1.0 CONFIRMATION OF MINUTES

The minutes of the 1/2011 (11 February) meeting of the SEET Group Board, having been circulated, were taken as read and confirmed.

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

2.0 NEW BUSINESS

2.1 PVC report

The PVC reported on the following matters:


The Review is in response to the Bradley Review of Higher Education. The consultation paper seeks stakeholders’ views on major issues identified in the ToR. The background paper includes a description of the current system and details of
recent policy reforms. The University is currently preparing its response to the consultation paper to be submitted by the end of March 2011. Members were asked to forward any information considered critical to the response from the Group’s perspective to the PVC within the following week. If members were aware of responses to the paper from professional societies with whom they have links, they were asked to convey this information to the PVC. In relation to cost relativities, the Board noted that the higher relative costs of delivering Science courses is an important factor in the Group’s response on the paper. In relation to student contribution amounts, it was noted that recent reductions in the student contribution amounts for Science courses appears to be encouraging more students to take up Science. The GRM is collecting data to support the Group’s response to EG on the paper.

- SEET Capability Statement. This document outlines the SEET Group’s strategic approach to encouraging philanthropic support for the Group. The document’s aim is to give potential donors confidence about their investment in the Group. The Board was advised that this is a short, sharp document, focusing on big initiatives and cases for support. Members were advised that they should contact the PVC if they were of the view that there were important omissions in the document but were asked to be mindful that the document had been written for a particular purpose.

- Simon Fraser visit. Members recalled that a delegation from Griffith University visited Simon Fraser University in May last year as part of the Vice Chancellor’s visit to Canada. The visit saw the signing of an MoU between Simon Fraser University and Griffith University. This next step was a visit to Griffith University by a delegation from Simon Fraser University to examine synergies between the Universities. Key links between the universities were identified in both teaching and research.

- Nathan campus concept designs for Masterplan work to accommodate the Sir Samuel Griffith Building were noted. Members were advised that the information had been provided to members to enable them to relay to staff the positive developments that are underway for the Nathan campus.

2.2 Budget and enrolment update
The Deputy Resource Manager presented the following budget reports for SEET:
- Total teaching load (EFTSL) half year 2011 by budget element compared to budget targets/projections
- Total CGS taught load 2010/2011 vs targets
- Total FPOS taught load 2010/2011 vs targets
By the semester 1 census date of 27 March the Group will have a good picture of where enrolments stand for 2011.

2.3 Dean (Academic) Report
The Dean (Academic) reported on the following matters:
- Refurbishments. The Board was provided with a report on the meeting held that day with Campus Life to agree on which SEET refurbishment requests are the responsibility of Campus Life. The Group will now commence a rigorous ranking of the jobs that fall under the Group’s responsibility. The Board was advised that the engagement with Campus Life on the refurbishment prioritisation process has been very positive.

2.4 Dean (Learning and Teaching) report
The Dean (Learning and Teaching) reported on the following matters:
• Australian Qualifications Framework. Members were advised on the implications of the AQF review of its guidelines for the Group's programs, particularly at the Masters level.

• LTAS Project. With the closure of the ALTC at the end of 2011, funding for learning and teaching grants and awards programs will be administered by DEEWR from January 2012. The Learning and Teaching Academic Standards (LTAS) project, coordinated by the ALTC and established to define academic standards in line with the Australian Government's new standards-based quality assurance framework, will continue in 2011, with Architecture, Building, and Science due to report their findings in July. Members were asked to advertise to staff in their elements the ALTC Discipline Scholars for Science Consultation workshop being held at 3pm on 15 March.

• Sessional staff induction workshops. The Board was advised that the inaugural sessional staff workshops, offered collaboratively between GIHE and SEET, were well received. Thanks were extended to the Group’s Curriculum Consultant, Felicity Coffey, for coordinating the sessions. Feedback forms from new staff indicated that they value the opportunity to interact with existing staff. The Dean (Learning and Teaching) is currently discussing WHS induction sessions with Stephen Boyd and will be contacting Schools to confirm the attendance list for these sessions.

