A meeting of the Science, Environment, Engineering and Technology Group Board was held at 10.00am on Friday 9 March 2012 in Room 2.02, Council Chamber, Bray Centre (N54), Nathan campus.

MINUTES

PRESENT:

Professor Clyde Wild (Chair)
Professor Sue Berners-Price (session one)
Professor Debra Bernhardt (session one)
Professor Yew-Chaye Loo (session one)
Associate Professor Wendy Loughlin
Professor Frank Clarke
Professor Bofu Yu
Professor Hamish McCallum
Associate Professor Peter Bernus
Professor Ron Quinn (session one)
Associate Professor Helen Blanchard (session one)
Professor Joe Lee (session one)
Professor Abdul Sattar (session one)
Dr Rene Hexel
Mr James Walden (session one)
Ms Joanne Robertson (session one)
Ms Catherine Delahunty (session one)
Mr Vince Lalor (session one)
Mr Stephen Boyd
Mr George Klich
Dr Franz Pinz

Secretary: Ms Kim Hillier

1.0 CONFIRMATION OF MINUTES

The minutes of the 1/2012 (10 February) meeting of the SEET Group Board, having been circulated, were taken as read and confirmed.

SESSION ONE (10.00am – 12.00 noon)

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

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
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<tbody>
<tr>
<td>Forward email to Heads of School and Research Centre Directors to request</td>
<td>Group Executive Officer (action taken)</td>
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<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>
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<tr>
<td>activities.</td>
<td></td>
</tr>
<tr>
<td>Forward Outreach Coordinator PD to Heads of School.</td>
<td>Group Executive Officer (action taken)</td>
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3.0 NEW BUSINESS

3.1 PVC report

The PVC reported on the following matters:

- Orienting SEET programs for the resources boom.
  In March 2012, the Vice Chancellor circulated a discussion paper Griffith 2020 – the Next Step setting out the University’s progress to date under the current strategic plan and seeking feedback from the University community on the key strategies and questions included under the Next Steps section of the paper. This consultation process will feed into development of the new strategic plan forwarded to University Council in December 2012. The focus of Griffith 2020 is the repositioning of Griffith as a Student Centred Research University. The paper identifies major changes in the external environment that will require the University to consider a strategic repositioning in some areas while maintaining key elements of its current strategy. In relation to these external changes, one of the questions posed by the paper is how can the University’s academic programs respond to the Queensland resources boom. The Next Steps section of the paper advises, as immediate term actions to be taken: a review of the academic profile by the DVC (Academic) in light of a resources economy; and a review by the Director ER and PVC (International) of the marketing and positioning of programs for a resources economy.

The Board had before it the paper Orienting SEET Programs for the Resources Boom prepared by the PVC (SEET) in response to Griffith 2020. The SEET paper provides an environmental scan, including the findings of Deloitte’s Queensland Resources Sector State Growth Outlook Study (November 2011), commissioned by the Queensland Resources Council. The Deloitte study identifies the following 3 aspects limiting the potential growth of the resources sector: skills shortage; electricity supply; water supply. These aspects provide program planning opportunities for SEET, particularly in the areas of Engineering, Environment and Planning. There was support at the meeting for program models that respond earlier than the MEA program which focuses on year 3 courses. It was noted that careful consideration should be given to the types of skills required, such as interdisciplinary skills and skills related to automated and semi-automated technologies.

Heads of School were asked to forward their feedback on the paper Orienting SEET Programs for the Resources Boom to the PVC (SEET).

- PVC Strategic Research Development Fund.
  At the 1/2012 meeting, the Board noted inclusion in the SEET 2012 Operational Plan of strategic development allocations for teaching and research. The Board had before it guidelines for the PVC Strategic Research Development Fund. The guidelines advise on the area/s that funding requests should address. Requests from Heads of elements for up to around $25,000 (with matching contribution) will be considered. The guidelines will be distributed to SEET Centres and Schools.

3.2 Budget and enrolment update

The Group Resource Manager reported on the following matters:

- Budget/Contingency position
  The GRM presented the following budget reports:
  - Total teaching load (EFTSL) half year 2012 by budget element compared to budget targets/projections
  - SEET Taught Load Commencing and Continuing as at 8 March 2012
  - Total CGS taught load 2011/2012 vs targets
bullet Total FPOS taught load 2011/2012 vs targets

bullet Semester 1 2012 enrolment performance of SEET Schools relative to 2011.

