GRIFFITH UNIVERSITY

SCIENCE, ENVIRONMENT, ENGINEERING & TECHNOLOGY FACULTY BOARD

A meeting of the Science, Environment, Engineering and Technology Faculty Board was held at 9.30am on Friday 19 November 2010 via video-conference between Room 1.04, The Chancellery (G34), Gold Coast campus and Room 2.06, Bray Centre (N54), Nathan campus.

MINUTES 5/2010

PRESENT:
Professor Clyde Wild (Chair)
Associate Professor Wendy Loughlin
Professor Bofu Yu
Associate Professor Peter Bernus
Associate Professor Steven O'Keefe
Associate Professor Anthony Carroll
Professor Roger Kitching
Associate Professor Robert Sang
Mr Phillip McDonald
Mr Stephen Boyd
Ms Kim Hillier (Secretary)

APOLOGIES:
Professor Sue Berners-Price
Associate Professor Michael Blumenstein
Professor Hamish McCallum
Professor Frank Clarke
Associate Professor Charles Lemckert
Professor Yew-Chaye Loo
Ms Lesley Ngatai
### Meeting quorum

In the absence of a quorum at the meeting’s commencement time, approval was granted by the Acting PVC for the meeting to proceed. The Chair advised that the Group is in the process of developing revised committee meeting arrangements, to schedule Group and Faculty Boards consecutively on the same day, which may assist in achieving a quorum. The Chair welcomed Associate Professor Robert Sang to his first meeting of the Board.

**Resolution**: Noted

**Action to be Taken**: None

**Responsible Officer**: None

### Confirmation of Minutes (Agenda Item 2.0)

The minutes of the 4/2010 meeting of the Science, Environment, Engineering and Technology Faculty Board were ratified.

**Resolution**: Noted

**Action to be Taken**: None

**Responsible Officer**: None

### Matters arising from the 4/2010 (23 July) meeting (Agenda Item 3.0)

**Action Items**:
- Develop a business case for the planned GCert/GDip Applied Clinical Genetics for consideration by the Dean (Academic).

Head of School BPS and Program Convenor have actioned. Item noted under agenda item 34.0. The Board was advised that the business case demonstrated that the programs as written were viable, to the satisfaction of the Chair.

**Resolution**: None

**Action to be Taken**: None

**Responsible Officer**: None

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

**Assessment Policy Development and Consultation (Agenda Item 11.0)**

The Faculty Board, on the recommendation of the 7/2010 (3 November) Assessment Committee, was asked to provide advice on the proposed **Assessment Policy (2010/0010258)** and proposed **Governance of Assessment and Academic Achievement Standards (2010/0011760)** to enable further development work to be undertaken. The Board noted that the University’s renewed focus on assessment was an outcome of the AUQA September 2008 Griffith University Audit Report.

The Faculty Board resolved to provide its feedback on the proposed **Assessment Policy (2010/0010258)** and proposed **Governance of Assessment and Academic Achievement Standards (2010/0011760)** to the Secretary, to forward Faculty Board feedback to Secretary of Assessment Committee.

