activities include review of student survey data and review of program structures and pathways. School-based activities will support University level activities such as the Honours College, Griffith Sports College, Graduate Career Strategy and Student Success Advisors.

4.4 Research Matters
The Dean (Research) reported on the following matters:

• Research Centres will forward their strategic plans to the Dean (Research) ahead of September deadlines. Centres’ plans are to be aligned with the Group’s KPIs.
• The Dean (Research) recommended that Research Centres undergoing their 4 year reviews forward to his office a draft of their review report to assist with the development of a strategically focussed document.
• The HDR completions working party is implementing actions to improve admission and thesis examination processes.
• The Dean (Research) reported on the success of SEET applicants in the mid-year scholarship round, with 36 scholarships awarded to the Group. Due to the number of mid-year scholarships available, the competitiveness of the mid-year round is a significant issue.
• 3 Minute Thesis Competition. The Group’s heat will be held on 18 July. The Dean (Research) encouraged supervisors and HDR Convenors to attend the event.
• The HDR completions working party is implementing actions to improve admission and thesis examination processes.
• The HDR completions working party is implementing actions to improve admission and thesis examination processes.
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• The HDR completions working party is implementing actions to improve admission and thesis examination processes.

4.5 Academic Matters
The Dean (Academic) reported on the following matters:

• A report was presented on the following outcomes of the 2011 Annual Performance Review: reviews conducted and ratings given by element; supervisor trends. The Board was reminded that the 2012 ASRP closes on 13 July 2012. The Dean (Academic) recommended that the CRI plan be included in review discussions so that quality teaching practices are explicitly part of the review process.
• Leave liability. The Dean (Academic) wrote late last year seeking supervisors’ leave plans for staff who had accumulated leave in excess of 40 days. A review of leave liability will be undertaken in September 2012.
• Outreach Coordinator. This position will be located at the Nathan campus and overseen by Professor Richard John. This position is a critical role for the Nathan campus. Its continued funding will be reviewed at the end of 2013.

4.6 Internationalisation Matters
The Director (Internationalisation & Professional Liaison) reported on the following matters:
• One of the main aims of the SEET International Strategic and Marketing Plan is to inculcate an Internationalisation ethos within the Group.
• Marketing priorities. A multiple target strategy with Griffith International support was put forward to underpin the Group’s two pronged strategy of supporting inclusive marketing and exploring exclusive markets.
• The varying performance of Schools in their International recruitment efforts was raised as an issue for concern.
• Travel plans can be made to address any of the following: supporting Griffith International in the open market; expanding the exclusive market; capability showcase visits. The Director recommended that staff discuss their travel plans with Griffith International to optimise effectiveness.
• A report was tabled on commencing FPOS statistics as at 6 July 2012.

5.0 HEALTH AND SAFETY
The Technical and Logistics Manager (GC) reported on the following matters:
• GSafe on-line incident recording and investigation. Elements were encouraged to utilize this system. The Technical and Logistics Manager (GC) is exploring opportunities for training on the system.
• A report will be forwarded shortly by the Technical and Logistics Manager (GC) on recently reported incidents.
• Members were reminded about completion of health and safety inductions in WiL courses and by all commencing undergraduate students.

6.0 INFORMATION SERVICES REPORT
An INS report was not available.

7.0 OTHER BUSINESS
Nil

PART TWO (12.00 noon– 2.00pm)

8.0 MATTERS ARISING FROM THE 5/2012 (15 JUNE) MINUTES

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revise 5558 Master of Architecture proposal as requested by Group Board for forwarding to 4/2012 (July) Programs Committee.</td>
<td>Program Convenor (action taken)</td>
</tr>
</tbody>
</table>
SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES

9.0 ENG MAJOR CHANGE SUBMISSION (2012/0011535)  
5528/5529 MASTER OF ENGINEERING WITH ADVANCED STUDIES

9.1 On the recommendation of the Dean (Learning and Teaching), the Group Board considered the major change submission (2012/0011535) proposing to withdraw the course 7604ENG Dissertation and Project Preparation (10CP) as a degree requirement for the Master of Engineering with Advanced Studies (5528/5529).

