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

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19.0 OTHER BUSINESS  
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### Significant Committee Events
This meeting of the Science, Environment, Engineering & Technology Group Board will be at 10.00am on Friday 18 November 2011 in Room 2.02, Council Chamber (N54), Nathan campus.

### Deadlines
- Agenda items due with Secretary, Programs Committee for December meeting by 20 November 2011.
### Committee TeamPlace Web Address


Use the left navigation bar to select the relevant committee site. Username is your staff number and password is the same as your Active Directory login. Call the Secretary on 57792 for advice or if experiencing difficulties.

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**GRIFFITH UNIVERSITY**

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

**Faculty Board Members**

- **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**
  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/Associate Professor Steven O’Keefe**
  Deputy Head, Griffith School of Engineering
- **Dr Rene Hexel/ Dr Wayne Pullan**
  Deputy Head, School of Information & Communication Technology
- **Associate Professor Anthony Carroll/Professor Nigel Stork**
  Deputy Head, Griffith School of Environment
- **Dr Ann McDonnell/ Associate Professor Robert Sang**
  Deputy Head, School of Biomolecular & Physical Sciences
- **Representative of the Directors of the Group Research Centres**
  vacant
- **Professor Yew-Chaye Loo**
  Director, Internationalisation & Professional Liaison
- **Professor Stuart Bunn**
  Director, Australian Rivers Institute
- **Professor Ron Quinn**
  Director, Eskitis Institute for Cell and Molecular Therapies
- **Professor Abdul Sattar**
  Director, Institute for Integrated and Intelligent Systems
- **Professor Mark von Itzstein**
  Director, Institute for Glycomics
- **Mr James Walden**
  Group Resource Manager (SEET)
- **Ms Glenda Graham**
  Human Resource Manager (SEET)
- **Ms Catherine Delahunty**
  Executive Officer to the PVC
- **Mr Stephen Boyd**
  invited
- **Mr George Klich**
  Technical and Logistics Managers, Technical Services (SEET)
- **Mr Vince Lalar**
  Deputy Resource Manager
- **Ms Paula Kitto**
  invited

[www.griffith.edu.au/committees](http://www.griffith.edu.au/committees)
HR Advisers (SEET) 
Ms Veronica Dawson
INS representative
Professor Allan Cripps
Pro Vice Chancellor (Health)
Professor Nick Buys
Dean, Learning & Teaching (Health Group)

invited

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

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

1.0 APOLOGIES

Apologies may be recorded by contacting Silja Leskinen, x 57792, or by emailing S.Leskinen@griffith.edu.au

2.0 CONFIRMATION OF MINUTES

The minutes of the 8/2011 (21 October) meeting will be circulated. To be taken as read and confirmed.

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

3.0 MATTERS ARISING FROM THE 8/2011 (21 October) MINUTES

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements that have not responded to the PVC regarding the Operational Plan are to do so as a matter of urgency.</td>
<td>Group Board Members</td>
</tr>
<tr>
<td>Members to provide feedback to the Dean (Research) on what initiatives are already occurring and what strategies they would like to see in order to attract more RHD enrolments.</td>
<td>Group Board Members</td>
</tr>
</tbody>
</table>

4.0 NEW BUSINESS

4.1 Presentations to the Board

- Marketing
  - Ms Emma Newton, Deputy Director, and Ms Ivett Guerra, Marketing Manager (SEET), External Relations, will address the Board at 10.00am regarding Marketing.

4.2 PVC Report

PVC to report

4.3 Budget and Enrolment Update

- Enrolment Update
- Projected 2011 EOY Position
- 2012 Draft Budget

GRM to report

4.4 Academic Matters
• Space Management Guidelines (draft), (attachment 4.4)
• Capital Management Plan 2013 – 2015 submission

Dean (Academic) to report

4.5 Learning and Teaching Matters
• LTPA Strategic Allocation of Funds

Dean (Learning and Teaching) to report

4.6 Research Matters
• End of Year Scholarship Round Update
• Update on Grant Outcomes

Dean (Research) to report

4.7 Internationalisation Matters
• Report on the Research Excellence Showcase Visit to Malaysia, (attachment 4.7)

Director (Internationalisation and Professional Liaison) to report

5.0 INFORMATION SERVICES REPORT

Ms Veronica Dawson will present the Information Services (SIR) Report, (attachment 5.0).