• Enrolment project. A project is to be undertaken in 2011-2012 to introduce initiatives to improve students’ enrolment experience. One of the early key areas of activity will be to improve presentation of program and course information to internal and external audiences via the program catalogue. The Dean (Learning and Teaching) invited members to forward advice on any key issues relating to enrolment processes and she will take this feedback forward to the project.

Action: Group Board members to forward advice to Dean (Learning & Teaching) on any key issues relating to enrolment processes that they would like the Dean to take forward to the enrolment project.

2.5 Dean (Research) report

The Dean (Research) reported on the following matters:

• Draft SEET HDR Candidature Policy. The Board had before it a draft SEET HDR candidature policy for noting. The Board was advised that in light of the changes to HDR candidature requirements being implemented by GGRS, the draft document before the Board aims to synthesise the current situation for SEET HDR students. The document sets out the requirements for candidature in relation to the compulsory induction program, early candidature milestone, confirmation of candidature, mid-candidature milestone and final year of candidature. The early candidature milestone is to ensure students are on track and for SEET is addressed by the formulation of a HDR progress plan for each candidature no later than 2 months FTE after commencement. Feedback received from the meeting of HDR Convenors held that week indicates that the early candidature milestone template provided by OR requires fine-tuning. Confirmation is an official GGRS milestone. For SEET, confirmation is expected at, or before, 12 months of enrolment FTE. The mid-candidature milestone is currently under discussion within the Group to determine the SEET requirements. GGRS has left it to Groups to adapt this milestone as appropriate for specific disciplines. It is hoped that the Groups’ discussions can be completed as soon as possible to enable the development of an agreed-upon template for the mid-candidature milestone. The Dean (Research) welcomed feedback from Group Board members on the mid-candidature milestone.

• Amendments to journal and conference rankings. The Board noted that the DVC (Research) had forwarded a recent reminder to staff about the ARC ERA 2012 ranked outlets public consultation. Submissions to feed into the 2012 ERA process
are due for submission via the ARC ranked outlets public consultation webpage by March 21 for additions to the lists and by April 4 for changes to the listed outlets.

- **2011 Australian Museum Eureka Prizes.** The Board noted a flyer about the 2011 Australian Museum Eureka Prizes which are now open with entries closing on 6 May 2011. The Dean (Research) will approach Directors and individual staff to seek potential submissions. Directors and Heads were asked to disseminate the flyer and to encourage staff to apply. They were asked to forward the names of staff that they had approached to apply to the Dean (Research) for his information.

- **HERDC update.** SIR INS has advised that completion of submissions for the 2010 round is a priority and 21 March 2011 is the hard deadline for submissions in order to meet the University’s submission deadline. It is also time to have new staff enter their publication data in preparation for 2012 ERA.

- **GGRS update.** An update was provided to members on the GGRS review implementation and automation of business workflows. The issue was raised that is important for senior administrative staff in Centres and Schools to have access to the new systems. The Dean (Research) advised that he will follow up on this matter and raise it at the next meeting of Research Committee. The issue of communication between scholarships and enrolments was also raised. The Board agreed to invite the Dean GGRS to attend its next meeting to provide an update on the GGRS review implementation and on-line business processes.

The Technical Manager (Gold Coast) raised the issue that ethical clearance is a specific component of risk management. He advised that it is too narrow to have a single form on the HDR website referring to risk assessment for biological processes. The Technical Manager agreed to advise the Dean (Research) of the issues in writing. The Dean (Research) agreed to forward this feedback to the Dean (GGRS).

It was noted that the Group Executive is currently developing a strategy to address the funding implications of fee waiver scholarships.

**Action:** Group Board members to forward advice to Dean (Research) on the HDR mid-candidature milestone.

**Action:** Directors and Heads to disseminate flyer on 2011 Australian Museum Eureka Prizes and encourage staff to apply. Directors and Heads to forward the names of staff approached to apply to the Dean (Research) for information.

**Action:** Secretary to invite Dean GGRS to attend April meeting of Group Board to provide an update on the GGRS review implementation and on-line business processes.

