A meeting of the Science, Environment, Engineering and Technology Group Board will be held at 10.00am on Friday 14 September in Room 2.02, Council Chamber, Bray Centre (N54), Nathan campus.

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5468 MASTER OF ENGINEERING (SPORT TECHNOLOGY)
5529 MASTER OF ENGINEERING WITH ADVANCED STUDIES (SPORT TECHNOLOGY)

18.0 ENV MAJOR CHANGE SUBMISSION (2012/0011557)
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4141 GRADUATE DIPLOMA OF PUBLIC HEALTH SCIENCE (INTERNATIONAL) (EXIT POINT)

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3256 GRADUATE CERTIFICATE IN APPLIED CLINICAL GENETICS
4155 GRADUATE DIPLOMA OF APPLIED CLINICAL GENETICS

22.0 BPS MINOR CHANGE SUBMISSION (2012/0011554)
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25.0 2013 DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS (DEEWR) OFFICE OF LEARNING AND TEACHING FELLOWSHIPS PROGRAM

26.0 OTHER BUSINESS

27.0 2012 MEETING SCHEDULE

<table>
<thead>
<tr>
<th>Significant Committee Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>This meeting of the Science, Environment, Engineering &amp; Technology Group Board will be at 10.00am on Friday 14 September 2012 in Room 2.02, Council Chamber, Bray Centre (N54), Nathan campus.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda items due with Secretary, Programs Committee for October meeting by 21 September 2012.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Committee TeamPlace Web Address</th>
</tr>
</thead>
</table>

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.
GROUP BOARD MEMBERS

Professor Clyde Wild
Dean, Academic (Science, Environment, Engineering & Technology)
ex officio (Chair)

Professor Debra Henly
Pro Vice Chancellor (Science, Environment, Engineering & Technology)
ex officio

Associate Professor Michael Blumenstein
Dean, Research (Science, Environment, Engineering & Technology)
ex officio

Associate Professor Wendy Loughlin
Dean, Learning & Teaching (Science, Environment, Engineering & Technology)
ex officio

Professor Bofu Yu
Head, Griffith School of Engineering
ex officio

Associate Professor Peter Bernus
Head, School of Information & Communication Technology
ex officio

Professor Hamish McCallum
Head, Griffith School of Environment
ex officio

Professor Frank Clarke
Head, School of Biomolecular & Physical Sciences

Dr Rene Hexel/ Dr Wayne Pullan
Deputy Head, School of Information & Communication Technology
appointed

Associate Professor Anthony Carroll/Professor Nigel Stork
Deputy Head, Griffith School of Environment
appointed

Dr Ann McDonnell/ Associate Professor Robert Sang
Deputy Head, School of Biomolecular & Physical Sciences
appointed

Professor Sherif Mohamed/ Dr Jim Ness/ Associate Professor Steven O'Keefe/ Dr Andrew Seagar/ Professor Geoff Tansley
Heads of Discipline, Griffith School of Engineering
invited

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

Professor Stuart Bunn
Director, Australian Rivers Institute
invited

Professor Ron Quinn
Director, Eskitis Institute for Cell and Molecular Therapies
invited

Professor Abdul Sattar
Director, Institute for Integrated and Intelligent Systems
invited

Professor Mark von Itzstein
Director, Institute for Glycomics
invited

Mr James Walden
Group Resource Manager (SEET)
invited

Ms Glenda Graham
Human Resource Manager (SEET)
invited

Ms Bernadette Walsh
Executive Officer to the PVC (SEET)
invited

Mr Stephen Boyd
invited

Mr George Klich
Technical and Logistics Managers, Technical Services (SEET)
invited

Ms Elena Saj
Deputy Resource Manager
invited

Ms Joanne Robertson
HR Advisers (SEET)
invited

Mr Phillip McDonald
INS representative
invited

Professor Allan Cripps
invited
Pro Vice Chancellor (Health)
Professor Nick Buys

Dean, Learning & Teaching (Health Group)
Representative of the Directors of the Group Research Centres

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
A meeting of the Science, Environment, Engineering and Technology Group Board will be held at 10.00am on Friday 14 September in Room 2.02, Council Chamber, Bray Centre (N54), Nathan campus.

Kim Hillier
Secretary

AGENDA

1.0 APOLOGIES

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

Apologies have been received from:

Professor Stuart Bunn – Professor Joe Lee will attend the meeting.
Mr Stephen Boyd

2.0 CONFIRMATION OF MINUTES

The minutes of the 7/2012 (17 August) meeting will be circulated prior to the meeting. To be taken as read and confirmed.

