Welcome to the second edition of the Committee Newsletter, a publication to keep the University abreast of decisions and discussions occurring within Academic Committee (AC) and its sub-committees. Academic Committee’s sub-committees include Learning & Teaching Committee (LTC), International Advisory Committee (IAC), Programs Committee (PC), Research Committee (RC), Educational Excellence Committee (EEC), Board of Graduate Research (BGR), University Biosafety Committee (UBC), and the University Assessment Committee (UAC).

Some of these Committees meet monthly and others less frequently, this newsletter will be published from February to December.

Tasha Langham, the Secretary of Academic Committee is the editor of this newsletter and queries can be directed to her at: Tasha.Langham@griffith.edu.au.

I hope you find this a useful communication about the collegial discussions and decisions that are being made about research and teaching and learning at Griffith.

Professor Sue Spence
Deputy Vice Chancellor (Academic)
Academic Plan 2013–2017
Council’s December 2012 meeting approved the Strategic Plan 2013–2017, giving expression to the Griffith 2020 agenda and its vision of Griffith as a ‘University of influence’. The Academic Plan is being revised in the light of the new Strategic Plan and the directions contained in Griffith 2020. Discussion of the Academic Plan is underway at a number of fora by the Griffith community. The Academic Plan 2013–2017 is to be considered at Academic Committee’s July meeting and at the August Council meeting.

AQF and TEQSA related Reviews of University Policy
Early 2013, the Australian Qualifications Framework (AQF) 2nd edition, was released followed by a ‘questions and answers’ document prepared by the Tertiary Education Quality and Standards Agency (TEQSA) explaining how TEQSA applies the AQF in the context of the Threshold Standards and its regulatory principles.

The release of these documents has led the University to review the following policies:
- Structure and Requirements of Degrees awarded by Griffith University
- Academic Awards, Programs, Nomenclature and Abbreviations
- Credit Transfer Policy;
and issue the following papers for discussion:
- Structure and Requirements of Qualifications at Griffith University – A Discussion Paper
- Discussion Paper on Programs and Award Titles
- Discussion Paper – Research Components in AQF Level 8 & Level 9 Qualifications

These documents have been considered by Programs Committee, the AQF Working Party, the Board of Graduate Research and some Group Boards. The documentation is available to the University community for the purpose of consultation via the AQF Implementation Support website. Colleagues are encouraged to provide feedback via the Discussion Forum link on the website by clicking ‘Add new discussion’. All feedback posted on the website along with formal committee discussions will inform the next set of policy changes.

CRICOS Registration of Programs
With TEQSA taking over responsibility for the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), the University is now required to obtain Academic Committee’s approval of programs before applying for CRICOS registration.

The University cannot market a program, nor make offers to international students, without CRICOS registration. The University prepares content to market its programs in University brochures at least 12 months prior to commencement of a program. The CRICOS code is included in the Confirmation of Enrolment advice sent to international students and enables them to apply for a student visa. It is therefore imperative that program approval be obtained well in advance if Schools/Departments wish to market programs and make offers to international students.

Future of Honours Programs and Pathways to the PhD
A Working Party has been established by the Board of Graduate Research to consider the future of the end-on Honours program, the emergence of Masters of Research and the recognition of other Masters degrees as pathways to the PhD.

Assessment Verification Projects
The University Assessment Committee Retreat heard the progress of three National Standards Projects:
- The Group of Eight (GO8) Quality Project Verification System;
- The Learning and Teaching Standards Project; and
- The IRUA Calibration Project.
3/2013 Meeting – 16 May

Australian Qualifications Framework (AQF) Implementation Progress

Academic Committee (May 2012) adopted the document Australian Qualifications Framework Implementation Actions which outlines the University’s preparations for AQF deadline of 1 January 2015. At the 3/2013 meeting, Ms Karen van Haeringen, Deputy Academic Registrar, provided the Committee with an overview of the University’s progress one year on from adoption of the Implementation Plan.

Whilst the Implementation Plan addresses ‘the technical aspects’ of AQF implementation there are other important curriculum, learning and teaching aspects of the AQF that Deans, Program Convenors, Heads of Schools and Course Convenors need to address and these include:

- Aligning the learning outcomes of their programs with the Discipline threshold earning outcomes, AQF level and qualification type descriptors
- Linking course learning outcomes to program learning outcomes
- Aligning assessment tasks, criteria and achievement standards with the course and program learning outcomes
- Calibration of students and markers to the achievement standards for the learning outcomes
- Moderation and analysis of achievement data to evidence the program’s learning outcomes.