### 2.6 Director (Internationalisation and Professional Liaison) Report

The Director (Internationalisation and Professional Liaison) reported on the following matters:

- **Nepal/Thailand visit.** The Board noted the objectives of this visit: to support Associate Professor Jean-Marc Hero’s collaboration with Tribhuvan University, Kathmandu; nurture the articulation program in BEng Civil established by Dr Kali Nepal with Nepal Engineering College, Kathmandu; explore grounds for research collaborations between SEET and Nepali academics; progress the split HDR initiative with King Mongkut University of Technology Thonburi, Thailand. A number of outcomes and actions resulting from the visit were noted. The Board was advised that the focus for 2011 is on 2+2 programs with exclusive markets, by developing new markets and nurturing existing markets. The Board noted that the success of
2+2 programs relied on the establishment of a good relationship with the partner institution and between the two PhD supervisors, and clear articulation of resource issues in the agreement.

- “Split” HDR Initiative. The Board was advised that the quality of “split” HDR initiatives is assured through Griffith's processes and requirements for supervision, candidature and confirmation. It was noted that, in recognition of the potential of the Malaysian market, a delegation from the SEET Group is planned to visit Malaysia with the aim of influencing government decision-making in relation to destination universities for scholarship students.

### 3.0 SUMMARY OF ACTION ITEMS

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forward advice to Dean (Learning &amp; Teaching) on any key issues relating to enrolment processes that they would like the Dean to take forward to the enrolment project.</td>
<td>Group Board members</td>
</tr>
<tr>
<td>Forward advice to Dean (Research) on the HDR mid-candidature milestone.</td>
<td>Group Board members</td>
</tr>
<tr>
<td>Disseminate flyer on 2011 Australian Museum Eureka Prizes and encourage staff to apply. Directors and Heads to forward the names of staff approached to apply to the Dean (Research) for information.</td>
<td>Directors and Heads</td>
</tr>
<tr>
<td>Invite Dean GGRS to attend April meeting of Group Board to provide an update on the GGRS review implementation and online business processes.</td>
<td>Secretary (action taken)</td>
</tr>
</tbody>
</table>

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

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

### 4.0 PROGRAM CHANGES WITHIN FIVE YEAR ACCREDITATION PERIOD

4.1 The Board noted that in relation to Programs Committee business, a work plan is being undertaken to address 3 key areas of activity related to program management:

- Regular program monitoring in the context of quality assurance
- Ensure compliance with AQF
- Simple and consistent presentation of program and course information to internal and external audiences via the Program Catalogue.

4.2 At its 1/2011 (3 March) meeting, Programs Committee discussed the work plan relating to program management, noting that it had been asked to consider the establishment of rules around the amount and type of program change that Programs Committee expects during the five year period for which it has re-accredited a program. The Board noted that Programs Committee had agreed to seek feedback from Group Boards on this matter before considering the matter further at a future meeting.

4.3 The Board had before it statistics on the number of program changes for each Group directed to Academic Committee by Programs Committee for the years 2008 and 2009. The Board noted that, in relation to the timing of program changes, it is important for the Group to be able to initiate program changes in response technological advances that
impact upon the content of its programs. There is also a need to remain responsive to new delivery strategies such as blended learning and to feedback from stakeholders such as professional societies. Limits around the timing and type of program change could reduce this responsiveness. As with other Groups, there is also the requirement to be able to respond quickly to staffing changes. It was further noted that limiting program changes to every five years could also impact significantly on staff workloads as high levels of input would be required to implement larger scale program changes.

4.4 The Board was of the view that rather than imposing limits on the quantity and type of program changes, the importance should be placed on elements clearly demonstrating that the needs of continuing students have been addressed. It was noted that some minor changes, for example the withdrawal of final year courses, may have a significant impact on continuing students, whereas some major changes, such as the introduction of a new major, may have minimal impact on continuing students. The duration of the program can also determine the level of impact of program changes on continuing students. It was agreed that program change submissions sometimes fail to identify the benefit of the changes to students and to adequately address transition arrangements. The Board agreed that although it did not support the introduction of quantitative limits on the timing and number of program change submissions, it endorsed that Programs Committee should require submissions to strongly demonstrate both the benefits of the changes to students and the lack of prejudice to continuing students resulting from the changes.

4.5 The Board agreed that the way program information is currently presented in the program catalogue may be confusing to students. It was also noted that the approval processes required for program changes can sometimes delay the presentation of revised program information on the web causing enrolment issues for students.

