A meeting of the Science, Environment, Engineering and Technology Group Board was held at 11.00am on Friday 15 June 2012 in Room 2.02, Council Chamber, The Chancellery (G34), Gold Coast campus.

MINUTES

PRESENT:

Professor Clyde Wild (Chair)
Associate Professor Michael Blumenstein (Part One)
Associate Professor Wendy Loughlin
Professor Joe Lee (Part One)
Professor Michael Jennings (Part One)
Professor Bofu Yu
Professor Hamish McCallum
Associate Professor Peter Bernus
Dr Wayne Pullan
Associate Professor Anthony Carroll
Dr Anne McDonnell
Dr Andrew Seagar
Mr James Walden (Part One)
Ms Glenda Graham (Part One)
Ms Joanne Robertson (Part One)
Mr Stephen Boyd
Ms Tanya Stephenson (Part One)

Present by invitation:
Ms Helen Wright for agenda item 4.0
Ms Heather Tinsley and Ms Leigh Pointon for agenda item 11.0

Secretary: Ms Kim Hillier

1.0 CONFIRMATION OF MINUTES

The minutes of the 4/2012 (18 May) meeting of the SEET Group Board, having been circulated, were taken as read and confirmed, subject to the following amendment:

4.2 Research Matters

- Mid-year scholarship round. The mid-year round will be small but the Dean (Research) asked that Heads encourage students to apply by the 21 May deadline. Outcomes of the scholarship round will be announced around 12 June. Some members of the Board noted that the mid-year timeframe might be best for International applicants and queried whether commitments could be made at this time to any outstanding applicants and deducted from the next annual round. The Dean (Research) advised that if there are cases to be made for outstanding applicants, they be forwarded through the Dean (Research) (SEET) to the Dean GGRS, for consideration by the DVC (Research).
2.0 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 welcomed Dr Andrew Seagar to this meeting of Group Board.

3.0 SENIOR COMMUNICATIONS OFFICER, EXTERNAL RELATIONS

Ms Helen Wright, Senior Communications Officer, External Relations was welcomed to the meeting. Ms Wright advised that for SEET she shares the Communications role with Communications Officer Ms Skye Small. Ms Wright advised that her particular strength is in broadcast media. She is keen to meet with individual Board members to discuss their communications priorities and is interested in undertaking student profiling. Ms Wright also advised that it would be helpful to receive advice from Schools on internationally published papers and thesis publications. The Board agreed that Ms Wright should forward to Heads a brief description about the information she is seeking. It was agreed that this request should then be discussed at School Executive/committee meetings. It was recommended that Ms Wright be invited to School Executive/committee meetings for discussions on this matter.

In addition, the Dean (Research) agreed to invite Ms Wright to attend the heats of the 3 minute thesis competition. In response to a query from a Board member on availability of workshops for staff on media training, Ms Wright advised that the Director of Communications is organising broad training but more specific training could be organised on request from the Group.

Action: Secretary, to provide email list to Senior Communications Officer ER, for correspondence to Schools (action taken).

Dean (Research), to invite Senior Communications Officer to heats of 3 minute thesis competition (action taken).

PART ONE (11.00am – 12.00 noon)

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

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
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<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>1) ENV program Review</td>
<td>Dean L&amp;T, HoS ENV have actioned.</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 the mining / resources sector - Review portfolio submission due 28 May</td>
<td>EO SEET to report to next meeting.</td>
</tr>
<tr>
<td>2) Collaborate with QRC to use resources from their careers program in recruitment of science and engineering students</td>
<td>The Board was advised</td>
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<tr>
<td>Staff accountable to address actions within the Chemistry Working</td>
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</table>
Party 2011-2012 Implementation Plan in accordance with the timelines specified, noting the requirement to report back on progress to SEET Group Board.

that the planned outcome is to establish a clearly focused Chemistry major that meets RACI accreditation requirements at each campus. It is planned to map below these majors Applied Chemistry majors at each campus.


Secretary to action.

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

Secretary to action.

5.0 NEW BUSINESS

5.1 Acting PVC Report

The Acting PVC reported on the following matters:

- Load planning and anticipated future enrolments for CGS, fee-paying, fee-paying off-shore. Targets for next year will be based on intakes and retention rates for this year (plus some growth for new programs) and are likely to be achievable.

