GRIFFITH UNIVERSITY

SCIENCE, ENVIRONMENT, ENGINEERING & TECHNOLOGY GROUP BOARD

AGENDA 2/2012

A meeting of the Science, Environment, Engineering and Technology Group Board will be held at 10.00am on Friday 9 March in Room 2.02, Council Chamber, Bray Centre (N54), Nathan campus.

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Significant Committee Events
This meeting of the Science, Environment, Engineering & Technology Group Board will be at 10.00am on Friday 9 March 2012 in Room 2.02, Council Chamber, Bray Centre (N54), Nathan campus.
Deadlines

- Agenda items due with Secretary, Programs Committee for March meeting by 15 March 2012.

Committee TeamPlace Web Address

- [https://qplace01.domino.griffith.edu.au/QuickPlace/sec-university-committees/PageLibrary4A2572760016EDDC.nsf/h_Toc/92be13faec1b58390525670800167238/?OpenDocument](https://qplace01.domino.griffith.edu.au/QuickPlace/sec-university-committees/PageLibrary4A2572760016EDDC.nsf/h_Toc/92be13faec1b58390525670800167238/?OpenDocument) Use the left navigation bar to select the relevant committee site. Username is your staff number and password is the same as your Active Directory login. Call the Secretary on 57792 for advice or if experiencing difficulties.

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**GRIFFITH UNIVERSITY**

**SCIENCE, ENVIRONMENT, ENGINEERING & TECHNOLOGY GROUP BOARD**

**Faculty Board Members**

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Clyde Wild</td>
<td>Dean (Academic)</td>
</tr>
<tr>
<td>Professor Sue Berners-Price</td>
<td>Pro Vice Chancellor</td>
</tr>
<tr>
<td>Associate Professor Michael Blumenstein</td>
<td>Dean, Research</td>
</tr>
<tr>
<td>Associate Professor Wendy Loughlin</td>
<td>Dean, Learning &amp; Teaching</td>
</tr>
<tr>
<td>Professor Bofu Yu</td>
<td>Head, Griffith School of Engineering</td>
</tr>
<tr>
<td>Associate Professor Peter Bernus</td>
<td>Head, School of Information &amp; Communication Technology</td>
</tr>
<tr>
<td>Professor Hamish McCallum</td>
<td>Head, Griffith School of Environment</td>
</tr>
<tr>
<td>Professor Frank Clarke</td>
<td>Head, School of Biomolecular &amp; Physical Sciences</td>
</tr>
<tr>
<td>Associate Professor Charles Lemckert/ Associate Professor Steven O'Keefe</td>
<td>Deputy Head, Griffith School of Engineering</td>
</tr>
<tr>
<td>Dr Rene Hexel/ Dr Wayne Pullan</td>
<td>Deputy Head, School of Information &amp; Communication Technology</td>
</tr>
<tr>
<td>Associate Professor Anthony Carroll/Professor Nigel Stork</td>
<td>Deputy Head, Griffith School of Environment</td>
</tr>
<tr>
<td>Dr Ann McDonnell/ Associate Professor Robert Sang</td>
<td>Deputy Head, School of Biomolecular &amp; Physical Sciences</td>
</tr>
<tr>
<td>Representative of the Directors of the Group Research Centres</td>
<td>vacant</td>
</tr>
<tr>
<td>Professor Yew-Chaye Loo</td>
<td>Director, Internationalisation &amp; Professional Liaison</td>
</tr>
<tr>
<td>Professor Stuart Bunn</td>
<td>Director, Australian Rivers Institute</td>
</tr>
<tr>
<td>Professor Ron Quinn</td>
<td>invited</td>
</tr>
<tr>
<td>Professor Abdul Sattar</td>
<td>invited</td>
</tr>
<tr>
<td>Professor Mark von Itzstein</td>
<td>invited</td>
</tr>
<tr>
<td>Mr James Walden</td>
<td>invited</td>
</tr>
<tr>
<td>Ms Glenda Graham</td>
<td>invited</td>
</tr>
<tr>
<td>Ms Catherine Delahunty</td>
<td>invited</td>
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</tbody>
</table>

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www.griffith.edu.au/committees

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Mr Stephen Boyd
Mr George Klich
    Technical and Logistics Managers, Technical Services (SEET)
Mr Vince Lalor
    Deputy Resource Manager
Ms Paula Kitto
Ms Joanne Robertson
    HR Advisers (SEET)
Mr Phillip McDonald
    INS representative
Professor Allan Cripps
    Pro Vice Chancellor (Health)
Professor Nick Buys
    Dean, Learning & Teaching (Health Group)

_invited_

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

**Other Copies**
Corporate Archives & Records Management copy (attachments)
Binding copy (attachments)
Spare copy
AGENDA

1.0 APOLOGIES

Apologies may be recorded by contacting Kim Hillier, x 57792, or by emailing K.Hillier@griffith.edu.au

2.0 CONFIRMATION OF MINUTES

The minutes of the 1/2012 (10 February) meeting will be circulated. To be taken as read and confirmed.