Resolution

4.6 The Group Board resolved to provide its feedback to Programs Committee on the expected amount and type of program change in a program during its five year period of reaccreditation by Programs Committee, as outlined above.

Action: Secretary to forward Group Board’s feedback to Programs Committee on the expected amount and type of program change in a program during its five year period of reaccreditation.

5.0 ENG PROGRAM WITHDRAWAL SUBMISSION (2011/0004261)
2026 BACHELOR OF TECHNOLOGY WITH HONOURS IN MICROELECTRONICS

5.1 On the recommendation of the Dean (Learning and Teaching), the Group Board considered the submission (2011/0004261) proposing to withdraw the program 2026 Bachelor of Technology with Honours in Microelectronics to commencing students from semester 1 2011, as there have been no enrolments in this program since 2002.

Resolution

5.2 On the recommendation of the Dean (Learning & Teaching), the Group Board resolved to recommend to the Programs Committee that the Bachelor of Technology with Honours in Microelectronics (2026) be withdrawn to commencing students from semester 1, 2011.

Action: Secretary to forward program withdrawal submission for Bachelor of Technology with Honours in Microelectronics (2026) to Programs Committee.
SECTION B: ACTION UNDER DELEGATED AUTHORITY

6.0 GRIFFITH UNIVERSITY POSTGRADUATE QUALIFYING PROGRAM (2011/0004259)
SCHOOL OF BIOMOLECULAR AND PHYSICAL SCIENCES AGREEMENT

6.1 On the recommendation of the Acting Dean (Academic), the Group Board was asked to ratify the submission (2011/0004259) proposing additional offerings to the Postgraduate Qualifying Program (PQP) (9316) for introduction in semester 2, 2011.

6.2 The Board noted that it was proposed to offer PQP pathways for students who meet academic admission requirements but who have been assessed as no greater than 0.5 IELTS below English language requirements for admission to the following postgraduate programs:
   • Graduate Certificate in Aviation Management
   • Master of Aviation Management
   • Master of Science with Honours (Biotechnology and Molecular Biology)

6.3 The Board noted that students will complete for the PQP three prescribed QIBT courses and one course selected from the BPS postgraduate program they wish to undertake. It was noted that the proposed structure and requirements comply with the University’s existing approved PQP.

Resolution

6.4 On the recommendation of the Acting Dean (Academic), the Group Board resolved to ratify the submission (2011/0004259) proposing additional offerings to the Postgraduate Qualifying Program (PQP) (9316) for introduction in semester 2, 2011.

7.0 MINOR CHANGE SUBMISSION (2010/0010077)

1018 BACHELOR OF SCIENCE (GOLD COAST)
1315 BACHELOR OF SCIENCE (ECOLOGY AND CONSERVATION BIOLOGY) (GOLD COAST)
1279 BACHELOR OF URBAN AND ENVIRONMENTAL PLANNING
1357 BACHELOR OF URBAN AND ENVIRONMENTAL PLANNING/BACHELOR OF SCIENCE (GOLD COAST)

7.1 On the recommendation of the Dean (Learning and Teaching), the Group Board was asked to ratify the minor change submission (2010/0010077) proposing the following changes to programs 1018 Bachelor of Science (Gold Coast), 1315 Bachelor of Science (Ecology & Conservation Biology) (Gold Coast) and 1357 Bachelor of Urban and Environmental Planning/Bachelor of Science (Gold Coast):
   • withdraw 3604ENV Wildlife Management from semester 1, 2011
   • relocate 3606ENV Conservation Biology from semester 2 to semester 1 in third year
   • introduce a new field trip course 3608ENV Wildlife Ecology Field in semester 2 of third year.

7.2 The Board noted that the changes respond to the recommendation of the 2010 Environment Undergraduate Program Review that the School achieve a higher profile in the fieldwork area, in order to enhance the attractiveness of its programs and improve the student experience. The advice of the School was noted that graduate surveys have consistently identified that students value field experience opportunities.
Resolution

7.3 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the submission (2010/0010077) proposing minor changes to 1018 Bachelor of Science (Gold Coast), 1315 Bachelor of Science (Ecology & Conservation Biology) (Gold Coast) and 1357 Bachelor of Urban and Environmental Planning/Bachelor of Science (Gold Coast) for introduction in semester 1 2011.