The Board had before it data on 2011 and 2012 semester 1 taught load for Nathan and Gold Coast for each School and SEET overall, adjusted to census date. The Board was advised that the data provides additional information on enrolment performance of the Schools.

In relation to CGS enrolments, the Board was advised that PFS is undertaking a careful analysis of QTAC and non-QTAC offers, acceptances and enrolments to identify where offers are not converting to enrolments. It is expected that this data will be available for the next meeting of Group Board.

3.3 Health and Safety Matters

The Dean (Academic) reported on the following matters:

bullet Laboratory audit.

Although good progress has been made in health and safety practice, there is room for further improvements. Follow up actions will be taken in specific instances.

bullet SEET Academic Group OHS Operational Plan 2012.

The SEET 2012 OHS Operational Plan was tabled. The Plan is guided by WH&S legislation, Griffith’s Safety Management System and review of the Group’s current Risk profile, associated departmental Risk Registers and emerging incident trends. The Plan highlights priority WH&S objectives for 2012, some of which carry over from 2011. Processes are in place to address in 2012 a comprehensive review of fieldwork activities and register of drugs and poisons holdings. Good features have been carried over from 2011 such as the inclusion of WH&S objectives related to senior positions. Members were asked to forward their feedback on the Plan to the Technical Manager (SEET).

bullet SEET Academic Group PVC Safety Recognition Award

The SEET SRA has been introduced to enhance the existing University scheme run by HR within the context of the Group’s academic and research practices. There are 5 award categories: Learning and Teaching WH&S Initiative (element or work group); Research WH&S Initiative (element or work group); Support Service WH&S Initiative (work group); WH&S Leadership (individual); WH&S Innovation (individual or work group). Nominations are made on the form provided and must address the criteria for the category. Assessment of the best nomination in each award category will be made by a selection panel established by the PVC (SEET). A framed certificate signed by the PVC and Dean (Academic) will be presented to award recipients. Completion of the Group award round will precede the University award so that recipients may go on to nominate for the University award. Further information will be provided in the future about the processes for the SRA.

3.4 Learning and Teaching Matters

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

bullet Griffith’s responses to the AQF Council’s consultation documents: criteria for determining the addition of a profession permitted to use the alternative title of ‘Doctor of’ for the Masters Degree (Extended); review of the Graduate and Vocational Graduate Certificate and Diploma qualification types.

The Dean (Learning and Teaching) has flagged to the Secretariat the need for further direction to elements on implementation of the AQF in order to meet the 2015 deadline for compliance. The Dean (Learning and Teaching) has commenced a
review of Masters programs within the Group that utilise undergraduate courses to ensure that curriculum and assessment are appropriate to the Masters level. The HoS and Dean (Learning and Teaching) will discuss deferral of current reaccreditation of ICT programs in light of program changes required to attain AQF compliance. The provision of CGS places for Masters programs awaits confirmation from DEEWR.

- The Dean (Learning and Teaching) reminded Heads of Schools of the importance of providing appropriate levels of supervision, support and guidance to sessional staff.

3.5 Internationalisation Matters

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

- FPOS weekly statistics as at March 2012.
  The following International student statistics as at March 2012 compared to 4 February 2011 were provided: overall applications, acceptances and offers for the University; enrolments by academic Group; commencing and continuing enrolments by academic career; top 20 countries for applications and acceptances. The new visa regulations to be introduced shortly are expected to have a positive effect on International student enrolments. Additionally, SEET is progressing its exclusive market strategy.

- Internationalisation and Professional Liaison Advisory and Operations Committee (IPLAOC)
  The Group’s internationalisation efforts will be managed the IPLAOC chaired by the Director IPL with representation from the four Schools, major Research Institutes and large Research Centres.

- HDR applications
  One issue to be addressed by the IPLAOC is the effect of lengthy turn-around times between HDR applications and offers. The aim will be to introduce a one week turn-around within the Group. Attention will also be given to the letter of offer which is very lengthy in comparison that of some other universities. The IPLAOC will give careful attention to these aspects of the HDR application process to assist improvement in efficiency.