PART ONE (10.00am – 12.00 noon)

3.0 MATTERS ARISING FROM THE 1/2012 (10 FEBRUARY) MINUTES

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forward email to Heads of School and Research Centre Directors to request</td>
<td>Group Executive Officer</td>
</tr>
<tr>
<td>that they nominate an appropriate person in their School/Centre for the</td>
<td>(action taken)</td>
</tr>
<tr>
<td>Outreach Coordinator to contact to discuss their School’s/Centre’s outreach</td>
<td></td>
</tr>
<tr>
<td>activities.</td>
<td></td>
</tr>
<tr>
<td>Forward Outreach Coordinator PD to Heads of School.</td>
<td>Group Executive Officer</td>
</tr>
<tr>
<td></td>
<td>(action taken)</td>
</tr>
</tbody>
</table>

4.0 NEW BUSINESS

4.1 PVC Report

- Orienting SEET programs for the resources boom. (Refer attachment 4.1a)
- PVC Strategic Research Development Fund. (Refer attachment 4.1b)

PVC to report

4.2 Budget and Enrolment Update

- Budget/Contingency position
- Semester 1 2012 enrolment performance of SEET Schools relative to 2011. (Refer attachment 4.2a)

GRM to report
4.3 Health and Safety Matters
PVC/Dean (Academic) to report

4.4 Learning and Teaching Matters
Dean (Learning and Teaching) to report

4.5 Internationalisation Matters
- Statistics
- Internationalisation and Professional Liaison Advisory and Operations Committee (IPLAOC)
- HDR applications
Director (Internationalisation and Professional Liaison) to report

4.6 Academic Matters
Dean (Academic) to report

4.7 Research Matters
Acting Dean (Research) to report

4.8 HR Matters
- General Staff Performance Review
  Joanne Robertson to report on behalf of HR Manager (SEET)

5.0 INFORMATION SERVICES REPORT
Dr Franz Pinz will attend the meeting on behalf of Phillip McDonald to present the Information Services (SIR) Report.

6.0 OTHER BUSINESS

PART TWO (12.00 noon– 2.00pm)

7.0 MATTERS ARISING FROM THE 1/2012 (10 FEBRUARY) MINUTES

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bring forward matter of documentation of health and safety risk management practice in SEET course profiles to March 2012 meeting of Group Board.</td>
<td>Refer agenda item 9.0</td>
</tr>
<tr>
<td>Bring forward review of placement/laboratory inductions to April 2012 meeting of Group Board.</td>
<td>Secretary</td>
</tr>
<tr>
<td>Amend Figure 17 to base on EFTSL and make required additions to Figure 18 to fully account for staff resources in the 5 year B Forensic Science review report. Return revised report for executive approval by Chair, Group Board.</td>
<td>HoS BPS</td>
</tr>
</tbody>
</table>

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

SECTION I: MATTERS FOR DEBATE AND DECISION

8.0 5 YEAR PROGRAM REVIEW REPORT (2012/0011507)
1210 BACHELOR OF SCIENCE
1330/1342 BACHELOR OF SCIENCE (ADVANCED WITH HONOURS/BACHELOR OF SCIENCE (ADVANCED))

8.1 The University’s Program Planning, Development, Approval and Review Processes advise (in Section 10.2) that the review team’s report is submitted to the Group Board for consideration. Where the review’s summary recommendation is for the program to be approved, the relevant Dean and Program Convenor respond to the recommendations contained in the review team’s report in the form of an Implementation Plan, including any necessary program changes, for consideration by the School Committee and Group Board. The Group Board forwards the Implementation Plan and any necessary program changes to Programs Committee. This process is to be completed within two months of receipt of the review report from the review team by the Group Board. Changes to programs follow the University’s procedures for approval.