9.2 The Board noted that it is proposed to replace the course 7604ENG Dissertation and Project Preparation with an approved 10CP elective course related to students’ chosen specialisations. The Board was advised that this change was proposed in response to feedback from the Program Convenor and from students that the existing course 7001ENG Research Methods for Engineers provides research training more relevant to the program.

Resolution

9.3 On the recommendation of the Dean (Learning & Teaching), the Group Board resolved to recommend to the Programs Committee that the changes to the Master of Engineering with Advanced Studies (5528/5529), as described in (2012/0011535), be approved for introduction in semester 1, 2013.

10.0 ENG MAJOR CHANGE SUBMISSION (2012/0011530)  
3206 GRADUATE CERTIFICATE IN ENGINEERING (ENERGY SYSTEMS)  
5468 MASTER OF ENGINEERING (ENERGY SYSTEMS)  
5529 MASTER OF ENGINEERING WITH ADVANCED STUDIES (ENERGY SYSTEMS)

10.1 On the recommendation of the Dean (Learning and Teaching), the Group Board considered the major change submission (2012/0011530) proposing to introduce a new award specialisation in Energy Systems within the Engineering suite of postgraduate programs Graduate Certificate in Engineering (3206), Master of Engineering (5468) and Master of Engineering with Advanced Studies (5529) at the Nathan campus.

10.2 The Board was advised that the proposed Energy Systems specialisation is expected to attract newly graduated and practising Engineers from the domestic market due to growing importance of the sustainable energy sector and the demands this is placing on engineers with qualifications in the discipline. As there is already a shortage of power and energy engineers in Australia, it is anticipated that many engineers in related disciplines may choose to retrain. It is also anticipated that the Energy Systems specialisation within the 2 year Master of Engineering with Advanced Studies program will be attractive to International students.

10.3 The Board noted that the proposed Energy Systems specialisation comprises the following 60CP of courses:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course code</th>
<th>Course title</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sem 1</td>
<td>7xxxENG</td>
<td>Energy Efficiency</td>
<td>10</td>
</tr>
<tr>
<td>Sem 1</td>
<td>7xxxENG</td>
<td>Fluid Mechanics</td>
<td>10</td>
</tr>
<tr>
<td>Sem 2</td>
<td>7405ENG</td>
<td>Renewable Energy Systems</td>
<td>10</td>
</tr>
<tr>
<td>Sem 2</td>
<td>7xxxENG</td>
<td>Energy Storage and Power Systems</td>
<td>10</td>
</tr>
<tr>
<td>Sem 2</td>
<td>7xxxENG</td>
<td>Real World Energy</td>
<td>10</td>
</tr>
<tr>
<td>Sem 2</td>
<td>7xxxIBA</td>
<td>Global Energy</td>
<td>10</td>
</tr>
</tbody>
</table>
10.4 Students will select 20CP from the following approved electives list to total the 80CP required for the Masters:

<table>
<thead>
<tr>
<th>Sem 1</th>
<th>7514ENG Practical Electronics 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sem 1</td>
<td>7516ENG Digital Signal Processing 10</td>
</tr>
<tr>
<td>Sem 1</td>
<td>7517ENG Control Systems 10</td>
</tr>
</tbody>
</table>

10.5 The Board agreed to recommend this major change submission to Programs Committee for approval subject to the following:

- Inclusion of the course codes for the new 7xxxx courses.
- Inclusion of a statement in section 2 to explain how the new level 7xxxx courses will be differentiated from the undergraduate versions of these courses, in particular how the curriculum, learning activities, assessment etc will be at AQF level 9.
- Inclusion of a statement that the School will resource the offering of these new 7xxxx courses at AQF level 9, including clarification in section 6 that four Engineering undergraduate level courses already offered in the Energy Systems discipline will be revised and offered at the postgraduate level.
- Confirmation that School of IBA will offer the Global Energy course at Masters level.