**Resolution**: Action taken.

**Action to be Taken**: Forward Faculty Board feedback to Secretary of Assessment Committee.

**Responsible Officer**: Secretary, to forward Faculty Board feedback to Secretary of Assessment Committee.
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<tr>
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<tr>
<td>The Faculty Board provided the following feedback on the proposed Assessment Policy (2010/0010258):</td>
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<td>Standards (2010/0011760) to the Assessment Committee.</td>
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<td><strong>Policy Overall:</strong> Faculty Board was of the view that the draft policy should receive wider consultation within the academic community in addition to the committee processes. The view of the Board was that a number of the sections are quite wordy and more concerned with procedural issues rather than policy and should be separated out into a procedure document.</td>
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<td><strong>Section 1 Definitions:</strong> No issues raised</td>
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<td><strong>Section 2 Purpose of Assessment and Good Practice Principles:</strong> No issues raised.</td>
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<td><strong>Section 3 Roles and Responsibilities in Assessment</strong> It was noted that the Faculty Assessment Board has been replaced with the School Assessment Board. No issues raised.</td>
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<td><strong>Section 4 Assessment Decisions</strong> No issues raised.</td>
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<td><strong>Section 5 Program Outcomes and Assessment Mapping</strong> This section is wordy – can it be simplified? The first paragraph repeats what has already been stated under “Program Convenor” in the previous section. The other</td>
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www.griffith.edu.au/committees
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<td>paragraphs are repetitive.</td>
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<td><strong>Section 6 Assessment Requirements</strong></td>
<td>No issues raised.</td>
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<td><strong>Section 7 Course Assessment Plans</strong></td>
<td>This section contains considerable procedural material that should be moved to a Procedures document.</td>
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<td><strong>Section 8 Assessment Submission and Return</strong></td>
<td>In relation to the final paragraph this requirement must exclude exams and there are other forms of assessment for which students would not be able to keep a copy e.g. architectural and engineering models, works of art, etc.</td>
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<td><strong>Section 9 Security of Exam and Assessment Questions</strong></td>
<td>Last dot point following on from “are to:” suggests that examiners are to (i.e. should) reuse exam questions. Reword dot point to “only re-use examination questions….”</td>
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<td><strong>Section 10 Deferred Assessment</strong></td>
<td>It was not understood by the Board why deferred assessment is restricted to assessment due or scheduled in the last teaching week of the semester or later. If a case for exceptional circumstances were to be submitted and accepted, why could deferred assessment not apply to an assessment item scheduled earlier in the semester?” End first sentence after “activity”.</td>
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<td>First dot point: insert &quot;compulsory&quot; before &quot;assessment&quot;</td>
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<td>Third dot point insert &quot;working&quot; before &quot;days&quot;</td>
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<td>Reword 4th dot point to “made travel arrangements at the time of the examination” Add dot point “have work commitments”</td>
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<td><strong>Section 11 Marking</strong> No issues raised.</td>
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<td><strong>Section 12 Moderation</strong> The policy does not address the issue of confidence in marking standards in courses marked by a single examiner. The additional workload involved in implementation of this aspect of the policy may drive course convenors to use more multiple choice exams in courses. First paragraph last sentence correct to “may be”. The methods of consensus moderation cited in this section focus on educating markers. However the third dot point implies that the adjustment of marks of examiners by the Course Convenor is a possible method of moderation — clarification is required. Add a dot point “compliance with professional accreditation requirements that constitute moderation”</td>
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<td><strong>Section 13 Remarking</strong> This section provides no guidance on the basis on which a student’s request for a remark would be accepted. While Section 17 makes clear that for a review of grade “Disagreement with the expert judgements of academic</td>
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<td>staff is not a valid reason for a review of a grade”, no such guidance is given here.</td>
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<td>There are procedural issues e.g. remarking a paper that has already been annotated by the examiner as previous sections encourage as good practice.</td>
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<td>The statement that the remarked result whether higher or lower than the original result will stand is not consistent with the moderation process.</td>
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<td><strong>Section 14 Resubmission</strong></td>
<td>No issues raised.</td>
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<td><strong>Section 15 Special Consideration</strong></td>
<td>No issues raised.</td>
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<td><strong>Section 16 Grades</strong></td>
<td>Cut-off guidelines would be useful in this section with the advice that these are guidelines only and can be varied by Assessment Boards. Reinstate the statement from the original policy that because grade cut-offs may be varied by the Assessment Board, students must not be advised that a course will have pre-determined cut-offs.</td>
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<td>Suggested grade cut-offs need to be all-inclusive e.g. Fail is &lt;50% rather than 0-49%.</td>
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<td>The strong view of the Board is that PC is a valid grade and should be reinstated. That this grade does not satisfy pre-requisite requirements and in some programs cannot be used to meet degree requirements is a separate matter.</td>
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<td>Section 17 Review of Grade</td>
<td>No issues raised.</td>
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<td>Section 18 Monitoring Student Academic Performance</td>
<td>No issues raised other than the view that the use of the PC grade should be returned.</td>
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<td>Section 19</td>
<td>Reinstate section on the use of the PC grade.</td>
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<td>Section 20 Use of Supplementary Assessment</td>
<td>Clarification has been sought by Schools from Faculty Board in the past on how the provision in the last dot point should be implemented e.g. “a student who has attained 230CP or more in a 240CP program and has completed all other requirements of their degree program and, having failed or gained no credit for a required course or courses totalling 10CP, will be invited to undertake the supplementary assessment” – are there any restrictions on the offer of this supplementary assessment e.g. when the course was undertaken within the degree rather than in its last semester?</td>
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<td>Section 21 Notification of Grades</td>
<td>No issues raised.</td>
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<td>Section 22 Appeals against Award of Grades</td>
<td>No issues raised.</td>
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The Faculty Board provided the following feedback on the proposed *Governance of Assessment and Academic Achievement Standards (2010/0011760)*:
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<td>There are School Assessment Board membership issues for the Dean (Learning &amp; Teaching) when meetings clash, which can be likely given the tight timeframe to finalise grades.</td>
<td></td>
<td>The Faculty Board resolved to provide its comments on the Academic Committee review report and the recommendations contained therein, and on the proposed implementation actions to the 9 December meeting of Academic Committee.</td>
<td>Secretary, to forward Faculty Board’s comments to Secretary of Academic Committee.</td>
<td>Action taken.</td>
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| **Academic Committee Review Report Consultation (Agenda Item 12.0)** | The Board had before it a memorandum from the DVC (Academic) and Chair of Academic Committee in relation to the Review of Academic Committee and its sub-committees, together with the following attachments:  
- Revised diagram of Academic Committee and its sub-committees if the recommendations are adopted  
- Academic Committee review report  
- Review of Academic Committee proposed implementation plan 2011-2012  
- Submission to Academic Committee review by 3/2010 (18 June) SEET Faculty Board |                      | | |