8.2 The Board is asked to consider the attached five-year program review report (2012/0011507) for the Bachelor of Science (1210) and the Bachelor of Science (Advanced with Honours)/Bachelor of Science (Advanced) (1330/1342), for recommendation to proceed with the Implementation Plan.

For consideration

9.0 HEALTH AND SAFETY INFORMATION ON SEET COURSE PROFILES

9.1 The matter of the responsibility of the Group to advise students of health and safety risks associated with courses offered by the Schools and how the School has mitigated against these risks was discussed at the 1/2012 (10 February) meeting of Group Board in respect to including this advice in a section of the relevant course profiles.

9.2 Advice has been sought from the Manager, Academic Program Services on an appropriate place in the course profile to include this information. The Manager APS expressed some concerns that including the information in section 6.2 of the profile in the optional section that can be used by Schools might not be highly visible to students. It was suggested that it may be preferable to include the information upfront in the profile in the course introduction sections of the profile.

9.3 On the request of the Group Board to investigate how application of health and safety practices has been included in the course profile for 1101BPS Chemistry A, advice has been received from the Convenor that it is included in the profile for this course as a learning objective. This is supported by the compulsory laboratory induction in orientation week and an emphasis on work H&S procedures in the laboratories.

9.4 The Group Board may wish to consider this matter further.

For discussion

10.0 BPS MAJOR CHANGE SUBMISSION (2012/0011505)
1306 BACHELOR OF MEDICAL SCIENCE

10.1 On the recommendation of the Dean (Learning and Teaching) (7 March 2012), the Group Board is asked to consider the attached major change submission
(2012/0011505) proposing changes to the degree requirements and program structure of the Bachelor of Medical Science (1306) to align the requirements, core curriculum and electives more closely with the Gold Coast offering of the program.

10.2 The following changes to degree requirements are proposed:

**For Gold Coast students who commence from 2012 and Nathan students who commence from 2013:**

To be eligible for the award of Bachelor of Medical Science (BMedSc), a student must acquire 240CP as prescribed below:

- gain 220CP for core coursework
- gain 10CP for the listed electives and
- gain 10CP for the free-choice elective

Additionally

- at least 10CP of free-choice electives must comprise courses in non-science areas. This may include courses offered by other teaching elements of the University.
- at least 10CP of listed electives and free-choice electives must be at third year level
- a total of 60CP of courses must come from third year level (50CP for core courses and minimum of 10CP for listed electives)
- a minimum Pass grade is required in the designated course 'Human Skills for Medicine'
- gain no more that 30CP for courses in which the grade of Pass Conceded has been attained.

**For Nathan students who commenced from in 2011 or 2012, and Gold Coast students who commenced in 2011**

To be eligible for the award of Bachelor of Medical Science (BMedSc), a student must acquire 240CP as prescribed below:

- gain 200CP for core coursework
- gain 20CP for listed electives and
- gain 20CP for free-choice electives

Additionally

- at least 10CP of free-choice electives must comprise courses in non-science areas
- at least 10CP of listed electives and free-choice electives must be at third year level
- a total of 60CP of courses must come from third year level (50CP for core courses and minimum of 10CP for listed electives)
- a minimum Pass grade is required in the designated course 'Human Skills for Medicine'
- gain no more that 30CP for courses in which the grade of Pass Conceded has been attained.

10.3 The following program structure changes are proposed:

**Year 1**

- replace the elective (non-science elective recommended) with a free-choice elective from a non-science area.

**Year 2**
• replace the elective (non-science elective recommended) with a listed elective.
• change the status of the alternative courses 1001PSY Introductory Cognitive and Biological Psychology/1008PSY Interpersonal Skills/ 1009PSY Introduction to Psychological Science and Society from core to listed elective.
• change the status of 3003BPS Neuroscience, 3002BPS Clinical Pathology and 3014BPS Advanced Physiology from listed elective to core.
• Add 3006BPS Biomolecular Innovation as a listed elective.
• Remove the following courses from the listed elective list: 3001MSC Science of Infection Control; 3003MSC Research Project; 1003BPS Topics in Biosciences; 3005BPS BPS Project.

Recommendation

10.2 On the recommendation of the Dean (Learning & Teaching), the Group Board is asked to recommend to Programs Committee that the changes to the Bachelor of Medical Science (1306), as described in (2012/0011505), be approved for introduction from semester 1, 2013.