8.0 MAJOR CHANGE SUBMISSION (2011/0004258)
BACHELOR OF AVIATION

8.1 Members recalled that the 1/2011 (11 February) meeting of SEET Group Board considered a major change submission for the Bachelor of Aviation (1028) proposing changes to the program structure and admission requirements to strengthen expectations that students will complete the flight training requirements of the program in a timely way, which is imperative to the quality of the program’s academic outcomes and the effective management of the flight training component.

8.2 It was noted at the Board’s 1/2011 meeting that there were outstanding matters to be addressed in the submission, particularly in relation to the proposed rule that students complete the degree requirements in 4 years (as University policy allows students 10 years to complete a bachelors degree). It was noted that an amendment to the submission was under consideration to require completion of all remaining degree requirements within 2 years of commencement of the first flight practicum course or commencement of the self-funded flight training. At its 1/2011 meeting, the Board agreed that the submission could go forward to the Programs Committee pending executive approval by the Chair of any further revisions to the submission.

8.3 The revised major change submission for the Bachelor of Aviation (2011/0004258), as executively approved by the Chair of the SEET Group Board for forwarding to Programs Committee, was attached for the Board’s ratification. An update was provided to the Board in relation to consideration of the Bachelor of Aviation major change submission at the 1/2011 meeting of Programs Committee. The Board noted that Programs Committee:

- rejected the inclusion of a selection interview in the admission requirements for the program.
- supported the proposed progression rules that place a time limit on completion of the flight training and Bachelor of Aviation degree requirements.
- expressed concerns about HESA compliance in relation to fees students will be required to pay on top of student contribution payments to complete the requirements of the program. Since the Programs Committee meeting, a set of charges for items agreed to be "tools of trade" have been cleared but other costs will need to be incorporated into the program fees for the Graduate Diploma of Flight Management.

Resolution

8.4 The Group Board resolved to ratify the revised submission (2011/0004258), as executively approved by the Chair of SEET Group Board, for major changes to the Bachelor of Aviation for introduction in semester 1 2011.
9.0 5 YEAR REVIEW OF GRIFFITH SCHOOL OF ENVIRONMENT UNDERGRADUATE PROGRAMS PROGRESS REPORT TO 1/2011 PROGRAMS COMMITTEE (2011/0004260)

9.1 Members recalled that the 1/2011 (11 February) meeting of SEET Group Board noted that the Head of School, Griffith School of Environment was preparing a progress report on the implementation plan for the ENV UG 5 year program review, for presentation to the 1/2011 meeting of Programs Committee via the Dean (Learning & Teaching).

9.2 The Board had before it the ENV UG 5 year program review implementation plan progress report (2011/0004260) forwarded to Programs Committee. It was flagged that the report would need to return to the Group Board for reconsideration at a later date, as it includes a number of action items still under consideration in 2011.

Resolution

9.3 On the recommendation of the Dean (Learning & Teaching), the Group Board resolved to ratify the ENV UG 5 year program review implementation plan progress report (2011/0004260).

10.0 PROGRAM CONVENOR AND FIRST YEAR ADVISOR CHANGES

10.1 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify Program Convenor and First Year Advisor changes for 2011.

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

11.0 INFORMATION SERVICES REPORT

11.1 The Board welcomed Mr Phillip McDonald to the meeting to provide the INS SIR report. The Board was advised that during Veronica Dawson’s absence, Phillip McDonald will attend Nathan meetings of the Board and Diane Smith will attend Gold Coast meetings to present the INS SIR report. A report was provided on the following matters:

- HERDC 2010 publications submission. The deadline for entry of publications data for 2010 HERDC has passed. However there is still time to enter research published in 2010 if submitted urgently. The Research Publications Team has identified 2010 data that have been keyed in but not yet submitted. The importance of, and the process for, submitting this data was noted.
- New resources for 2011. The emphasis for acquisition of new resources for 2011 has been on supporting strategic research areas. The Board was advised that the serials review process will be commencing soon, with feedback to be sought from the Group on its priorities.

Noted

12.0 2011 5 YEAR PROGRAM REVIEWS

12.1 The University’s Program Planning, Development, Approval and Review Processes policy document advises that, in addition to the annual program monitoring process, 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.

