A meeting of the Science, Environment, Engineering and Technology Group Board will be held at 11.00am on Friday 15 June in Room 2.02, Council Chamber, The Chancellery (G34), Gold Coast campus. Please note the later starting time.

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2.0 CONFIRMATION OF MINUTES
3.0 SEET GROUP BOARD MEMBERSHIP
4.0 SENIOR COMMUNICATIONS OFFICER, EXTERNAL RELATIONS

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8.0 INFORMATION SERVICES REPORT
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23.0 AUSTRALIAN QUALIFICATIONS FRAMEWORK
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25.0 2012 DIISRTE OFFICE FOR LEARNING AND TEACHING GRANTS PROGRAMS ROUND 2
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Significant Committee Events
This meeting of the Science, Environment, Engineering & Technology Group Board will be at 11.00am on Friday 15 June 2012 in Room 2.02, Council Chamber, The Chancellery (G34), Gold Coast campus.

Deadlines
- Agenda items due with Secretary, Programs Committee for July meeting by 5 July 2012.

Committee TeamPlace Web Address
- [https://qplace01.domino.griffith.edu.au/QuickPlace/sec-university-committees/PageLibrary4A2572760016EDDC.nsf/h_Toc/92be13faee1b58390525670800167238/?OpenDocument](https://qplace01.domino.griffith.edu.au/QuickPlace/sec-university-committees/PageLibrary4A2572760016EDDC.nsf/h_Toc/92be13faee1b58390525670800167238/?OpenDocument) Use the left navigation bar to select the relevant committee site. Username is your staff number and password is the same as your Active Directory login. Call the Secretary on 57792 for advice or if experiencing difficulties.
## Griffith University

### Science, Environment, Engineering & Technology Group Board

#### Group Board Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Clyde Wild</td>
<td>ex officio (Chair)</td>
</tr>
<tr>
<td>Acting Pro Vice Chancellor (SEET)</td>
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<tr>
<td>Associate Professor Michael Blumenstein</td>
<td>ex officio</td>
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<tr>
<td>Dean, Research (SEET)</td>
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<tr>
<td>Associate Professor Wendy Loughlin</td>
<td>ex officio</td>
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<tr>
<td>Dean, Learning &amp; Teaching (SEET)</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>
<td>ex officio</td>
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<tr>
<td>Head, School of IT</td>
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<tr>
<td>Professor Hamish McCallum</td>
<td>ex officio</td>
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<tr>
<td>Head, Griffith School of Environment</td>
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<tr>
<td>Professor Frank Clarke</td>
<td>ex officio</td>
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<tr>
<td>Head, School of BMPS</td>
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<tr>
<td>Dr Rene Hexel/ Dr Wayne Pullan</td>
<td>appointed</td>
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<tr>
<td>Deputy Head, School of IT</td>
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<tr>
<td>Associate Professor Anthony Carroll/</td>
<td>appointed</td>
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<tr>
<td>Professor Nigel Stork</td>
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<tr>
<td>Deputy Head, Griffith School of Env</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 BMPS &amp; PSci</td>
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<tr>
<td>Professor Sherif Mohamed/ Dr Jim Ness/ Associate Professor Steven</td>
<td>invited</td>
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<tr>
<td>O'Keefe/ Dr Andrew Seagar/ Professor Geoff Tansley (commencing 16 July 2012)</td>
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<tr>
<td>Heads of Discipline, Griffith School of Engineering</td>
<td>invited</td>
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<tr>
<td>Professor Yew-Chaye Loo</td>
<td>invited</td>
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<tr>
<td>Director, Internationalisation &amp; Professional Liaison</td>
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<td>Professor Stuart Bunn</td>
<td>invited</td>
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<td>Director, Australian Rivers Institute</td>
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<td>Professor Ron Quinn</td>
<td>invited</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>
<td>invited</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>
<td>invited</td>
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<tr>
<td>Director, Institute for Glycomics</td>
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<tr>
<td>Mr James Walden</td>
<td>invited</td>
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<tr>
<td>Group Resource Manager (SEET)</td>
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<tr>
<td>Ms Glenda Graham</td>
<td>invited</td>
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<tr>
<td>Human Resource Manager (SEET)</td>
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<tr>
<td>Ms Catherine Delahunty</td>
<td>invited</td>
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<tr>
<td>Executive Officer to the PVC</td>
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<tr>
<td>Mr Stephen Boyd</td>
<td>invited</td>
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<tr>
<td>Mr George Klich</td>
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<tr>
<td>Technical and Logistics Managers, Technical Services (SEET)</td>
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<tr>
<td>Ms Elena Saj</td>
<td>invited</td>
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<tr>
<td>Deputy Resource Manager</td>
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<tr>
<td>Ms Joanne Robertson</td>
<td>invited</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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<tr>
<td>INS representative</td>
<td></td>
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<tr>
<td>Professor Allan Cripps</td>
<td>invited</td>
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<tr>
<td>Pro Vice Chancellor (Health)</td>
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</tbody>
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[www.griffith.edu.au/committees](http://www.griffith.edu.au/committees)
Professor Nick Buys
 Dean, Learning & Teaching (Health Group)
 Representative of the Directors of the Group Research Centres