For consideration

11.0 BPS MAJOR CHANGE SUBMISSION (2012/0011504)
5098 MASTER OF SCIENCE IN FORENSIC SCIENCE (QPS)

11.1 On the recommendation of the Dean (Learning and Teaching) (7 March 2012), the Group Board is asked to consider the attached major change submission (2012/0011504) proposing the following changes to the Master of Science in Forensic Science (QPS) (5098):

• Rename 7288BPS Fire Scene Examination and Investigation to Hazardous Crime Scene Examination and Investigation to better reflect course content.
• Rename 7292BPS Research Project to Special Topics in Forensic Science to better reflect the work undertaken in this course.
• Remove the Forensic Document Examiners stream on the advice of the Queensland Police Service. The Forensic Document Examination Section now runs its own internal training program dedicated to its needs. The section is now comprised fully of civilian scientists rather than sworn crime scene officers. Therefore, it is no longer required for the Document Examiners to complete the Masters of Science in Forensic Science as most of the content is crime scene specific and not applicable to them. There are no students currently completing the Forensic Document Examiners stream.

Recommendation

11.2 On the recommendation of the Dean (Learning & Teaching), the Group Board is asked to recommend to Programs Committee that the changes to the Master of Science in Forensic Science (QPS) (5098), as described in (2012/0011504), be approved for introduction from semester 1, 2012

For consideration

12.0 ENV MAJOR CHANGE SUBMISSION (2012/0011506)
1356 BACHELOR OF ENVIRONMENTAL DESIGN

12.1 On the recommendation of the Dean (Learning and Teaching) (7 March 2012), the Group Board is asked to consider the attached major change submission (2012/0011506) proposing to change the name of the award major in the Bachelor of Environmental Design (1356) from Architectural Studies to Architecture.
12.2 The proposed change follows meetings with the Director (External Relations) and is expected to provide a clearer marketing message to prospective students on the outcomes of this award major.

Recommendation

12.3 On the recommendation of the Dean (Learning & Teaching), the Group Board is asked to recommend to Programs Committee that the changes to the Bachelor of Environmental Design (1356), as described in (2012/0011506), be approved for introduction from semester 1, 2012.

For consideration

SECTION II: MATTERS REQUIRING RATIFICATION OF EXECUTIVE ACTION

13.0 PROGRAM CONVENOR AND FIRST YEAR ADVISOR CHANGES

13.1 On the recommendation of the Dean (Learning and Teaching) the Group Board is asked to ratify the appointment of BPS Program Convenors for 2012 as listed on the attached.

13.2 On the recommendation of the Dean (Learning and Teaching) the Group Board is asked to ratify the following First Year Advisor change:

1279 Bachelor of Urban and Environmental Planning (Gold Coast) and Planning component of 1357 Bachelor of Urban and Environmental Planning/Bachelor of Science (Gold Coast) – replace Dr Aysin Dedekorkut with Dr Jason Byrne.

For ratification

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

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

14.1 The Board is asked to note the following critical dates for approval of full program proposals for programs to be introduced in semester 1 2013:

SEET Group Board – 1 June for 15 June 2012 meeting
Programs Committee – 5 July for 19 July 2012 meeting

and for approval of major change submissions for implementation in semester 1 2013:

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

14.2 The following initiatives have received DVC (Academic) approval to proceed with planning for introduction in 2013:

New programs
2087 Bachelor of Biomedical Science with Honours (Accelerated)
1390 Bachelor of Environmental Management/Bachelor of Business
5558 Master of Architecture

Major changes
3206/5468/5529 Graduate Certificate in Engineering/Master of Engineering/Master of Engineering Advanced Studies (Nathan) - new award specialisations in Sports Technology and Energy Systems

14.3 The Dean (Learning & Teaching) will provide members with a brief update on the establishment of program development teams to develop the program proposal documentation for committee approval of the above initiatives.