12.2 For professionally accredited programs, the external accreditation review and re-accreditation process suffices for the internal review and re-accreditation process. The Board noted that it is a requirement of the policy that for professionally accredited programs, the findings of the external accrediting professional body and an implementation plan, including advice on any identified program changes, are to be forwarded to Programs Committee via the Group Board. These requirements apply to the following programs that have recently undergone external review or will undergo review this year:

- Bachelor of Engineering program suite.
- Planning undergraduate and postgraduate program suite.
- Programs with a Physics major: Bachelor of Science, Bachelor of Science (Advanced)/ (Advanced with Honours), Bachelor of Photonics and Nanoscience, Bachelor of Science with Honours (Accelerated)*.
- Bachelor of Science, Bachelor of Science (Advanced)/ (Advanced with Honours) for Chemistry major (2011)*

*The implementation plan for the Bachelor of Science programs can be aligned with the internal review of the Bachelor of Science programs for the other majors in 2011.

12.3 Programs that are not subject to professional accreditation requirements are required to undergo the full internal review process as follows:

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.

These requirements apply to the following programs that have recently undergone internal review or will undergo review this year:

- Environment undergraduate program suite – a progress report on the implementation plan was forwarded to the 1/2011 meeting of Programs Committee.
- Bachelor of Science and Bachelor of Science (Advanced)/ (Advanced with Honours).
- Bachelor of Biomedical Science and Bachelor of Medical Science in collaboration with the Health Group.
- Bachelor of Forensic Science and Bachelor of Forensic Science/Bachelor of Criminology & Criminal Justice.

Noted
13.0 **2010 ANNUAL PROGRAM MONITORING**

13.1 The Board noted that the University’s Annual Program Monitoring process had now been initiated. Annual Program Monitoring is undertaken by Program Convenors of undergraduate and postgraduate coursework programs to review a range of program indicators available from the Planning, Statistics and Business Intelligence site at the link to Academic Program Performance Indicators.

13.2 The Board noted the following timeframe for Annual Program Review and Improvement Reports:

1) Program Convenor considers Program Performance Data, prepares APRIR and forwards to the Head of School by Monday 28 February 2011.

2) Head of School considers Program Performance Data and APRIR and either approves or returns to Program Convenor for further work. Once approved, all APRIRs to be forwarded to the Dean (Learning and Teaching) by Monday 28 March 2011.

3) Dean (Learning and Teaching) considers Program Performance Data and APRIR and either approves APRIR or, after consultation with the Head of School, advises the Program Convenor that the APRIR requires further work.

4) Dean (Learning and Teaching) completes the Dean’s Report, providing a brief annual review of the performance of the Group’s programs and forwards with the APRIRs to secretary of Programs Committee by Friday 29 April 2011.

5) APRIRs and Deans’ Reports to be considered at Programs Committee June 2011 meeting.

13.3 The Dean (Learning and Teaching) advised that her office has been in close contact with Heads of School to ensure that timelines for submission of APRIRs are met.

**Noted**

14.0 **2010 ACCREDITATION OF PROGRAMS WITH A PHYSICS MAJOR REPORT FROM THE AUSTRALIAN INSTITUTE OF PHYSICS ACCREDITATION PANEL**

14.1 The Board extended congratulations to the School of BPS on the report received from the Australian Institute of Physics confirming 2009 accreditation of Griffith’s programs with a Physics major.

**Noted**

15.0 **TIMELINES FOR PROGRAM PLANNING, DEVELOPMENT AND APPROVAL – 2012**

15.1 The Board noted the following critical dates for approval of program proposals for implementation in 2012:

<table>
<thead>
<tr>
<th>Approval of New Program Submissions by:</th>
<th>For implementation in Semester 1 2012</th>
<th>For implementation in Semester 2 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEET Group Board</td>
<td>13 May 2011</td>
<td>18 November 2011</td>
</tr>
</tbody>
</table>
Programs Committee – Final Date for Approval | 14 July 2011 | 17 February 2012
--- | --- | ---

Major program changes which require the approval of Programs Committee: | For implementation in Semester 1 2012 | For implementation in Semester 2 2012
--- | --- | ---

SEET Group Board | 19 August 2011 | February 2012

Programs Committee – Final date | 1 September 2011 | 2 March 2012

**Noted**

**16.0 ARC FUNDING RULES 2012 DISCOVERY EARLY CAREER RESEARCHER AWARD (DECRA) SCHEME**

16.1 The Board noted advice from the DVC (Research) that the ARC had released the Funding Rules for the 2012 Discovery Early Career Researcher Award (DECRA) scheme. The DECRA replaces the Australian Postdoctoral Fellowships that were previously part of the Discovery Projects scheme.