invited
vacant

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

Other Copies
Corporate Archives & Records Management copy (attachments)
Binding copy (attachments)
Spare copy
A meeting of the Science, Environment, Engineering and Technology Group Board will be held at 11.00am on Friday 15 June in Room 2.02, Council Chamber, The Chancellery (G34), Gold Coast campus. Please note the later starting time.

Kim Hillier
Secretary

AGENDA

1.0 APOLOGIES

Apologies may be recorded by contacting Kim Hillier, x 57792, or by emailing K.Hillier@griffith.edu.au. Apologies have been received from:

Professor Yew-Chaye Loo – overseas
Professor Frank Clarke
Catherine Delahunty

2.0 CONFIRMATION OF MINUTES

The minutes of the 4/2012 (18 May) meeting will be forwarded prior to the meeting. To be taken as read and confirmed.

3.0 SEET GROUP BOARD MEMBERSHIP

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

4.0 SENIOR COMMUNICATIONS OFFICER, EXTERNAL RELATIONS

Helen Wright, Senior Communications Officer, External Relations has been invited to attend the first 5-10 minutes of the meeting so that she may be introduced to the Board's members and explain her role.

PART ONE (10.00am – 12.00 noon)

5.0 MATTERS ARISING FROM THE 4/2012 (18 MAY) MINUTES

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff accountable to address actions within the SEET Programs for the Resources Boom: Action Plan in accordance with the timelines specified. The following actions have timelines before the next meeting of Group Board:</td>
<td>Responsible Officers as listed in Action Plan.</td>
</tr>
<tr>
<td>In the lead up to the School review, program offerings are being examined to take advantage of current and future opportunities in</td>
<td></td>
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</tbody>
</table>
the mining / resources sector - Review portfolio submission due 28 May

2) Collaborate with QRC to use resources from their careers program in recruitment of science and engineering students

Dean L&T, HoS ENV
EO SEET

Staff accountable to address actions within the Chemistry Working Party 2011-2012 Implementation Plan in accordance with the timelines specified, noting the requirement to report back on progress to SEET Group Board.
The Chair will provide a verbal report.


Include student retention as a standing agenda item under Dean (Learning and Teaching) report.

Secretary

6.0 NEW BUSINESS

6.1 Acting PVC Report

Acting PVC to report

6.2 Enrolment Update

GRM to report

6.3 Learning and Teaching Matters

- AQF Roundtable
- Student Retention

Dean (Learning and Teaching) to report

6.4 Research Matters

- Report on discussions with Minerals & Energy Academy and Qld Resources Council award night
- Mid-year HDR round

Dean (Research) to report

6.5 Academic Matters

- Group Risk Assessment Register (refer attachment 6.5)
- Annual Performance review update

Dean (Academic) to report

7.0 HEALTH AND SAFETY

Standing item for discussion.

