A meeting of the Science, Environment, Engineering and Technology Group Board was held at 10.00am on Friday 18 May 2012 in Room 2.02, Council Chamber, Bray Centre (N54), Nathan campus.

**MINUTES**

**PRESENT:**
- Professor Clyde Wild (Chair)
- Professor Sue Berners-Price (Part One)
- Associate Professor Michael Blumenstein (Part One)
- Associate Professor Wendy Loughlin
- Professor Yew-Chaye Loo (Part One)
- Professor Ron Quinn (Part One; departed at 11.15)
- Professor Mark von Itzstein (Part One)
- Professor Joe Lee (Part One)
- Professor Frank Clarke
- Professor Bofu Yu
- Professor Hamish McCallum
- Dr Wayne Pullan
- Dr Rene Hexel
- Associate Professor Robert Sang
- Associate Professor Stephen O'Keefe
- Ms Glenda Graham (Part One)
- Ms Joanne Robertson (Part One)
- Ms Catherine Delahunty (Part One)
- Mr Vince Lalor (Part One)
- Mr Stephen Boyd
- Mr Phillip McDonald

**APOLOGIES:**
- Professor Stuart Bunn
- Professor Abdul Sattar
- Associate Professor Peter Bernus
- Mr James Walden
- Mr George Klich

Present by invitation:
- Ms Karen van Haeringen for agenda item 11.0
- Dr Felicity Coffey for agenda item 11.0
- Associate Professor Duncan Nulty for agenda item 11.0
- Ms Nicola Shapland for agenda item 11.0

**Secretary:** Ms Kim Hillier

1.0 **CONFIRMATION OF MINUTES**

The minutes of the 2/2012 (9 March) and 3/2012 (20 April) meetings of the SEET Group Board, having been circulated, were taken as read and confirmed.

2.0 **SEET GROUP BOARD MEMBERSHIP**

Members noted that this would be the last Group Board meeting attended by Professor Sue-Berners-Price before she commences in the position of Dean, Griffith Graduate Research School (GGRS) on 4 June 2012. The Group Board placed on record its thanks to Professor Berners-Price for her leadership of the SEET Group and her significant contributions to the Group’s development since her appointment as Pro Vice Chancellor in 2009.
At the 2/2012 meeting, members noted that, as a result of the new Griffith School of Engineering executive structure, the following Griffith School of Engineering Heads of Discipline will attend meetings of the SEET Group Board on a rotational basis: Professor Sherif Mohamed; Dr Jim Ness; Associate Professor Steven O’Keefe; Dr Andrew Seagar; Professor Geoff Tansley. Members welcomed Associate Professor Steven O’Keefe to this meeting of Group Board.

**PART ONE (10.00am – 12.00 noon)**

### 3.0 MATTERS ARISING FROM THE 3/2012 (20 APRIL) MINUTES

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinate completion of upload of content to the SEET website.</td>
<td>Heads of School are progressing this task.</td>
</tr>
<tr>
<td>Undertake analysis of 2012 commencing and continuing load data presented by the Dean (Academic) and Dean (Learning &amp; Teaching).</td>
<td>Heads of School had been invited to report on any matter of significance or mutual interest arising from this item. No issues were raised at the meeting.</td>
</tr>
<tr>
<td>Forward any feedback on the EOI process for grant submissions to feed into the review process.</td>
<td>Heads of Schools and Research Centres/Institutes were asked to forward any additional feedback to the Dean (Research).</td>
</tr>
<tr>
<td>Identify early career researchers for the Scopus Young Researcher Awards 2012 and advise Dean (Research).</td>
<td>Heads of Schools and Research Centres/Institutes were asked to forward their recommendations to the Dean (Research).</td>
</tr>
<tr>
<td>Encourage staff to apply for the 2012 Group Learning and Teaching Citations and Griffith Awards for Excellence in Teaching.</td>
<td>Heads of School were urged to encourage applications for these awards.</td>
</tr>
</tbody>
</table>

### 4.0 NEW BUSINESS

#### 4.1 PVC Report

- QRC Universities Forum. The Board had before it the following papers in relation to this item:
  - Attachment 1: Briefing note on 2012 QRC Universities Forum
  - Attachment 3: Orienting SEET Programs for the Resources Boom: Action Plan (V4)

The Board noted that the QRC is a peak industry association representing commercial developers of Queensland’s minerals and energy resources, with 93 full-member companies. University leaders attended the QRC Universities Forum on 27 April 2012, which was held to address the QRC’s forecast of a significant skills shortage in the sector, as noted in its Queensland Resources Sector Growth
**Outlook Study** November 2011. The following are the current QRC responses to these challenges:

- **Women in Resources Action Plan and Women in Engineering:** this program which began in 2006 aims to increase the representation of women in the sector through initiatives to engage with female high school students and undergraduates and women already working in the sector.