10.6 The Board agreed to forward this major submission to Programs Committee, subject to the revisions outlined above, on the basis that the proposed changes are outside of AQF considerations as no changes are being proposed to the overall structure of the program suite at this stage. Broad structural changes to the program suite are to be decided in 2013 to achieve AQF compliance for the 2014 intake.

Resolution

10.7 On the recommendation of the Dean (Learning & Teaching), the Group Board resolved to recommend to the Programs Committee that the new award specialisation in Energy Systems within the Graduate Certificate in Engineering (3206), Master of Engineering (5468) and Master of Engineering with Advanced Studies (5529), as described in (2012/0011530), be approved for introduction in semester 1, 2013, subject to the changes noted in 10.5 above.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

11.0 ENG MINOR CHANGE SUBMISSION (2012/0011522)

1310 BACHELOR OF ENGINEERING
1320 BACHELOR OF ENGINEERING WITH ADVANCED STUDIES

11.1 On the recommendation of the Dean (Learning and Teaching), the Group Board was asked to ratify the minor change submission (2012/0011522) proposing the following changes to the Bachelor of Engineering (1310) and Bachelor of Engineering with Advanced Studies (1320):
• corrections to the July entry program structure for Electrical and Electronic Engineering to reduce the number of free choice electives from 30CP to 20CP as stipulated in the approved degree requirements. The changes also include withdrawal of 1001ICT Programming 1 and introduction in its place of the existing course 1004ENG Computing and Programming with MATLAB to provide students with the prerequisite knowledge previously provided by 1001ICT. This change is consistent with the February entry structure for Electrical and Electronic Engineering which includes 1004ENG Computing and Programming with MATLAB and not 1001ICT Programming 1. The Head of School ICT advised approval of this change on 13 June 2012.

• addition of the existing course 43431ENV Water Pollution Chemistry as a listed elective for Environmental Engineering.

Resolution
11.2 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the minor change to the Bachelor of Engineering (1310/1311) and Bachelor of Engineering with Advanced Studies (1320), as described in (2012/0011522), for implementation from semester 2 2012.

12.0 PROGRAM CONVENOR CHANGES

12.1 On the recommendation of the Dean (Learning and Teaching) the Group Board ratified the following Program Convenor changes as advised by the School of ICT:

Appoint Associate Professor Marilyn Ford as the cross campus program convenor and program convenor for the following Nathan programs:
3220 Graduate Certificate in Information Technology
5523 Master of Information Technology
5525 Master of Information Technology (Professional)
5545 Master of Information Technology with Honours
5539 Master of Information Technology/Master of Information Systems
5543 Master of Information Technology Advanced Studies

Appoint Associate Professor Marilyn Ford as the cross campus convenor for the following Gold Coast programs:
3219 Graduate Certificate in Information Technology
5524 Master of Information Technology
5526 Master of Information Technology (Professional)
5546 Master of Information Technology with Honours
5546 Master of Information Technology Advanced Studies

SECTION C: OTHER RECOMMENDATIONS AND REPORTS
[to persons/committees other than the parent committee(s)]

Nil

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

13.0 BPS MAJOR CHANGE SUBMISSION (2012/0011529)
5521 MASTER OF SCIENCE WITH HONOURS IN GENETIC COUNSELLING
13.1 The Group Board considered the major change submission (2012/0011529) proposing to revise the methodology for classifying Honours in the Master of Science with Honours in Genetic Counselling (5521) to include only the research training and preparation courses in the classification and remove the clinical placement courses from the classification.

13.2 The Board noted that the proposed arrangements will apply to continuing students and not to the AQF compliant program to be in place for commencing students by 2015. The Board accepted the academic argument for the proposed change but expressed concerns about the expectations of students currently enrolled in the program in regard to the Honours classification that they may be expecting to receive on the basis of their academic performance to date. The Board resolved to seek advice from the School on transition arrangements that would not disadvantage continuing students in the program.

Resolution

13.3 The Group Board resolved to return the submission (2012/0011529) for the Master of Science with Honours in Genetic Counselling (5521) to the School of BPS for advice on the transition arrangements, as outlined in 13.2 above.