8.0 INFORMATION SERVICES REPORT

Mr Phillip McDonald will present the Information Services (SIR) Report.
9.0 OTHER BUSINESS

PART TWO (12.00 noon– 2.00pm)

10.0 MATTERS ARISING FROM THE 4/2012 (18 MAY) MINUTES

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forward written feedback to Dean (Learning and Teaching) on semester 1 2012 Brief for School Assessment Boards trial.</td>
<td>Heads of School</td>
</tr>
<tr>
<td>Distribute AQF powerpoint presentation to members.</td>
<td>Secretary</td>
</tr>
<tr>
<td>Amend a small number of existing course profiles by including H&amp;S statements for use by Course Convenors as examples.</td>
<td>Dean (Learning and Teaching) and Technical Manager (SEET, GC). Refer agenda item 18.0</td>
</tr>
</tbody>
</table>

11.0 QIBT PRESENTATION

11.1 During a recent Griffith University/ QIBT Joint Coordinating Committee, the Chair, Professor Gillian Bushell, suggested that two QIBT representatives visit each of the Group Boards to present on QIBT outcomes. Heather Tinsley, College Director & Principal, QIBT and Leigh Pointon, Director, Academic Programs & Student Services, QIBT will attend the meeting to present on QIBT programs and graduate outcomes.

ORDERING OF THE AGENDA

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

SECTION I: MATTERS FOR DEBATE AND DECISION

12.0 ENV FULL PROGRAM PROPOSAL (2012/0011525)
1390 BACHELOR OF ENVIRONMENTAL MANAGEMENT/BACHELOR OF BUSINESS

12.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to consider the attached full program proposal (2012/0011525) for the introduction of a 5 year double degree, the Bachelor of Environmental Management/Bachelor of Business (1390) at the Nathan campus in semester 1 2013.

12.2 The Bachelor of Environmental Management/Bachelor of Business program aims to provide students with a thorough grounding in environmental sustainability as well as the impacts and benefits of sustainable practices in the business context such as energy, water and waste management. It will equip students with extensive skills and knowledge and an appreciation of the interrelationships between environmental sustainability and business success in a world where consumer demand for sustainable products and services is growing.

12.3 To be eligible for the award of the Bachelor of Environmental Management/Bachelor of Business a student must acquire 400CP comprising 230CP of Environmental Management courses and 170CP of Business courses. This meets the requirement of including a minimum of 66% of content, in terms of CP, from the contributing programs to the double degree. The program is comprised entirely of existing courses.
12.4 The program is structured as follows:

**Environmental Management** (total 230CP)
Core Requirements (60CP)
1009ENV General Chemistry
1002ENV Applied Mathematics
1003ENV Statistics
1004ENV Earth Science and GIS
1005BPS Cell Biology and Biological Systems
1161ENV Environmental Economics and Policy
Plus 10CP for ENV Enabling Course (either 1181ENV Sustainable Development or 1191ENV Environmental Chemistry depending on the major chosen)
Plus one 100CP award major selected from:
Environmental Sustainability
Environmental Protection
Natural Resources and Pollution
Plus 20CP for 3001ENV Industrial Affiliates Program
Plus 40CP of ENV electives

**Business** (total 170CP)
Core Requirements (70CP)
1101IBA Management Concepts
1003MKT Introduction to Marketing
1102AFE Accounting for Decision Making
1303AFE Economics for Decision Making 1
1008ICT Business Informatics
1001EHR Employment Relations
1004GIR Government Business Relations
Plus one 80CP award major selected from:
International Management
Management
Sustainable Enterprise
Plus 2007GIR Legal Issues for Managers (10CP)
Plus 10CP GBS elective

12.5 Standard undergraduate admission requirements apply to the program.

**Recommendation**

12.6 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to recommend to Programs Committee that the Bachelor of Environmental Management/Bachelor of Business (1390), as described in the full program proposal (2012/0011525), be approved for introduction in semester 1, 2013.

**For consideration**

13.0 ENV FULL PROGRAM PROPOSAL (2012/0011526)
5558 MASTER OF ARCHITECTURE
13.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to consider the attached full program proposal (2012/0011526) for the introduction of a 2 year Master of Architecture (5558) at the Gold Coast campus in semester 1 2013.

13.2 At the time of approval for planning to proceed to introduce the 3-year undergraduate ENV program Bachelor of Environmental Design (Architecture) in 2010, approval was granted for planning to proceed to introduce the two-year Master of Architecture in 2013. The 3+2 combination is the normal professional education for Architecture in Australia. A market analysis for the undergraduate Bachelor of Environmental Design (Architecture) and the postgraduate Master of Architecture was undertaken and approved in 2009 preceding commencement of the undergraduate degree. Strong enrolments in the first three years of the undergraduate program indicate continuing interest in studying Architecture at Griffith.