- **Queensland Minerals and Energy Academy (QMEA):** QMEA was established in 2005 and is the largest school-industry partnership program in Australia designed to build pathways from schools into the resources sector.

- **“Oresome Resources”:** free online resources for teachers aligned with the state and national high school curricula.

- **Careers Program:** a range of programs designed to target the Gen Y audience.

The Board noted that the following issues emerged from the Forum as opportunities for Griffith:

- **STEM Agenda:** Professor Sue Berners-Price highlighted at the Forum that any initiatives to produce more skilled graduates should run in tandem with a broader initiative to address STEM education in Queensland. It was agreed that Professor Berners-Price would take this issue forward for discussion with the Queensland Chief Scientist. A meeting has been scheduled between Professor Geoff Garrett, Professor Sue Berners-Price and Professor Richard John to discuss a framework for a Queensland STEM strategy that builds on the GSEA model.

- **Orienting SEET programs in Engineering, Science and Environment for the resources boom.** The Group had already considered the Queensland Resources Sector Growth Outlook Study and developed an action plan to take advantage of current and future opportunities, which has been further refined based on the Forum discussions. The recommendations from the forthcoming Smart Engineering State Report will be incorporated into the strategic vision for the Griffith School of Engineering with discussions to take place between the PVC, Dean (Learning and Teaching) and Head of School on opportunities for Engineering Leadership Masters programs.

- **Women in Engineering initiatives:** the Griffith School of Engineering is developing a strategy to attract more female staff and students into Engineering. The School’s proposed industry-sponsored Griffith Women in Engineering Research Fellowship Scheme is being promoted by the QRC in its newsletter to its 93 member companies. Dr Qin Li has been appointed to the Women Engineering Queensland Workshop Committee to ensure that Griffith is engaged with the activities of the Women in Resources Action Plan.

- **QMEA:** To date Griffith has not been involved with QMEA activities whilst UQ, QUT and some regional universities are strongly engaged. There are a number of QMEA activities with which the Group can potentially engage. Associate Professor Michael Blumenstein will host a visit to the Gold Coast campus by the Director QMEA to discuss potential collaborative opportunities.

- **Collaboration with QIBT:** QIBT is a potential partner not considered to date to provide sub-degree training options. Associate Professor Michael Blumenstein will meet with the Dean (Learning and Teaching) and HR Manager, Training and Development, BHP Billiton Mitsubishi Alliance to discuss industry needs.

- **Careers Program:** the Students for the Future program was widely promoted to SEET first year students with the Manager of Griffith Honours College assisting...
students to prepare competitive applications. The QRC Careers Program Coordinator is keen to achieve greater engagement with Griffith students. The Executive Officer to the PVC SEET will follow up with the QRC Careers Program Coordinator on collaboration areas and use of QRC resources in the Group’s recruitment efforts.

- Industry Engagement: The SEET Group Executive now has contact details for the QRC’s 93 full member companies, which will provide the opportunity to develop an industry network. It was recommended that Schools such as Engineering and Environment invite QRC members on to their Advisory Boards to increase engagement.

The Group Board noted the Orienting SEET Programs for the Resources Boom: Action Plan and the roles responsible for implementation of actions.

Action: Staff accountable to address actions within the SEET Programs for the Resources Boom: Action Plan in accordance with the timelines specified.

- Chemistry Working Party 2011-2012 Implementation Plan

The Chemistry Working Party comprised membership from the Schools of Biomolecular & Physical Sciences, Environment, Medical Science and Pharmacy. The Working Party addressed issues around introducing the enabling sciences at the Gold Coast campus. The implementation plan actions include:

- establishment of a working party to develop a common BSc with different majors across the Gold Coast and Nathan campus.

- establishment of a working party of first year Chemistry course convenors and teaching staff, inclusive of Health staff, to establish a coherent suite of course offerings for first year Chemistry at the Gold Coast.

- establishment of a main studies Chemistry working party, inclusive of Health staff, to align 2nd and 3rd year Chemistry courses with specialisations at the Gold Coast and Nathan, with Research Centres’ priorities and with industry identified requirements.

- development of a workforce staffing plans for Chemistry staffing.

- a number of recommendations in relation to infrastructure planning. In relation to recommendation 13, the Deputy Director ARI advised that an MoU signed by ARI that enabled significant equipment cost reductions could provide a viable model for other areas.