3.6 Academic Matters

The Dean (Academic) reported on the following matters:

- 2012 Promotions Round.
  The 2012 Promotions round will held towards the end of May. Heads of School are encouraged to commence thinking about possible cases.

- Annual Performance Review.
  The 2012 process will be similar to that followed last year. Staff should be working on their self-appraisals of performance against agreed objectives. If staff require citation reports from SIR, they are asked to make their requests in a timely manner. The Dean (Academic) will be providing orientation sessions on staff review procedures.

- Accumulation of recreation leave.
  In cases of accumulation of recreation leave in excess of the maximum allowance, the Dean (Academic) will be writing to supervisors to request a plan for discharge of
the leave during the year. The requirements of EB will be implemented in cases where leave in excess of 50 days has been accumulated.

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

- **ARC Schemes.**
  - ARC Discovery – of the 104 Griffith applications, 56 were from SEET, plus one Discovery Outstanding Researcher Award application.
  - ARC Early Career Researcher Awards – of the 33 Griffith applications, 20 were from SEET.
  - ARC LIEF - 8 expressions of interest were submitted from SEET.
  - NHMRC – of a total of 73 applications from Griffith, 28 full applications are to be submitted from SEET.
  - The Board of Graduate Research will be initiating a review of EOI processes.

- **2012 Annual Scholarships Round.**
  - Of the total 160 scholarship offers made by Griffith, 84 went to SEET students. Griffith made 74 APA scholarship offers and 135 GUPRS offers. Within SEET there were 24 APAs, 53 GUPRS, 2 IPRS packaged with an APA, and 5 Group Living Allowance Scholarships packaged with a tuition fee scholarship.

- **Research Centre Four Year Reviews**
  - Six research centres within the Group are due to complete their Fourth Year Review by 7 September 2012.

- **2012 Excellence in Research for Australia (ERA)**
  - Griffith’s ERA 2012 submission went forward on 5 March 2012. The next stages are verification and response followed by finalisation of the submission on 12 April.

- **The Queensland Smart Futures Fund 2012 Round will open shortly.**

3.8 HR Matters
The HR Adviser (SEET) reported on the following matters on behalf of HR Manager (SEET):

- **General Staff Performance Review.**
  - HR staff will be contacting supervisors shortly to determine the accuracy of general staff lists, the frequency of general staff reviews, and what support elements require from HR.

4.0 INFORMATION SERVICES REPORT
Dr Franz Pinz provided an Information Services (SIR) Report on the following matters:

- **HERDC 2011 Publications Submission Schedule.**
  - Although the formal deadline to enter publications for the current HERDC has passed, there is still time to enter data for research published in 2011. 2012 data cannot be entered yet. Enquiries should be forwarded to the Publications Unit.

- **Griffith APP upgrade and Mobile Learn for iPad.** See Go Mobile website for information: [http://www.griffith.edu.au/mobile](http://www.griffith.edu.au/mobile)
• Free research survey tool training at Nathan, Logan and Gold Coast for researchers and HDR students. For further information see http://www.griffith.edu.au/survey-centre

• Scholarly information. A report was provided on new resources for Nature, New England Journal of Medicine, and Book Citation Index.

• All are welcome to attend the launch of the Australian National Corpus on 26 March. Contact mailto:s.jacobs@griffith.edu.au

• New copy/print kiosks are being rolled out to libraries and learning centres on all campuses.

5.0 OTHER BUSINESS

The GRM introduced a minute of appreciation to Mr John Fairbairn, a valued colleague who will be departing Griffith after more than 40 years of service. The Board noted that Mr Fairbairn had a significant role in introduction of the MIS and managed load and budget modelling for many years.

SESSION TWO (12.00 noon– 2.00pm)

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

<table>
<thead>
<tr>
<th>Action item</th>
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<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 for Group Board consideration.</td>
<td>Secretary will include on future agenda.</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.</td>
<td>HoS BPS will forward revised report for executive approval by Chair, Group Board.</td>
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</tbody>
</table>

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

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

7.1 On the recommendation of the Dean (Learning and Teaching) (7 March 2012), the Group Board considered the 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.

7.2 The Board noted that 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.

7.3 The Board noted that 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*.

Resolution

7.4 On the recommendation of the Dean (Learning & Teaching), the Group Board resolved 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.