- Campus Life has requested expected staffing numbers to 2015 to inform the strategic space allocation model. Most elements have replied to the request from the Dean (Academic) for their projections. The deadline for outstanding responses is CoB 15 June. The information required was available from staffing plans for Schools but was not readily available for Centres. The Dean (Academic) thanked Centre Directors for their responses. The information received is likely to add to the capital management plan deliberations.

- The incoming Pro Vice Chancellor (SEET), Professor Debra Henly, will attend the Group Board from the next meeting to provide the PVC report.

5.2 Enrolment Update

The GRM provided an enrolment update. The following reports were presented:

- Total teaching load (EFTSL) first Half Year 2012 by budget element compared to budget targets/projections as at week 15, semester 1
- Total CGS taught load 2011/2012 v targets as at week 15, semester 1
- Total FPOS taught load 2011/2012 v targets as at week 15, semester 1
- SEET taught load commencing and continuing as at 14 June 2012
- Trend analysis for 2006-2012 actual taught load as at week 15 semester 1 for SEET overall and each School: CGS UG; CGS CPG; domestic HDR; FPPG; FPOS UG; FPOS CPG; FPOS HDR

The GRM advised that semester 2 enrolment data should be available for consideration at the Board’s next meeting and will provide an indication of how the Group is tracking on a full-year basis.
5.3 Learning and Teaching Matters

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

- AQF Roundtable. The roundtable was held at QUT and open to participation by all Queensland universities. Representatives from TEQSA and the AQF Council were present. Many questions were raised by participants, particularly around Levels 8 and 9 nested awards: whether there is a need to refine Honours descriptors for different graduate destinations i.e., academic research training v research training for industry; definition of “same discipline”; multidisciplinary undergraduate program pathways into Masters; specifications for Graduate Certificate and Graduate Diploma; definition of the research component in Masters; and the need for clarity regarding interpretations of the AQF. It is anticipated that a resolution on the Graduate Certificate/Graduate Diploma will be forthcoming from the AQF by October/November this year. The May meeting of Academic Committee approved an AQF implementation plan that provides a strategy for moving forward. In this plan 2012 is a period of information gathering to inform curriculum revisions in 2013 and 2014.

- Student Lifecycle Symposium: Enabling Student Engagement and Retention. This Symposium, co-sponsored by the Deans (Learning and Teaching) and GIHE showcased good practice in student engagement and retention across the four academic Groups and provided an opportunity to discuss Griffith’s retention strategy. The Symposium was held from on 4 June at Nathan and on 6 June at Gold Coast and was well-attended, with over 100 participants at each and representatives from all SEET Schools giving presentations.

5.4 Research Matters

- Orienting SEET Programs for the Resources Boom Action Plan.
  - Following on from the 2012 QRC Universities Forum, the Dean (Research) met with the Director QMEA to discuss Griffith’s involvement in the Academy. The QMEA is the largest school-industry partnership program in Australia, building pathways from schools into universities e.g. through the offer of residential camps and workshops related to universities’ areas of strength relevant to the resources sector. The Dean (Research) hosted the Director’s visit to the Gold Coast campus where Civil Engineering was showcased. The Group is also exploring possible collaborative opportunities in Physics and Environmental Science. The Dean (Research) will meet with the Heads ENG and ENV to draft proposals to the Director that show-case these two Schools. There was discussion around the role for SEET Research Centres in training for the resources boom. There is capacity for involvement but some difficulty in connecting with the right people in the sector. The Dean (Research) advised that the PVC’s office may be able to assist, as it now has full contact details for the QRC’s 93 full member companies
  - The Dean (Research) attended the QRC Students for the Future Awards night. 12 Griffith students submitted applications and received their award of a $1,000 scholarship on the night. Griffith is now a participant in the Students for the Future scholarship program. Heads are asked to encourage applications for scholarships in future rounds to encourage students to plan for professional careers in the resources sector.
  - Mid-year scholarship round. The mid-year round closed on 21 May. There were 78 high quality applications for the 24 available scholarships. The official rankings will be undertaken the following week and shortly after notifications will be sent to successful applicants.
Action: Heads to encourage students to apply for scholarships in future rounds of the QRC Students for the Future program.

