GRiffith Health Group Board Minutes 4_2014
Thursday 28 August 2014

GRiFFiTH uniVERSiTY
HEALTH GROUP BOARD MEETING

A meeting of the Health Group Board was held at 12.30 pm on Thursday 28 August 2014 in Room 2.02, The Chancellery (G34) Gold Coast campus.

MINUTES

PRESENT:

Professor Tony Perkins, Dean (Academic) (Chair)
Professor Nicholas Buys, Dean (L&T)
Professor Peter Milburn, HoS – AHS
Professor Jenny Gamble, Acting HoS – NRS
Professor Simon Broadley, HoS – MED
Professor Mark Forwood, HoS – MSC
Professor Andrew Davey, HoS – PHM
Professor Ward Massey, HoS – DOH
Professor Lynne Briggs, Acting HoS – HSV

Ms Rebecca Voisey – Secretary

Present by invitation:

A/Prof Andrea Bialocerkowski, DHOs (L&T) – AHS
A/Prof Nigel McMillan, DHOs (Research) – MSC
Professor Ramon Shaban, DHOs (L&T) – NRS
Professor Gary Rogers, DHOs (L&T) – MED
A/Prof Roselyn Rose’Meyer, DHOs (L&T) – MSC
Ms Andrea Lerche, HR
Mr Geoffrey van Geyzel, GRM
Mr Andrew Jarousek, OMC

APOLOGIES:

Professor Allan Cripps, PVC (Health)
Professor David Shum, Dean (Research)
Professor Patrick O’Leary, HoS – HSV
Professor Analise O’Donovan, HoS – PSY

Observers:

A/Prof Donna McAuliffe, DHOs (L&T) - HSV
Professor Jeroen Kroon, DHOs (L&T) – DOH
A/Prof David Neumann, DHOs (L&T) – PSY
Professor Norm Morris, DHOs (Research) – AHS
Mr Peter Westwood, EO
Ms Heidi Piper, Director, Griffith International
Mr Hamish Townsend, Communications Officer, OMC
Ms Sam Ermer, INS
Ms Susie Head, TS
Ms Gillian Rumpf, Development & Alumni Manager (Health)
Ms Joanne Robertson, HR
Ms Louise Durack, OMC
Ms Carolyn Hope – GAI (For Item 12.0)

1.0 CONFIRMATION OF MINUTES

The minutes of the 3/2014 (June) meeting of the Griffith Health Group Board were taken as read and confirmed.

2.0 ACTIONS ARISING FROM 3/2013 (JUNE) HEALTH GROUP BOARD MEETING

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Responsible Officer/s</th>
<th>Status / Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Chair requested that members provide a list of names of suitable Health Group ambassadors, (good academic staff), for recruitment events.</td>
<td>All members</td>
<td>Ongoing.</td>
</tr>
<tr>
<td>Communication regarding changes to the ASRP applications process to be sent to Health Group staff.</td>
<td>HR Manager (Health)</td>
<td>TBA</td>
</tr>
<tr>
<td>PVC (Health) reinforced that Head of School reporting is a valuable resource for the Health Group Executive. Regular reports to be provided for consideration by Health Group Board members.</td>
<td>Heads of School</td>
<td>Ongoing. Chair to clarify timelines and schedule for reporting at the 4/2014 (August 28) meeting.</td>
</tr>
<tr>
<td>Griffith Health Guidelines for Teaching Allocation document to be tabled for discussion at the next meeting of Health Group Board.</td>
<td>Chair</td>
<td>Document tabled for discussion at this 4/2014 (August 28) meeting.</td>
</tr>
</tbody>
</table>
SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES

3.0 AHS MAJOR CHANGE PROPOSAL (20140004622)
1355 BACHELOR OF NUTRITION AND DIETETICS

3.1 The Griffith Health Group Board, on the executive recommendation of the Dean (Learning & Teaching), was asked to consider the proposal for the 1355 Bachelor of Nutrition and Dietetics, as contained in #2014/0004622, for implementation in Semester 1, 2015.