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

8.1 On the recommendation of the Dean (Learning and Teaching) (7 March 2012), the Group Board considered the 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 Board noted that 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.

Resolution

8.2 On the recommendation of the Dean (Learning & Teaching), the Group Board resolved 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.

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

9.1 On the recommendation of the Dean (Learning and Teaching) (7 March 2012), the Group Board considered the 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*.
9.2 The Board noted that 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.

Resolution

9.3 On the recommendation of the Dean (Learning & Teaching), the Group Board resolved 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

SECTION B: ACTION UNDER DELEGATED AUTHORITY

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 the appointment of BPS Program Convenors for 2012.

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

SECTION C: OTHER RECOMMENDATIONS AND REPORTS
[TO PERSONS/COMMITTEES OTHER THAN THE PARENT COMMITTEE(S)]

11.0 5 YEAR PROGRAM REVIEW REPORT (2012/0011507)

1210 BACHELOR OF SCIENCE
1330/1342 BACHELOR OF SCIENCE (ADVANCED WITH HONOURS/BACHELOR OF SCIENCE (ADVANCED))

11.1 The Board considered the 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) and whether it recommended that the Dean (Learning and Teaching) and Program Convenor respond to the recommendations contained in the report in the form of an Implementation Plan.

11.2 The Board was advised that the last review of this program was conducted in 2006-2007, with section 5 of this report documenting progress made against the recommendations of the previous review. Some progress has been made towards cross-campus consistency between the Nathan and Gold Coast offerings of the Bachelor of Science, with the introduction of year 1 of the Applied Mathematics and Physics majors at the Gold Coast campus in 2012. The recommendation that students be able to transfer between the campuses following completion of year 1 has not been achieved with the exception of these two majors, due to differences in entry requirements between the two offerings. Other issues identified include the lack of a specific pathway for mid-year entry students and student retention.

11.3 The Board considered the following recommendations in relation to the Bachelor of Science put forward in the report:

Recommendation 1:
That SEET investigates the development and implementation of a common BSc program across Nathan and Gold Coast campuses with common entry requirements including Maths B as a prerequisite. The Board endorsed the investigation of a common BSc program across Nathan and Gold Coast.

Recommendation 2:

a. That retention and student success be addressed by implementing an active program of support to encourage and enhance engagement and academic performance in the program.
b. That mid-year entry to the program be reviewed to provide mid-year entry students with more coherent study pathways and learning experiences.

The Board endorsed recommendation 2.

Recommendation 3:

That the major offerings be reviewed (either independently or in conjunction with recommendation 1) with consideration being given to more interdisciplinary majors and/or more major/minor combinations and/or dual major options.

The Board endorsed recommendation 3.

Recommendation 4:

That the discipline heads and teaching teams review curriculum and assessment in the majors to identify the most important concepts that need to be taught and ensure that students are not overloaded with content but are developing discipline specific knowledge and skills, as well as critical problem solving skills, written and oral communication skills and teamwork skills.

The Board endorsed recommendation 4.

Recommendation 5:

a. That the School/Group review laboratory infrastructure and support across all disciplines.
b. That the Group/University upgrade the existing Chemistry and Physics laboratories as required to meet compliance standards and the requirements of the accrediting bodies (RACI and AIP).
c. That the School investigate the need for, and feasibility of, introducing a bioscience laboratory component into first year second semester.

The Board endorsed recommendation 5, while noting that recommendation b should be referred to Campus Life as a priority in the University’s refurbishment plan and recommendation c should be assessed in terms of need and resources.

Recommendation 6

That the profile of IAP and other WIL experiences be raised within the BSc cohort and that students be encouraged to participate.

The Board endorsed recommendation 6.

Recommendation 7

That all discipline areas have minimum staff establishments, adequate to support the course and major offerings.

The Board endorsed the principle underlying this recommendation, noting that there may be alternative solutions to the appointment of new staff. As the recommendation was outside its jurisdiction, the Board suggested that the recommendation be forwarded to the SEET Staff Committee for consideration.

Recommendation 8
That the University review and widely implement new classroom technologies for active learning in all common use teaching spaces to enhance student engagement and retention.

The Board endorsed recommendation 8.