14.0 BPS MINOR CHANGE SUBMISSION (2012/0011531)
5521 MASTER OF SCIENCE WITH HONOURS IN GENETIC COUNSELLING

14.1 On the recommendation of the Dean (Learning and Teaching), the Group Board was asked to ratify the minor change submission (2012/0011531) proposing the following change to the Master of Science with Honours in Genetic Counselling (5521):

- replace 6002BPS Principles of Research Writing and Presentation with the new course 7252BPS Research Methodology, Writing and Presentation for Genetic Counsellors as a core year 2 semester 1 course. The submission advised that the proposed new course will provide the qualitative methodology and specialised writing and data analysis skills required for Genetic Counselling projects that are not taught in 6002BPS.

14.2 As this proposal was to create a new course for a small cohort of students, the Chair recommended that ratification of this submission be withheld and the advice of the PVC (SEET) be sought on the resources issue and reported to the next meeting of Group Board.

Resolution

14.3 The Group Board resolved to withhold ratification of the minor change to the Master of Science with Honours in Genetic Counselling (5521), as described in (2012/0011531), and seek advice on the resources issue from the PVC (SEET).

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

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

SEET Group Board – 1 June for 15 June 2012 meeting
Programs Committee – 5 July for 19 July 2012 meeting
and for approval of major change submissions for implementation in semester 1 2013:

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

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

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

15.3 The following initiatives, having received DVC (Academic) approval to proceed with planning for introduction in 2013, are pending consideration by a future meeting of Group Board:

New programs
2087 Bachelor of Biomedical Science with Honours (Accelerated)

Major changes
3206/5468/5529 Graduate Certificate in Engineering/Master of Engineering/Master of Engineering Advanced Studies (Nathan) - new award specialisation in Sport Technology.

15.4 The Dean (Learning & Teaching) has approved the memberships of program development teams to develop the program proposal documentation for committee approval of the above initiatives.

15.5 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.

16.0 2012 5 YEAR PROGRAM REVIEWS

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Program Name</th>
<th>Review Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1306</td>
<td>Bachelor of Medical Science</td>
<td>Combined review with 1280 B Medical Science (Health Group)</td>
</tr>
<tr>
<td>1031</td>
<td>Bachelor of Biomedical Science</td>
<td>Combined review with 1094 B Biomedical Science (Health Group)</td>
</tr>
<tr>
<td>Course Code</td>
<td>Program Name</td>
<td>Review Type</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>1348/1349/1350</td>
<td>Bachelor of Biomolecular Science (Advanced) (Nathan/Gold Coast)/B Biomolecular Science (Exit Point) (Gold Coast)</td>
<td>5 Year Program Review</td>
</tr>
<tr>
<td>2078</td>
<td>Biomolecular and Physical Sciences Honours Program</td>
<td>5 Year Program Review</td>
</tr>
<tr>
<td>1240</td>
<td>Bachelor of Photonics &amp; Nanoscience</td>
<td>5 Year Program Review</td>
</tr>
<tr>
<td>1042/1109</td>
<td>Bachelor of Information Technology</td>
<td>Australian Computer Society Accreditation</td>
</tr>
<tr>
<td>2011/2020</td>
<td>Bachelor of Information Technology with Honours</td>
<td>Australian Computer Society Accreditation</td>
</tr>
<tr>
<td>1250</td>
<td>Bachelor of Information Technology (Accelerated and @Work)</td>
<td>Australian Computer Society Accreditation</td>
</tr>
<tr>
<td>1331/1341</td>
<td>Bachelor of Information Technology (Advanced with Honours)/Bachelor of Information Technology (Advanced)</td>
<td>Australian Computer Society Accreditation</td>
</tr>
<tr>
<td>1045</td>
<td>Bachelor of Science/Bachelor of Information Technology</td>
<td>Australian Computer Society Accreditation</td>
</tr>
<tr>
<td>1046/1110</td>
<td>Bachelor of Multimedia</td>
<td>Australian Computer Society Accreditation</td>
</tr>
<tr>
<td>2013/2021</td>
<td>Bachelor of Multimedia with Honours</td>
<td>Australian Computer Society Accreditation</td>
</tr>
<tr>
<td>1236/1339</td>
<td>Bachelor of Information Technology/Bachelor of Multimedia</td>
<td>Australian Computer Society Accreditation</td>
</tr>
<tr>
<td>1360/1361</td>
<td>Bachelor of Business Information Systems</td>
<td>Interim Report (as using courses from BIT)</td>
</tr>
</tbody>
</table>