3.2 The Deputy Head of School, School of Allied Health, spoke to this item.

3.3 This major change proposal for the Bachelor of Nutrition and Dietetics (1355) and the Bachelor of Nutrition and Dietetics with Honours (1436) aims to:

- Decrease the number of students failing their capstone professional placement course (~15% in 2013 and currently at ~20% in 2014);
- Ensure that the curriculum covers all dietetic competencies required for external accreditation; and
- Identify a clear pathway for those students seeking to transfer into the Bachelor of Nutrition and Dietetics from other health and science degrees who would have completed the Master of Nutrition and Dietetics, which has been withdrawn for commencing students from Semester 1, 2015.

3.4 In considering this proposal the following comments were made:

- The School is applying for full accreditation for the program next and that some of the changes were being made in anticipation of this.
- The withdrawal of the Master of Nutrition and Dietetics had instigated the need for introducing an alternate pathway in the Bachelor of Nutrition and Dietetics.
- While it appeared that a number of new courses were being generated, it is in fact a shifting of load, removing duplication and combining content to make way for renewed curriculum.
- Pre-requisite knowledge is required for students transitioning from Health Science to the Bachelor of Nutrition and Dietetics – this is outlined in the admission requirements for the Advanced Standing strand.
- The School is already managing enquiries from students for the Advanced Standing strand, and indicated that this needed to be advertised in the Health Group Guides.

Recommendation

3.5 The Griffith Health Group Board, on the executive recommendation of the Dean (Learning & Teaching), resolved to recommend to Programs Committee, the major change proposal for the 1355 Bachelor of Nutrition and Dietetics, as detailed in #2014/0004622, for implementation in Semester 1, 2015.

4.0 PHM INITIAL PROGRAM PROPOSAL (20140004623)
BACHELOR OF PHARMACOLOGY AND TOXICOLOGY

4.1 The Griffith Health Group Board, on the executive recommendation of the Dean (Learning & Teaching), was asked to consider the attached Initial
Program Proposal for a new Bachelor of Pharmacology and Toxicology, as contained in #2014/0004623, for implementation in Semester 1, 2016.

4.2 The Head of School, School of Pharmacy spoke to this item.

4.3 The School successfully submitted a proposal to the Australian Pharmacy Council (APC) to ‘de-couple’ our Bachelor of Pharmaceutical Science-Master of Pharmacy (BPharmaceutSc-MPharm) articulated program to form 2 stand-alone programs.

4.4 The APC has accredited the new version of the MPharm. This will remove the BPharmaceutSc from the APC accreditation process and hence increase flexibility. For reasons of clarity and to align with current strengths within the School, rather than change the structure of the BPharmaceutSc we propose to launch a new undergraduate degree to replace the current program: the Bachelor of Pharmacology & Toxicology. The BPcolTox will launch in Semester 1 2016 alongside the new MPharm. The BPharmaceutSc and BPharmaceutSc-BBus double degree will be withdrawn at that time.

4.5 The first 3 semesters of the BPcolTox will be identical to the current BPharmaceutSc to ensure overlap with the Bachelor of Pharmacy, which will facilitate cross program transfers, maintain current articulation agreements and maintain current workload commitments. The final 3 semesters of the BPcolTox will be used to introduce the necessary flexibility. The first step in this process will be to remove courses that are a requirement for a pharmacy degree but not relevant for a pharmacology/toxicology program. These will be replaced by electives and majors taken from courses that are currently available within the university. A curriculum development team has been formed to consider the remaining courses. The curriculum development team has determined which of the current PHM courses and identified potential majors. It is intended that an industry placement be incorporated into the program. It is proposed that there will possible double degrees (BPcolTox/BBus & BPcolTox/LLB) and several majors such as Chemical & Environmental Toxicology, Clinical Toxicology, Health & Safety, Natural Products, Biotechnology, Marketing, Drug Discovery and Development, Pharmaceutical Regulation, etc.