5.5 Academic Matters

- Group Risk Assessment Register. The SEET Business Continuity Risk Register 2012 was tabled. The register is due for return to the PVC (Administration) by the end of June. Risks have been prioritised from greatest impact to minor. Members were asked to forward any feedback on the register to the Dean (Academic) by 22 June 2012.

- Annual Performance review update. Four workshops each were held for supervisors and supervisees, two on each campus. The Dean (Academic) thanked HR for their assistance in conducting the workshops. Around 16% of supervisees and 30% of supervisors attended the workshops. An Academic Portfolio will replace the CV and, along with the routine ASRP document will be submitted electronically using eRecruit. School administrative staff were invited to the workshops as they may be required to support the electronic submission process. The Dean (Academic) advised 13 July is the deadline for submission. Academic staff must be research active in order for performance to be found satisfactory unless a sufficient explanation is provided.

Action: Group Board Members to forward any feedback on the SEET Risk Register 2012 to the Dean (Academic) by 22 June 2012.

6.0 HEALTH AND SAFETY

The Technical and Logistics Manager (GC) reported on the following matters:

- SEET OHS Operational Plan 2012. The Board was advised that the H&S KPI reports can be accessed via Team Place for presentation to committees or H&S meetings. Elements will self-report on some KPIs, such as workplace inspection completions and course related risk assessments.

- Chemical Safety Audit semester 2 2012. An advisory email has been forwarded to all elements. Further details will be provided as they come to hand.

- Semester 2 WH&S training will be provided for staff and HDR students the week before Orientation Week if there is sufficient interest. The Board noted that the training is timed so that it should not clash with the new sessional staff induction.

- Feedback on the H&S Committee biological audit has been forwarded to elements. Heads have been asked to respond as soon as possible.

- The partial roll-out of GSafe enables Griffith staff and students to report incidents, near misses and hazards on-line.

- The response to the H&S due diligence audit has been released by EG. The SEET Group has incorporated most of the recommendations into its 2012 OHS Operational Plan and has been identified as demonstrating best practice in some areas.

7.0 INFORMATION SERVICES REPORT

Mr Phillip McDonald was unable to attend the meeting but had forwarded a report on the following matters for the Board’s information:
• As the Library is now a participant in SciFinder, a key research tool for chemistry, biochemistry, biomedical, materials and water sciences, access to this tool is no longer limited to a set number of concurrent users.

• Each year the Library undertakes a review of subscriptions to new journal titles and possible cancellations. The approach to new subscriptions is conservative due to the uncertain exchange rate, serials price inflation of approximately 7% per annum and capped resource budget for 2011-2013. Priority is given to the strength of the serials collection in support of the University's strategic research initiatives.

• The launch of the 2012 Horizon Report, presented by Dr Larry Johnson, was hosted at the South Bank campus by the Griffith University Friends of the Library on 10 May 2012. The Horizon Report addresses emerging technologies for teaching, learning, research, creative inquiry and information management. Dr Johnson's presentation is available for download on iTunes U. The Horizon Report can be downloaded at Technology Outlook, Australian Tertiary Education 2012 - 2017.

8.0 OTHER BUSINESS

The Board noted that Professor Debra Henly will commence in the role of Pro Vice Chancellor (SEET) on 18 June 2012.

9.0 SUMMARY OF ACTION ITEMS

<table>
<thead>
<tr>
<th>Action item</th>
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<tr>
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<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</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)</td>
</tr>
<tr>
<td>Engage with the QRC Women in Resources Action Plan. Explore opportunities including the Women in Engineering and Women in IT Research Fellowship Schemes.</td>
<td>PVC; HoSs ENG &amp; ICT</td>
</tr>
<tr>
<td>Forward any feedback on the SEET Risk Register 2012 to the Dean (Academic) by 22 June 2012.</td>
<td>Group Board Members</td>
</tr>
<tr>
<td>Include student retention as a standing agenda item under Dean (Learning and Teaching) report.</td>
<td>Secretary to action.</td>
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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>
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<tbody>
<tr>
<td>Forward written feedback to Dean (Learning and Teaching) on semester 1 2012 Brief for School Assessment Boards trial.</td>
<td>Dean (Learning and Teaching) will report on feedback received to 6/2012 (13 July) meeting.</td>
</tr>
<tr>
<td>Distribute AQF powerpoint presentation to members.</td>
<td>Secretary will distribute with minutes.</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). Considered under agenda item 18.0</td>
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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. The Board welcomed Heather Tinsley, College Director & Principal, QIBT and Leigh Pointon, Director, Academic Programs & Student Services, QIBT to the meeting to present on QIBT programs and graduate outcomes.