16.2 The RMS system will be open from 23 March 2011 for entry of applications. Further documentation, including the Instructions to Applicants will be released by the ARC closer to this time. Up to date information on the DECRA scheme can be found at: [http://www.arc.gov.au/ncgp/decra.htm](http://www.arc.gov.au/ncgp/decra.htm)

16.3 The internal submission date for applications is 27 April 2011. Applications not submitted to the Office for Research by the internal deadline are at risk of not being approved for submission to the ARC in this round. Further information for applicants will be made available shortly on the following web site: [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)

**Noted**

**17.0 ARC FUNDING RULES ARC FUTURE FELLOWSHIPS**

17.1 The Board noted advice from the DVC (Research) that the ARC had released the 2011 Funding Rules, submission dates and forms for Eligibility Exemption Requests for the ARC Future Fellowships grant scheme.

17.2 Intending applicants need to submit by 18 March 2011 to the Office for Research an Expression of Interest consisting of:
   1. Recent CV
   2. Indication of the salary level sought from the ARC
   3. Name of School or Research Centre that will host the fellowship
   4. Endorsement of Head of Element and Group PVC

17.3 The closing date for applications from the University is 20 April 2011 (5pm). The University’s internal submission date is 1 April 2011.

**Noted**

**18.0 ACADEMIC PLAN 2011-2013: IMPLEMENTING OUR VISION**
18.1 The Board noted that *Academic Plan 2011-2013: Implementing Our Vision* was launched at the 2011 Senior Management Development Program. The Plan can be accessed at http://www.griffith.edu.au/about-griffith/plans-publications/academic-plan. Staff are encouraged to read the Plan and to discuss it within their elements.

18.2 The Implementation Plan is available in the Griffith Portal at Work > Strategic Planning > Key University Documents.

Noted

19.0 OTHER BUSINESS

19.1 The Dean (Learning and Teaching) sought the views of members on the proposed removal of the PC grade in the University’s revised Assessment Policy. The Board noted that the PC grade can cause confusion for students as for some purposes it counts as a pass (eg. awards credit for the course) and for other purposes it counts as a fail (eg. does not meet pre-requisite requirements, does not award credit for a course if the PC limit has already been reached). Concerns were expressed about the quality of graduates when the PC grade enables students to graduate from their program with an overall GPA below pass level. Members were generally in favour of removal of the PC grade. The comment was made that the PC grade is useful to enable graduation when the course is elective and not core to the outcomes of the student’s program. It was suggested that, as part of the university’s discussion on this matter, it could look at the reasons why the PC grade was originally introduced and also canvass student views on the matter.

20.0 2011 MEETING SCHEDULE

Remaining meetings for 2011 of the SEET Group Board will be held at 10.00am on the following dates:

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Campus</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 April</td>
<td>Gold Coast</td>
<td>Room 2.02 The Chancellery (G34)</td>
</tr>
<tr>
<td>13 May</td>
<td>Nathan</td>
<td>Room 2.02 Bray Centre (N54)</td>
</tr>
<tr>
<td>10 June</td>
<td>Gold Coast</td>
<td>Room 2.02 The Chancellery (G34)</td>
</tr>
<tr>
<td>19 August</td>
<td>Gold Coast</td>
<td>Room 2.02 The Chancellery (G34)</td>
</tr>
<tr>
<td>16 September</td>
<td>Nathan</td>
<td>Room 2.02 Bray Centre (N54)</td>
</tr>
<tr>
<td>21 October</td>
<td>Gold Coast</td>
<td>Room 2.02 The Chancellery (G34)</td>
</tr>
<tr>
<td>18 November</td>
<td>Nathan</td>
<td>Room 2.02 Bray Centre (N54)</td>
</tr>
</tbody>
</table>