4.6 In considering the proposal, the following comments were made:

• The School should also consider introducing an endon Honours program to complement the new BPcolTox.
• Indications of demand suggest that this new program will attract larger numbers than the Bachelor of Pharmaceutical Science, with an estimated first intake of between 30 and 40 students.
• The School has minimised the number of new courses, with only one or two new courses requiring development.
• There is potential for a development of a course on glycomics in science.

Recommendation

4.7 The Griffith Health Group Board, on the executive recommendation of the Dean (Learning & Teaching), resolved to approve the Initial Program Proposal for a new Bachelor of Pharmacology and Toxicology, as contained in #2014/0004623, for implementation in Semester 1, 2016, to proceed out-of-phase rather than waiting for the Group Program Profile Planning processes for 2016.

5.0 HLS MAJOR CHANGE PROPOSAL (20140004619)

5626 MASTER OF MEDICAL RESEARCH
5.1 This item was brought forward from Section 2 of the agenda for consideration and discussion. The Griffith Health Group Board was also asked to ratify the executive action of the Dean (Learning & Teaching) in approving the major change proposal for the Master of Medical Research, as detailed in #20140004619.

5.2 This submission proposed the following changes:

- Return the program from MSC to the Health Executive (HLS) to host – because of the need to carefully review dissertation proposals prior to approval, it was agreed that co-ordination of applications would be more appropriate for the HLS SAO. Dr Joanne Lewohl in the School of Medical Science will continue as Program Convenor.
- The Health Executive requires that because of the nature of the program, it is essential that the HDR application process includes a step which forwards completed applications to the program SAO, Ms Robin Callander, for vetting before being forwarded to the Health Group Dean (Research) for approval.
- Replace the generic structure (which uses MSC course codes for the 80CP dissertation), with separate structures for MSC, MED and PHM students. This will ensure student load is allocated to the School that supervises the student's research. Specialisations will not be re-introduced – all graduates will receive the award of Master of Medical Research.
- The Dean has also requested that an additional program structure be provided to accommodate delivery of the program over a 12 month period, using Summer Nov/Dec and Jan/Feb semesters in addition to Semesters 1 and 2. This will provide an option for students to complete the 120 credit points over 12 months rather than over the 3 standard semesters. A requirement will be that students must ensure their Supervisors will be available in the summer semester periods.
- As the program was initially not classified as a HDR program, the submission that was approved last year included a statement stipulating that the Group did not want RTS funding for the program. Given that the program is now classified as HDR as stipulated by policy, and therefore RTS eligible, the Health Group again confirms that the program does not require RTS funding, as the Group will continue to set fees for the program. This decision was made as a result of discussions around funding issues for Masters (Research) programs at the HDR Program Pathways Working Party meetings.

5.3 In considering the proposal, the following comments were made:

- The program currently offers options for Medical Science, Medicine and Pharmacy. The School of Allied Health Sciences enquired as to whether it could be included in the program structure as it would offer another research pathway for students.
- The School of Human Services and Social Work would also consider the possibility of including a stream within the program as well.

Recommendation

5.4 The Griffith Health Group Board, resolved to ratify the executive action of the the Dean (Learning & Teaching), and recommended that the Schools of Allied Health Sciences and Human Services and Social Work develop a program proposal in collaboration with the Program Director and in consultation with the Dean (L&T) for consideration at Group Board.
SECTION B: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES

The Griffith Health Group Board resolved to ratify the following executive approvals:

6.0  **DOH MAJOR CHANGE PROPOSAL (20140004589)**
    5607 MASTER OF DENTAL TECHNOLOGY IN PROSTHETICS

6.1 Major change to the admission requirements and the introduction of a part-time structure for the (5607) Master of Dental Technology in Prosthetics, for introduction from Semester 1, 2015.