The Board was advised that the Chemistry Working Party’s full report provided data on student and teaching loads across Schools. The Board noted that the Chemistry Working party provided a model for other reviews of across-School and across-campus offerings and thanked members of the Working Party for their contributions. The Board requested that a progress report on implementation of actions be provided to a future meeting.

Action: Staff who are accountable under the plan are to address actions within the Chemistry Working Party 2011-2012 Implementation Plan in accordance with the timelines specified, noting the requirement to report back on progress to SEET Group Board.

• Student Retention Strategy.

The Group Board had before it the document *Operation Student Success: Griffith Student Retention Strategy 2012 – 2014* (2012/0007770) endorsed by the 2/2012 (17 May) meeting of Academic Committee. The *Griffith Student Retention Strategy 2012 – 2014* retains many of the strategies outlined in *Succeeding @ Griffith* (2006) but increases the focus on the extent and quality of implementation, and emphasises that implementation is not optional. It also recognises that in order to achieve results, significant financial investment in the strategy is required from all levels and areas of the University. The Group Board also had before it the supporting document *Enabling Student Success Through Embedded Advising* (2012/0007783) which proposes the creation of a new role of “Student Success Advisor” and the repositioning of current roles, in particular the First Year Advisor role, in relation to student engagement and retention.

The Board was advised that the areas and strategies shaded on the Student Retention Implementation Plan 2012-2014 represent new areas of activity. It was noted that progress on the strategies contained within the Implementation Plan will be reported to the Executive Group during 2012. The Board was advised that the Student Success Advisors will be centrally funded at Group level and embedded within Schools, with the team of SSAs reporting to the Dean (Learning and Teaching). The Board noted the role description for the SSA, which focuses on student advisement and support, working in partnership with central services and the First Year Advisors. The repositioned FYA role focuses on academic leadership and coordinating the first year experience. The Board was advised that the SSAs will be appointed before the end of 2012. It was noted that student retention will be a standing item on the SEET Group agenda under the Dean (Learning and Teaching) report.

**Action:** Secretary to include student retention as a standing agenda item under Dean (Learning and Teaching) report.

• Enrolment Update

The Deputy Resource Manager provided an enrolment update. The following reports were presented:

- Total teaching load (EFTSL) Half Year 2012 by budget element compared to budget targets/projections
- Total CGS taught load 2011/2012 v targets
- Total FPOS taught load 2011/2012 v targets
- SEET taught load commencing and continuing as at 16 May 2012
- Trend analysis for 2006-2012 actual taught load as at week 11 semester 1 for SEET overall and each School: CGS UG; CGS CPG; domestic HDR; FPPG; FPOS UG; FPOS CPG; FPOS HDR
- SEET FPPG as at 30 April 2012
- SEET FPOS (UG/CPG) as at 30 April 2012

4.2 Research Matters

• HDR update

The Board was advised of a recent meeting of the HDR completions working party, established by the DVC (Research) to develop strategies to meet the completions target for 2012. The Board was advised that thesis submission process issues have strategic implications for the University. The HDR Student Centre is working with
Business Systems Services on a strategy to monitor examination turn-around times better and provide enhanced reporting capabilities. Academic and administrative staff need to work together to ensure turn-around times are met.

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

- EOI process for external grants. Discussions are continuing between the DVC (Research) and Office for Research to eliminate the delays experienced this year in the notification of ARC Discovery and DECRA outcomes.

4.3 Academic Matters

- 2012 Promotions Round. The Promotions Round has been announced within the Group and will be formally announced by the University on 29 May. The Dean (Academic) has met with aspirants and is available to discuss expressions of interest within the next two weeks.

- Annual Performance Review. The Dean (Academic) advised that all academic staff are required to electronically submit their annual review documentation, including an ‘Academic Portfolio’ as part of the review process. Orientation workshops for staff will be held on 22 and 23 May, 13 and 14 June. ASRP, ASP and Promotion all require electronic submission via eRecruit. School office staff will be available to provide assistance with on-line submission and will also be involved in end-of-process matters.

4.4 Learning and Teaching Matters

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

- 2012 Group Learning and Teaching Citations are due on 28 May. The Dean (Learning and Teaching) asked Heads of School to formally recognise good teaching by encouraging suitable applicants to apply. Heads of School were also reminded that expressions of interest for the Griffith Grants for Learning and Teaching close on 9 July.

- Student Lifecycle Symposium: Enabling Student Engagement and Retention. This Symposium, co-sponsored by the Deans (Learning and Teaching) and GIHE will showcase good practice in student engagement and retention across the four academic Groups and provide an opportunity to discuss Griffith’s retention strategy. The Symposium will be held from 9am-1pm at Nathan on 4 June and at Gold Coast on 6 June. Heads of School were asked to encourage staff to attend the Symposium, particularly members of first year teaching teams and staff in leadership roles in learning and teaching.