Professor Richard John, Dean (Learning & Teaching) SEET, provided members with a brief overview of his understanding of this aspect of implementing the AQF based on his experience with work the Australian Council of Deans of Science has been progress in the area of learning outcomes.

An AQF Implementation Support website has been created, using SharePoint technology. Staff can access useful resources, discussion papers, timelines, key contacts, FAQ’s and other important links as well as participate in discussion forums.

Programs Committee is monitoring progress towards AQF compliance by academic Groups via pie charts and bar graphs recorded on the AQF Implementation Support website.

Doctor of Medicine

The Academic Committee approved the establishment of the Doctor of Medicine (5099) for implementation in Semester 1, 2014.

Under the AQF, the University’s Bachelor of Medicine/ Bachelor of Surgery (1272) is classified as a Level 7 qualification. With the exception of the University of Melbourne’s Doctor of Medicine program, all Australian medical programs are currently classified as Level 7 qualifications. Consistent with other Australian universities offering graduate entry medical programs and in response to the strengthened Australian Qualifications Framework, the following changes to the MBBS program were approved:

- recognition of the medical program as an AQF Level 9, Extended Masters degree
- change the name for the degree from MBBS to MD (Doctor of Medicine)

The AQF Issuance Policy lists qualification types by title and indicates there are a number of professional qualifications at AQF level 9 masters degrees (extended) for which the use of the title ‘Doctor of …’ is permitted; medical practice is one of these professions.

The program structure and content of the existing MBBS remains unchanged. New course codes are required to recognise that the program is taught at the postgraduate career.

Griffith University in the Asian Century

The University’s new Strategic Plan 2013-2017 articulates a goal to enhance our engagement with the Asia-Pacific region. To address the goal, a Committee of Review was established in August 2012 to critically investigate the University’s role in the Asian Century. The Academic Committee discussed the report – Report of the Committee of Review – Griffith University’s Engagement with Asia – January 2013, which recognises that the University’s existing Asia engagement activities provide a solid foundation upon which it can build the future, and its key recommendations. This paper will be further discussed at the 5 August Council Strategic Retreat.
Academic Committee cont.

2/2013 Meeting – 14 March

Change of Name for Research Institute

Academic Committee approved that the name of the Eskitis Institute for Cell & Molecular Therapies be changed to Eskitis Institute for Drug Discovery.

University Assessment Committee Constitution

The University Assessment Committee constitution has been revised to allow the Deputy Vice Chancellor (Academic) to appoint the Chairperson after consultation with the Committee members. Associate Professor Heather Alexander has been appointed Chair of the Committee until 31 December 2014. The revised constitution can be accessed here.

Practice Standards for Online Learning at Griffith

The Standards, approved for implementation by Academic Committee, consist of the following five core categories: Institutional and Legal Compliance; Learner Resources and Learning Experience; Assessment; Learner Support; and Evaluation. This document developed at the request of Learning and Teaching Committee provides a set of clear standards for academic and professional staff involved in the planning, design, development and delivery of Griffith online courses and programs. The standards reflect the minimum requirements and additional strategies, tools and technologies that enhance student learning are not precluded. All learning content developed internally or accessed externally are to adhere to good pedagogical principles, including alignment with the course’s learning outcomes and Griffith Graduate Attributes. Further information is available from Di Selzer (d.selzer@griffith.edu.au).

Academic Committee agreed to adopt a new policy on Practice Standards for Online Learning and amended the following:

Student Administration Policy

Section 7 of the Student Administration Policy has been revised to ensure that students who are excluded from the University are not eligible to apply for withdrawal due to special circumstances.

Higher Degree Research Policy

Academic Committee (1/2013 meeting) on the recommendation of the 10/2012 meeting of the Board of Graduate Research, approved revisions to the Higher Degree Research Policy to recognise the Graduate Certificate and Graduate Diploma of Research Studies programs as an admission pathway to a higher degree research program.

TEQSA has not CRICOS registered the Graduate Diploma and Graduate Certificate programs from the SEET and AEL groups as they do not meet either the course specialisation requirements or the 66% research component. For these Academic Groups the HDR qualifying program remains the admission pathway. The changes to the Higher Degree Research Policy approved at the 1/2013 meeting have been revoked and the version of the Policy dated 20 September 2012 has been reinstated.

Review Reports and Implementation Progress

Academic Committee considered reports of the Griffith Institute for Higher Education (GIHE) review conducted 16-18 October 2012 and the School of Dentistry and Oral Health review conducted 27-29 August 2012. Both reviews were conducted by an independent review committee comprising three members external and one member internal to the University. Academic Committee recommended the Review Committees’ Reports and the Implementation Plans for both organisational units to the University Council for consideration.