<p>| | The Faculty Board was asked to provide its comments on the Academic Committee review report and the recommendations contained therein, and on the proposed implementation actions, as they relate to Faculty Board and its interactions with Academic Committee and its sub-committees. |                      | | |
| | The Board noted that feedback received from the consultation process will be considered, with discussion of the report, at the 9 December meeting of Academic Committee and a recommendation will be made to the March 2011 meeting of University Council. If Council approves the recommendations at its March 2011 meeting, the planned implementation date is 1 July 2011. |                      | | |</p>
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<td>The SEET Faculty Board expressed its appreciation at the opportunity to provide feedback on the recommendations arising from the Academic Committee Review process. The Board supported recommendation 17 in relation to induction for new members as it had raised this as an issue in its original submission to the review. The Board noted that the first 5 recommendations in the report related to the role and operation of Academic Committee. The Board supported recommendations 1 - 3 to focus the work of Academic Committee on consideration of the bigger strategic issues and to ensure that the Committee's work included review of decisions in addition to planning and approval. The Board noted that the expanded committee membership is more inclusive but may present some operational challenges for the Committee.</td>
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<td>SECTION B: ACTION UNDER DELEGATED AUTHORITY</td>
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<td><strong>BPS Program Withdrawal Submission (2010/0010060) 5085 Master of Science in Forensic Science 5520 Master of Science with Honours in Forensic Science (Agenda Item 13.0)</strong></td>
<td>On the recommendation of the Dean (Learning and Teaching), the Faculty Board was asked to ratify the submission (2010/0010060) proposing to withdraw the Master of Science in Forensic Science (5085) and Master of Science with Honours in Forensic Science (5520) to commencing students. The Board noted that the last intake into the Master of Science in Forensic Science was in semester 1 2007. The advice of the School was noted that this program is heavily supported by sessional staff from Qld Health and Qld Police, and, given the very low number of potential students, it is not viable to continue the program in its current form. In the past ten years there have been no enrolments in the Master of Science with Honours in Forensic Science and, as there have been no new enrolments in the</td>
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<td>On the recommendation of the Dean (Learning and Teaching), the Faculty Board resolved to ratify the submission (2010/0010060) proposing to withdraw the Master of Science in Forensic Science (5085) and Master of Science with Honours in Forensic Science (5520) to commencing students.</td>
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<td>feeder program Master of Science in Forensic Science since 2007, the School does not expect any applications for Honours for 2011.</td>
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<td>ICT Special Purpose Submission (2010/0010065) 1110/1046 Bachelor of Multimedia (Agenda Item 14.0)</td>
<td>On the recommendation of the Dean (Learning and Teaching), the Faculty Board was asked to ratify the special purpose submission (2010/0010065) proposing to add 1007ICT Introduction to Computer Systems and Networks and 1410ICT Introduction to Information Systems to the requirements for the Internet Computing major in the Bachelor of Multimedia. The Board noted advice from the School that these courses are prerequisites for the following courses in the Internet Computing major: 2506ICT Computer Communication Networks; 2512ICT eCommerce; 3400ICT Information Systems Security. Students in the Bachelor of Multimedia have been unable to accommodate these prerequisite courses elsewhere in the program due to the extensive core which is characteristic of the multidisciplinary Multimedia degree.</td>
<td>On the recommendation of the Dean (Learning and Teaching), the Faculty Board resolved to ratify the submission (2010/0010065) proposing changes to the requirements for the Internet Computing major in the Bachelor of Multimedia.</td>
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| ENG Minor Change Submission (2010/0010049) 1321/1322 Bachelor of Engineering/ Bachelor of Science (Agenda Item 15.0) | On the recommendation of the Dean (Learning and Teaching), the Faculty Board was asked to ratify the minor change submission (2010/0010049) proposing the following changes to the Bachelor of Engineering/Bachelor of Science (1321/1322) for implementation from semester 2 2010:  
  - 1001ENG - Engineering Practice and Sustainability in Year 1 requires correction to course name in the ‘From 2010’ structure in all discipline entries.  
  - For students who commenced in 2009, 2310ENG - Numerical Techniques for Engineers should be 2006ENG Numerical and Data Analysis in Year 3 of the ECE discipline entry. | On the recommendation of the Dean (Learning and Teaching), the Faculty Board resolved to ratify the submission (2010/0010049) proposing minor changes to the Bachelor of Engineering/Bachelor of Science (1321/1322) for implementation from semester 2 2010. | | |
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<td>ENG Minor Change Submission (2010/0010051) 1310/1311 Bachelor of Engineering 1320 Bachelor of Engineering (Advanced Studies) (Agenda Item 16.0)</td>
<td>On the recommendation of the Dean (Learning and Teaching), the Faculty Board was asked to ratify the minor change submission (2010/0010051) proposing the following changes to the Bachelor of Engineering (1310/1311) and Bachelor of Engineering (Advanced Studies) (1320) for implementation from semester 2 2010: Electronic and Computer Engineering (Gold Coast) - As the BEng (ECE) program at the Gold Coast has been phased out from 2010 and replaced with the new BEng (EEE) program, a number of ECE courses are being phased out, to be replaced by EEE courses on the Gold Coast. - The transfer arrangements between the old and new courses for Mid-Year July (2009) at the Gold Coast have resulted in program structure changes for this cohort of students. - It is proposed to update the program catalogue to list the separate Mid-Year 2009 structure for the Gold Coast and have the current ECE Mid-Year structure listed for Nathan campus only. Sustainable Energy Systems (Nathan) - The July entry of the ‘From 2010’ structure shows an incorrect course in semester 2 of Year 2 core courses: 1201BPS Mathematics 1A should appear only in semester 1, whilst 1202BPS Mathematics 1B should be the course in semester 2. Civil Engineering (Gold Coast) Due to the recent BEng transitions, the 2009 Mid-Year entry structure is offering courses this semester which this cohort of students has already completed. A new structure is therefore proposed for these students.</td>
<td>On the recommendation of the Dean (Learning and Teaching), the Faculty Board resolved to ratify the submission (2010/0010051) proposing minor changes to the Bachelor of Engineering (1310/1311) and Bachelor of Engineering (Advanced Studies) (1320) for implementation from semester 2 2010.</td>
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| ENV Minor Change Submission (2010/0010052) 1356 Bachelor of Environmental Design (Environmental Sustainability) (Agenda Item 17.0) | On the recommendation of the Dean (Learning and Teaching), the Faculty Board was asked to ratify the minor change submission (2010/0010052) proposing the following changes to the Bachelor of Environmental Design (Environmental Sustainability) (1356) for implementation from semester 1 2011:  
  - Include 3055MKT Green Marketing as a second year first semester core course to replace 3007ENV Climate Change Adaptation which is now only being offered in summer semester. It is envisaged that students will be able to take either 3055MKT or 3007ENV or both i.e. one to be counted as core and one to be counted as elective. Consultation has taken place with the Head of Marketing and the course convenor on the inclusion of 3055MKT in the program. | On the recommendation of the Dean (Learning and Teaching), the Faculty Board resolved to ratify the submission (2010/0010052) proposing minor changes to the Bachelor of Environmental Design (Environmental Sustainability) (1356) for implementation from semester 1 2011. | | |
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| **BPS Minor Change Submission** *(2010/0010057)*  
3122 Graduate Certificate in Aviation Management  
5079 Master of Aviation Management *(Agenda Item 18.0)* | On the recommendation of the Dean (Learning and Teaching), the Faculty Board was asked to ratify the minor change submission *(2010/0010057)* proposing the following changes to the Master of Aviation Management *(5079)* for implementation from semester 1 2011:  
• In light of changing industry requirements revise the status of 7505BPS Project Management from core to elective in the Masters and the status of 7513BPS Safety Management Systems from elective to core.  
• In order to maintain a balance of courses offered in each semester, relocate 7505BPS Project Management from semester 1 to semester 2. This semester of offer change also affects the Graduate Certificate in Aviation Management *(3122)*. | On the recommendation of the Dean (Learning and Teaching), the Faculty Board **resolved to ratify the submission** *(2010/0010057)* proposing minor changes to the Master of Aviation Management *(5079)* for implementation from semester 1 2011. | | |
| **ENV Minor Change Submission** *(2010/0010058)*  