- Blackboard 9. The Dean (Learning and Teaching) reported the move to Blackboard 9 in semester 1 2013. This change will provide advanced functionality but will involve some effort at familiarisation for most staff. There will be a change-management process including workshops to support staff. Heads of School were asked to make their staff aware of this change.

4.5 Internationalisation Matters
• Visit Report – Malaysia, Thailand and Singapore. The Director, IPL reported on the outcomes of the visit which will be implemented during 2012-2013. The outcomes address the exclusive market strategy and include articulations with polytechnics and private colleges. Five institutions have expressed interest in articulation arrangements and three of these have sent detailed costings which have been passed onto Schools via the Dean (Learning and Teaching).
• The Director, IPL reported on the preparation of an MoU template for a joint supervision of HDR students.
• The Director, IPL reported that the Vice Chancellor’s office is coordinating an IRU showcase visit to Malaysia.

5.0 SEET OUTREACH IN-REACH ACTIVITIES AUDIT
The SEET outreach in-reach activities audit report was noted.

6.0 HEALTH AND SAFETY
The Technical and Logistics Manager (GC) reported on the 28 May 2012 launch of GSafe which will enable Griffith staff and students to report incidents, near misses and hazards on-line. GSafe will replace the University’s current paper-based reporting system and will improve the transparency of incident reporting and investigation. The first module available will be for incident/hazard reporting. Down the track additional modules for risk assessment, risk register and workplace investigations will be available. On-line and face-to-face support resources on the use of GSafe will be available to staff.

7.0 INFORMATION SERVICES REPORT
Mr Phillip McDonald provided the Information Services (SIR) Report which included the following matters: Library expenditure update; refurbishment of G10 Library space; off-air recording of materials.

8.0 OTHER BUSINESS
The Chair thanked Professor Sue Berners-Price for her leadership of the SEET Group during challenging times and wished her success in her new role of Dean, Griffith Graduate research School.

9.0 SUMMARY OF ACTION ITEMS

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<td>Responsible Officers as listed in Action Plan.</td>
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<td>Staff accountable to address actions within the Chemistry Working Party 2011-2012 Implementation Plan in accordance with the timelines specified, noting the requirement to report back on progress to SEET Group Board.</td>
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</table>
Include student retention as a standing agenda item under Dean (Learning and Teaching) report.

Secretary

PART TWO (12.00 noon – 2.00pm)

10.0 MATTERS ARISING FROM THE 3/2012 (20 APRIL) MINUTES

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<tbody>
<tr>
<td>Forward Group Board’s feedback on the discussion paper Are There Too Many Program Changes? to Programs Committee.</td>
<td>Secretary (action taken)</td>
</tr>
<tr>
<td>Prepare an exemplar for inclusion of health and safety components embedded in the learning process and health and safety assumed prior learning, using the course profile template, for consideration at the 18 May meeting of Group Board.</td>
<td>The Dean (Learning and Teaching) and Technical Manager (SEET, GC). Refer minute item 18.0.</td>
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</table>

11.0 BRIEF FOR SCHOOL ASSESSMENT BOARDS AND AQF UPDATE

11.1 The Head of the Secretariat, Karen van Haeringen, was welcomed to the meeting to provide information about the Brief for School Assessment Boards and an update on AQF compliance and its implications for SEET programs. The Curriculum Consultant (SEET), Dr Felicity Coffey, was welcomed to the meeting for the AQF discussion. Associate Professor Duncan Nulty and Nicola Shapland were welcomed to the meeting for the discussion on School Assessment Boards.

11.2 The Head of Secretariat advised that her AQF brief was based on the July 2011 AQF standards against which TEQSA will regulate. A major focus of this brief was to explain the pathway relationships between various AQF levels. Griffith is able to offer qualifications at all 10 levels in the AQF. For levels 5 to 10 it has self-accrediting status. In addition it has RTO status which enables it to seek external approval to offer qualifications at the levels 1 to 4. However staff delivering content in AQF qualifications at levels 1 to 4 are required to hold a Certificate IV in Assessment and Training. There are also issues related to funding of load in qualifications at the sub-degree level, e.g. Diploma level.

11.3 The Board was advised that two models of the bachelors degree are possible, either a three year qualification where all year levels are at level 7 or a three year qualification where year 1 is at level 5, year 2 at level 6 and year 3 at level 7. The latter model allows for consideration of exit or entry points at different levels, possibly to improve retention/completion performance. Two models of level 8 Bachelors with Honours are possible, either end-on (1 year) or an embedded research component within a 4 year (or more) bachelors degree.

