GRIFFITH UNIVERSITY

GRIFFITH HEALTH BOARD (FACULTY) MEETING

AGENDA 3/2006

A meeting of the Griffith Health Board will be held at 2.00 pm on Friday, 28 April 2006. The meeting will be chaired from Room 3.29_G10 Gold Coast campus and conducted by videoconference at the following locations: Room 7.30_GH1, Southport and Room 2.06_N54 Nathan campus.

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Significant Committee Events

- This meeting of the Griffith Health Board (Faculty) will be held on Friday 28 April 2006. The meeting will be chaired from Room 3.29_G10 Gold Coast campus and conducted by videoconference at the following locations: Room 7.30_GH1, Southport and Room 2.06_N54 Nathan campus.
- The Board will next meet on Wednesday 24 May 2006, 3.00-5.00 pm.

Deadlines

- Agenda items due with Secretary, Programs Committee for May meeting by 20 April 2006.
- Agenda items due with Secretary, Programs Committee for June meeting by 18 May 2006.

Committee QuickPlace Web Address

- https://qplace02.domino.gu.edu.au/QuickPlace/sec-university-committees/Main.nsf/h_Toc/dc93ed94a6ce679b4a256d040002e3f0/?OpenDocument
- Use the left navigation bar to select the relevant committee site. Username is your staff number and password is the same as your Novell login. Call the Secretary on 28557 for advice or if experiencing difficulties.
## GRIFFITH UNIVERSITY

### GRIFFITH HEALTH BOARD (FACULTY) MEETING

#### DISTRIBUTION LIST

**Faculty Board Members**

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<th>Name</th>
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<tr>
<td>Professor Debra Creedy</td>
<td>ex officio (Chair)</td>
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<td>Dean of Health</td>
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<td>Professor Allan Cripps</td>
<td>ex officio</td>
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<td>Pro-Vice Chancellor (Health)</td>
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<td>Professor Stephanie Short</td>
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<td>Dean, Learning &amp; Teaching (Health)</td>
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<td>and Head of School, School of Public Health</td>
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<td>Professor Judith Searle</td>
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<td>Head and Dean, Griffith Medical School</td>
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<td>Professor Newell Johnson</td>
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<td>Head and Dean, School of Dentistry &amp; Oral Health</td>
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<td>Associate Professor Elizabeth Patterson</td>
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<td>Head and Dean, School of Nursing and Midwifery</td>
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<td>Dr Helen Massa</td>
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<td>Head of School, School of Anatomy</td>
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<td>Dr Jayne Clapton</td>
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<td>Head of School, School of Human Services</td>
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<td>Professor Lyn Griffiths</td>
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<td>Head of School, School of Medical Science</td>
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<td>Professor Nerida Smith</td>
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<td>Head of School, School of Pharmacy</td>
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<td>Dr Lewis Adams</td>
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<td>Head of School, School of Physiotherapy &amp; Exercise Science</td>
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<td>Professor Peter Creed</td>
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<td>Head of School, School of Psychology</td>
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**Information Copies** (without attachments unless stated)

- Deputy Heads of School
- Director, Teaching and Learning, Griffith Science & Technology
- School Administrative Officers – Griffith Health Group
- School Secretaries – Griffith Heath Group

**Other Copies**

- Corporate Archives & Records Management copy (attachments)
- Binding copy (attachments)
- Spare copy
A meeting of the Griffith Health Board will be held at 2.00 pm on Friday, 28 April 2006. The meeting will be chaired from Room 3.29_G10 Gold Coast campus and conducted by videoconference at the following locations: Room 7.30_GH1, Southport and Room 2.06_N54 Nathan campus.

Michele Britton
Secretary

AGENDA

1.0 APOLOGIES

Apologies may be recorded by contacting Michele Britton, Secretary, x56465, or by emailing m.britton@griffith.edu.au

2.0 CONFIRMATION OF MINUTES

The minutes of the 2/2006 meeting have been circulated. To be taken as read and confirmed.

3.0 CHAIR’S REPORT

The Dean, Griffith Health, to report on items of interest to the Board.