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

16.4 Other programs undergo the following internal 5 year review process:

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

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

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

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

5) The implementation plan and any program changes are considered in turn by School Committee, Group Board, Programs Committee.
6) If the review team recommends withdrawal of the program, the recommendation is forwarded to the DVC (Academic) via the Group PVC for consideration.


17.1 The Board noted that the Deputy Vice Chancellor (Academic) had announced the launch of Operation Student Success, Griffith’s Student Retention Strategy 2012–2014. The academic success and retention of Griffith’s students is strategically important both to the University and to the students’ futures. The new plan builds on previous work and aims to reignite and refocus efforts to improve student retention at Griffith. A copy can be found on the Learning and Teaching website at [http://www.griffith.edu.au/learning-teaching/student-success](http://www.griffith.edu.au/learning-teaching/student-success).

17.2 The plan is based on a critical understanding of the academic, social and personal factors which influence students' success and persistence. Four principles underpin this new strategy:

1. A student-centred lifecycle approach
2. Retention is the business of all University staff
3. An evidence-based approach
4. Implementation is not negotiable.

17.3 Each area of the University can contribute to this strategic agenda in different ways, and elements will develop a local implementation plan, to support the strategy. This process of ‘locally responsible planning’ will take place at all levels of the University. Element Heads and Managers will initiate this collaborative planning process over the next few months.

17.4 The University is also investing in the creation of 20 Student Success Advisor positions, to work in partnership with academic, administrative and professional staff, to facilitate students’ engagement and persistence with their studies. The webpage links to information on this plan for enhanced embedded advising.

18.0 EXCELLENCE IN RESEARCH FOR AUSTRALIA (ERA) 2012 EVALUATION

18.1 The Board noted that the Vice Chancellor and Deputy Vice Chancellor (Research) had provided an update on the Excellence in Research for Australia (ERA) 2012 evaluation.

18.2 Griffith University finalised its submission with the Australian Research Council (ARC) in April 2012. The ARC’s previously announced Research Evaluation Committees will now be assessing each university’s submission, with the help of ERA Peer Reviewers. It is expected that ERA results will be publicly released by the Minister late in 2012.

18.3 The University prepared its ERA submission with the help of a team of senior academics from each Academic Group. Thanks were extended to the following researchers who comprised the SEET team:

- Associate Professor Michael Blumenstein
- Professor Debra Bernhardt
- Professor Frank Clarke
- Associate Professor Jago Dodson
- Dr Stephen Horton
- Professor Jane Hughes
- Associate Professor Andrew Leach
18.4 The University will be assessed in 20 broad (two-digit) disciplines and 60 specific (four-digit) fields of research. Because of increased flexibility in ERA rules for 2012, it is anticipated that this year’s submission will provide a more realistic representation of the University’s research strengths than ERA 2010.

18.5 Further information on ERA is available on the ARC’s ERA website or Griffith’s ERA webpages, or email era@griffith.edu.au.

19.0 ARC LINKAGE PROJECT GRANTS FOR ROUND 2 FOR 2012 FUNDING

19.1 The Board noted that the Vice Chancellor and Deputy Vice Chancellor (Research) had reported that Griffith was awarded 6 ARC Linkage Project grants for round 2 for 2012 funding. Congratulations were extended to the following successful applicants:

Vicky Avery and Dr Jeremy Burrows were awarded $520,000.00 for their project Screening platforms for malaria drug discovery: identification of new therapeutics

Associate Professor Jacqueline Croke, Professor Jon Olley and Dr Timothy Pietsch were awarded $480,000 for their project The big flood: will it happen again?