3.0 SEET GROUP BOARD MEMBERSHIP

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 will wish to welcome Associate Professor Steven O’Keefe to this meeting of Group Board.

Members will wish to welcome Ms Bernadette Walsh, Executive Officer to the PVC (SEET), to her first meeting of Group Board.

4.0 MATTERS ARISING FROM THE 7/2012 (17 AUGUST) MINUTES

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flag the Bachelor of Science with Honours (Accelerated) (1369) for inclusion in the Bachelor of Science review.</td>
<td>Dean (Learning &amp; Teaching) (SEET)</td>
</tr>
<tr>
<td>Consider how the Special Approver Guidelines should be implemented within the Group and refer the Guidelines to the Senior Management Committee for further discussion.</td>
<td>SEET Group Executive</td>
</tr>
<tr>
<td>Provide position paper on strategy for improving SEET Schools’ FPOS Performance for consideration at next meeting of Group Board.</td>
<td>Director (Internationalisation &amp; Professional Liaison)</td>
</tr>
<tr>
<td>In addition to grants awarded, add a section on grants in progress to Head of School Report to Group Board template.</td>
<td>secretary</td>
</tr>
</tbody>
</table>
Include SEET Group Research Committee minutes with Group Board agenda papers for noting.

5.0 HR DIRECTIONS

Ms Janine Walker, Director HRM, will attend the Board at 10.30am to speak on new directions for HR services.

Over the next few months, the Office for HRM will be making some significant changes to the way in which services and support are provided to the Group. These changes stem largely from the outcomes of Office reviews and ongoing conversations with clients.

Attached is a discussion paper prepared by the Director HRM identifying some of the key issues and challenges for the Office of HRM and proposed directions to enable the continued provision of high quality services to the University.

6.0 PVC REPORT

The Group Pro Vice Chancellor (SEET) will report on items of interest to the Board.

7.0 CHAIR’S REPORT

The Dean (Academic) (SEET) will report on items of interest to the Board.

8.0 DEAN (LEARNING & TEACHING) REPORT

The Dean (Learning & Teaching) (SEET) will report on Items of interest to the Board.

9.0 DEAN (RESEARCH) REPORT

The Dean (Research) (SEET) will report on items of interest to the Board.

10.0 DIRECTOR (INTERNATIONALISATION & PROFESSIONAL LIAISON) REPORT

The Director (Internationalisation and Professional Liaison) (SEET) will report on items of interest to the Board.

11.0 FINANCE REPORT

The Group Planning and Resource Manager (SEET) will report on items of interest to the Board.

12.0 HUMAN RESOURCE MANAGEMENT REPORT

The Human Resources Manager (SEET) will report on items of interest to the Board.

13.0 EXTERNAL RELATIONS REPORT

The Marketing Manager (SEET), External Relations will report on items of interest to the Board.

14.0 WORKPLACE HEALTH & SAFETY REPORT

The Dean (Academic) and/or Technical and Logistics Manager (Nathan) will report on items of interest to the Board.
The latest incident report will be tabled for noting. The minutes of the 3 September SEET Health and Safety Committee meeting will be tabled.

15.0 INFORMATION SERVICES REPORT

The Manager, Academic Services, INS to report on items of interest to the Board.

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

16.0 DISCUSSION PAPER: TOWARD GRIFFITH UNIVERSITY’S STRATEGIC PLAN FOR INFORMATION TECHNOLOGY 2020

16.1 The Vice Chancellor has commissioned the development of a University-wide strategy for Information Technology (IT) to 2020, to set a clear path for Griffith which leverages the potential of IT to deliver the University’s mission.

16.2 The attached discussion paper, Toward Griffith University’s Strategic Plan for Information Technology 2020, provides a summary of key IT trends and possible implications, posing questions about the University’s vision for 2020; how information and communication technologies can advance research, learning and teaching, collaboration and engagement, service delivery and administrative activities. It is anticipated that a draft Strategic Plan will be developed by late September for final feedback. The resulting Strategic Plan will be presented to Executive Group for endorsement in late October.

16.3 The Group Board is asked to provide its feedback on the discussion paper Toward Griffith University’s Strategic Plan for Information Technology 2020. Ms Linda O’Brien, Pro Vice Chancellor (INS), will attend the Board at 10.00am to present this paper.