1087 Bachelor of Urban and Environmental Planning/Bachelor of Science (Environment) *(Agenda Item 19.0)* | On the recommendation of the Dean (Learning and Teaching), the Faculty Board was asked to ratify the minor change submission *(2010/0010058)* proposing the following changes to the Bachelor of Urban and Environmental Planning/Bachelor of Science (Environment) *(1087)* for implementation from semester 2 2010:  
• Correct the degree requirements for transitional students so that the requirements match the approved transitional program structure that these students are following. The proposed changes to degree requirements present no disadvantage to students as they involve a lessening of the prescribed requirements and an increase in the elective component. | On the recommendation of the Dean (Learning and Teaching), the Faculty Board **resolved to ratify the submission** *(2010/0010058)* proposing minor changes to the Bachelor of Urban and Environmental Planning/Bachelor of Science (Environment) *(1087)* for implementation from semester 2 2010. | | |
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| ENG Minor Change Submission (2010/0010059) 1310/1311 Bachelor of Engineering 1320 Bachelor of Engineering (Advanced Studies) (Agenda Item 20.0) | On the recommendation of the Dean (Learning and Teaching), the Faculty Board was asked to ratify the attached minor change submission (2010/0010059) proposing the following changes to the Bachelor of Engineering (1310/1311) and Bachelor of Engineering (Advanced Studies) (1320) for implementation from semester 1 2011:  
**Sport & Biomedical discipline from 2010:**  
- Semester of offer changes: relocate 3303ENG Digital Signal Processing to semester 1 in year 3; relocate 4315ENG Communication Systems to semester 2 in year 4; relocate 3402ENG Biomedical and Sport Instrumentation to year 3.  
**Sport & Biomedical discipline from 2009:**  
- replace 2304ENG Communication Systems and Circuits with 3305ENG Data and Computer Communications in year 3  
- correct semester of offering of 2305ENG Signals and Systems to semester 1 in year 3  
- following changes to listed electives: delete 3003PES Biomechanics 2 and 3024PES Biomechanics 3 as pre-requisites will not have been completed; delete 2305ENG Signals and Systems which is already listed as a core course; add 1007ICT Intro to Computer Systems and Networks; add 2509ICT Software Engineering; add 2002ENG Fluid Mechanics and Hydraulics; add 3421ICT Multiagent Systems; add 4308ENG Digital Control Systems Engineering. The above changes to year 3 of the program structure can be accommodated by continuing students as the Sport and Biomedical discipline has only been offered since 2009. | On the recommendation of the Dean (Learning and Teaching), the Faculty Board resolved to ratify the submission (2010/0010059) proposing minor changes to the Bachelor of Engineering (1310/1311) and Bachelor of Engineering (Advanced Studies) (1320) for implementation from semester 1 2011. | |
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<th>Action to be Taken</th>
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<td><strong>Electronic and Computer Engineering discipline:</strong></td>
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<td><strong>Electrical and Electronic Engineering discipline:</strong></td>
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<td>relocate 3303ENG Digital Signal Processing to semester 1 in year 3 in the February entry structure and semester 1 in year 4 in the July entry structure.</td>
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<td>relocate 4315ENG Communication Systems to year 4 in both the February and July entries.</td>
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<td>relocate 3311ENG Power Electronics and Machines from year 4 to year 3 in the February entry.</td>
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<td><strong>Mechatronic discipline:</strong></td>
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<td>recode Sensors &amp; Actuators from 4316ENG to 3318ENG.</td>
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<td><strong>Environmental Engineering discipline:</strong></td>
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<td>Listed elective changes: add 4202ENG Cleaner Production and Eco-efficiency; replace a listed elective with 2006ENG Numerical and Data Analysis in year 3 semester 2.</td>
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<td>ICT Minor Change Submission (2010/0010061) 1042/1109/1250 Bachelor of Information Technology 1046/1110 Bachelor of Multimedia 1236/1339 Bachelor of Information Technology/ Bachelor of Multimedia (Agenda Item 21.0)</td>
<td>On the recommendation of the Dean (Learning and Teaching), the Faculty Board was asked to ratify the minor change submission (2010/0010061) proposing to revise the weighting of the capstone courses 3507ICT Graphics Programming and 2420ICT Systems Programming from 10CP to 20CP in the Bachelor of Information Technology (1042/1109/1250), Bachelor of Multimedia (1046/1110) and Bachelor of Information Technology/Bachelor of Multimedia (1236/1339) for implementation from semester 2 2010.</td>
<td>On the recommendation of the Dean (Learning and Teaching), the Faculty Board resolved to ratify the submission (2010/0010061) proposing minor changes to the Bachelor of Information Technology (1042/1109/1250), Bachelor of Multimedia (1046/1110) and Bachelor of Information Technology/Bachelor of Multimedia (1236/1339) for implementation from semester 2 2010.</td>
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| BPS Minor Change Submission (2010/0010062) 1265/1368 Bachelor of Forensic Science/Bachelor of Criminology and Criminal Justice (Agenda Item 22.0) | On the recommendation of the Dean (Learning and Teaching), the Faculty Board was asked to ratify the minor change submission (2010/0010062) proposing the following changes to the Bachelor of Forensic Science/Bachelor of Criminology and Criminal Justice (1265/1368) for implementation from semester 1 2010:  
• Correct the semester of offer for 1012CCJ Police, Courts and Criminal Law from semester 2 to semester 1.  
• Correct the semester of offer of 1003CCJ Law, Government and Policy from semester 1 to semester 2. | On the recommendation of the Dean (Learning and Teaching), the Faculty Board resolved to ratify the submission (2010/0010062) proposing minor changes to the Bachelor of Forensic Science/Bachelor of Criminology and Criminal Justice (1265/1368) for implementation from semester 1 2010. |  |
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| ENV Minor Change Submission (2010/0010066) 1356 Bachelor of Environmental Design (Architectural Studies) (Agenda Item 23.0) | On the recommendation of the Dean (Learning and Teaching), the Faculty Board was asked to ratify the minor change submission (2010/0010066) proposing the following changes to the Bachelor of Environmental Design (Architectural Studies) (1356) for implementation from semester 1 2011:  
  - withdraw 1212QCA Visual Strategies as a core course in the program. The rationale for this change is to use this 10CP to increase the specific architectural disciplinary content in the program.  
  - relocate 1210QCA "Creating the Image" from first semester of second year to first semester of first year. This course is expected to give students the needed drawing and visual literacy abilities.  
  - relocate 1037ENV "Understanding the Australian City" from first semester of first year to first semester of second year. | On the recommendation of the Dean (Learning and Teaching), the Faculty Board resolved to ratify the submission (2010/0010066) proposing minor changes to the Bachelor of Environmental Design (Architectural Studies) (1356) for implementation from semester 1 2011. | | |
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<tr>
<td>ICT Minor Change Submission (2010/0010068) 1046/1110 Bachelor of Multimedia (Agenda Item 24.0)</td>
<td>On the recommendation of the Dean (Learning and Teaching), the Faculty Board was asked to ratify the minor change submission (2010/0010068) proposing the following changes to the Internet Marketing major and minor within the Bachelor of Multimedia (1046/1110) for implementation from semester 1 2011:</td>
<td>On the recommendation of the Dean (Learning and Teaching), the Faculty Board resolved to ratify the submission (2010/0010068) proposing minor changes to the Internet Marketing major and minor within the Bachelor of Multimedia (1046/1110) for implementation from semester 1 2011.</td>
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<td>ENG Minor Change Submission (2010/0010069) 1078 Bachelor of Engineering (Civil Engineering)/Bachelor of Business (Management) (Agenda Item 25.0)</td>
<td>On the recommendation of the Dean (Learning and Teaching), the Faculty Board was asked to ratify the minor change submission (2010/0010069) proposing the following changes to the Bachelor of Engineering (Civil Engineering)/Bachelor of Business (Management) (1078) for implementation from semester 1 2011:</td>
<td>On the recommendation of the Dean (Learning and Teaching), the Faculty Board resolved to ratify the submission (2010/0010069) proposing minor changes to the Bachelor of Engineering (Civil Engineering)/Bachelor of Business (Management) (1078) for implementation from semester 1 2011.</td>
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<td>Program Convenor and First Year Advisor Changes (Agenda Item 26.0)</td>
<td>The Faculty Board was asked to ratify Program Convenor and First Year Advisor changes approved by the Dean (Learning &amp; Teaching).</td>
<td>The Faculty Board resolved to ratify the approved Program Convenor and First Year Advisor changes.</td>
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**SECTION C: OTHER RECOMMENDATIONS AND REPORTS [TO PERSONS/COMMITTEES OTHER THAN THE PARENT COMMITTEE(S)]**
### SECTION D: MATTERS NOTED, CONSIDERED, OR REMAINING UNDER DISCUSSION