13.3 The Master of Architecture is the entry-level qualification for the Australian architecture profession. The Griffith Master of Architecture builds on the sustainable-design for subtropical conditions emphasis of the undergraduate program in architecture and provides a rounded professional architecture education with strength in design and research. For individual students the focus may be on sustainable design, urban design, history and theory or design practice. A research-based approach to architectural design will prepare graduates with the capacity to pose original questions and to investigate, analyse and appraise current information and understandings. Research-led design will underpin career-long self-directed learning of a critical-reflective nature appropriate for future leaders.

13.4 The following admission requirements are proposed:

Graduates of an approved undergraduate pathway degree in architecture with a minimum GPA equivalent to a Griffith GPA of 5.0 across the second and third years of their undergraduate 3-year degree program will be eligible for admission to the Master of Architecture.

Graduates from the Griffith Bachelor of Environmental Design (Architecture) who have a GPA of less than 5.0 but no less than 4.5 across the second and third years of study will be considered for entry to the Master of Architecture on the basis of demonstrated achievement in the core second and third year architecture discipline courses. Documented relevant experience may also be considered.

Graduates from other undergraduate pathway programs in architecture will be considered for entry on the basis of documented relevant experience (a portfolio and/or study diary covering a minimum six-months) and their academic record. The relevance of the experience must be explicit.

For international students, admission is subject to meeting the English Language requirements which are Griffith’s standard English language requirements for postgraduate programs.

13.5 The program is structured as follows:
Year | Sem | Design and Research Courses | Technology + Environment + Prac Management Courses | Theory + Electives Courses
--- | --- | --- | --- | ---
1 | 1 | Advanced Architecture Studio 1 (20pt) (7601ENV) | Professional Practice 1 (10pt) (7605ENV) | 
2 | Advanced Integrated Technologies (10pt) (7604ENV) |
2 | Architecture Research Project (40pt) (7702ENV) | | |

**Summer Semester (3)**

Students are required to complete ONE of the two Special Topics available OR ONE approved Griffith Elective.

**Recommendation**

13.6 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to recommend to Programs Committee that the Master of Architecture (5558), as described in the full program proposal (2012/0011526), be approved for introduction in semester 1, 2013.

**For consideration**

**SECTION II: MATTERS REQUIRING RATIFICATION OF EXECUTIVE ACTION**

14.0 **BPS MAJOR CHANGE SUBMISSION (2012/0011519)**

4155 GRADUATE DIPLOMA OF APPLIED CLINICAL GENETICS

14.1 On the recommendation of the Dean (Academic) and Dean (Learning and Teaching), the Group Board is asked to ratify the attached major change submission (2012/0011519) proposing to change the status of the course 7240BPS Genetic Counselling from core to elective in the Graduate Diploma of Applied Clinical genetics (4155). The proposed change will provide options for students to focus on their sphere of preferred interest and make this degree attractive to a wider variety of potential applicants. Students who may feel less comfortable with the strong focus on development of counselling skills and competencies (as required by genetic counsellors) will be able to alter the focus of their degree to include traditional, didactic courses.

14.2 This change results in the following change to degree requirements:

To be eligible for the award of Graduate Diploma of Applied Clinical Genetics (GDipAppClGenetics), a student must acquire 80CP as prescribed by the requirements set out below:

- gain **40CP-30CP** for the core courses
- gain 40CP-50CP for approved elective courses
- no more than 10CP for courses in which the grade of Pass Conceded has been awarded can be counted towards the 80CP requirement to complete this degree. A course for which a Pass Conceded grade has been awarded does not satisfy prerequisite requirements.

Recommendation

14.3 On the recommendation of the Dean (Academic) and Dean (Learning and Teaching), the Group Board is asked to ratify the major change to the Graduate Diploma of Applied Clinical Genetics (4155), as described in (2012/0011519), for implementation in semester 2 2012.