For discussion

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

17.0 ENG MAJOR CHANGE SUBMISSION (2012/0011559)

3206 GRADUATE CERTIFICATE IN ENGINEERING (SPORT TECHNOLOGY)
5468 MASTER OF ENGINEERING (SPORT TECHNOLOGY)
5529 MASTER OF ENGINEERING WITH ADVANCED STUDIES (SPORT TECHNOLOGY)

17.1 On the recommendation of the Chair of SEET Group Board and the Dean (Learning and Teaching), the Group Board is asked to ratify the attached major change submission (2012/0011559) proposing to introduce a new award specialisation in Sport Technology within the Engineering suite of postgraduate programs Graduate Certificate in Engineering (3206), Master of Engineering (5468) and Master of Engineering with Advanced Studies (5529) at the Nathan campus.

17.2 The proposed Sport Technology major is expected to be an important offering in attracting students to further HDR studies with the Centre for
Wireless Monitoring and Applications (CWMA) and in involving the CWMA in the teaching of some specialist courses in the major. It is also anticipated that this major will complement the sport college at Griffith and may provide a relevant education pathway for elite athletes. It is further anticipated that collaboration with the Queensland Academy of Sport (QAS) and use of resources at the Queensland Sports and Athletics Centre (QSAC) will be beneficial to the University’s profile. The submission advises that the area of sport engineering is a growing discipline and the use of electronic technology in sport is growing rapidly.

17.3 The proposed Sport Technology major is structured as follows:

Students must complete 60 credit points from the following discipline study area courses:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course code</th>
<th>Course title</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sem 1</td>
<td>1001BPS</td>
<td>Human Biology</td>
<td>10</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>Sem 1</td>
<td>7522ENG</td>
<td>Electronic Instrumentation</td>
<td>10</td>
</tr>
<tr>
<td>Sem 1</td>
<td>7218BPS</td>
<td>Principles of Biomedical Instrumentation</td>
<td>10</td>
</tr>
<tr>
<td>Sem 2</td>
<td>7523ENG</td>
<td>Sport Engineering</td>
<td>10</td>
</tr>
<tr>
<td>Sem 2</td>
<td>7524ENG</td>
<td>Sport Instrumentation</td>
<td>10</td>
</tr>
<tr>
<td>Sem 2</td>
<td>7525ENG</td>
<td>Microprocessor Instrumentation</td>
<td>10</td>
</tr>
<tr>
<td>Sem 2</td>
<td>2085EDN</td>
<td>Intro to Sport Psychology</td>
<td>10</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>Sem 2</td>
<td>2557QCA</td>
<td>3D Digital Modelling 1</td>
<td>10</td>
</tr>
</tbody>
</table>

Approved electives

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course code</th>
<th>Course title</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sem 1</td>
<td>7514ENG</td>
<td>Practical Electronics</td>
<td>10</td>
</tr>
<tr>
<td>Sem 1</td>
<td>7526ENG</td>
<td>C Programming</td>
<td>10</td>
</tr>
<tr>
<td>Sem 2</td>
<td>7527ENG</td>
<td>MATLAB Programming</td>
<td>10</td>
</tr>
</tbody>
</table>

Note
- Students with sports science background select Electronic Instrumentation and 3D Digital Modelling 1.
- Students with electronic engineering background select Human Biology and Intro to Sport Psychology.
- Students with both sport science and electronics background should take neither Human Biology nor Electronic Instrumentation and should select an additional approved elective, (ie. 40 credit points of approved electives). They should also select either Intro to Sport Psychology or 3D Digital Modelling.

Recommendation

17.4 On the recommendation of the Dean (Learning & Teaching), the Group Board is asked to recommend to the Programs Committee that the new award specialisation in Sport Technology in the Graduate Certificate in Engineering (3206), Master of Engineering (5468) and Master of Engineering with Advanced Studies (5529), as described in (2012/0011530), be approved for introduction in semester 1, 2013.

For consideration

18.0 ENV MAJOR CHANGE SUBMISSION (2012/0011557)
5428 MASTER OF SCIENCE IN PUBLIC HEALTH (INTERNATIONAL)
4141 GRADUATE DIPLOMA OF PUBLIC HEALTH SCIENCE (INTERNATIONAL) (EXIT POINT)
18.1 On the recommendation of the Chair of SEET Group Board and the Dean (Learning and Teaching), the Group Board is asked to ratify the attached major change submission (2012/0011557) proposing to change the admission requirements for the Master of Science in Public Health (International) (5428).

18.2 Currently, in order to be eligible for admission to the Master of Science in Public Health (International) students are required to hold a bachelors degree and are required to be eligible for 40CP of advanced standing into the program on the basis of prior successful completion of postgraduate level coursework.