11.4 Further advice from the AQF is pending on whether it is possible to offer level 7 Graduate Certificates and Graduate Diplomas plus level 8 Postgraduate Certificates and Postgraduate Diplomas, the latter adding theoretical knowledge to technical skills.

11.5 The major task ahead for Griffith will be to redesign its suites of Masters programs for AQF compliance. The two main issues in relation to Masters programs are use of level 7 courses in Masters programs and volume of learning (duration). Under the AQF, duration of Masters programs is 2 years for students entering with a level 7 (bachelors) qualification in a different discipline, 1.5 years for students entering with a level 7 (bachelors) qualification in the same discipline and 1 year for students entering with a
level 8 (honours) qualification in the same discipline. Working parties will be set up to review the Masters, Credit, Bachelors and Professional Doctorate policies to guide program redesign. Universities are required to achieve compliance by 1 January 2015. The Head of Secretariat agreed to provide a copy of her PowerPoint presentation for distribution within the Group.

11.6 The Head of the Secretariat advised the Board that recommendations of the 2008 AUQA audit and recent TEQSA legislation has informed changes to the University’s Assessment policy documents and also the development of the Brief for School Assessment Boards to be trialled by Schools in semester 1 2012. The most significant changes are the addition of section 4.0 to the Assessment Policy which specifies five levels of consensus moderation, at least one of which is expected to be employed each time a course is offered, and the requirement that the Course Convenor document the moderation process with the recommended grades, for consideration by the School Assessment Board. These data are considered by the Chair of School Assessment Board to assure the quality of course marking and grading practices. The meeting of the School Assessment Board can then review a sample of course marking and grade moderation reports.

11.7 The Board was advised that Associate Professor Duncan Nulty and Nicola Shapland from GIHE are available to assist Chairs of Assessment Boards with the new requirements. Assistance is also available at the GIHE Assessment Matters web-site at:


11.8 The Brief for School Assessment Board has been prepared to assist with the conduct of the above processes. As these processes are being trialled in semester 1 2012, the Dean (Learning and Teaching) would appreciate written feedback from Schools on how the semester 1 trial went and any suggestions on improvements, to assist with further refinements to the process.

Action: Heads of School to forward written feedback to Dean (Learning and Teaching) on semester 1 2012 Brief for School Assessment Boards trial.

Action: Secretary, to distribute AQF PowerPoint presentation to members.

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

12.0 BPS MAJOR CHANGE SUBMISSION (2012/0011516)
1367 BACHELOR OF AVIATION MANAGEMENT

12.1 On the recommendation of the Dean (Learning and Teaching) (May 2012), the Group Board considered the submission (2012/0011516) proposing major changes to the Bachelor of Aviation Management (1367) in order to introduce a mid-year entry pathway into this program.

12.2 The Board noted that the changes are also proposed to make the program structure more flexible to facilitate planned articulation pathways. The current degree requirements are completion of 50CP of core Aviation courses plus 70CP of courses as prescribed for the major. It is proposed to revise the degree requirements to 80CP of courses as prescribed for the chosen major and 40CP of listed elective courses. It is proposed to introduce a new course 3516BPS Human Factors as a listed elective. The Board noted
that the February entry and July entry structures are consistent and incorporate the
ELEC.

Resolution

12.3 On the recommendation of the Dean (Learning & Teaching), the Group Board resolved to recommend to the Programs Committee that the changes to the Bachelor of Aviation Management (1367) as described in (2012/0011516), be approved for introduction from semester 2, 2012.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

13.0 ICT MINOR CHANGE SUBMISSION (2012/0011510)
1046/1110 BACHELOR OF MULTIMEDIA
1236/1339 BACHELOR OF INFORMATION TECHNOLOGY/BACHELOR OF MULTIMEDIA

13.1 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the minor change submission (2012/0011510) proposing to add the existing course 2402ICT Discrete Mathematics to the Interactive Entertainment and Games Programming major within 1046/1110 B Multimedia and 1236/1339 B Information Technology/B Multimedia, as 2402ICT is a prerequisite course for another course offered in this major, 3407ICT Graphics Programming.

14.0 ENV MINOR CHANGE SUBMISSION (2012/0011511)
1018 BACHELOR OF SCIENCE

14.1 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the minor change submission (2012/0011511) proposing to replace 3205HSL Tourism Planning and Development with a choice of 3201HSL Risk, Crisis and Disaster Management or 2308HSL Destination Management in the Ecotourism major within 1018 Bachelor of Science, as the GBS has withdrawn the offer of 3205HSL from 2012.