21.0 SUMMARY OF ACTION ITEMS

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forward Group Board’s feedback to Programs Committee on the expected amount and type of program change in a program during its five year period of reaccreditation.</td>
<td>Secretary</td>
</tr>
<tr>
<td>Forward program withdrawal submission for Bachelor of Technology with Honours in Microelectronics (2026) to Programs Committee.</td>
<td>Secretary (action taken)</td>
</tr>
</tbody>
</table>
### DISTRIBUTION LIST

<table>
<thead>
<tr>
<th>Group Board Members</th>
<th>Appointment Type</th>
</tr>
</thead>
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<td><strong>Dean (Academic)</strong></td>
</tr>
<tr>
<td>Professor Sue Berners-Price</td>
<td><strong>Dean, Research (Science, Environment, Engineering &amp; Technology)</strong></td>
</tr>
<tr>
<td>Associate Professor Michael Blumenstein</td>
<td><strong>Dean, Research (Science, Environment, Engineering &amp; Technology)</strong></td>
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<tr>
<td>Associate Professor Wendy Loughlin</td>
<td><strong>Dean, Learning &amp; Teaching (Science, Environment, Engineering &amp; Technology)</strong></td>
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<td>Professor Bofu Yu</td>
<td><strong>Head, Griffith School of Engineering</strong></td>
</tr>
<tr>
<td>Associate Professor Peter Bernus</td>
<td><strong>Head, School of Information &amp; Communication Technology</strong></td>
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<tr>
<td>Professor Hamish McCallum</td>
<td><strong>Head, Griffith School of Environment</strong></td>
</tr>
<tr>
<td>Professor Frank Clarke</td>
<td><strong>Head, School of Biomolecular &amp; Physical Sciences</strong></td>
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<tr>
<td>Associate Professor Charles Lemckert/Associate Professor Steven O’Keefe</td>
<td><strong>Deputy Head, Griffith School of Engineering</strong></td>
</tr>
<tr>
<td>Dr Rene Hexel/ Dr Wayne Pullan</td>
<td><strong>Deputy Head, School of Information &amp; Communication Technology</strong></td>
</tr>
<tr>
<td>Associate Professor Anthony Carroll/ Professor Roger Kitching</td>
<td><strong>Deputy Head, Griffith School of Environment</strong></td>
</tr>
<tr>
<td>Dr Ann McDonnell/ Associate Professor Robert Sang</td>
<td><strong>Deputy Head, School of Biomolecular &amp; Physical Sciences</strong></td>
</tr>
<tr>
<td>Representative of the Directors of the Group Research Centres</td>
<td><strong>vacant</strong></td>
</tr>
<tr>
<td>Professor Yew-Chaye Loo</td>
<td><strong>Director, Internationalisation &amp; Professional Liaison</strong></td>
</tr>
<tr>
<td>Professor Stuart Bunn</td>
<td><strong>invited</strong></td>
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<tr>
<td>Professor Ron Quinn</td>
<td><strong>invited</strong></td>
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<tr>
<td>Professor Abdul Sattar</td>
<td><strong>invited</strong></td>
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<td>Professor Mark von Itzstein</td>
<td><strong>invited</strong></td>
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<td>Mr James Walden</td>
<td><strong>invited</strong></td>
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<tr>
<td>Ms Glenda Graham</td>
<td><strong>invited</strong></td>
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<tr>
<td>Ms Catherine Delahunty</td>
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<td>Mr Stephen Boyd</td>
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<td>Mr George Klich</td>
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<tr>
<td>Mr Vince Lalor</td>
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<tr>
<td>Ms Paula Kitto</td>
<td><strong>invited</strong></td>
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<tr>
<td>Mr Liam Staunton</td>
<td><strong>invited</strong></td>
</tr>
<tr>
<td>HR Advisers (SEET)</td>
<td><strong>invited</strong></td>
</tr>
<tr>
<td>Ms Veronica Dawson</td>
<td><strong>invited</strong></td>
</tr>
</tbody>
</table>
INS representative

Professor Allan Cripps
   Pro Vice Chancellor (Health)
Professor Nick Buys
   Dean, Learning & Teaching (Health Group)

invited

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