18.3 In response to demand for entry to the program from students who have a relevant bachelors degree but who have not completed prior postgraduate level study, it is proposed to amend the admission requirements to provide for two admission pathways into the 120CP Masters program. Students entering the program with a Bachelor degree in a related area (AQF level 7) will be required to complete 120CP of coursework, as prescribed by the degree requirements, to qualify for the award of Master of Science in Public Health. Students entering the program with a Bachelor Honours degree in a related area (AQF level 8) or at least 40CP of prior related postgraduate level courses (AQF level 8/level 9) will be eligible for up to 40CP of credit towards the 120CP Master of Science in Public Health and will complete at least 80CP of coursework as prescribed to qualify for the Masters award.

18.4 In addition, it is proposed to amend the structure of the coursework stream of the Master of Science in Public Health (International) to change the course 7861ENV Masters Project (20CP) from elective to core, to meet AQF requirements for inclusion of a research component in the Masters.

Recommendation

18.5 On the recommendation of the Chair of SEET Group Board and the Dean (Learning and Teaching), the Group Board is asked to ratify the changes to the Master of Science in Public Health (International) (5428) and the Graduate Diploma of Public Health Science (International) (4141), as described in the major change submission (2012/0011557), for implementation from semester 1 2013.

For ratification

19.0 BPS MAJOR CHANGE SUBMISSION (2012/0011552)
5521 MASTER OF SCIENCE WITH HONOURS IN GENETIC COUNSELLING

19.1 At its 6/2012 (13 July) meeting, the Group Board considered a major change submission proposing to revise the methodology for classifying Honours in the Master of Science with Honours in Genetic Counselling (5521) to include only the research training and preparation courses in the classification and remove the clinical placement courses from the classification.

19.2 The Board accepted the academic argument for the proposed change but expressed concerns about the expectations of students currently enrolled in the program in regard to the Honours classification that they may be expecting to receive on the basis of their academic performance to date. The Board resolved to seek advice from the School on transition arrangements that would not disadvantage continuing students in the program.
19.3 On the recommendation of the Chair of SEET Group Board and the Dean (Learning and Teaching) (SEET), the Group Board is asked to ratify the attached revised major change submission (2012/0011552) which advises that for the current cohort of Honours (Year 2) students, the School will calculate the proposed new classification over 130CP and the existing classification over 160CP and award the higher of the two outcomes, at the discretion of the Honours Assessment Panel in November 2012.

**Recommendation**

19.4 On the recommendation of the Chair of SEET Group Board and the Dean (Learning and Teaching), the Group Board is asked to ratify the changes to the Master of Science with Honours in Genetic Counselling (5521), as described in the major change submission (2012/0011552), for implementation from semester 2 2012.

**For ratification**

20.0 BPS PROGRAM WITHDRAWAL SUBMISSION (2012/0011553)

5521 MASTER OF SCIENCE WITH HONOURS IN GENETIC COUNSELLING

20.1 On the recommendation of the Pro Vice Chancellor (SEET), the withdrawal of the Master of Science with Honours in Genetic Counselling (5521) to commencing students from semester 1 2013 was approved by the Acting DVC (Academic) on 30 August 2012.

20.2 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to ratify the attached program withdrawal submission (2012/0011553) which advises the transition arrangements that will be provided for continuing students in the Master of Science with Honours in Genetic Counselling.

**Recommendation**

20.3 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to ratify the transition arrangements for continuing students in the Master of Science with Honours in Genetic Counselling (5521), as described in the program withdrawal submission (2012/0011553) for implementation from semester 1 2013.

**For ratification**

21.0 BPS PROGRAM SUSPENSION SUBMISSIONS (2012/0011555) (2012/0011556)

3256 GRADUATE CERTIFICATE IN APPLIED CLINICAL GENETICS

4155 GRADUATE DIPLOMA OF APPLIED CLINICAL GENETICS

21.1 On the recommendation of the Chair of SEET Group Board and the Dean (Learning and Teaching), the Group Board is asked to ratify the attached submissions (2012/0011555) and (2012/0011556) proposing to suspend intake into the programs Graduate Certificate in Applied Clinical Genetics (3256) and Graduate Diploma of Applied Clinical Genetics (4155) for 2013 while the programs are reviewed in 2013 and a decision made about their continued offer.