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<tr>
<td><strong>5 Year Program Review ENV Undergraduate Programs Update</strong>  (Agenda Item 10.0)</td>
<td>In the absence of the HoS ENV it was agreed to defer consideration of this item and to request that the HoS provide a review implementation plan, with the aim of presentation of this plan to the first meeting of Programs Committee in 2011 via the Dean (Learning &amp; Teaching). It was noted that a number of the review recommendations have already been implemented and others have been deferred for further consideration in 2011 pending further market research.</td>
<td>Noted</td>
<td>HoS ENV to prepare an implementation plan for the ENV UG 5 year program review, for presentation to first meeting of Programs Committee in 2011.</td>
<td>HoS ENV</td>
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<td><strong>Central Coordination of Mid-semester Examinations</strong> (Agenda Item 27.0)</td>
<td>A discussion paper was prepared by the Director Student Administration, proposing moving to central coordination of mid-semester examinations under two possible models. Due to cancellation of the 17 September SEET Faculty Board meeting, this item was circulated to Faculty Board members by flying minute. The feedback received from Faculty Board members was noted. The Dean (Learning and Teaching) reported this feedback to the 4 October 2010 meeting of the University's Assessment Committee.</td>
<td>Noted</td>
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<td><strong>Appointment of Head, Griffith School of Engineering</strong> (Agenda Item 28.0)</td>
<td>Congratulations were extended to Professor Bofu Yu on his further appointment as Head, Griffith School of Engineering for the period 1 January 2011 to 28 February 2013 by the 4 October meeting of University Council.</td>
<td>Noted</td>
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| **Griffith Grants for Learning and Teaching** (Agenda Item 29.0) | The Board congratulated the following recipients of the 2010 Griffith Grants for Learning and Teaching:  
Level 3  
Dr Caryl Bosman, Dr Aysin Dedekorkut (Griffith School of Environment) Planning pedagogies and studio teaching models as strategies to achieve teaching efficiency, student work- | Noted | | |
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<td>study balance and excellent learning outcomes.</td>
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<td>Dr Graham Jenkins, Dr Kali Nepal, Mr Mark Bolton (Griffith School of Engineering) Mapping the student approaches to learning and teaching environments within the Civil Engineering program to improve life-long learning outcomes of Engineering graduates.</td>
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<td>Level 4</td>
<td>Dr Hong Zhang, Mr Charles Hacker (School of Engineering) Engineering problem formulation and solving for first year Engineers in Computing and Programming with MATLAB course.</td>
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<td>Dr Sarah Cresswell, Associate Professor Alex Forrest, Ms Kirsty Wright (School of Biomolecular and Physical Sciences) Evaluation of the introduction of forensic science problem-solving experiments into first year teaching.</td>
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<td>Dr Leng Leng Lim, Dr Owen Jepps (School of Biomolecular and Physical Sciences) Taking the complexity out of Complex Analysis: Improving student engagement through peer teaching and peer assessment.</td>
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<td>2010 Griffith Awards for Excellence in Teaching (Agenda Item 30.0)</td>
<td>The Board congratulated the following recipients of the 2010 Griffith Awards for Excellence in Teaching: Physical Sciences and Related Studies Cheryl Desha Griffith School of Engineering</td>
<td>Noted</td>
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<td><strong>Highly Commended</strong>&lt;br&gt;Dr Vallipuram Muthukkumarasamy&lt;br&gt;School of Information and Communication Technology</td>
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| **Australian Research Council (ARC) Linkage and Discovery Grant Announcements (Agenda Item 31.0)** | The Board noted that under the Linkage Projects scheme for 2011 Griffith was awarded ARC funding of $600,000, matched by partner contributions of over $500,000 for significant research collaboration with international research partners. Under the Discovery Projects scheme Griffith will receive 20 new grants totalling almost $6 million. The Board congratulated the following recipients of 2011 ARC Discovery Grants:  
A/Professor Xiangdong Yao, Professor Huijun Zhao and Professor Debra Bernhardt  
*Solar-driven massive hydrogen production from biomass and biomass/coal mixtures by supercritical water gasification*  
Professor Debra Bernhardt  
*Computational studies of melting and the solvation properties of ionic liquids.*  
Professor Debra Bernhardt  
*Dissipation and relaxation in statistical mechanics.*  
Professor Vladimir Estivill-Castro  
*Algorithmic engineering and complexity analysis of protocols for consensus.*  
Dr Thomas Haselhorst  
*Towards an Influenza Virus Glycan Interaction Map (Glycointeractome).*  
Professor Michael Jennings and Dr Benjamin Schulz  
*The protein O-glycosylation pathway in Neisseria meningitides.* | Noted | | |
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<td>Professor David Lambert</td>
<td>The molecular evolution of wings in flightless birds.</td>
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<td>Professor David Lambert</td>
<td>The origin of the first Australians.</td>
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<td>A/Professor Igor Litvinyuk and A/Professor Robert Sang</td>
<td>Ultrafast molecular imaging with intense few-cycle laser pulses.</td>
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<td>A/Professor Sally-Ann Poulsen</td>
<td>Inhibition of membrane-bound carbonic anhydrases with small molecules as a novel approach to target a safe and effective treatment for solid tumours.</td>
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<td>A/Professor Kewen Wang</td>
<td>Efficient multi-context systems for heterogeneous information reasoning and sharing.</td>
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<td>A/Professor Kedong Yin</td>
<td>Effects of uptake of carbon and nutrients (nitrogen, phosphorous and silicon) on pH among phytoplankton species: implications for ocean acidification feedback mechanisms.</td>
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<td>Administered by the Australian National University</td>
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<td>A/Professor Geoffrey Pryde</td>
<td>New high aspect ratio roll-to-roll compatible ultraviolet polysiloxane nanoimprinting for low cost consumer, medical, and quantum devices</td>
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<td>Administered by Monash University</td>
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<td>A/Professor Neil Sipe</td>
<td>The social determinants of childhood injury</td>
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<td>Administered by University of Tasmania</td>
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<td>Professor Hamish McCallum  Investigating the genetic basis for heterogeneous susceptibility of Tasmanian devils to a novel infectious cancer</td>
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<td><strong>Outcomes of 2011 NHMRC Project Grants Announced (Agenda Item 32.0)</strong></td>
<td>The Board congratulated the following recipients of 2011 NHMRC Project Grants:  A/Professor Andreas Hofmann  <em>Roles of annexins in schistosome surface homeostasis and host-parasite interactions</em>  A/Professor Victoria Korolik  <em>The role of the chemosensory receptors of the enteric pathogen C. jejuni in virulence and host - bacterial interactions</em>  Professor Mark von Itzstein  <em>Determinants of influenza virus host-cell tropism</em>  Dr Stephen Wood  <em>Regulation of Neural Progenitor Polarity by Usp9X</em>  A/Professor George Mellick, Professor Alan Mackay-Sim, Dr Stephen Wood, Dr Christine Wells, Dr Anthony Cook  <em>Human olfactory neurosphere-derived cells: a novel cellular model for Parkinson's disease</em>  Professor Suresh Mahalingam  <em>The role of innate inflammatory responses in viral arthritis</em></td>
<td>Noted</td>
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<tr>
<td><strong>ENV Full Program Proposal (2010/0010048) 3257/3258 Graduate Certificate in Science (Science Education) 5554/5555 Master of</strong></td>
<td>Members recalled that the 4/2010 (23 July) meeting of the SEET Faculty Board considered a full program proposal (2010/0010042) for the introduction of the Graduate Certificate in Science (Science Education) (3258/3259) and Master of Science (Science Education) (5554/5555) in semester 1 2011.</td>
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| Science (Science Education) (Agenda Item 33.0)             | The Faculty Board recommended that clarification be provided in the submission in relation to the following points and a revised program proposal be resubmitted for further consideration by the Board:  
  • demand for the programs be reinforced by providing elaboration in Part 1 of the submission to quantify the numbers of secondary science and primary teachers surveyed.  
  • campus of offer be added to electives course list in the program structure to assist students in their course selection.  
  • advice be provided on how the elective courses with UG curriculum in this program proposal will be modified in terms of delivery/assessment within the resource base available, to differentiate these courses as 7 level postgraduate courses.  
  