7.0  **HSV MAJOR CHANGE PROPOSAL (20140004612)**
    1372 BACHELOR OF SOCIAL WORK ONLINE

7.1 Major change to introduce an online offering of the Bachelor of Social Work from Semester 1, 2015. This online offering aligns with the Gold Coast campus program structure (1372).

7.2 The Bachelor of Social Work was identified by the Griffith Online Project as being suitable for development of an online offering, and Griffith Online will provide support for development of courses in online mode for the program.

8.0  **HSV MAJOR CHANGE PROPOSAL (20140004613)**
    1394 BACHELOR OF HUMAN SERVICES ONLINE

8.1 Major change to introduce an online offering of the 1394 Bachelor of Human Services, from Semester 1, 2015. This online offering will align with the Gold Coast campus program structure (1394).

9.0  **HSV MAJOR CHANGE PROPOSAL (20140004614)**
    1095 BACHELOR OF CHILD AND FAMILY SERVICES ONLINE

9.1 Major change to introduce an online offering of the 1095 Bachelor of Child and Family Services, from Semester 1, 2015.

10.0 **NRS 5 YEAR PROGRAM REVIEW IMPLEMENTATION PLAN (20140004609)**
    1354 BACHELOR OF MIDWIFERY

10.1 Bachelor of Midwifery 5 Year Program Review Implementation Plan document. Major change proposal for the Bachelor of Midwifery, which accompanies the Implementation Plan, was considered and approved at the 3/2014 meeting of Health Group Board.

11.0 **MSC MINOR CHANGE PROPOSAL (20140004615)**
    1280 BACHELOR OF MEDICAL SCIENCE
    **BPS MINOR CHANGE PROPOSAL (20140004866)**
    1306 BACHELOR OF MEDICAL SCIENCE

11.1 Minor change proposal for the 1280 Bachelor of Medical Science.

11.2 The Health Group Board noted that the School of Natural Sciences also proposed a minor change for the 1306 Bachelor of Medical Science, which was approved by the Griffith Sciences Group Board.

12.0 **NRS MINOR CHANGE PROPOSAL (20140004624)**
    3289 GRADUATE CERTIFICATE IN ACUTE CARE NURSING
    5596 MASTER OF ACUTE CARE NURSING
12.1 Minor change proposal for the 3289 Graduate Certificate in Acute Care Nursing and the 5596 Master of Acute Care Nursing.

13.0 NRS MINOR CHANGE PROPOSAL (20140004625)
3290 GRADUATE CERTIFICATE IN CRITICAL CARE NURSING
5597 MASTER OF CRITICAL CARE NURSING

13.1 Minor change proposal for the 3290 Graduate Certificate in Critical Care Nursing and the 5597 Master of Critical Care Nursing.

14.0 NRS MAJOR CHANGE PROPOSAL (20140004626)
3293 GRADUATE CERTIFICATE IN INFECTION PREVENTION AND CONTROL
5600 MASTER OF INFECTION PREVENTION AND CONTROL

14.1 Major change proposal for the 3293 Graduate Certificate in Infection Prevention and Control and the 5600 Master of Infection Prevention and Control.

15.0 MSC MAJOR CHANGE PROPOSAL (20140004627)
1358 BACHELOR OF BIOMEDICAL SCIENCE WITH HONOURS

15.1 Major change proposal for the 1358 Bachelor of Biomedical Science with Honours, to redistribute the credit point load from the current model which is, Year 1 – 80CP, Year 2 – 120CP, Year 3, 120CP to the new model Year 1 – 100CP, Year 2 – 120CP, Year 3, 100CP.