4.0 DEAN, LEARNING & TEACHING (HEALTH) GROUP REPORT

The Dean, Learning & Teaching (Health) Committee to report on Faculty Board items.

5.0 GRIFFITH HEALTH RESEARCH COMMITTEE REPORT

The Chairperson, Health Group Research Committee to report on Faculty Board items.

6.0 GRIFFITH HEALTH INTERNATIONALISATION COMMITTEE REPORT

The Chairperson, Griffith Health Internationalisation Committee to report on Faculty Board items.

7.0 INFORMATION SERVICES REPORT

Senior Librarian to report on items of interest to the Board.

8.0 PRESENTATION: OFFICE OF GRADUATE STUDIES – RESEARCH HIGHER DEGREES

Ms Jenny Lock, Manager, Research Higher Degrees, Office of Graduate Studies will conduct a short presentation regarding current issues related to Research Higher Degrees.

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

9.0 GRIFFITH HEALTH BOARD CONSTITUTION

9.1 At its December 2005 meeting, the University Council endorsed two alternative Group structures – the multi-faculty Group and the single faculty Group. This prompted a review of all existing policy documentation associated with University governance structures to ensure consistency of interpretation of responsibilities, authorities and delegations. The review of policy documentation included a review of University Committee constitutions, and the policy document Academic Structure of the University and Academic Manager Positions. Revisions to this policy document have recently been approved by the Vice Chancellor.

9.2 At its 1/2006 meeting, Academic Committee approved the revisions to the generic Faculty Board Constitution. The revised document (06/0003771) will be considered by the University Council at its 2/2006 meeting in May.

9.3 It is proposed that all Faculty Boards operate under this generic Faculty Board Constitution, rather than operating under individual Constitutions, as is currently the situation for the Griffith Health Board (refer document 05/0006_04/0771 revised). The Griffith Health Board (Faculty) is asked to consider the revised generic Faculty Board Constitution (06/0003771) and provide feedback on the proposal that the generic Constitution replace the current Griffith Health Board Constitution.

For consideration

10.0 ARRANGEMENTS FOR COMMENCING INTERNATIONAL STUDENTS

10.1 The Griffith Health Board (Faculty) will recall that concerns were raised at the 2/2006 Faculty Board meeting regarding arrangements for commencing international students. The following issues were identified:

(1) It was noted that Schools are not routinely informed of international students accepting an offer and expected date of commencement. Advance information is necessary to facilitate arrangements to greet international students and cater for their needs.

(2) International students are disadvantaged when late (Week 1) offers are made, in terms of being able to sign up for tutorial groups. Inevitably international students have delayed capacity to sign on and all end up in a tutorial group together. This situation increases their frustration and limits opportunities for their integration with the wider student group.

10.2 Following the 2/2006 meeting, Schools provided details of the information and assistance needed to ensure a smooth transition for commencing international students. A summary document, collating input from Schools and proposing possible solutions to current issues has been prepared and is presented for the consideration of Faculty Board. The Dean, Academic will table the summary document at the International Directors forum, chaired by the Pro Vice Chancellor (International).

For consideration
11.0  **BBS MINOR CHANGE SUBMISSION (06/0002525)**

**5080 M SCIENCE IN GENETIC COUNSELLING**

11.1 The School of Biomolecular and Biomedical Sciences has submitted a minor change submission seeking to withdraw 7002HSV Applied Counselling from the Master of Science in Genetic Counselling and replace it with 7083BBS Applied Counselling for Genetic Counsellors. This change is sought on the basis that 7002HSV Applied Counselling is no longer suitable, as it is now offered only in external mode by the School of Human Services. The School of Human Services and the School of Psychology have approved this minor change, and the Dean, Learning and Teaching, Health has provided executive approval. The minor change submission has been approved by the School of Biomolecular and Biomedical Sciences, and ratified by the Faculty of Science Board.