For ratification

15.0 ENV MAJOR CHANGE SUBMISSION (2012/0011520)

1004 BACHELOR OF SCIENCE (ENVIRONMENT)
1008 BACHELOR OF ARTS (ENVIRONMENT)
1009 BACHELOR OF ENVIRONMENTAL MANAGEMENT
1086 BACHELOR OF URBAN AND ENVIRONMENTAL PLANNING
1087 BACHELOR OF URBAN AND ENVIRONMENTAL PLANNING/BACHELOR OF SCIENCE (ENVIRONMENT)
1121 BACHELOR OF LAWS/BACHELOR OF SCIENCE (ENVIRONMENT)
3216 GRADUATE CERTIFICATE IN URBAN AND ENVIRONMENTAL PLANNING
5576 MASTER OF URBAN AND ENVIRONMENTAL PLANNING

15.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to ratify the attached major change submission (2012/0011520) proposing to replace the 10CP course 2057ENV Urban Analysis with the existing 20CP course 2056ENV Urban Analysis, which is already delivered within 1279 B Urban and Environmental Planning (Gold Coast), in the following Nathan-based programs:

- 1086 Bachelor of Urban and Environmental Planning and 1087 Bachelor of Urban and Environmental Planning/Bachelor of Science (Environment) - in both of these programs the change increases the core component by 10CP and reduces the elective component by 10CP.

- 1121 Bachelor of Laws/Bachelor of Science (Environment) - the course substitution is within the Urban and Regional Planning stream but does not affect degree requirements or the proportion of Law and Environment courses within the double degree.

- 1004 Bachelor of Science (Environment), 1008 Bachelor of Arts (Environment), 1009 Bachelor of Environmental Management - the change affects the listed electives in these programs.

- 3216 Graduate Certificate in Urban and Environmental Planning and 5576 Master of Urban and Environmental Planning - Urban Analysis is removed from the Graduate Certificate listed electives and its weighting within the Urban Development course list in the Masters is increased.

Recommendation

15.2 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to ratify the major change to the Bachelor of Urban and Environmental Planning (1086) and Bachelor of Urban and Environmental Planning/Bachelor of Science (Environment) (1087), and the minor change to the Bachelor of Laws/Bachelor of Science (Environment) (1121), Bachelor of Science (Environment) (1004), Bachelor of Arts (Environment) (1008), Bachelor of Environmental Management (1009), Graduate...
Certificate in Urban and Environmental Planning (3216) and Master of Urban and Environmental Planning (5576), as described in (2012/0011520), for implementation in semester 2 2012.

For ratification

16.0 ENG MINOR CHANGE SUBMISSION (2012/0011521)
1318/1319 BACHELOR OF ENGINEERING TECHNOLOGY

16.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to ratify the attached minor change submission (2012/0011521) proposing the following consequential changes to the Bachelor of Engineering Technology (1318/1319) to reflect changes already made to 1310/1311 Bachelor of Engineering:

Civil Engineering – the course 1004ENV Earth Science and GIS has been withdrawn from offer. Replace this course with 3004ENG Project Management Principles as a year 1 elective in the from 2010 July entry structure to reflect the same change made to the Bachelor of Engineering (Civil Engineering) in 2011.

Electrical and Electronic Engineering – in the from 2010 July entry structures insert missing core courses and reduce the free-choice electives to 20CP to match the degree requirements.

Environmental Engineering – add the semester 1 course 3431ENV Water Pollution Chemistry to the listed electives in the from 2010 structures.

Recommendation

16.2 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to ratify the minor change to the Bachelor of Engineering Technology (1318/1319), as described in (2012/0011521), for implementation in semester 2 2012.

For ratification

17.0 ENG MINOR CHANGE SUBMISSION (2012/0011523)
1310 BACHELOR OF ENGINEERING
1320 BACHELOR OF ENGINEERING WITH ADVANCED STUDIES

17.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to ratify the attached minor change submission (2012/0011523) proposing a resequencing of existing courses in the Mechanical Engineering discipline major within the Bachelor of Engineering (1310) and Bachelor of Engineering with Advanced Studies (1320) to introduce students to key concepts at the beginning of their discipline studies.

Recommendation

17.2 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to ratify the minor change to the Bachelor of Engineering (1310) and Bachelor of Engineering with Advanced Studies (1320), as described in (2012/0011523), for implementation in semester 1 2013.