16.0 HSV MAJOR CHANGE PROPOSAL (20140004628)
5625 MASTER OF MENTAL HEALTH PRACTICE

16.1 Major change proposal for the 5625 Master of Mental Health Practice.

17.0 HSV MINOR CHANGE PROPOSAL (20140004629)
1394 BACHELOR OF HUMAN SERVICES

17.1 Minor change proposal for the 1394 Bachelor of Human Services.

18.0 AHS MAJOR CHANGE PROPOSAL (20140004631)
1493 BACHELOR OF SPORT DEVELOPMENT

18.1 Major change proposal for the 1394 Bachelor of Sport Development, to adjust the program structure to ensure that the program meets industry, and therefore employability, needs, while ensuring that students have the necessary pre-requisite knowledge to successfully complete their studies.

19.0 PROGRAM CONVENOR/DIRECTOR/COORDINATOR CHANGES

19.1 The Griffith Health Group Board has ratified the following Program Convenor/Director changes for 2014/2015:

School of Nursing and Midwifery
5655 – Master of Primary Maternity Care – Program Director
4172 – Graduate Diploma of Primary Maternity Care - Program Director
3310 – Graduate Certificate of Primary Maternity Care - Program Director
From: Dr Kathleen Baird
To: Dr Mary Sidebotham

1161, 1162, 1165 - Bachelor of Nursing - Program Director
From: Dr Debbie Massey
To: Dr Thea van de Mortel
Effective: Monday 14 July, 2014

1165 - Bachelor of Nursing (Logan Campus) - Deputy Program Director
From: Dr Thea van de Mortel
To: Ms Hazel Rands
Effective: Monday 14 July, 2014

1161 - Bachelor of Nursing (Nathan Campus) - Commencing Student Coordinator
From: Dr Amy Johnston
To: Ms Renee Stone
Effective: Monday 30 June, 2014

3224 - Graduate Certificate in Acute Care Nursing – Program Convenor/Director
5424 - Master of Advanced Practice - Acute Care Nursing – Program Convenor/Director
5425 - Master of Advanced Practice with Honours - Acute Care Nursing – Program
Convenor/Director
5570 - Master of Nursing - Acute Care Nursing – Program Convenor/Director
5571 - Master of Nursing with Honours - Acute Care Nursing – Program Convenor/Director
3289 - Graduate Certificate in Acute Care Nursing – Program Convenor/Director
5596 - Master of Acute Care Nursing – Program Convenor/Director
From: Dr Debbie Massey
To: Dr Frances Lin

3073 - Graduate Certificate in Critical Care Nursing – Program Convenor/Director
5424 - Master of Advanced Practice - Critical Care Nursing – Program Convenor/Director
5425 - Master of Advanced Practice with Honours - Critical Care Nursing – Program
Convenor/Director
5570 - Master of Nursing - Critical Care Nursing – Program Convenor/Director
5571 - Master of Nursing with Honours - Critical Care Nursing – Program Convenor/Director
3290 - Graduate Certificate in Critical Care Nursing – Program Convenor/Director
5597 - Master of Critical Care Nursing – Program Convenor/Director
From: Dr Martha Mansah
To: Dr Frances Lin

School of Allied Health Sciences
5461 – Master of Nutrition and Dietetics – Program Convenor
From: Ms Anita Starr
To: Associate Professor Ben Desbrow

1171 – Bachelor of Exercise Science – Program Convenor
From: Professor Lewis Adams
To: Associate Professor Belinda Beck (Acting Program Convenor)

School of Human Services and Social Work
1372 – Bachelor of Social Work – Program Convenor
From: Dr Pat Dorsett
To: Dr Patricia Fronek

School of Applied Psychology
1014 – Bachelor of Psychology with Honours - Honours Convenor
From: Dr Glenda Andrews
To: Dr Caroline Donovan

2004 – Bachelor of Psychological Science with Honours - Program Convenor
From: Dr Glenda Andrews
To: Dr Caroline Donovan

School of Medicine
1386 – Bachelor of Environmental Health – Program Director
From: Dr Ross Sadler
To: Associate Professor Anne Roiko

Griffith Health
4161 – Graduate Diploma of Health Research – Program Convenor
From: Professor Marie Cooke
To: Dr Jing Sun