Dr Rohan Davis was granted $279,000 for his project Identification of new antibacterial agents that inhibit type III secretion

Professors David Lambert and Paul Tacon were awarded $554,879 for their project The peopling of East Asia and Australasia

Professor Paula Brough, Ms Amanda J. Anderson and Mr Colin Biggs were granted $249,408 for their project Advancing occupational stress research: a comprehensive trial of the Healthy Workplaces program

Professor Clare Tilbury, Dr Hennessey Hayes and Professor Paul Mazerolle were awarded $131,976 for their project Reducing recurrence in the child protection system

19.2 The Board noted that the combined Rounds 1 and 2 for 2012 funding totalled $16.56m which exceeds the previous high year of $14.88m in 2009. Griffith's success rate for this round is 42.9% compared to the national average of 36.7%.

20.0 2013 ARC DISCOVERY EARLY CAREER RESEARCHER AWARD (DECRA) ROUND

20.1 The Board noted advice from the Deputy Vice Chancellor (Research) that although the ARC has not yet released the funding rules for the 2013 ARC Discovery Early Career Researcher Award (DECRA) round, a 21 March 2013 closing date is anticipated with only minor changes to the rules.

20.2 In 2012 the University will again be conducting an Expression of Interest (EoI) process for intending DECRA applicants. The process is intended to ensure that applications are competitive, that applicants are supported in the preparation of applications by their host Research Centre and that there is sufficient time for the peer review of applications. To facilitate this, the EoI process is opening earlier than it did in 2011. EoIs are to be submitted electronically to n.hamilton@griffith.edu.au by Monday 6 August 2012.
20.3 Announcement of the results of the 2012 DECRA round is expected in November 2012. Applicants to the 2012 round who are awaiting the results of their applications are not required to submit an EoI. They will be contacted by the Office for Research to discuss their application options once the results are released.

20.4 Details on the DECRA application process and EoI pro forma can be downloaded from: http://www.griffith.edu.au/research/research-services/research-grants/apply-for-funding/australian-research-council-arc

20.5 Applicants will be advised of the outcome of their EoI by 5 October 2012. Successful EoI applicants will be required to submit a full application to the Office for Research by 22 February 2013. In the event that the ARC moves the external closing date to an earlier or later time the timelines for the submission of full applications may be amended accordingly.

For noting

21.0 2014 NHMRC PROJECTS ROUND

21.1 The Board noted advice from the Office of the Deputy Vice Chancellor (Research) that although the NHMRC has not yet released the funding rules for the 2014 NHMRC Projects round, a 15 March NHMRC closing date is anticipated with only minor changes to the rules.

21.2 In 2012 the University will again be conducting an Expression of Interest (EoI) process for intending NHMRC Project applicants. The process is intended to ensure that applications are competitive, that applicants are supported in the preparation of applications by their host Research Centre or School and that there is sufficient time for the peer review of applications. To facilitate this, the EoI process is opening earlier than in previous years. Eois are to be submitted electronically to r.marshallsay@griffith.edu.au by 20 July 2012.

21.3 Announcement of the results of the 2013 NHMRC Project round is expected in November 2012. Applicants to the 2013 round who are awaiting the results of their applications are not required to submit an EoI for the same project until after the outcome of the round is announced.

21.4 Details of the NHMRC Projects process and EoI pro forma can be downloaded from: http://www.griffith.edu.au/research/research-services/research-grants/apply-for-funding/national-health-and-medical-research-council-nhmrc

21.5 Applicants will be advised of the outcome of their EoI by 26 September 2012. Successful EoI applicants will be required to submit a full application to the Office for Research by 15 February 2013. In the event that the NHMRC moves the external closing date to an earlier/later time the timelines for the EoI process and submission of full applications may be amended accordingly.