A full program proposal (2010/0010048) addressing the Faculty Board’s recommendations as follows was forwarded by the Griffith School of Environment:  
  • the number of teachers surveyed has been inserted in Part 1  
  • courses from the elective list that were proposed to be co-taught with existing UG courses have been removed  
  • information on mode and campus of delivery has been added in Part 4 (section 11).  

The revised full program proposal (2010/0010048) was approved by a majority of voting members of SEET Faculty Board by Flying Minute dated 13 August 2010 and approved by the 6/2010 (September) meeting of |
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| BPS Full Program Proposal  
(2010/0010064)  
3256/4155 Graduate Certificate in Applied Clinical Genetics/Graduate Diploma of Applied Clinical Genetics  
BPS Major Change Submission  
(2010/0010063)  
5521 Master of Science with Honours in Genetic Counselling (Agenda Item 34.0) | Members recalled that the 4/2010 (23 July) meeting of the Faculty Board considered the following related submissions:  
- Full Program Proposal for the introduction of the Graduate Certificate in Applied Clinical Genetics (3256) and Graduate Diploma of Applied Clinical Genetics (4155) in semester 1 2011  
- Major change submission for the Master of Science with Honours in Genetic Counselling for introduction in semester 1 2011  
The Faculty Board agreed to approve these submissions for forwarding to Programs Committee subject to approval by the Dean (Academic) of a business case developed by the Head of School and Program Convenor. The Board noted that the Business case was executively approved by Dean (Academic) on 5 October 2010 and the submissions approved by the 7/2010 (October) Programs Committee. | Noted | | |
<p>| Course Approval and Review Processes (Agenda Item 35.0) | The Board noted that Academic Committee had approved revisions to the Course Approval and Review Processes for the purposes of clarification and to incorporate changes resulting from the implementation of the course evaluation system in summer semester 2009/2010 and the course profile system in semester 2 2010. Key differences between the previously used course outline system and the course profile system are summarised in the Program EAGLe blog link: <a href="http://apps01.domino.griffith.edu.au/apps/blogs/eagle/nsf/dx/course-profiles-v-course-outlines---how-do-they-compare">http://apps01.domino.griffith.edu.au/apps/blogs/eagle/nsf/dx/course-profiles-v-course-outlines---how-do-they-compare</a>. | Noted | | |</p>
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<td>The Board noted that the following supporting forms and templates were also endorsed by Academic Committee: a) revised Course Profile Template and Course Profile Requirements documents b) a Scholarly Information Impact Statement to be completed by the course convenor for all new courses as a means of establishing that library, laboratory and technical resources are sufficient to support learning and teaching in the course. This statement forms part of the revised Guidelines for a Statement of Resources, which are required to accompany a proposed course profile to School Committee for consideration. The Board noted that the Deputy Vice Chancellor (Academic) had also approved revisions to the Student Evaluation of Courses (SEC) and Teaching (SET). The key changes are: a) course convenors will now have access to their SET and SEC results via Evaluations@Griffith from week 15 of each semester b) course convenors may be requested by the Head of School to prepare a Course Review and Improvement Report. Updated policies are available in Griffith's online Policy Library [<a href="http://www62.gu.edu.au/policylibrary.nsf?opendatabase">http://www62.gu.edu.au/policylibrary.nsf?opendatabase</a> ]</td>
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<td>ALTC Grants – Application Process (Agenda Item 36.0)</td>
<td>The Board noted that for ALTC Grants an internal process has been developed to support Griffith staff applying for an ALTC Grant, as either a lead or partner. The Notification of Intention to Apply as lead or partner for an ALTC Grant is designed to:</td>
<td>Noted</td>
<td>Heads of School to convey information on internal process for ALTC Grant applications to all staff.</td>
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<td>i) Ensure timely communication to key stakeholders of the intention to apply for an ALTC Grant and secure in-principle support from the Head of School and Dean (Learning and Teaching)</td>
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<td>ii) Ensure timely advice to the Secretariat to prepare a letter of institutional endorsement from the Deputy Vice Chancellor (Academic), to determine whether the resource commitment being made on behalf of Griffith is appropriate and to provide advice on the process</td>
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<td>iii) Notify the Griffith Institute of Higher Education (GIHE) of the intention to apply, to enable support mechanisms to be set in place, including peer feedback on applications.</td>
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<td>Upon receipt of this notification, Secretariat and GIHE staff will contact grant participants to discuss the proposed project and the support available. The completed Notification of Intention to Apply form should be sent to: <a href="mailto:grants-sec@griffith.edu.au">grants-sec@griffith.edu.au</a></td>
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<td>Heads of School were asked to convey this information to all staff.</td>
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<td>Revised Research Centres Policy (Agenda Item 37.0)</td>
<td>The Board noted that the Research Centres Policy had been revised principally to bring centre reporting and membership criteria into line with the University KPIs and Staircase reporting. The revised policy can be found in the Policy library: <a href="http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/459159fb3ad61d994a256b96000a5685?opendocument">http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/459159fb3ad61d994a256b96000a5685?opendocument</a></td>
<td>Noted</td>
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<tr>
<td>December Graduation Ceremonies</td>
<td>The Board noted that December 2010 graduation ceremonies for SEET will be held on the following</td>
<td>Noted</td>
<td></td>
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</tr>
<tr>
<td>Name of Item (including Agenda Item Number and Attachment(s))</td>
<td>Brief Description</td>
<td>Resolution</td>
<td>Action to be Taken</td>
<td>Responsible Officer</td>
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<td>---------------------------------------------------------------</td>
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<tr>
<td>Offsets: Friday 10 December 3.00pm Logan Entertainment Centre</td>
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<tr>
<td>Tuesday 14 December 3.00pm Gold Coast Convention &amp; Exhibition Centre – ENV and ICT programs</td>
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<tr>
<td>Tuesday 14 December 7.00pm Gold Coast Convention &amp; Exhibition Centre – ENG programs</td>
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<tr>
<td>Friday 17 December Brisbane Convention &amp; Exhibition Centre</td>
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<tr>
<td>Course Profile Training for Course Convenors (Agenda Item 39.0)</td>
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<tr>
<td>Course profiles introduction</td>
<td>The Board noted that information on course profile workshops for course convenors is available at: <a href="https://apps01.domino.griffith.edu.au/apps/ins/eagle-training.nsf/home">https://apps01.domino.griffith.edu.au/apps/ins/eagle-training.nsf/home</a></td>
<td>Noted</td>
<td></td>
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<tr>
<td>Course profiles refresher</td>
<td>This hands-on workshop is for all new convenors and convenors who have not yet worked with the Course Profile System. It develops the essential skills that are needed to edit and publish Course Profiles. Additional workshops will be scheduled for January 2011.</td>
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<tr>
<td>Course profiles drop-in</td>
<td>Convenors who produced course profiles last semester may find this hands-on workshop beneficial. It will include a presentation of new changes and refresher of some key topics within the system. Time will also be available to work on live profiles while the trainer is in the room to provide assistance. Additional workshops will be scheduled for January 2011.</td>
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<td></td>
<td>Convenors are invited to work on their course profile in a quiet environment away from telephones and other interruptions. A trainer will be in the room to provide</td>
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<tr>
<td>Name of Item (including Agenda Item Number and Attachment/s)</td>
<td>Brief Description</td>
<td>Resolution</td>
<td>Action to be Taken</td>
<td>Responsible Officer</td>
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<tr>
<td><strong>Self-Paced Resources</strong></td>
<td>A range of self-paced resources are now available. These include short multi-media files and PDF documents on the following topics: Module 1 Course Profiles - an overview Module 2 Profile sets and searches Module 3 Editing a course profile Module 4 Managing groups Module 5 Publishing a course profile</td>
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<td><strong>Course Workbook</strong></td>
<td>An updated version of the Course Profiles workbook will be available shortly. These resources are located on the Program EAGLe website (Log into Griffith Portal &gt; Work &gt; Projects &gt; Projects &gt; Current Projects &gt; Evaluation and Assurance of Griffith Learning &gt; Course Profiles &gt; Resources) Any questions about these resources or training opportunities can be directed to Merril Rogers (#54430) or Program EAGLe (#54618).</td>
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<tr>
<td><strong>New Research Website (Agenda Item 40.0)</strong></td>
<td>The Board noted that Griffith's corporate research website has been revamped and there are several new features: A research highlights page features major news announcements such as the University’s success in receiving funding from the Education Investment Fund for the Sir Samuel Griffith building, Griffith’s major grant round results and Griffith’s latest research publications and income returns for the Higher Education Research</td>
<td>Noted</td>
<td></td>
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<tr>
<td>Name of Item (including Agenda Item Number and Attachment/s)</td>
<td>Brief Description</td>
<td>Resolution</td>
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|                                                              | The main research service areas and information on the Office for Research are accessible through the new Research Services website:  
- Research Grants, (ARC Discovery and Linkage, NHMRC and Internal Grants)  
- Research Ethics and Integrity, (Human and Animal ethics, Research Integrity and Code for the Responsible Conduct of Research)  
- Research Policy and Performance (ERA and HERDC)  
- Research Development, and  
| Explaining the AGS and CEQ to students and staff (Agenda Item 41.0) | The Board noted that the Deputy Vice Chancellor (Academic) has advised that resources are available centrally to advise students and staff about the Australian Graduate Survey, particularly the CEQ, via the following web address: [http://www.griffith.edu.au/student-surveys](http://www.griffith.edu.au/student-surveys) | Noted       | Heads of School to circulate web address for AGS and CEQ resources to academic staff in their Schools, particularly those involved in final teaching. |                     |
### Name of Item (including Agenda Item Number and Attachment/s)