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

Nil

SECTION D: MATTERS NOTED, CONSIDERED, OR REMAINING UNDER DISCUSSION

20.0 CHAIR’S REPORT

The Chair reported on the following matters:
- Staircase reports are now available. Significant improvement in research performance.
- ASRP was a positive process. Participants to be commended.
- A number of accreditation visits have taken place including AMC and APA. The School of Medical Science Review is also underway.
- Budget planning for 2015 underway. Heads of School to begin considerations of 2015 budgets. Potential implication for budgets of government led changes to deregulate University fees. Student recruitment should not be impacted in 2015, however 2016 still unknown.
- TSXPO was successful. Interest in medicine was outstanding. Future recruitment events to prepare for include Open Day and Uni-Reach visits.
- Sarah Harris has joined the Health Group marketing team as the Web and Digital Marketing Officer.

21.0 PRO VICE-CHANCELLOR (HEALTH) REPORT

The Pro Vice-Chancellor (Health) tendered apologies for the meeting.

22.0 DEAN (LEARNING & TEACHING) REPORT

The Dean (Learning & Teaching) reported on the following matters:
- Health Group Simulation showcase of an impressive range of learning activities was held at the Logan campus. Many of these are funded by HWA, which would cease at the end of the year. The Group will need to consider how it will fund a sustainable set of simulation activities in the future.
- 10 L&T Grant EOIs were shortlisted out of 24 to move forward to full application.
- Health Group is delivering the Griffith University Preparation Program in Semester 2. This program is offered to students who do not meet the entry requirements to degree programs at Griffith University. The program is funded via 55 enabling places and involved four courses which cover mathematics, English, science and sociology/lifespan. 50 students remain in the program.
- Health pathways to research/PhD had been considered and the various pathways discussed with GGRS. A diagram has been generated to better explain the various pathways to HDR.
- Learning and Teaching performance indicators are available. Health had performed well. The validity of the CEQ data was queried, as it is unclear and not clearly identified what the response rates are to the surveys that the collect
and produce the data. This issue is significant and requires investigation as the results of the surveys have financial implications for the Schools.

**ACTION:** Health Group ASO to source response rates for the external surveys, in particular CEQ.

23.0 **DEAN (RESEARCH) REPORT**

The Dean (Research) tendered apologies for the meeting.

24.0 **DIRECTOR, GRIFFITH HEALTH INSTITUTE REPORT**

The Acting Director, Griffith Health Institute tendered apologies for the meeting. The Chair indicated that the appointment of a Director would be resolved following an announcement regarding a potential partnership with the Health Group.

25.0 **SUPPORT SERVICES REPORTS**

Members noted the reports submitted by the following support services staff:
- Group Resource Manager, Health – Planning & Financial Services
- Human Resources Manager, Health – Human Resource Management
- Manager, Learning & Teaching, Health – Information Services
- Deputy Director, International – Griffith International
- Marketing Manager (Health) – Office of Marketing and Communications

26.0 **HEAD OF SCHOOL/HEAD OF ELEMENT REPORTS**

Members noted a report from the Heads of School, School of Medical Science.

27.0 **HEALTH GROUP PROGRAM PLANNING: AQF COMPLIANCE AND NEW PROGRAMS**

Members noted the following information in relation to program planning in the Health Group:
- The Health Group is now 100% AQF compliant.
- The program planning time lines for new programs and program changes to be introduced in 2015.
- Progress for approval of proposed new programs and extensions to campus/online, as outlined in the table.