22.0 OTHER BUSINESS

Nil

23.0 2012 MEETING SCHEDULE
The remaining 2012 meetings of the SEET Group Board will be held at 10.00am on the following dates:

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Campus</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 August</td>
<td>Gold Coast</td>
<td>G34_2.02</td>
</tr>
<tr>
<td>14 September</td>
<td>Nathan</td>
<td>N54_2.02</td>
</tr>
<tr>
<td>12 October</td>
<td>Gold Coast</td>
<td>G34_2.02</td>
</tr>
<tr>
<td>16 November</td>
<td>Nathan</td>
<td>N54_2.02</td>
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</table>

24.0 SUMMARY OF ACTION ITEMS

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forward major change submission for introduction of Energy Systems specialisation in GCertEng, MEng, and MEngAdvSt to Planning Convenor for revisions as requested by Group Board. Forward revised submission to Programs Committee.</td>
<td>Secretary. Action taken.</td>
</tr>
<tr>
<td>Return submission for revision to MSc with Hons in Genetic Counselling (5521) to School of BPS for advice on transition arrangements.</td>
<td>Secretary. Action taken.</td>
</tr>
<tr>
<td>Chair, to consult PVC (SEET) on resources issue in regard to proposed new Research Methodology course in MSc with Hons in Genetic Counselling (5521)</td>
<td>Chair, Group Board. Action taken.</td>
</tr>
</tbody>
</table>
## DISTRIBUTION LIST

<table>
<thead>
<tr>
<th>Group Board Members</th>
<th>Appointment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Clyde Wild</td>
<td><em>ex officio</em> (Chair)</td>
</tr>
<tr>
<td>Professor Debra Henly</td>
<td><em>ex officio</em></td>
</tr>
<tr>
<td>Associate Professor Michael Blumenstein</td>
<td><em>ex officio</em></td>
</tr>
<tr>
<td>Associate Professor Wendy Loughlin</td>
<td><em>ex officio</em></td>
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<tr>
<td>Professor Bofu Yu</td>
<td><em>ex officio</em></td>
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<tr>
<td>Associate Professor Peter Bernus</td>
<td><em>ex officio</em></td>
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<tr>
<td>Professor Hamish McCallum</td>
<td><em>ex officio</em></td>
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<tr>
<td>Professor Frank Clarke</td>
<td><em>ex officio</em></td>
</tr>
<tr>
<td>Dr Rene Hexel/ Dr Wayne Pullan</td>
<td>appointed</td>
</tr>
<tr>
<td>Associate Professor Anthony Carroll/Professor Nigel Stork</td>
<td>appointed</td>
</tr>
<tr>
<td>Dr Ann McDonnell/ Associate Professor Robert Sang</td>
<td>appointed</td>
</tr>
<tr>
<td>Professor Sherif Mohamed/ Dr Jim Ness/ Associate Professor Steven O’Keefe/ Dr Andrew Seagar/ Professor Geoff Tansley</td>
<td>invited</td>
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<tr>
<td>Professor Yew-Chaye Loo</td>
<td>invited</td>
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<tr>
<td>Professor Stuart Bunn</td>
<td>invited</td>
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<tr>
<td>Professor Ron Quinn</td>
<td>invited</td>
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<tr>
<td>Professor Abdul Sattar</td>
<td>invited</td>
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<tr>
<td>Professor Mark von Itzstein</td>
<td>invited</td>
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<tr>
<td>Mr James Walden</td>
<td>invited</td>
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<tr>
<td>Ms Glenda Graham</td>
<td>invited</td>
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<tr>
<td>Mr Stephen Boyd</td>
<td>invited</td>
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<tr>
<td>Mr George Klich</td>
<td>invited</td>
</tr>
<tr>
<td>Ms Elena Saj</td>
<td>invited</td>
</tr>
<tr>
<td>Ms Joanne Robertson</td>
<td>invited</td>
</tr>
<tr>
<td>Mr Phillip McDonald</td>
<td>invited</td>
</tr>
<tr>
<td>Professor Allan Cripps</td>
<td>invited</td>
</tr>
</tbody>
</table>
Pro Vice Chancellor (Health)                   invited
Professor Nick Buys

Dean, Learning & Teaching (Health Group)       vacant

Representative of the Directors of the Group Research Centres

Information Copies

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

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