**Recommendation 9**

That the image and appeal of the BSc to potential students be improved by

a. clearly identifying the reasons for the current low standing and researching examples of best practice that can be applied to improve the standing and appeal of the program.

b. by simplifying the presentation of the program structure and the first year prerequisite requirements for the majors on the program catalogue web site and by improving all promotional information on the website.

c. by providing potential students with information and exemplars of the specific career opportunities available from each of the majors through showcasing successful graduates, principally via the web.

d. by making the on line enrolment process simpler and by providing on line help.

The Board endorsed recommendation 9, recommending that the School look at how it can differentiate the Griffith Bachelor of Science in the market. It was suggested that the School could look at benchmarking against Wollongong and Macquarie Universities which perform well in a competitive market. The Board was advised that the recommendation in point d had been passed on to the relevant area of the University.

**Recommendation 10**

That University Planning and Statistics provide program convenors and the chair of review panels with all the statistical data required for the review process in a uniform format with explanatory notes on the statistics presented.

The Board endorsed recommendation 10.

11.4 The Board considered the following recommendations in relation to the Bachelor of Science (Advanced with Honours) put forward in the report:

**Recommendation 1 - Overall**

Retain and support the program in its current form to continue to attract high-achieving science students with flow-on into RHD programs in SEET.

The Board endorsed recommendation 1.

**Recommendation 2 - Marketing**

2.1. Improve the marketing of the program, particularly to fill the identified gaps of school careers advisors and open day and to achieve greater numbers of students entering directly into the program.

2.2. Implement the ‘Science on the Go’ program or similar for the Nathan campus as this seems to be very effective for the Gold Coast intake.

2.3. Develop a mechanism for marketing the program to senior school students visiting the Ecocentre on Nathan campus.

2.4. Implement a SEET process to invite all OP4 and above students, with the BSc as their first preference, into the program. This could be done through a letter prior to the start of semester 1.
2.5. Improve the profile of the program on the university website to highlight this as an option for all science interest areas and in the undergraduate science program listings.

2.6. Produce a flyer specific to the program to be handed out at marketing events and school visits.

The Board noted that 2.4 had been implemented. The Board endorsed recommendations 2.1, 2.2, 2.3, 2.5 and 2.6.

**Recommendation 3 - Resources**
3.1. Provide financial support for student research tasks and projects to support academic mentors and their students.

3.2. Give recognition to academic staff contributions in supervision of advanced studies tasks and projects in the workload documents.

3.3. Increase administrative support in managing and improving the coherence and quality of the student experience.

3.4. Introduce a cross-campus Advanced Studies Symposium at the end of each year. This event is currently extremely successful at Nathan as a mechanism to bring together staff and students to celebrate and showcase student achievements each year. It is proposed that this be a SEET level initiative time-tabled in week 13 of semester 2, with invitations to all senior staff and research centre directors. An off-campus venue is suggested, similar to IAP, and the inclusion of celebratory drinks and/or a dinner event at the end of the day. Both staff and financial resources would be needed to support this.

The Board noted that 3.1 and 3.2 had been implemented and the support highlighted in 3.3 was available. The Board endorsed recommendation 3.4.

**Recommendation 4 - Interaction with Research Centres**
4.1. Provide research centre Directors with information about BSc (Advanced with Honours) student intake and activities.

4.2. Suggest that all SEET research centres provide the student cohort with an orientation/tour of each of the centres in their first year at the university.

4.3. Encourage research centre staff to act as mentors for student tasks and projects. This could be done through personal or email contact and listing of research projects available to students on centre websites.

The Board endorsed recommendations 4.1, 4.2 and 4.3.

**Recommendation 5 - Other**
5.1 Whilst some students have indicated that they would like to be awarded credit points for the advanced studies tasks, the review team rejected this idea.

5.2 Course profile should be introduced for the Advanced Studies Project at Nathan to be consistent across campuses.

5.3 Introduce improved tools for staff to facilitate communication with the student cohort and tracking of cohort academic progress. The current organisational website does not separate the Nathan and Gold Coast students and access to academic records is cumbersome and cannot be accessed for the group of students via the organisation website.

5.4 The use of the word ‘Advanced’ in the program title is not unique to this program, yet other programs with ‘Advanced’ in their title have different structures with no
associated advanced studies tasks. The review team would like this to be reviewed at Group level.