<table>
<thead>
<tr>
<th>Program</th>
<th>Progress</th>
<th>Health Group Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>B Human Services_Transnational_CUHK</td>
<td>Program Concept Proposal approved by PVC (Int) and Academic Provost. IPP awaiting resourcing information, then PVC (Health) approval and then Academic Provost approval. Will then require Business Plan (from GI).</td>
<td>Will require executive approval and ratification at October Health Group Board.</td>
</tr>
<tr>
<td>Bachelor of Social Work_Online</td>
<td>Major Change proposal executively approved.</td>
<td>August, for ratification.</td>
</tr>
<tr>
<td>1098/1394 Bachelor of Human Services_Online</td>
<td>As above.</td>
<td>August, for ratification.</td>
</tr>
<tr>
<td>1095 Bachelor of Child and Family</td>
<td>As above.</td>
<td>August, for</td>
</tr>
</tbody>
</table>
28.0 GRIFFITH HEALTH STAFF GUIDELINES FOR PROFESSIONAL PRACTICE

28.1 The Griffith Health Group Board, on the executive recommendation of the Chair, was asked to consider the attached Griffith Health Staff Guidelines for Professional Practice and the Griffith Health Staff Guidelines for Professional Practice – Health Clinics, Record of Breach.

28.2 The Chair spoke to this item.

28.3 All staff members working within the Griffith Health Clinics are expected to engage in professional practice in accordance with the guidelines set out within this document.

28.4 The Guidelines are consistent with, and complementary to, the existing Griffith University Policies and Processes and with the General Staff and Academic Staff Enterprise Agreements. In circumstances where there is a discrepancy between the provisions of these Guidelines and the University’s Policy or Enterprise Agreements, or any revisions thereto, the University’s policy and industrial agreements will prevail.

Recommendation

28.5 The Griffith Health Group Board approved the Griffith Health Staff Guidelines for Professional Practice and the Griffith Health Staff Guidelines for Professional Practice – Health Clinics, Record of Breach.

29.0 GRIFFITH HEALTH GUIDELINES FOR TEACHING ALLOCATIONS

29.1 The Griffith Health Group Board, on the executive recommendation of the Chair, was asked to consider the attached draft Griffith Health Guidelines for Teaching Allocations.

29.2 The Chair spoke to this item.

29.3 The Health Group Teaching Allocation Guidelines are a part of a framework of policies, procedures and guidelines for academic work at Griffith University and the Health Group that have been developed in accordance with the requirements of the Academic Staff Enterprise Agreement 2012-2016.

The new Academic Staff EA provides for more flexible work arrangements that:

- comprise teaching, research or scholarship and service as defined in sub clause 14.2
- take account of the career aspirations of staff and support the operational requirements and strategic directions of the university;
- reflect the multiplicity of career trajectories for academic staff taking into account the possibility that different elements of academic work for an individual staff member may shift over time.
29.4 In considering the draft *Griffith Health Guidelines for Teaching Allocations* document the following comments were noted:

- This document is a guideline and not every course will fit this model.
- This is the most important document for determining teaching load within the EB.
- It is to be used as a guide for next year.
- The model proposed is not about quality of performance.
- Logic of sessional staff load was queried - in particular the issue of associated time. Redevelopment of a course is considered as separate to the load model, as are special courses.
- The allocation of one hour for HDR supervision was queried. The Chair said that this had required clarification due to issues surrounding Professors not teaching because of HDR supervision.
- Links between ASRP and workload were queried. Is there flexibility associated with ASRP workload and is the load reasonable according to the model allocated?
- The Chair indicated that the amount of face-to-face teaching is to be determined by the School.
- The Head of School, School of Pharmacy indicated that they use a similar model and set parameters that suit them. This had been working very effectively.
- Once finalised the documents will be available on a SharePoint site.
- Document can be shared with colleagues but feedback will only be received from Heads of Schools.

**ACTION:** Heads of School to provide feedback on the draft *Griffith Health Guidelines for Teaching Allocations* to the Chair of Health Group Board during September for consideration by the Health Group Working Party.