<table>
<thead>
<tr>
<th>Brief Description</th>
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<tr>
<td>Heads have been asked to circulate this address to academic staff in their Schools, particularly staff who are involved in final year teaching. There are resources (in PDF format) that can be printed and made available to students, as well as links to deeper information for interested staff. This web address should be included in the resource lists in any presentations to final year students about the CEQ. Further questions about the content of the site can be directed to Emma Liversidge (<a href="mailto:e.liversidge@griffith.edu.au">e.liversidge@griffith.edu.au</a> or ext 57814).</td>
</tr>
</tbody>
</table>

**Chair’s Report**  
(Agenda Item 4.0)

<table>
<thead>
<tr>
<th>Chair’s Report (Agenda Item 4.0)</th>
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<tbody>
<tr>
<td>The Chair reported on the following matters:</td>
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<tr>
<td>• QTAC preference data. There are no obvious trends evident from the current QTAC preference data. Numbers are up around 6% for SEET on the 2010 admissions data although a significant proportion of this increased demand is for the capped programs Medical Science and Aviation. For other programs there has tended to be small decreases in numbers measured against what were very good intakes last year.</td>
</tr>
<tr>
<td>• SEET Group budget. The budget will carry forward a small surplus into 2011. A contingency will be held in response to budget uncertainties, particularly in relation to the FPOS market.</td>
</tr>
<tr>
<td>• Review of FPOS program fees. There will generally be an increase in FPOS fees for the Group’s programs to bring fee levels into parity with other IRU providers. A member noted that a check will need to be made for any anomalies in relation to joint program offerings with other Groups. The Chair advised that he will circulate the proposed FPOS fees to Heads for</td>
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<thead>
<tr>
<th>Resolution</th>
<th>Action to be Taken</th>
<th>Responsible Officer</th>
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<tr>
<td>Noted</td>
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<td>Name of Item (including Agenda Item Number and Attachment/s)</td>
<td>Brief Description</td>
<td>Resolution</td>
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<tr>
<td>Pro Vice Chancellor (SEET) Report (Agenda Item 5.0)</td>
<td>The Pro Vice Chancellor (SEET) had forwarded apologies for the meeting.</td>
<td>Noted</td>
</tr>
</tbody>
</table>
| Dean, Learning and Teaching (SEET) Report (Agenda Item 6.0) | The Dean (Learning and Teaching) reported on the following matters:  
  - The University compacts are under discussion within the University in preparation for submission to DEEWR. The submission template contains 3 key areas - University mission, teaching and learning, and research, research training and innovation - in relation to performance targets. The government’s meeting with the University to negotiate funding compacts will take place early in 2011.  
  - ALTC and Learning & Teaching awards  
    Congratulations were extended to the following 2010 Australian Awards for University Teaching recipients: Citation for Outstanding Contributions to Student Learning: Professor Vladimir Estivill-Castro, for leadership and innovation in postgraduate supervision that supports, engages, and inspires computer science research students to succeed in a highly competitive research environment.  
    Citation for Outstanding Contributions to Student Learning: Associate Professor Hong Guan, for nurturing responsible structural engineering professionals in developing skill sets and expertise in planning, analysing, designing, and constructing safe, effective and economical structures.  
    Congratulations were extended to the 2010 Griffith Awards for Excellence in Teaching recipients as | Noted      |                    |                    |
<table>
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<tr>
<th>Name of Item (including Agenda Item Number and Attachment/s)</th>
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<th>Resolution</th>
<th>Action to be Taken</th>
<th>Responsible Officer</th>
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</table>
| **Dean, Research (SEET) Report** *(Agenda Item Number 7.0)* | The Chair congratulated recipients of the 2011 ARC Linkage and Discovery Grants and 2011 NHMRC Project Grants as noted under agenda items 31.0 and 32.0. The Dean (Research) had provided a written report on the following matters:  
- 2010 SEET Research Excellence Awards.  
- 2010 HERDC returns.  
- Research equipment infrastructure register.  
- HDR research support. The Board was advised that this matter is still under consideration by the SEET Group Executive. The issue of support for Honours students was raised. The Board noted that the Schools of ICT and ENV offer summer scholarships to high achieving students to encourage them into Honours programs. The Board recalled that the recommendations of the Honours Engagement Working Party went forward to the SEET Group Board in early 2010 where it was agreed that the Group Executive would consider these recommendations and the associated budget requests. It was suggested that the recommendation for consideration to the Group offering a level of financial support for Honours scholarships be raised within the Group’s research fora. | Noted | Dean (Learning & Teaching) (Chair of Honours Engagement Working Party) and Dean (Research to follow up on matter of Group support for Honours scholarships. | |
| **Director, Internationalisation & Professional Liaison (SEET) Report** | The Director (Internationalisation & Professional Liaison) had forwarded his apologies for the meeting. | Noted | | |

Noted under agenda item 30.0.

Congratulations were extended to the 2010 Griffith Grants for Learning and Teaching recipients as noted under agenda item 29.0.
<table>
<thead>
<tr>
<th>Name of Item (including Agenda Item Number and Attachment/s)</th>
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<th>Resolution</th>
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<th>Responsible Officer</th>
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<tr>
<td>(Agenda Item Number 8.0)</td>
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</table>
| **Information Services Report (Agenda Item 9.0)**           | Mr Phillip McDonald provided an Information Services (SIR) report on the following matters:  
• Griffith research survey tool – free service to Schools and Research Centres supported by the eResearch Team (see http://www.griffith.edu.au/survey-centre).  
• Griffith digital repository – Griffith’s repository for published research material aims to make important research available to the widest possible audience.  
• HERDC update – submissions are up 44% for 2010 compared to same time last year. Members were reminded of the 1 February deadline for submissions. A member advised that at a recent SEET Group Board meeting, in relation to reminders received from the INS Research Publications Team that suitable publications had not been entered, the query was raised as to why the Research Publications Team could not populate the database with these titles. Mr McDonald advised that he would raise the question with the relevant INS staff but suspected that it related to University requirements.  
• HDR scholarly support program – personalised approach to support HDR students see [http://www.griffith.edu.au/library/support-for-research](http://www.griffith.edu.au/library/support-for-research)  
• Research impact service – advises Griffith researchers on issues around measuring and tracking the impact of their research outputs. The research impact report illustrates the overall impact of an individual researcher’s publications in a discipline by identifying the number of citations achieved in the scholarly literature. The publication activity report | Noted          |            |                   |                    |