15.0 ENV MINOR CHANGE SUBMISSION (2012/0011512)
1018 BACHELOR OF SCIENCE
1315 BACHELOR OF SCIENCE (ECOLOGY AND CONSERVATION BIOLOGY) (GOLD COAST)
1330 BACHELOR OF SCIENCE (ADVANCED WITH HONOURS)
1357 BACHELOR OF URBAN AND ENVIRONMENTAL PLANNING/BACHELOR OF SCIENCE (GOLD COAST)

15.1 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the minor change submission (2012/0011512) proposing to separately code an elective international field trip course offered in 1018 Bachelor of Science, 1315 Bachelor of Science (Ecology and Conservation Biology), 1330 Bachelor of Science (Advanced with Honours) and 1357 Bachelor of Urban and Environmental Planning/Bachelor of Science as 3404ENV Conservation in Practice.

16.0 ENV MINOR CHANGE SUBMISSION (2012/0011513)
1007 BACHELOR OF SCIENCE (ECOLOGY AND CONSERVATION BIOLOGY) (NATHAN)

16.1 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the minor change submission (2012/0011513) proposing to correct a course error in 1007 Bachelor of Science (Ecology and Conservation Biology) in the from 2010 July intake structure, to replace 1402BPS Science, Technology and Society
with 1003BPS Topics in Biosciences as a core course, which is consistent with the February intake structure for this program.

17.0 ENV MINOR CHANGE SUBMISSION (20120011515)  
1356 BACHELOR OF ENVIRONMENTAL DESIGN

17.1 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to ratify the minor change submission (2012/0011515) proposing to replace 3001ENV Industrial Affiliates Program with a new course 3002ENV Industry Design Project in year 3 of 1356 Bachelor of Environmental Design (Environmental Sustainability).

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

18.0 WH&S RISK CONTENT IN SEET PROFILES (2012/0011517)

18.1 The Board resolved to approve the submission WH&S Risk Content in SEET Course Profiles (2012/0011517) requiring that a concise statement of WH&S risk categories associated with course activities be incorporated within relevant sections of SEET course profiles, as follows:

(1) Course learning and teaching activities – identifying WH&S risk: section 1.2 Course Introduction

(2) Course learning and teaching – identifying WH&S requirements:

- section 1.1 Assumed Background – WH&S information provision which is then competency assessed and required to allow participation in subsequent course teaching and learning activities;

- section 4.2 Other Teaching & Learning Activities Information – WH&S information provision relevant to course teaching and learning activities that are monitored and expected to be upheld for successful course progression but not specifically assessable;

- section 5.2 Assessment Detail - WH&S learning and teaching content forming an assessable course component. This would normally include courses significantly orientated toward providing WH&S learning outcomes.

18.2 The Board requested that the Dean (Learning and Teaching) and Technical Manager (SEET, GC) assist Course Convenors to incorporate H&S statements in course profiles by amending a small number of existing course profiles for Course Convenors to use as examples.

18.3 The Board agreed that incorporation of H&S statements in course profiles be requested for semester 2 2012 and required from semester 1 2013.

Action: Dean (Learning and Teaching) and Technical Manager (SEET, GC) to amend a small number of existing course profiles by including H&S statements for use by Course Convenors to as examples.
SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

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

19.1 The Board noted the following critical dates for approval of full program proposals for programs to be introduced in semester 1 2013:

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

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

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

19.2 The above timelines are determined by the following critical milestones:
- deadlines for the preparation of student recruitment publications;
- the necessity for having full program information, student contribution amounts and tuition fees published on the Programs and Courses website in accordance with DEEWR publishing requirements;
- (also with the future implementation of a new enrolment system, students will enrol in their courses via the new programs and courses web-site).

It is therefore important that program change information is configured in the student system and published on this site in sufficient time to inform student choices prior to the enrolment period.

19.3 The following initiatives 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 Sport Technology and Energy Systems

19.4 The Dean (Learning & Teaching) has approved the memberships of program development teams to develop the program proposal documentation for committee approval of the above initiatives.