6.0 OTHER BUSINESS

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

7.0 MATTERS ARISING FROM THE 8/2011 (21 October) MINUTES

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary to forward program submission for Bachelor of Information Technology (1109/1042) to Programs Committee.</td>
<td>Secretary (Action Taken)</td>
</tr>
<tr>
<td>Secretary to forward program submission for Bachelor of Multimedia (1046) to Programs Committee.</td>
<td>Secretary (Action Taken)</td>
</tr>
<tr>
<td>Secretary to forward program submission for Bachelor of Information Technology with Honours and Bachelor of Multimedia with Honours (2020/2011 and 2021/2013) to the School of Communication and Information Technology for amendments and then the Programs Committee to be included on the agenda of the November meeting.</td>
<td>Secretary (Action Taken)</td>
</tr>
<tr>
<td>Secretary to forward program submission for Bachelor of Information Technology@Work (1250) to Programs Committee.</td>
<td>Secretary (Action Taken)</td>
</tr>
<tr>
<td>Secretary to forward program submission for Bachelor of Information Systems (1360/1361) to Programs Committee</td>
<td>Secretary (Action Taken)</td>
</tr>
<tr>
<td>Secretary to forward program submission for Master of Information Technology (5523/5524) to Programs Committee.</td>
<td>Secretary (Action Taken)</td>
</tr>
<tr>
<td>Secretary to forward program submission for Bachelor of Information Technology/Bachelor of Multimedia (1236/1339) to Programs Committee.</td>
<td>Secretary (Action Taken)</td>
</tr>
<tr>
<td>Secretary to forward program submission for Bachelor of Laws/Bachelor of Science (1121) to Programs Committee.</td>
<td>Secretary (Action Taken)</td>
</tr>
</tbody>
</table>
Secretary to forward program submission for Master of Urban and Environmental Planning (5576) to Programs Committee.

ORDERING OF THE AGENDA

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

SECTION I: MATTERS FOR DEBATE AND DECISION

8.0 COURSE MARKING AND GRADING MODERATION

8.1 The University Assessment Committee is working on changes to the Assessment Policy in response to the AUQA Recommendation that “More attention be paid by Griffith University to quality control aspects (such as moderation policy and procedures and the calibration of standards for the awarding of grades).”

8.2 To implement this recommendation the University has included a section on Moderation Processes within the existing Assessment Policy (2010/0011599) and within the Curriculum Initiatives Tracking section of the Course Profile System for implementation in semester 1, 2012.

8.3 To further facilitate implementation of the AUQA recommendation on moderation and cognisant of TEQSA’s future focus on externally referenced learning standards, the University Assessment Committee has been working on the development of a university wide template, Course Marking and Grading Moderation Report, for use by School Assessment Boards to document the moderation processes in each course. The Course Marking and Grading Moderation Report is to be integrated with the Course MESS Report and are provided as mock-up forms in the first worksheet of the Report, (refer to attachment 8.0b)

8.4 The University Assessment Committee seeks feedback on the draft Course Marking and Grading Moderation Report, (attachments 8.0a and 8.0b), from Group Boards with responses to be provided no later than Friday 9 December 2011.

9.0 ICT PROGRAM WITHDRAWAL SUBMISSION (2011/0004334)
5543/5544 MASTER OF INFORMATION TECHNOLOGY ADVANCED

9.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to consider the attached program withdrawal submission (2011/0004334) proposing to withdraw the Master of Information Technology Advanced due to consistently low enrolment numbers and as a result of the School’s degree update process.

Recommendation

9.2 On the recommendation of the Dean (Learning & Teaching), the Group Board is asked to recommend to the Programs Committee that 5543/5544 Master of Information Technology Advanced be withdrawn to commencing students from semester 1, 2012.

For consideration

SECTION II: MATTERS REQUIRING RATIFICATION OF EXECUTIVE ACTION

10.0 ENV MINOR CHANGE SUBMISSION (2011/0004316)
1004 BACHELOR OF SCIENCE (ENVIRONMENT)

10.1 On the recommendation of the Dean (Academic), the Group Board is asked to ratify the attached minor change submission (2011/0004316) proposing the following changes to the Bachelor of Science (Environment) and all other Nathan based programs in the Griffith School of Environment:

- Introduce a new core course, 1009ENV General Chemistry, to replace the current core course, 1101BPS Chemistry A in all of the Nathan-based programs in the Griffith School of Environment.

10.2 This proposal was considered at the 8 2011 meeting of the Board and rejected. However, the decision has proven not be implementable in light of information that became available subsequent to the meeting, and consequently the Chair of the Group Board has over-ridden the decision of the 8 2011 meeting of the Board.

10.3 The recommendation of the Dean (Academic) will establish the new 1009ENV General Chemistry course from semester 1 2012 with the view that this decision will be reviewed by the Chemistry Working Party for 2013.