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

18.0 INCLUSION OF HEALTH AND SAFETY STATEMENTS IN SEET COURSE PROFILES

18.1 At its 4/2012 (18 May) meeting, the SEET Group Board approved the attached submission WH&S Risk Content in SEET Course Profiles (2012/0011517) requiring that a concise statement of WH&S risk categories associated with course activities be incorporated within relevant sections of SEET course profiles.
18.2 To assist Course Convenors with this requirement, the Group Board requested that the Dean (Learning and Teaching) and the Technical Manager (SEET) (GC) include H&S statements in a small number of existing course profiles for Course Convenors to use as examples. The Board’s request has been actioned, with H&S amendments made to a semester 2 2012 Year 1 Chemistry course, Year 2 Environmental Systems course, Year 3 Laboratory course and Year 4 IAP, for approval from the Course Convenors to use as exemplars for other Course Convenors.

18.3 It is expected that this requirements will be rolled out more comprehensively in the preparation of course profiles by Course Convenors for semester 1 2013.

For noting

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

19.1 The Board is asked to note 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

19.2 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.

19.3 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 specialisations in Sport Technology and Energy Systems

19.4 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.

19.5 The Board is asked to note that the following planned program initiative has been deferred to 2014:
For noting

20.0  **2012 5 YEAR PROGRAM REVIEWS**

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

20.2 The Board is asked to note 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>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1306</td>
<td>Bachelor of Medical Science</td>
<td>5 Year Program Review</td>
<td>Combined review with 1280 B Medical Science (Health Group)</td>
</tr>
<tr>
<td>1031</td>
<td>Bachelor of Biomedical Science</td>
<td>5 Year Program Review</td>
<td>Combined review with 1094 B Biomedical Science (Health Group)</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>
<td></td>
</tr>
<tr>
<td>2078</td>
<td>Biomedical and Physical Sciences Honours Program</td>
<td>5 Year Program Review</td>
<td></td>
</tr>
<tr>
<td>1240</td>
<td>Bachelor of Photonics &amp; Nanoscience</td>
<td>5 Year Program Review</td>
<td>Combined review with Australian Computer Society Accreditation 2013</td>
</tr>
<tr>
<td>1042/1109</td>
<td>Bachelor of Information Technology</td>
<td>Australian Computer Society Accreditation</td>
<td>Combined review with other undergraduate IT programs</td>
</tr>
<tr>
<td>2011/2020</td>
<td>Bachelor of Information Technology with Honours</td>
<td>Australian Computer Society Accreditation</td>
<td>Combined review with other undergraduate IT programs</td>
</tr>
<tr>
<td>1250</td>
<td>Bachelor of Information Technology (Accelerated and @Work)</td>
<td>Australian Computer Society Accreditation</td>
<td>Combined review with other undergraduate IT programs</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>
<td>Combined review with other undergraduate IT programs</td>
</tr>
<tr>
<td>1045</td>
<td>Bachelor of Science/Bachelor of Information Technology</td>
<td>Australian Computer Society Accreditation</td>
<td>Combined review with other undergraduate IT programs</td>
</tr>
<tr>
<td>1046/1110</td>
<td>Bachelor of Multimedia</td>
<td>Australian Computer Society Accreditation</td>
<td>Combined review with other undergraduate IT programs</td>
</tr>
<tr>
<td>2013/2021</td>
<td>Bachelor of Multimedia with Honours</td>
<td>Australian Computer Society Accreditation</td>
<td>Combined review with other undergraduate IT programs</td>
</tr>
<tr>
<td>1236/1339</td>
<td>Bachelor of Information Technology/Bachelor of Multimedia</td>
<td>Australian Computer Society Accreditation</td>
<td>Combined review with other undergraduate IT programs</td>
</tr>
<tr>
<td>1360/1361</td>
<td>Bachelor of Business Information Systems</td>
<td>Interim Report (as using courses from BIT)</td>
<td></td>
</tr>
</tbody>
</table>

20.3 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.
20.4 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.

For noting

21.0 ENABLING STUDENT SUCCESS - STUDENT SUCCESS ADVISORS

21.1 The Deputy Vice Chancellor (Academic) has advised that Griffith will be appointing a new professional role of Student Success Advisor. A number of these advisors will be appointed to each Group and they will work directly with students across all years of their degree programs.