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<tr>
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<th>Resolution</th>
<th>Action to be Taken</th>
<th>Responsible Officer</th>
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<tbody>
<tr>
<td>Provides a comprehensive statement of the publication/citation activity of a School or Research Centre. Advice on strategies to improve overall impact can be provided as part of the service. The journal impact report assists researchers to make informed decisions about publishing strategies by comparing the performance of journals within a specific discipline.</td>
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<td>• New library system – the new search tool LibrarySearch provides quick access to scholarly information within and beyond the Griffith collection. New library material additions to the catalogue are organised by academic Group see <a href="http://www.griffith.edu.au/library/library-resources/new-items-lists">http://www.griffith.edu.au/library/library-resources/new-items-lists</a></td>
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<tr>
<td>• Australian dissertations and theses – Australian Research Online (<a href="http://research.nla.gov.au">http://research.nla.gov.au</a>) is superseding the Australasian Digital Theses Program as the place to find full-text digital HDR theses harvested from Australian university repositories. Theses can also be found via the free Trove search engine (<a href="http://trove.nla.gov.au">http://trove.nla.gov.au</a>)</td>
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<td>• SAGE research methods on-line – links SAGE’s research methods content with sophisticated search tools. Trial access is available until 31 December 2010 with feedback sought from users.</td>
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<td>• Elsevier SciVerse – the power of SciVerse will be increased within the next few weeks with the launch of SciVerse Applications.</td>
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<td>Other Business (Agenda Item 42.0)</td>
<td>A member raised the issue of very high failure rates particularly in some second year Planning courses which the School attributes to students’ non-attendance</td>
<td>Noted</td>
<td>Dean (Learning &amp; Teaching) to take forward this issue as the opportunity presents.</td>
<td></td>
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<tr>
<td>Name of Item (including Agenda Item Number and Attachment/s)</td>
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<tr>
<td>at lectures. The views were expressed that electronic postings of lecture materials has led to a devaluing of the lecture experience, and students who attend lectures tend to be more engaged with the courses. Comments noted included:</td>
<td>• the reasons for students’ non-attendance need to be identified; • course profile statements could be used to encourage attendance; • courses should be timetabled to encourage attendance; • the reasons for the high failure rates need to be fully understood in the CRIR. The Dean (Learning &amp; Teaching) advised that she will take forward this issue as the opportunity presents.</td>
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</table>

2010 Meeting Schedule (Agenda Item 43.0)  
This is the final meeting of the SEET Faculty Board scheduled for 2010.

<table>
<thead>
<tr>
<th>2011 Meeting Schedule (Agenda Item 44.0)</th>
<th>Meeting Date</th>
<th>Campus</th>
<th>Venue</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 February</td>
<td>Gold Coast</td>
<td>Room 2.02</td>
<td>The Chancellery (G34)</td>
<td>10.00am</td>
</tr>
<tr>
<td>11 March</td>
<td>Nathan</td>
<td>Room 2.02</td>
<td>Bray Centre (N54)</td>
<td>10.00am</td>
</tr>
<tr>
<td>8 April</td>
<td>Gold Coast</td>
<td>Room 2.02</td>
<td>The Chancellery (G34)</td>
<td>10.00am</td>
</tr>
<tr>
<td>13 May</td>
<td>Nathan</td>
<td>Room 2.02</td>
<td>Bray Centre (N54)</td>
<td>10.00am</td>
</tr>
<tr>
<td>10 June</td>
<td>Gold Coast</td>
<td>Room 2.02</td>
<td>The Chancellery (G34)</td>
<td>10.00am</td>
</tr>
<tr>
<td>19 August</td>
<td>Gold Coast</td>
<td>Room 2.02</td>
<td>The Chancellery (G34)</td>
<td>10.00am</td>
</tr>
<tr>
<td>16 September</td>
<td>Nathan</td>
<td>Room 2.02</td>
<td>Bray Centre (N54)</td>
<td>10.00am</td>
</tr>
<tr>
<td>Name of Item (including Agenda Item Number and Attachment/s)</td>
<td>Brief Description</td>
<td>Resolution</td>
<td>Action to be Taken</td>
<td>Responsible Officer</td>
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<tr>
<td>21 October Gold Coast Room 2.02 The Chancellery (G34)</td>
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<td>10.00am</td>
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<tr>
<td>18 November Nathan Room 2.02 Bray Centre (N54)</td>
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<td>10.00am</td>
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Confirmed: ____________________________  (Chair)

Date: ________________________________

**SUMMARY OF ACTION ITEMS**

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forward Faculty Board feedback on the proposed Assessment Policy (2010/0010258) and proposed Governance of Assessment and Academic Achievement Standards (2010/0011760) to the Assessment Committee.</td>
<td>Secretary (action taken)</td>
</tr>
<tr>
<td>Forward Faculty Board’s comments on the Academic Committee review report and the recommendations contained therein, and on the proposed implementation actions to the 9 December meeting of Academic Committee.</td>
<td>Secretary (action taken)</td>
</tr>
<tr>
<td>Prepare an implementation plan for the ENV UG 5 year program review for presentation to 3 March meeting of Programs Committee in 2011.</td>
<td>Head of School ENV</td>
</tr>
<tr>
<td>Convey information on internal process for ALTC Grant applications to all staff.</td>
<td>Heads of School</td>
</tr>
<tr>
<td>Circulate web address for AGS and CEQ resources to academic staff in Schools, particularly those involved in final teaching.</td>
<td>Heads of School</td>
</tr>
<tr>
<td>Follow up matter of Group support for Honours scholarships, as recommended by SEET Honours Engagement Working Party.</td>
<td>Dean (Learning &amp; Teaching) (Chair of Honours Engagement Working Party) and Dean (Research)</td>
</tr>
</tbody>
</table>
As the opportunity presents, take forward issue of a very high failure rates in some courses which has been attributed to students’ non-attendance at lectures.

DISTRIBUTION LIST
Faculty Board Members
Professor Clyde Wild
Dean (Academic)
Professor Sue Berners-Price
Pro Vice Chancellor (Science, Environment, Engineering & Technology)
Associate Professor Michael Blumenstein
Dean, Research (Science, Environment, Engineering & Technology)
Associate Professor Wendy Loughlin
Dean, Learning & Teaching (Science, Environment, Engineering & Technology)
Professor Bofu Yu
Head, Griffith School of Engineering
Associate Professor Peter Bernus
Acting Head, School of Information & Communication Technology
Professor Hamish McCallum
Head, Griffith School of Environment
Professor Frank Clarke
Head, School of Biomolecular & Physical Sciences
Associate Professor Charles Lemckert
Deputy Head, Griffith School of Engineering
Associate Professor Steven O'Keefe
Deputy Head, Griffith School of Engineering
Dr René Hexel
Deputy Head, School of Information & Communication Technology
Dr Wayne Pullan
Deputy Head, School of Information & Communication Technology
Associate Professor Anthony Carroll
Deputy Head, Griffith School of Environment

Appointment Type
ex officio (Chair)
ex officio
ex officio
ex officio
ex officio
ex officio
ex officio
ex officio
appointed
appointed
appointed
Professor Roger Kitching  
Deputy Head, Griffith School of Environment  
appointed

Dr Ann McDonnell  
Deputy Head, School of Biomolecular & Physical Sciences  
appointed

Associate Professor Robert Sang  
Deputy Head, School of Biomolecular & Physical Sciences  
appointed

Representative of the Directors of the Group’s Research Institutes and/or ASIs  
vacant

Representative of the Directors of the Group’s Research Centres  
vacant

Professor Yew-Chaye Loo  
Director, Internationalisation & Professional Liaison  
invited

Mr Stephen Boyd  
invited

Mr George Klich  
Technical Managers, Technical Services (SEET)

Ms Lesley Ngatai, Manager, Academic Services Unit, SIR, INS  
invited

Professor Nick Buys  
invited

Dean, Learning & Teaching (Health Group)

Information Copies

Research Centre Directors - Science, Environment, Engineering & Technology Group

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