In accordance with the University Reviews Policy, elements are required to report implementation progress 18 months post review. The Academic Committee considered and recommended the 18 Month Review reports for the Office for Research and the Department of Employment Relations and Human Resources to University Council for consideration.
Learning and Teaching Committee 2/2013 – 29 April

Full Class Management
A minimum of 80% of classes are to be open to facilitate seamless and efficient enrolment of students into classes. Semester 1, 2013 enrolment period was characterised by an increase in complaints from students unable to enrol due to full classes which resulted in communications from the Deputy Vice Chancellor (Academic) to Group Pro Vice Chancellor’s seeking support for more effective class management. Heads of Schools are asked to note the importance of regularly monitoring student numbers during the enrolment period to ensure that sufficient classes are available to meet demand.

Assessment Cover Sheet
The declaration section of the Assessment Cover Sheet in the University’s Assessment Submission and Return Procedures has been revised to address issues experienced by OUA staff regarding the submission of assessment tasks. The revised document is available on the Policy Library: [http://policies.griffith.edu.au/pdf/Assessment Submission and Return Procedures.pdf](http://policies.griffith.edu.au/pdf/Assessment Submission and Return Procedures.pdf)

University Assessment Committee 3/2013 Meeting – 13 May

Assessment Board Brief – Semester 1, 2013
The Brief for School Assessment Boards (2013/0007256) was adopted for Semester 1, 2013. The Brief is being forwarded to Chairs, School Assessment Boards along with the Course Profile System analysis of consensus moderation data for Semester 1, 2013 courses, appeals data since July 2012 and the Semester 1, 2013 Policy and Precedents document.

University Assessment Committee 2/2013 Meeting – 15 April

Streamlining Assessment Management
The Streamlining Assessment Management program of work comprises the:
- Gradebook Project replacing the Marks Entry Spread Sheet (MESS); and
- Electronic Assessment Handling Project replacing SafeAssign with Turnitin and supporting School based consensus moderation processes.

University Assessment Committee is acting as a reference group to the program by reviewing existing policies and frameworks to ensure the technology supports and enhances existing assessment business processes.

Operation of Supplementary Assessment for Semester 1, 2013
The paper Operation of Supplementary Assessment – Semester 1, 2013 was endorsed for circulation and communication to School Administrative Officers at their Forum on 19 April. The document is also to be provided by Deans (Learning and Teaching) to School Assessment Boards as part of the Semester 1, 2013 Policy and Precedents document. Changes to the Assessment Policy are outlined on the University’s Learning and Teaching website.

Working Parties

Postgraduate AQF Working Party – 24 April
The program profile for each academic Group outlining the areas of compliance and non-compliance for each program within the profile was considered by the Working Party. All academic Groups had established models for addressing AQF compliance and these were presented to the Working Party.

The Working Party reviewed and provided feedback on the AQF Implementation Support website prior to releasing the site to the academic community. The timeframes to which each Group (AEL, GBS, HTH and SEET) is working toward program compliance were endorsed by the Working Party. Contributions to the AQF and TEQSA related Reviews of University Policy discussion papers have been made by the Working Party.
Other Committees cont.

University Assessment Committee 1/2013 Meeting – 11 March
On-line Assessment Applications
From Semester 1, 2013 two new on-line assessment applications are available to students - the Review of Grade Application and the Application for Special Consideration. These along with the on-line Application for Deferred Exams enable decision-makers to record the reasons for decisions, including the material facts and the relevant University policies referenced, to grant or not grant a student’s application, consistent with recent recommendations from the Queensland Ombudsman. For further information about the on-line assessment applications and training contact Amanda Addie (a.addie@griffith.edu.au).

Assessment Notifications
Recent changes made by the Academic Committee to the Assessment Policy address the issue of students being formally notified of the outcomes of decisions related to assessment. University Assessment Committee in its Semester 1, 2013 Policy and Precedents document will remind Schools of those notifications for which they are responsible – the awarding of school-based supplementary assessment (SSP) and requests to grant or not grant extensions for submitting an assessment item. Such notifications need to include the reason for granting school-based supplementary assessment (SSP) and for granting or not granting an extension of time for the submission of an assessment item.

Change to Marks Entry Spread Sheet
From Semester 1, 2013 University Assessment Committee approved the following change in relation to the question in the report section of the Marks Entry Spread Sheet from ‘comment on any unusual distribution of grades’ to ‘comment on the distribution of grades in this course.