11.2 As the proposed change involves a teaching load shift between elements, the Pro Vice Chancellor (Health) must also provide approval in order for the submission to proceed. The load shift under consideration is as follows:

**As at Semester 1 2006:**

- 7083BBS Applied Counselling for Genetic Counsellors course load = 9 enrolments or 1.1 EFTSL (all students are enrolled in the program 5080 M Sc in Genetic Counselling)

- 5080 M Sc in Genetic Counselling program load = 11 enrolments or 4.2 EFTSL

11.3 A decision in relation to approval of the load shift has been deferred, pending consideration of the submission (06/0002525) by the Griffith Health Board (Faculty). In particular, the Griffith Health Board (Faculty) is asked to consider the reasonableness of the proposal, in light of the fact that the provision of a counselling course is within the domain of the Health Group, and the current change proposal does not reflect the interdisciplinarity goals of the Academic Plan. Specific examples relevant to genetic counselling may easily be incorporated into the course materials.

11.4 The history of this matter is that the School of Biomolecular and Biomedical Sciences previously sought to make this amendment to the Master of Science in Genetic Counselling program. However, Programs Committee, at its 1/2004 meeting declined to provide approval. The Pro Vice Chancellor (Science & Technology) advised in April 2004 that the School of Biomolecular and Biomedical Sciences should proceed with negotiations with the School of Psychology at Mt Gravatt to introduce a course hosted by Psychology to replace 7002HSV Applied Counselling and the interim substitute course 7083BBS Applied Counselling for Genetic Counsellors.

11.5 From 2004, students enrolled in the Master of Science in Genetic Counselling have not undertaken 7002HSV Applied Counselling, but instead undertake 7083BBS Applied Counselling for Genetic Counsellors. 7083BBS is taught by a sessional lecturer, Dr Kate Mutimer, who is a clinical psychologist. This was originally only intended as an interim measure to ensure students received appropriate counselling tuition. However, the School of Biomolecular and Biomedical Sciences now seek to amend the program structure to include 7083BBS Applied Counselling for Genetic Counsellors as a permanent change to the program structure.

11.6 Negotiations did take place between the School of Psychology and the School of Biomolecular and Biomedical Sciences regarding provision of a suitable counselling course by Psychology. The School of Psychology advised they were unable to host a counselling course in the semester required by the School of Biomolecular and Biomedical Sciences.
11.7 The Griffith Health Board (Faculty) is asked to consider the proposed minor change submission, as described in 06/0002525.

For consideration

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

12.0 PHM SPECIAL PURPOSE SUBMISSION 06/0003025
5423 MASTER OF PHARMACY

12.1 On the recommendation of the School of Pharmacy, the Dean, Learning and Teaching, executively approved a special purpose submission proposing that the Griffith University English Language Requirement for international students commencing study in 2007 into the Master of Pharmacy program be amended as follows –

12.2 From 2007, the minimum English language proficiency requirements for such applicants to be eligible for entry into the Master of Pharmacy program are as follows:

- A minimum overall band score of 7.0 on IELTS (International English Language Testing System) with no sub-score of less than 6.5; or
- A minimum score of 580 on TOEFL (Test of English as a Foreign Language); or
- A computerized TOEFL score of 237; or
- No score less than 3+ in each skill of the ISLPR (International Second Language Proficiency Rating).

12.3 The Griffith Health Board (Faculty) will note that the 1/2006 meeting of Programs Committee approved an increase of English language requirements to an IELTS requirement of 7.0 for students seeking admission into the Bachelor of Pharmaceutical Science. Only Griffith graduates of the Bachelor of Pharmaceutical Science (1242) with a Pre-Pharmacy Major are eligible for admission into the Master of Pharmacy program. Accordingly, the School of Pharmacy recommends consistent presentation and application of English language requirements for entry into both the undergraduate and postgraduate pharmacy programs.

12.4 The proposal is based upon the guidelines, pertaining to English language proficiency, set down by the accreditation governing body, COPRA. The School has preliminary approval to move to the next phase of provisional accreditation in March of 2006. The School of Pharmacy is also mindful of the requirements set down by the Pharmaceutical Society of Australia with regard to English language competency for graduates seeking pre-registration.

Recommendation:

12.5 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean, Learning and Teaching and recommend to Programs Committee the special purpose submission proposing changes to 5423 Master of Pharmacy, as detailed in 06/0003025, from semester 1, 2007.