For ratification

11.0 ENG MINOR CHANGE SUBMISSION (2011/0004332)
1323/1324 BACHELOR OF ENGINEERING/BACHELOR OF INFORMATION TECHNOLOGY

11.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to ratify the attached minor change submission (2011/0004332) proposing the following changes to the Bachelor of Engineering/Bachelor of Information Technology:

- It is proposed to replace 1001ENG Engineering Practice and Sustainability with 1007ENG Engineering Fundamentals.
- Consequential changes resulting from changes to the Bachelor of Information Technology.
- Consequential changes resulting from changes to the Bachelor of Engineering
- Amendments to correct errors in credit point totals.

For ratification

12.0 ENV MINOR CHANGE SUBMISSION (2011/0004333)
3263 GRADUATE CERTIFICATE IN INTEGRATED WATER MANAGEMENT

12.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to ratify the attached minor change submission (2011/0004333) proposing a change to a course title as follows:

- Replace the course title Water Sustainability and Development with Community Development and Integrated Water Resource Management for course code 7902ENV.

For ratification

13.0 ICT MAJOR CHANGE SUBMISSION (2011/0004324)
2020/2011 BACHELOR OF INFORMATION TECHNOLOGY WITH HONOURS

13.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to ratify the attached minor change submission (2011/0004324) for the Bachelor of Information Technology with Honours.
13.2 This proposal was considered at the 8 2011 meeting of the SEET Group Board and approved in principle subject to modifications to course descriptions of the Advanced Topics in Information Technology courses.

For ratification

14.0 BPS MINOR CHANGE SUBMISSION (2011/0004337)
1306 BACHELOR OF MEDICAL SCIENCE

14.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to ratify the attached minor change submission (2011/0004337) proposing the following change:

- Replace 2014BPS Human Skills for Medicine with 2500MED Human Skills for Medicine.

For ratification

15.0 BPS MINOR CHANGE SUBMISSION (2011/0004338)
5428 MASTER OF SCIENCE IN PUBLIC HEALTH (INTERNATIONAL)

15.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to ratify the attached minor change submission (2011/0004338) proposing the following changes:

- A number of courses have been added to the listed elective options for this program.
- The submission contains a number of corrections/consequential changes, which have been previously approved within other ENV programs.

For ratification

16.0 ENV MINOR CHANGE SUBMISSION (2011/0004339)
3238 GRADUATE CERTIFICATE IN INTEGRATED WATER MANAGEMENT (WATER PLANNING)

16.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to ratify the attached minor change submission (2011/0004339) proposing the following changes:

- Change the semester of offer of courses 7900ENVProject Management and 7920ENV Catchment and Aquatic Ecosystem Health from semester 2 to semester 1.
- Change the semester of offer of courses 7904ENV Collaborative Water Management and 7903ENV Water Planning and Economics from semester 1 to semester 2.
- Change the semester of intake for the Graduate Certificate in Integrated Water Management from semester 2 (July) to semester 1 (February). The Program Convenor has advised that no offers have been made for semester 2 2012 and confirmation is currently being sought from Griffith International.
- The submission includes a request to remove the program catalogue entries for the 4149 Graduate Diploma of Integrated Water Management and 5531 Master of Integrated Water Management from the Griffith Program Catalogue as students are currently not being admitted into these programs.
For ratification

17.0 COURSE PROFILES FOR NEW COURSES

17.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to ratify the attached course profiles for new courses:

- 1012ICT Communications for ICT
- 3418ICT Strategic Information Systems Management
- 7418ICT Strategic Information Systems Management
- 3612ICT Database Systems Administration
- 7204ICT Database Systems Administration

For ratification

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

18.0 NEW INTERNSHIP COURSE

18.1 The Group Board is asked to note that a new internship course 5902GIH Community Internship in now available to students and can be undertaken as a free choice elective (attachment 18.0).

For noting

19.0 OTHER BUSINESS

20.0 2012 MEETING SCHEDULE

The 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>
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</thead>
<tbody>
<tr>
<td>10 February</td>
<td>Gold Coast</td>
<td>G34_2.02</td>
</tr>
<tr>
<td>9 March</td>
<td>Nathan</td>
<td>N54_2.02</td>
</tr>
<tr>
<td>20 April</td>
<td>Gold Coast</td>
<td>G34_2.02</td>
</tr>
<tr>
<td>18 May</td>
<td>Nathan</td>
<td>N54_2.02</td>
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<tr>
<td>15 June</td>
<td>Gold Coast</td>
<td>G34_2.02</td>
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<tr>
<td>20 July</td>
<td>Nathan</td>
<td>N54_2.02</td>
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<tr>
<td>17 August</td>
<td>Gold Coast</td>
<td>G34_2.02</td>
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<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>
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