11.2 Information was presented to the Board on:

- QIBT enrolment snapshot. For SEET there was a fairly even distribution between International and Domestic student enrolments in 2011. There has been a growth in enrolments in 2012 due to changes in government policy and other factors, with around a 50/50 split once more.

- QIBT graduate performance in SEET: attrition; completion; GPA distribution. International attrition rates are good for Biosciences and Engineering but higher for IT. Domestic attrition rates are generally higher than International across the board. For Engineering, Maths appears to be a concern for domestic students. QIBT will consult with ENG about the possible development of a preparatory Maths course for completion prior to, or simultaneously with, the Diploma program. The Deputy Head of School BPS expressed concerns at the high domestic attrition rate for Biosciences and advised that it would be useful if some investigation could be undertaken on student destination.

- QIBT graduate enrolments in SEET programs. The Board was advised that it is difficult to track domestic graduates on the system. For International graduates there is an 85% articulation rate to SEET programs. There is some clustering in the 3 level GPA bands for both QIBT and non-QIBT International students. QIBT will provide a graph on International attrition 2008-2010 comparing QIBT and non-QIBT International students. It was reported that QIBT students articulating to the Bachelor of Engineering are experiencing some difficulties with Mechanics of Materials I and, anecdotally, with Construction Engineering. The Dean (Learning and Teaching) advised that she will liaise with ENG to investigate whether particular B Engineering courses are causing issues for particular cohorts.
• QIBT now has a presence at the Gold Coast campus in the International Building. The official opening of the building was held on 14 June. Engineering programs are only offered at the Gold Coast as most QIBT students articulate into Civil Engineering. IT is only offered at Nathan. QIBT would be open to the offer of these areas at both Nathan and Gold Coast campuses if demand warrants consideration.

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

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 considered the 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 Board noted that 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.

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.

12.4 The program’s structure combines 3 existing Bachelor of Environmental Management majors with 3 existing Bachelor of Business majors. The program structure meets University policy requirements for a minimum of 66% of content of each component program and incorporation of the ELEC. The program requires minimal additional resources as it will utilize existing courses. The Board noted that the program offered students a number of attractive major combinations.

Resolution

12.5 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved 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.

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 considered the 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 The Board noted that 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 Master of Architecture is the entry-level qualification for the Australian architecture profession. The 3+2 combination is the usual professional education for Architecture in Australia. The Board agreed that it would be helpful to
include in the submission the relevant section of the AIA Policy on Standards for Programs in Architecture to explain the proposed model.

13.3 The Board noted that a market analysis for the Bachelor of Environmental Design (Architecture) and 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.

13.4 The Board noted that the Griffith Master of Architecture builds on the sustainable-design for sub-tropical 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.

13.5 The Board noted 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.

13.6 The Board agreed to seek clarification from the Program Convenor on the proposed pathways for Bachelor of Environmental Design (Architecture) students who attain a GPA of less than 4.5 across years 2 and 3, as all students completing this undergraduate degree in 2012 will be expecting to be able to apply for entry to the Masters. The Board also agreed to seek clarification from the Program Convenor on the proposed credit arrangements.

Resolution

13.6 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved 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, subject to the amendments outlined above.
SECTION B: ACTION UNDER DELEGATED AUTHORITY

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 was asked to ratify the 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 30CP for the core courses
- gain 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.

Resolution

14.3 On the recommendation of the Dean (Academic) and Dean (Learning and Teaching), the Group Board resolved 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.

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 was asked to ratify the 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 – the course Urban Analysis is removed from the Graduate Certificate listed electives and its weighting within the Urban Development course list in the Masters is increased.

Resolution

15.2 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved 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.

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 was 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 July entry structure from 2010.

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 structures from 2010.