**Recommendation**

21.2 On the recommendation of the Chair of SEET Group Board and the Dean (Learning and Teaching), the Group Board is asked to ratify the attached program suspension submissions (2012/0011555) and (2012/0011555).
For ratification

22.0 BPS MINOR CHANGE SUBMISSION (2012/0011554)

1210 BACHELOR OF SCIENCE

22.1 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to ratify the attached minor change submission (2012/0011554) proposing to change the semester of offer of 2008BPS General Microbiology from semester 2 to semester 1 from 2013. This change affects the Bachelor of Science (1210), Bachelor of Biomedical Science (1031), Bachelor of Biomolecular Science Advanced (1348), Bachelor of Forensic Science (1264), Bachelor of Forensic Science/Bachelor of Criminology and Criminal Justice (1368), Bachelor of Medical Science (1306), Bachelor of Science (Environment) (1004), Bachelor of Environmental Management (1009), and Bachelor of Urban and Environmental Planning/Bachelor of Science (Environment) (1087).

Recommendation

22.2 On the recommendation of the Dean (Learning and Teaching), the Group Board is asked to ratify the minor change to the above-named programs, as described in (2012/0011554), for implementation from semester 1 2013.

For ratification

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

23.0 2012 5 YEAR PROGRAM REVIEWS

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Program Name</th>
<th>Review Type</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1306</td>
<td>Bachelor of Medical Science</td>
<td>5 Year Program Review</td>
<td>Combined review with 1280 B Medical Science (Health Group)</td>
</tr>
<tr>
<td>1031</td>
<td>Bachelor of Biomedical Science</td>
<td>5 Year Program Review</td>
<td>Combined review with 1094 B Biomedical Science (Health Group)</td>
</tr>
<tr>
<td>1348/1349/1350</td>
<td>Bachelor of Biomolecular Science (Advanced) (Nathan/Gold Coast)/B Biomolecular Science (Exit Point) (Gold Coast)</td>
<td>5 Year Program Review</td>
<td></td>
</tr>
<tr>
<td>2078</td>
<td>Biomolecular and Physical Sciences Honours Program</td>
<td>5 Year Program Review</td>
<td></td>
</tr>
<tr>
<td>1240</td>
<td>Bachelor of Photonics &amp; Nanoscience</td>
<td>5 Year Program Review</td>
<td>(Aust Institute of Physics 2013)</td>
</tr>
</tbody>
</table>

23.2 On the recommendation of the Head of School BPS, the Dean (Learning and Teaching) has approved the attached submission (2012/0011558) advising the terms of reference, proposed timetable, methodology and review team memberships for these reviews.

For noting

24.0 SEET GROUP RESEARCH COMMITTEE MINUTES AND AGENDA
24.1 Attached for noting are the minutes of the 2/2012 (21 May) meeting and the agenda for the 3/2012 (27 August) meeting of the SEET Group Research Committee.

For noting

25.0 2013 DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS (DEEWR) OFFICE OF LEARNING AND TEACHING FELLOWSHIPS PROGRAM

25.1 The Acting DVC (Academic) has advised that Expressions of Interest are invited for the 2013 DEEWR Office of Learning and Teaching Fellowships program. The OLT Fellowships program encourages excellence in learning and teaching in higher education by supporting individuals who have the educational expertise and leadership skills to:

- identify educational issues across the higher education system and facilitate approaches to address these issues
- devise and undertake a significant program of activities that will advance learning and teaching in Australian higher education
- stimulate strategic change in higher education institutions
- raise the profile of learning and teaching in higher education and the prestige associated with the pursuit of excellence in teaching
- show leadership in promoting and enhancing learning and teaching in higher education and exploring new possibilities
- establish and build on national and international partnerships in learning and teaching in higher education
- foster national and international collaboration and collegial networking for sharing research, innovation and good practice in learning and teaching
- contribute to the growing community of scholars in higher education learning and teaching.


25.3 Applicants wishing to apply for an OLT Fellowship are required to email their expression of interest by 14 September 2012 to the Secretariat, awards-sec@griffith.edu.au. Expressions of interest will be reviewed by an Institutional Selection Committee and applicants will be advised of the outcome by 28 September 2012.

25.4 The closing date for applications is 5:00 p.m. Friday 1 February 2013. The internal submission date is Monday 24 December 2012. The internal submission date has been fixed to allow time for the Secretariat to review applications and allow time for finalising high quality applications in advance of the external deadline.

25.5 The Griffith Institute for Higher Education (GIHE) and the Secretariat offer support for Fellowship applicants which includes:

- resources such as exemplars, checklists, and templates;
- opportunities to partner with an academic mentor to discuss and refine ideas;
- advice for developing effective applications to demonstrate alignment with national and Griffith University priorities; and
· an experienced professional writing partner to assist in drafting, reviewing and editing the application to ensure that applications are of a highly-competitive standard.

For noting

26.0 OTHER BUSINESS

27.0 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>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>