21.2 The attached document, Enabling Student Success through Embedded Advising: A Student-centred Strategy for Enhancing Engagement and Retention at Griffith, provides the rationale for the Student Success Advisor role within the context of Griffith’s overall retention strategy. The document also starts the process of clarifying how this role might work in partnership with other roles, such as First Year Advisors and central services. At this stage the intention is to appoint Student Success Advisors by November 2012 so that they are well in place to support 2013 commencing students.

For noting

22.0 2011 VICE CHANCELLOR'S RESEARCH EXCELLENCE AWARDS

22.1 The Vice Chancellor’s annual Research Excellence Awards, which were held on 31 May 2012, celebrate the University’s research achievements and acknowledge the achievements of outstanding individual researchers and research groups. The Board will wish to congratulate the following award winners from within the SEET Group:

22.2 Individual Mid-career or Senior Researcher who has demonstrated an outstanding record of achievement in research – Professor David Lambert
Professor Lambert’s work has spanned 25 years and focuses on the nature of evolution and the biological processes that underpin it. He is a highly published and highly cited researcher with an international reputation.

22.3 Research Leadership – Professor Debra Bernhardt, Director of the Queensland Micro- and Nano-Technology Centre
A world leader in non-equilibrium statistical mechanics, Professor Bernhardt is widely known for her work to develop a fundamental understanding of behaviour of small, nanoscale systems and systems far from equilibrium. She uses the molecular level theory to derive laws of nature. She leads a team of outstanding researchers who are pushing the boundaries of knowledge in the broad fields of micro- and nano-technology.
23.0 AUSTRALIAN QUALIFICATIONS FRAMEWORK

23.1 At the May meeting of Academic Committee, the Deputy Vice Chancellor (Academic) briefed members on the likely impact of the Australian Qualifications Framework (AQF), which is the new national policy for regulated qualifications in Australian education and training. From 1 January 2015, all of the University’s programs are required to be compliant with the AQF, and new awards or renewal of accreditation of awards will need to demonstrate compliance with AQF from now onwards.

23.2 The DVC (Academic) has outlined what Griffith needs to do between now and 1 January 2015 to ensure that its programs are compliant. Presentations to Academic Groups about implementing AQF have been scheduled and additional data about non-compliant AQF programs (Bachelor with Honours and coursework doctorates) will be provided to Groups in the near future. Upon receipt of these data, Academic Groups will be asked to prepare an AQF transition plan for their non-compliant programs. Academic Groups will also need to initiate discussions about the AQF with their industry advisory committees to ensure that professional programs meet AQF requirements. Programs Committee will update the program accreditation documentation to reflect the AQF requirements and establish a template to assess AQF compliance and workshop the same with Academic Groups. Policy and procedural documents will also need to be reviewed and revised. All new programs or program revisions considered by Programs Committee from semester 1, 2012 will need to be AQF compliant in terms of learning outcomes, volume of learning and qualification pathways. During 2013 and 2014 curriculum revision will be a priority with each Group to ensure implementation of its AQF Transition Plan. This will include the withdrawal of non-compliant programs, renaming of non-compliant programs and the review of programs in line with volume of learning, research and pathway requirements.

23.3 The DVC (Academic) has advised that she will keep the University community updated about further changes to the AQF as they are released by the AQF Council.

23.4 Further information on the AQF can be found at http://www.aqf.edu.au/

Queries about implementation of the AQF should be directed to Ms Karen van Haeringen, the University’s contact officer for AQF, on extension 57726 or email k.vanhaeringen@griffith.edu.au

24.0 GRIFFITH GRANTS AND FELLOWSHIPS FOR LEARNING AND TEACHING

24.1 The Deputy Vice Chancellor (Academic) has advised that the Griffith Grants and Fellowships for Learning and Teaching scheme are open. $400,000 has been allocated for submissions for grants and/or fellowships that support the University’s strategic priorities as outlined in Academic Plan 2011-2013: Implementing our Vision. The Fellowships are a new component of the scheme designed to attract applicants who are outstanding scholars in their field with demonstrated leadership capacity.