14.4 The Board is asked to note 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.

For noting

15.0 2012 5 YEAR PROGRAM REVIEWS

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

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

<table>
<thead>
<tr>
<th>Program Code</th>
<th>Program Name</th>
<th>Review Type</th>
<th>Accreditation Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1306</td>
<td>Bachelor of Medical Science</td>
<td>5 Year Program Review</td>
<td>Combined review with 1280 B Medical Science (Health Group)</td>
</tr>
<tr>
<td>1031</td>
<td>Bachelor of Biomedical Science</td>
<td>5 Year Program Review</td>
<td>Combined review with 1094 B Biomedical Science (Health Group)</td>
</tr>
<tr>
<td>1348/1349/1350</td>
<td>Bachelor of Biomolecular Science (Advanced) (Nathan/Gold Coast)/B Biomolecular Science (Exit Point) (Gold Coast)</td>
<td>5 Year Program Review</td>
<td></td>
</tr>
<tr>
<td>2078</td>
<td>Biomolecular and Physical Sciences Honours Program</td>
<td>5 Year Program Review</td>
<td></td>
</tr>
<tr>
<td>1240</td>
<td>Bachelor of Photonics &amp; Nanoscience</td>
<td>5 Year Program Review</td>
<td>(Aust Institute of Physics 2013)</td>
</tr>
<tr>
<td>1042/1109</td>
<td>Bachelor of Information Technology</td>
<td>Australian Computer Society Accreditation</td>
<td>Combined review with other undergraduate IT programs</td>
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<tr>
<td>2011/2020</td>
<td>Bachelor of Information Technology with Honours</td>
<td>Australian Computer Society Accreditation</td>
<td>Combined review with other undergraduate IT programs</td>
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<tr>
<td>1250</td>
<td>Bachelor of Information Technology (Accelerated and @Work)</td>
<td>Australian Computer Society Accreditation</td>
<td>Combined review with other undergraduate IT programs</td>
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<tr>
<td>1331/1341</td>
<td>Bachelor of Information Technology (Advanced with Honours)/Bachelor of Information Technology (Advanced)</td>
<td>Australian Computer Society Accreditation</td>
<td>Combined review with other undergraduate IT programs</td>
</tr>
<tr>
<td>1045</td>
<td>Bachelor of Science/Bachelor of Information Technology</td>
<td>Australian Computer Society Accreditation</td>
<td>Combined review with other undergraduate IT programs</td>
</tr>
<tr>
<td>1046/1110</td>
<td>Bachelor of Multimedia</td>
<td>Australian Computer Society Accreditation</td>
<td>Combined review with other undergraduate IT programs</td>
</tr>
<tr>
<td>2013/2021</td>
<td>Bachelor of Multimedia with Honours</td>
<td>Australian Computer Society Accreditation</td>
<td>Combined review with other undergraduate IT programs</td>
</tr>
</tbody>
</table>
15.3 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.

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

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

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

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

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

5) The implementation plan and any program changes are considered in turn by School Committee, Group Board, Programs Committee.

6) If the review team recommends withdrawal of the program, the recommendation is forwarded to the DVC (Academic) via the Group PVC for consideration.

For noting

16.0 FAIR WORK OMBUDSMAN RULING ON INTERNSHIPS, VOCATIONAL PLACEMENTS AND UNPAID WORK

16.1 In December 2011 the Australian Government Fair Work Ombudsman published its ruling on Internships, Vocational Placements & Unpaid Work. Attached is a copy of the Ombudsman’s ruling.

16.2 The critical aspect of this ruling is that unpaid intern programs have the full endorsement of the Fair Work Ombudsman. In practice this means that if a student or graduate is undertaking unpaid work that substantially benefits them in terms of course requirements or essential skills acquisition through a placement or internship, while their work isn’t expected to be essential for the operation of the organisation, they are viewed by the Fair Work Ombudsman as undertaking a valid unpaid work experience placement and internship.

For noting

17.0 OTHER BUSINESS

18.0 2012 MEETING SCHEDULE

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

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Campus</th>
<th>Venue</th>
</tr>
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<tbody>
<tr>
<td>9 March</td>
<td>Nathan</td>
<td>N54_2.02</td>
</tr>
<tr>
<td>Date</td>
<td>Location</td>
<td>Room</td>
</tr>
<tr>
<td>-----------</td>
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<tr>
<td>20 April</td>
<td>Gold Coast</td>
<td>G34_2.02</td>
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<tr>
<td>18 May</td>
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<tr>
<td>15 June</td>
<td>Gold Coast</td>
<td>G34_2.02</td>
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<tr>
<td>20 July</td>
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<td>17 August</td>
<td>Gold Coast</td>
<td>G34_2.02</td>
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<td>14 September</td>
<td>Nathan</td>
<td>N54_2.02</td>
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<tr>
<td>12 October</td>
<td>Gold Coast</td>
<td>G34_2.02</td>
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<tr>
<td>16 November</td>
<td>Nathan</td>
<td>N54_2.02</td>
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