Educational Excellence Committee 2/2013 Meeting – 22 April
Griffith Grants and Fellowships for Learning and Teaching Guidelines 2013
Educational Excellence Committee reviews the Griffith Grants and Fellowships for Learning and Teaching guidelines annually as a means of continuous improvement. The most significant changes to the guidelines for 2013 as proposed by Educational Excellence Committee concern the duration of University and Group Level grants and the reporting and submission timelines for Progress and Final Reports. University and Group Level grants are now one year in duration, with Progress Reports due by July 31 and Final Reports due by January 31 each year. For University Level grants and fellowships, the EEC, as a sub-committee of Learning and Teaching Committee, will review these reports at its August and February meetings. The revised guidelines have been executively approved and Educational Excellence Committee is in the process of recommending these changes to Learning and Teaching Committee for ratification.

Educational Excellence Committee 1/2013 Meeting – 18 March
Griffith Awards for Excellence in Teaching Guidelines
The annual review of the Griffith Awards for Excellence in Teaching (GAET) guidelines has been completed. Changes have been made to the priority award categories - “Teaching Large Classes” has been replaced by “High Impact Strategies for Progression, Retention and Attainment”. A new award, for “Online Teaching” is to replace the “First Year Advisor” award.

Call for Comments

Higher Education and Standards Panel
The Higher Education Standards Panel advises the Minister on changes required to the Higher Education Threshold Standards and the TEQSA Act. The call for comment on the Higher Education Standards Panel paper (Higher Education Standards Call for Comment Number 1 - March 2013) was considered by both Programs Committee and the University Assessment Committee.

The paper proposed
• Revisions to the format of the standards and the framework; and
• Requests feedback on two initial examples the Course Design Standards and the Learning Outcomes Standards.

The University’s response to the paper is available here. The Higher Education Standards Panel has now released its second Call for Comment which includes Draft Standards for Research, Research Training and Learning Outcomes (Research Training). The Higher Education Standards Panel website, TEQSA website and AQF website are all accessible via important links on the AQF Implementation Support website.
Programs Committee 1/2013 – 14 February
Programs Committee considered two new program proposals to offer a Bachelor of Business Information Systems and a Graduate Certificate in Health Informatics via Open Universities Australia. The University has received advice from the OUA Academic Programs Committee that the Graduate Certificate in Health Informatics has been approved. Advice regarding the Bachelor of Business Information Systems is yet to be received.

Research Committee 1/2013 Meeting – 19 February
Griffith University Postdoctoral and Research Fellowships Scheme
Research Committee revised the Griffith University Postdoctoral and Research Fellowships Scheme Guidelines to include an Indigenous Researcher Fellowship. This new category of Fellowship will be open to applicants in 2013. Further information on the Scheme (closing Monday 13 May 2013) can be found at: http://www.griffith.edu.au/research/research-services/research-grants/funding-opportunities/internal-grants

Committees in Retreat
Programs Committee and University Assessment Committee held retreats prior to their June 2013 meetings to strategically focus their work for the second half of the year.

The Programs Committee’s retreat invited a network of academic and administrative staff to focus on strategies for managing the Griffith curriculum, specifically:
• expressing the Griffith Experience within the curriculum as articulated in Griffith 2020 strategic statement; and
• achieving AQF compliance by the 1 January 2015 deadline.
Participants contributed to discussions regarding the structure and requirements of Griffith degrees; designing curricula that meet qualification and discipline standards; aligning and documenting learning outcomes in accordance with threshold standards and giving effect to a unique Griffith Experience through a curriculum refresh.

The University Assessment Committee’s retreat provided an opportunity for Chairs of School Assessment Boards and members of the University Assessment Committee to discuss strategic issues for the future of assessment design, delivery and management including online assessment and the new regulatory environment (AQF and TEQSA). There was also an opportunity to discuss School Assessment Board processes.

2013 Upcoming Committee Meetings

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Calendar of Principal University Committee Meeting Dates for 2013

The month-by-month Final Calendar of Principal University Committee Meeting Dates for 2013, including confirmed venues, is available on the University Committees website at the following link:

http://www.griffith.edu.au/about-griffith/governance/university-committees/calendar-meeting-dates

Meeting Free Weeks

Each year, the Executive Group approves a number of meeting free weeks which take into account the University’s Academic Calendar, Universities Australia common weeks, Queensland state school holidays, and a small selection of private school holidays. In 2013, there are nine meeting free weeks which can be imported into your Google calendar from the following link: https://sites.google.com/a/griffith.edu.au/staff-email-learning-centre/help-yourself/help-yourself-calendar/calendars