Resolution

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

Resolution

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

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

18.0 INCLUSION OF HEALTH AND SAFETY STATEMENTS IN SEET COURSE PROFILES

18.1 At its 4/2012 (18 May) meeting, the Board approved the proposal 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 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 noted that this 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 requirement will be rolled out more comprehensively in the preparation of course profiles by Course Convenors for semester 1 2013.

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

19.1 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

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 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.

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

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<tr>
<th>Program Code</th>
<th>Program Name</th>
<th>Review Type</th>
</tr>
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<tbody>
<tr>
<td>1306</td>
<td>Bachelor of Medical Science</td>
<td>5 Year Program Review</td>
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<tr>
<td>1031</td>
<td>Bachelor of Biomedical Science</td>
<td>5 Year Program Review</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>
</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.

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 Board noted the document, Enabling Student Success through Embedded Advising: A Student-centred Strategy for Enhancing Engagement and Retention at Griffith, which 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.

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 congratulated 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. 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 DIISTRE 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.

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 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).

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 Fellows 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

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.

27.0 OTHER BUSINESS

Nil

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>
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<tbody>
<tr>
<td>13 July</td>
<td>Nathan</td>
<td>N72_-1.18</td>
</tr>
<tr>
<td>17 August</td>
<td>Gold Coast</td>
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<td>14 September</td>
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<td>12 October</td>
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<tr>
<td>16 November</td>
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21.0 SUMMARY OF ACTION ITEMS

<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>
**DISTRIBUTION LIST**

<table>
<thead>
<tr>
<th>Group Board Members</th>
<th>Appointment Type</th>
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<tbody>
<tr>
<td>Professor Clyde Wild</td>
<td><em>ex officio</em> (Chair)</td>
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<tr>
<td>Dean (Academic) (SEET)</td>
<td></td>
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<tr>
<td>Professor Debra Henly</td>
<td><em>ex officio</em></td>
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<tr>
<td>Pro Vice Chancellor (SEET)</td>
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<tr>
<td>Associate Professor Michael Blumenstein</td>
<td><em>ex officio</em></td>
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<tr>
<td>Dean, Research (SEET)</td>
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<tr>
<td>Associate Professor Wendy Loughlin</td>
<td><em>ex officio</em></td>
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<tr>
<td>Dean, Learning &amp; Teaching (SEET)</td>
<td></td>
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<tr>
<td>Professor Bofu Yu</td>
<td><em>ex officio</em></td>
</tr>
<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>
<td>Head, Griffith School of Environment</td>
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<td>Professor Frank Clarke</td>
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<tr>
<td>Head, School of Biomolecular &amp; Physical Sciences</td>
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<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 Nigel Stork</td>
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<td>Deputy Head, Griffith School of Environment</td>
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<tr>
<td>Dr Ann McDonnell/ Associate Professor Robert Sang</td>
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<tr>
<td>Professor Sherif Mohamed/ Dr Jim Ness/ Associate Professor Steven O’Keefe/ Dr Andrew Seagar/ Professor Geoff Tansley (commencing 16 July 2012)</td>
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<td>Heads of Discipline, Griffith School of Engineering</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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<td>Group Resource Manager (SEET)</td>
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<tr>
<td>Ms Glenda Graham</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 (SEET)</td>
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<tr>
<td>Mr Stephen Boyd</td>
<td>invited</td>
</tr>
<tr>
<td>Mr George Klich</td>
<td></td>
</tr>
<tr>
<td>Technical &amp; Logistics Managers, Technical Coord’n &amp; Logistics (SEET)</td>
<td></td>
</tr>
</tbody>
</table>
Ms Elena Saj  
Deputy Resource Manager  
invited
Ms Ingrid Wright  
invited
Ms Joanne Robertson  
HR Advisers (SEET) 
invited
Mr Phillip McDonald  
INS representative  
invited
Professor Allan Cripps  
Pro Vice Chancellor (Health)  
invited
Professor Nick Buys  
Dean, Learning & Teaching (Health Group)  
invited
Representative of the Directors of the Group Research Centres  
vacant

Information Copies

School Secretaries – Science, Environment, Engineering & Technology Group

Other Copies

Corporate Archives & Records Management copy (attachments)  
Binding copy (attachments)  
Spare copy