24.2 In this round the University would particularly welcome grant and fellowship applications that focus on the following targeted areas:
   - Retention and the student experience, including the first year experience
   - Enhancing students’ graduate employment outcomes
   - Enhancing staff capacity to engage with on-line learning
   - Program review and development

24.3 Types of grants:
The grants scheme provides a two-tiered approach for supporting innovation in learning and teaching:
University Level: Strategic University-wide grant and/or fellowship projects (2 years duration, up to $100,000); and
Group Level: Strategic Group/Discipline/School/Program/Course grants (1-2 years duration, up to $50,000).

24.4 How to apply:
All applications for all levels of grants will proceed through a two-step process:
Step 1 – preparation of an initial Expression of Interest (EOI) of no more than two pages due by close of business Monday 9 July
Step 2 – if the Expression of Interest is invited to proceed to a full application, then the Full Application will be due on Tuesday 2 October.
The submission of an Expression of Interest prior to a Full Application is mandatory.

24.5 Full details of the scheme outlining the scope, focus, and selection criteria for each level of grant, and application process are outlined in the Griffith Grants and Fellowships for Learning and Teaching Guidelines. These include the Guidelines, Expression of Interest and Application templates.

24.6 Where to go for support and assistance:
Workshops can also be arranged with GIHE for groups of staff in Groups or Schools from the start of semester 2 on request to c.grimmer@griffith.edu.au.
Resources to assist with writing applications for the Griffith Grants and Awards and DIISRTE Grants and Awards are available in Learning@Griffith.
Enrol in the Learning and Teaching Awards and Grants Organisation and select the grant and award scheme that interests you from the menu. Resources include Guidelines, workshop PowerPoints, advice for developing applications and exemplars.
Queries regarding GIHE support for writing applications –
Chris Grimmer, c.grimmer@griffith.edu.au, ext: 27046
Queries regarding the grants scheme and documentation –
Rosemary Marson, r.marson@griffith.edu.au, ext: 54393.

For noting

25.0 2012 DIISRTE OFFICE FOR LEARNING AND TEACHING GRANTS PROGRAMS ROUND 2

25.1 On 18 April 2012, the Deputy vice Chancellor (Academic) invited applications for Round 2 of the 2012 National Learning and Teaching Grants Programs administered by the Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE).

25.2 The scheme offers:
Innovation and Development Grants including Seed Projects Leadership for Excellence in Learning and Teaching Program and Seed Projects Extension Grants (due 3 September).

25.3 These Grants Programs provide funding to investigate, develop and implement innovations in learning and teaching. Grants facilitate scholarship and research into learning and teaching and promote systemic change in the sector.


25.6 The closing date for applications is Friday 3 August at 5pm. The internal submission date is Monday 23 July 2012. The internal submission date has been fixed to allow time for the Secretariat to undertake expert administrative review of applications and finalisation of high quality applications in advance of the external deadline. Staff interested in applying for OLT grants can approach the GIHE for individual support by contacting c.grimmer@griffith.edu.au (x 27046).
For noting

26.0 **2013 ARC FUTURE FELLOWSHIPS - EXPRESSIONS OF INTEREST PROCESS**

26.1 The Deputy Vice Chancellor (Research) has advised that although the ARC has not yet released the Funding Rules for the 2013 Future Fellowships round, a closing date of 30 November is anticipated with only minor changes to the rules. As in previous years, the University will be conducting an Expression of Interest (EoI) process for intending Future Fellowships 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 in previous years. EoIs are to be submitted electronically to K.Murrie-Jones@griffith.edu.au by 25 June 2012.

26.2 Announcement of the results of the 2012 Future Fellowships round is expected in July 2012. Applicants to the 2012 round who are awaiting the results of their applications are not required to submit an EoI as the Office for Research will contact them to discuss application options once the results are out.

26.3 Details of the Future Fellowships 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](http://www.griffith.edu.au/research/research-services/research-grants/apply-for-funding/australian-research-council-arc)

26.4 Applicants will be advised of the outcome of their EoI by 6 September 2012. Successful EoI applicants will be required to submit a full application to the Office for Research by 9 November 2012. In the event that the ARC brings forward the external closing date to an earlier time, the timelines for the EoI process and submission of full applications may be amended accordingly.

For noting

27.0 **OTHER BUSINESS**

28.0 **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>13 July</td>
<td>Nathan</td>
<td>N72_-1.18</td>
</tr>
<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>
</tr>
</tbody>
</table>