5.5 The review team also discussed the fact that the two BSc programs (BPS Nathan and ENV Gold Coast) are quite different in terms of the majors offered. This raises the question of the possible introduction of a SEET level BSc with a broad range of majors to reflect the range of disciplines of academic staff from maths through to ecological science. Why, for example, does ENV at Nathan not offer a BSc? Schools outside of the group might also be involved in delivery of courses e.g. School of Medical Science. The review team suggest that this be reviewed at SEET level.

The Board noted that 5.2 had been implemented and 5.3 could be resolved. In relation to 5.1, the Board noted that credit is awarded for the final Advanced Studies project. The Board endorsed recommendations 5.1, 5.3, 5.4 and 5.5, noting that recommendation 5.5 was subsumed by recommendation 1 for the Bachelor of Science.

Resolution

11.5 The Group Board resolved to recommend that the Dean (Learning and Teaching) and Program Convenor respond to recommendations 1 – 10 in relation to the Bachelor of Science and recommendations 1 – 5 in relation to the Bachelor of Science (Advanced with Honours) contained in the five-year program review report (2012/0011507), in the form of an Implementation Plan.

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

12.0 HEALTH AND SAFETY INFORMATION ON SEET COURSE PROFILES

12.1 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.

12.2 Advice was 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.

12.3 At the 2/2012 meeting, the Group Board gave further consideration to wide application within the Group of course-specific health and safety information in course profiles, on both the levels of assessed (but not necessarily weighted) knowledge and practice and assumed prior learning (eg completion of laboratory inductions). It was noted the sections 1.1, 2.2 and 4.2 could be used to refer to health and safety components embedded in the learning process. Section 1.1 could be used to document assumed prior learning. The Dean (Learning and Teaching) and the Technical Manager (SEET) agreed to prepare an exemplar using the course profile template for consideration at a future meeting of the Board.

13.0 SCIENCE, ENVIRONMENT, ENGINEERING AND TECHNOLOGY 2013 PROGRAM PROFILE PLAN
13.1 The Board noted the following due 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

13.2 The Dean (Learning & Teaching) advised the Board that her office is currently liaising with Schools to formalise planning teams for the following programs and award plans that have received DVC (Academic) planning approval for introduction in 2013:

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

13.3 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

Noted

14.0 2012 5 YEAR PROGRAM REVIEWS

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Program Name</th>
<th>Review Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1306</td>
<td>Bachelor of Medical Science</td>
<td>5 Year Program Review</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Combined review with 1280 B Medical Science</td>
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<tr>
<td></td>
<td></td>
<td>(Health Group)</td>
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<tr>
<td>1031</td>
<td>Bachelor of Biomedical Science</td>
<td>5 Year Program Review</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Combined review with 1094 B Biomedical Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(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>
</tr>
<tr>
<td>2078</td>
<td>Biomolecular and Physical Sciences Honours Program</td>
<td>5 Year Program Review</td>
</tr>
<tr>
<td>1240</td>
<td>Bachelor of Photonics &amp; Nanoscience</td>
<td>5 Year Program Review</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Combined review with Australian Computer Society</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accreditation</td>
</tr>
<tr>
<td>1042/1109</td>
<td>Bachelor of Information Technology</td>
<td>Australian Computer Society Accreditation</td>
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<tr>
<td></td>
<td></td>
<td>Combined review with other undergraduate IT</td>
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<tr>
<td></td>
<td></td>
<td>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>
</tr>
<tr>
<td></td>
<td></td>
<td>Combined review with other undergraduate IT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>programs</td>
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</tbody>
</table>
1250 Bachelor of Information Technology (Accelerated and @Work) Australian Computer Society Accreditation Combined review with other undergraduate IT programs

1331/1341 Bachelor of Information Technology (Advanced with Honours)/Bachelor of Information Technology (Advanced) Australian Computer Society Accreditation Combined review with other undergraduate IT programs

1045 Bachelor of Science/Bachelor of Information Technology Australian Computer Society Accreditation Combined review with other undergraduate IT programs

1046/1110 Bachelor of Multimedia Australian Computer Society Accreditation Combined review with other undergraduate IT programs

2013/2021 Bachelor of Multimedia with Honours Australian Computer Society Accreditation Combined review with other undergraduate IT programs

1236/1339 Bachelor of Information Technology/Bachelor of Multimedia Australian Computer Society Accreditation Combined review with other undergraduate IT programs

1360/1361 Bachelor of Business Information Systems Interim Report (as using courses from Bit)

14.2 It was noted that in the case of 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.

14.3 It was noted that 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.

Noted

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

15.1 In December 2011 the Australian Government Fair Work Ombudsman published its ruling on Internships, Vocational Placements & Unpaid Work. The Board noted a copy of the Ombudsman’s ruling.