19.5 The Board noted that the following planned program initiative has been deferred to 2014:

1356 B Environmental Design, new award major in Landscape Studies, and new postgraduate program, Master of Landscape Architecture.
20.0 **2012 5 YEAR PROGRAM REVIEWS**

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

20.2 The Board is asked 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>Program Code</th>
<th>Program Name</th>
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<tbody>
<tr>
<td>1306</td>
<td>Bachelor of Medical Science</td>
</tr>
<tr>
<td>1031</td>
<td>Bachelor of Biomedical Science</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>
</tr>
<tr>
<td>2078</td>
<td>Biomolecular and Physical Sciences Honours Program</td>
</tr>
<tr>
<td>1240</td>
<td>Bachelor of Photonics &amp; Nanosience</td>
</tr>
<tr>
<td>1042/1109</td>
<td>Bachelor of Information Technology</td>
</tr>
<tr>
<td>2011/2020</td>
<td>Bachelor of Information Technology with Honours</td>
</tr>
<tr>
<td>1250</td>
<td>Bachelor of Information Technology (Accelerated and @Work)</td>
</tr>
<tr>
<td>1331/1341</td>
<td>Bachelor of Information Technology (Advanced with Honours)/Bachelor of Information Technology (Advanced)</td>
</tr>
<tr>
<td>1045</td>
<td>Bachelor of Science/Bachelor of Information Technology</td>
</tr>
<tr>
<td>1046/1110</td>
<td>Bachelor of Multimedia</td>
</tr>
<tr>
<td>2013/2021</td>
<td>Bachelor of Multimedia with Honours</td>
</tr>
<tr>
<td>1236/1339</td>
<td>Bachelor of Information Technology/Bachelor of Multimedia</td>
</tr>
<tr>
<td>1360/1361</td>
<td>Bachelor of Business Information Systems</td>
</tr>
</tbody>
</table>

20.3 For professionally accredited programs, the external accreditation review and re-accreditation process may take the place of the internal review and re-accreditation process, with the findings of the external accrediting professional body and an implementation plan, including advice on any identified program changes, to be forwarded to Group Board and Programs Committee.

20.4 Other programs undergo the following internal 5 year review process:
(1) Terms of reference, proposed timetable, methodology and review team membership for the review are forwarded to Group Board and then to Programs Committee.

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

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

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

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

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

21.0 2012 GROUP LEARNING AND TEACHING CITATIONS AND GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING

21.1 The DVC (Academic) has announced the commencement of the 2012 round of Group Learning and Teaching Citations and Griffith Awards for Excellence in Teaching, Griffith's flagship programs for recognising and rewarding the hard work and great achievements of its staff in a broad range of learning and teaching activities.

21.2 Griffith Awards and Citations for Excellence in Teaching are offered as follows:

- **Group Learning and Teaching Citations**
  Up to 17 citations across the University with a prize value of $2,000 each are awarded to individual teachers or teaching teams making significant contributions to student learning.

- **Excellence in Teaching Category**
  Awards are made in the following areas of teaching:
  - Four Excellence in Teaching Awards, one for each of the Academic Groups
  - Early Career
  - Sessional Academic Staff
  - First Year Advisor
  - Research Supervision
  - Cultural Inclusiveness
  - Work-integrated Learning
  - Teaching Large Classes

- **Programs and Teams that Enhance Learning Category**
  Awards may be made in the following areas:
  - The first year experience
  - Postgraduate education
  - Innovation in curricula, learning and teaching
  - Flexible learning and teaching
  - Services supporting student learning
  - Educational partnerships and collaborations with other organisations
  - Widening Participation
21.3 Guidelines and application forms for the Griffith Awards for Excellence in Teaching and the Group Learning and Teaching Citations can be obtained from http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/717803a6d822bbae4a256ba0063133b?opendocument

Further information can be obtained from the Secretariat at awards-sec@griffith.edu.au.

Important dates
Group Learning and Teaching Citations applications close 28 May
Griffith Awards for Excellence in Teaching nominations close 21 May
Griffith Awards for Excellence in Teaching applications close 16 July

21.4 The GIHE offers workshops to assist staff in preparing applications for citations and awards. Staff can register for workshops by emailing gihe-register@griffith.edu.au

For noting

22.0 OTHER BUSINESS
Nil

23.0 2012 MEETING SCHEDULE

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

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Campus</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 June</td>
<td>Gold Coast</td>
<td>G34_2.02</td>
</tr>
<tr>
<td>13 July</td>
<td>Nathan</td>
<td>N72_-1.18</td>
</tr>
<tr>
<td>17 August</td>
<td>Gold Coast</td>
<td>G34_2.02</td>
</tr>
<tr>
<td>14 September</td>
<td>Nathan</td>
<td>N54_2.02</td>
</tr>
<tr>
<td>12 October</td>
<td>Gold Coast</td>
<td>G34_2.02</td>
</tr>
<tr>
<td>16 November</td>
<td>Nathan</td>
<td>N54_2.02</td>
</tr>
</tbody>
</table>