30.0 **GRIFFITH HEALTH GROUP SUPPLEMENTARY INFORMATION TO ACCOMPANY PROGRAM CONCEPT PROPOSALS FOR TRANSNATIONAL PROGRAMS**

30.1 The Griffith Health Group Board, on the executive recommendation of the Pro Vice Chancellor (Health), was asked to consider the *Health Group Supplementary Information for Transnational Programs* document which is to accompany the *Program Concept Proposal*. Members are also asked to note that the Deputy Academic Registrar has recently updated the *Program Concept Proposal* template for transnational programs which will be approved at the September meeting of Academic Committee. This document was also attached for information.

30.2 The Chair spoke to this item in the Pro Vice Chancellor’s absence.

30.3 Members noted the importance of this form as the Group needs to make sure that offshore teaching is justifiable, in particular that it does not impact onshore/domestic teaching.

**Recommendation**

30.4 The Griffith Health Group Board, on the executive recommendation of the Pro Vice Chancellor (Health), approved the *Health Group Supplementary Information for Transnational Programs* document which is to accompany the *Program Concept Proposal*.

31.0 **SCHEDULE FOR HEAD OF SCHOOL HEALTH GROUP BOARD REPORTS**

31.1 The Griffith Health Group Board noted that Heads of School reports to Health Group Board would be required quarterly.
31.2 The Chair spoke to this item.

31.3 The Chair indicated that he would discuss the HoS reports with the PVC (Health) in order to clarify the information that should be captured and that a template would be provided following this conversation.

**ACTION:** Chair to discuss the HoS Group Board reports with the PVC (Health) to clarify content requirements, and a template to be provided following this consultation.

### 36.0 ACCREDITATION DOCUMENTATION

36.1 Members noted the letter confirming extension to provisional accreditation status for the 1355 Bachelor of Nutrition and Dietetics from the Australian Dietetics Council (ADC).

### 37.0 GROUP LEARNING AND TEACHING CITATIONS

37.1 Members noted those successful in the 2014 round for the Group Learning and Teaching Citations.

### 38.0 GRIFFITH HEALTH GROUP HEALTH AND SAFETY COMMITTEE MINUTES

38.1 Members noted the minutes from the 2/2014 May meeting of the Griffith Health Group Health and Safety Committee.

### 39.0 NEW PROGRAM PROPOSAL TEMPLATE

39.1 Members noted the revised Program Proposal Template approved at the July 31 meeting of Programs Committee for immediate implementation.

### 40.0 OTHER BUSINESS

Nil

### 41.0 BOARD MEETING DATES AND VENUES

41.1 The next meeting of the Griffith Health Group Board will be held on Thursday 16 October at 12:30 pm in room 1.05/1.06, Council Chambers, The Chancellery (G34), Gold Coast campus. A light lunch will be available from 12 noon.

41.2 Members are asked to note that the 4 December meeting of the Health Group Board has been rescheduled and will now be held on 13 November, 2014.

41.3 The confirmed 2014 dates for Griffith Health Group meetings. Meetings will be held at 12:30pm on the following dates:

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Campus</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 October</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
</tr>
<tr>
<td>13 November</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
</tr>
</tbody>
</table>

Noted
42.0 SUMMARY OF ACTION ITEMS

<table>
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<td>All members</td>
<td>Ongoing.</td>
</tr>
<tr>
<td>Health Group ASO to source response rates for the external surveys, in particular CEQ.</td>
<td>Health ASO</td>
<td>Awaiting response from Office of Planning Services.</td>
</tr>
<tr>
<td>Heads of School to provide feedback on the draft <em>Griffith Health Guidelines for Teaching Allocations</em> to the Chair of Health Group Board during September for consideration by the Health Group Working Party.</td>
<td>Heads of School</td>
<td>Completed.</td>
</tr>
<tr>
<td>Chair to discuss the HoS Group Board reports with the PVC (Health) to clarify content requirements, and a template to be provided following this consultation.</td>
<td>Chair</td>
<td>TBA</td>
</tr>
</tbody>
</table>

Confirmed:

(Chair – Professor Tony Perkins)

Date: ________________________________