Noted
16.0 OTHER BUSINESS

Nil

17.0 2012 MEETING SCHEDULE

Remaining meetings for 2012 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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</thead>
<tbody>
<tr>
<td>20 April</td>
<td>Gold Coast</td>
<td>G34_2.02</td>
</tr>
<tr>
<td>18 May</td>
<td>Nathan</td>
<td>N54_2.02</td>
</tr>
<tr>
<td>15 June</td>
<td>Gold Coast</td>
<td>G34_2.02</td>
</tr>
<tr>
<td>20 July</td>
<td>Nathan</td>
<td>N54_2.02</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>
</tr>
<tr>
<td>16 November</td>
<td>Nathan</td>
<td>N54_2.02</td>
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## DISTRIBUTION LIST

### Group Board Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointment Type</th>
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<tbody>
<tr>
<td>Professor Clyde Wild</td>
<td>Dean (Academic)</td>
</tr>
<tr>
<td>Professor Sue Berners-Price</td>
<td>Pro Vice Chancellor (Science, Environment, Engineering &amp; Technology)</td>
</tr>
<tr>
<td>Associate Professor Michael Blumenstein</td>
<td>Dean, Research (Science, Environment, Engineering &amp; Technology)</td>
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<tr>
<td>Associate Professor Wendy Loughlin</td>
<td>Dean, Learning &amp; Teaching (Science, Environment, Engineering &amp; Technology)</td>
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<tr>
<td>Professor Bofu Yu</td>
<td>Head, Griffith School of Engineering</td>
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<tr>
<td>Associate Professor Peter Bernus</td>
<td>Head, School of Information &amp; Communication Technology</td>
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<tr>
<td>Professor Hamish McCallum</td>
<td>Head, Griffith School of Environment</td>
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<tr>
<td>Professor Frank Clarke</td>
<td>Head, School of Biomolecular &amp; Physical Sciences</td>
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<tr>
<td>Dr Rene Hexel/Dr Wayne Pullan</td>
<td>Deputy Head, School of Information &amp; Communication Technology</td>
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<tr>
<td>Associate Professor Anthony Carroll/Professor Nigel Stork</td>
<td>Deputy Head, Griffith School of Environment</td>
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<tr>
<td>Dr Ann McDonnell/Associate Professor Robert Sang</td>
<td>Deputy Head, School of Biomolecular &amp; Physical Sciences</td>
</tr>
<tr>
<td>Professor Sherif Mohamed/Dr Jim Ness/Associate Professor Steven O’Keefe/Dr Andrew Seagar/Professor Geoff Tansley (commencing 16 July 2012)</td>
<td>Heads of Discipline, Griffith School of Engineering</td>
</tr>
<tr>
<td>Professor Yew-Chaye Loo</td>
<td>Director, Internationalisation &amp; Professional Liaison</td>
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<tr>
<td>Professor Stuart Bunn</td>
<td>Director, Australian Rivers Institute</td>
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<tr>
<td>Professor Ron Quinn</td>
<td>Director, Eskitis Institute for Cell and Molecular Therapies</td>
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<tr>
<td>Professor Abdul Sattar</td>
<td>Director, Institute for Integrated and Intelligent Systems</td>
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<tr>
<td>Professor Mark von Itzstein</td>
<td>Director, Institute for Glycomics</td>
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<tr>
<td>Mr James Walden</td>
<td>Group Resource Manager (SEET)</td>
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<tr>
<td>Ms Glenda Graham</td>
<td>Human Resource Manager (SEET)</td>
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<tr>
<td>Ms Catherine Delahunty</td>
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INS representative
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 Administrative Officers – Science, Environment, Engineering & Technology Group
School Secretaries – Science, Environment, Engineering & Technology Group

Other Copies
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Binding copy (attachments)
Spare copy