21.0 SUMMARY OF ACTION ITEMS

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

<table>
<thead>
<tr>
<th>Group Board Members</th>
<th>Appointment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Clyde Wild</td>
<td><em>ex officio</em> (Chair)</td>
</tr>
<tr>
<td>Dean (Academic) (SEET)</td>
<td></td>
</tr>
<tr>
<td>Professor Sue Berners-Price</td>
<td><em>ex officio</em></td>
</tr>
<tr>
<td>Pro Vice Chancellor (SEET)</td>
<td></td>
</tr>
<tr>
<td>Associate Professor Michael Blumenstein</td>
<td><em>ex officio</em></td>
</tr>
<tr>
<td>Dean, Research (SEET)</td>
<td></td>
</tr>
<tr>
<td>Associate Professor Wendy Loughlin</td>
<td><em>ex officio</em></td>
</tr>
<tr>
<td>Dean, Learning &amp; Teaching (SEET)</td>
<td></td>
</tr>
<tr>
<td>Professor Bofu Yu</td>
<td><em>ex officio</em></td>
</tr>
<tr>
<td>Head, Griffith School of Engineering</td>
<td></td>
</tr>
<tr>
<td>Associate Professor Peter Bernus</td>
<td><em>ex officio</em></td>
</tr>
<tr>
<td>Head, School of Information &amp; Communication Technology</td>
<td></td>
</tr>
<tr>
<td>Professor Hamish McCallum</td>
<td><em>ex officio</em></td>
</tr>
<tr>
<td>Head, Griffith School of Environment</td>
<td></td>
</tr>
<tr>
<td>Professor Frank Clarke</td>
<td><em>ex officio</em></td>
</tr>
<tr>
<td>Head, School of Biomolecular &amp; Physical Sciences</td>
<td></td>
</tr>
<tr>
<td>Dr Rene Hexel/ Dr Wayne Pullan</td>
<td><em>appointed</em></td>
</tr>
<tr>
<td>Deputy Head, School of Information &amp; Communication Technology</td>
<td></td>
</tr>
<tr>
<td>Associate Professor Anthony Carroll/Professor Nigel Stork</td>
<td><em>appointed</em></td>
</tr>
<tr>
<td>Deputy Head, Griffith School of Environment</td>
<td></td>
</tr>
<tr>
<td>Dr Ann McDonnell/ Associate Professor Robert Sang</td>
<td><em>appointed</em></td>
</tr>
<tr>
<td>Deputy Head, School of Biomolecular &amp; Physical Sciences</td>
<td></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><em>invited</em></td>
</tr>
<tr>
<td>Heads of Discipline, Griffith School of Engineering</td>
<td></td>
</tr>
<tr>
<td>Professor Yew-Chaye Loo</td>
<td><em>invited</em></td>
</tr>
<tr>
<td>Director, Internationalisation &amp; Professional Liaison</td>
<td></td>
</tr>
<tr>
<td>Professor Stuart Bunn</td>
<td><em>invited</em></td>
</tr>
<tr>
<td>Director, Australian Rivers Institute</td>
<td></td>
</tr>
<tr>
<td>Professor Ron Quinn</td>
<td><em>invited</em></td>
</tr>
<tr>
<td>Director, Eskitis Institute for Cell and Molecular Therapies</td>
<td></td>
</tr>
<tr>
<td>Professor Abdul Sattar</td>
<td><em>invited</em></td>
</tr>
<tr>
<td>Director, Institute for Integrated and Intelligent Systems</td>
<td></td>
</tr>
<tr>
<td>Professor Mark von Itzstein</td>
<td><em>invited</em></td>
</tr>
<tr>
<td>Director, Institute for Glycomics</td>
<td></td>
</tr>
<tr>
<td>Mr James Walden</td>
<td><em>invited</em></td>
</tr>
<tr>
<td>Group Resource Manager (SEET)</td>
<td></td>
</tr>
<tr>
<td>Ms Glenda Graham</td>
<td><em>invited</em></td>
</tr>
<tr>
<td>Human Resource Manager (SEET)</td>
<td></td>
</tr>
<tr>
<td>Ms Catherine Delahunty</td>
<td><em>invited</em></td>
</tr>
<tr>
<td>Executive Officer to the PVC (SEET)</td>
<td></td>
</tr>
<tr>
<td>Mr Stephen Boyd</td>
<td><em>invited</em></td>
</tr>
<tr>
<td>Mr George Klich</td>
<td></td>
</tr>
<tr>
<td>Technical &amp; Logistics Managers, Technical Coord’n &amp; Logistics (SEET)</td>
<td></td>
</tr>
</tbody>
</table>
Ms Elena Saj  
Deputy Resource Manager

Ms Ingrid Wright  
invited

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)

Representative of the Directors of the Group Research Centres  
vacant

Information Copies

Professor Debra Henly  
Pro Vice Chancellor (SEET) (commencing 18 June 2012)

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