For ratification

13.0 HSV MINOR CHANGE SUBMISSION (06/0003019)
1282 B SOCIAL WORK

13.1 On the recommendation of the School of Human Services, the Dean, Learning and Teaching, approved executively a minor change submission proposing to add 1000HSV Common Time to Semesters 1 and 2 of the Bachelor of Social Work program, to add three additional Field of Practice Electives to the program and to
correct the title of the course 3020HSV Counselling Individuals and Families. These changes are proposed to take effect from Semester 1, 2006.

13.2 The rationale for the proposed changes to the Bachelor of Social Work program structure is as follows:

- Common Time is designed to provide students with social and academic support within a flexible learning environment to assist their transition into University and their integration into the Human Services programs. Common Time was inadvertently not included in the program structure within the New Program Submission for the Bachelor of Social Work. All first year undergraduate students enrolled in School of Human Services programs are required to undertake Common Time. This compulsory program is undertaken in Semesters 1 and 2 of first year. The credit point value for Common Time is nil.

- The addition of three ‘Field of Practice’ electives to the Social Work will provide greater choice for students. Field of Practice electives provide students with an introduction to human services practice within a specific field such as ageing, disability, youth work etcetera. The electives are from the menu of existing courses available in the Human Services degrees. There are no resource implications as these are existing courses.

Recommendation

13.3 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean, Learning and Teaching in approving the minor change submission, as described in 06/0003019, effective Semester 1, 2006, for reference to the Program Accreditation Officer.

For ratification

14.0 NRS MINOR CHANGE SUBMISSION (06/0003023
5243 M COMMUNITY HEALTH PRACTICE
5250 M COMMUNITY HEALTH PRACTICE WITH HONOURS

14.1 On the recommendation of the School of Nursing and Midwifery, the Dean, Learning and Teaching, approved executively a minor change submission proposing to substitute 8023NRS Independent Practice Study for 7009NRS Independent Study. 7009NRS Independent Study is an elective course within the 5243 Master of Community Health Practice and 5250 Master of Community Health Practice with Honours. These programs were replaced by the Master of Advanced Practice (Community Health) and have had no new intake since Semester 1 2005.

14.2 In support of the submission, the School submits:

The course 7009NRS Independent Study is a ten credit point elective course in the Master of Advanced Practice. It is usually offered to give students freedom to explore a topic area of their choice within the Master of Advanced Practice.

Recently the course 8023NRS Independent Practice Study was prepared and approved for use in the Master of Advanced Practice (Community Health). Since this new course is also 10cp and is similar in content to the course 7009NRS, 7009NRS Independent Study is now redundant.

It is proposed to withdraw 7009NRS from offer from Semester 2 2006, and to use the course 8023NRS in its stead in the Master of Community Health Practice and Master of Community Health Practice with Honours.

Recommendation
14.3 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean, Learning and Teaching in approving the minor change submission, as described in 06/0003023, effective Semester 2, 2006, for reference to the Program Accreditation Officer.

For ratification

15.0 PSY CHANGE TO THESIS GRADING BASIS FOR POSTGRADUATE PROGRAMS

6013 DOCTOR OF PSYCHOLOGY (ORGANISATIONAL) MT GRAVATT
6012 DOCTOR OF PSYCHOLOGY (ORGANISATIONAL) GOLD COAST
6011 DOCTOR OF PSYCHOLOGY (CLINICAL) MT GRAVATT
6010 DOCTOR OF PSYCHOLOGY (CLINICAL) GOLD COAST
6014 DOCTOR OF PSYCHOLOGY (FORENSIC) MT GRAVATT
5326 MASTER OF FORENSIC PSYCHOLOGY MT GRAVATT
5280 MASTER OF ORGANISATIONAL PSYCHOLOGY (MT GRAVATT)
5071 MASTER OF ORGANISATIONAL PSYCHOLOGY (GOLD COAST)
5279 MASTER OF CLINICAL PSYCHOLOGY (MT GRAVATT)
5070 MASTER OF CLINICAL PSYCHOLOGY (GOLD COAST)

15.1 On the recommendation of the School of Psychology, the Dean, Learning and Teaching approved executively a request to change the thesis grading basis for postgraduate programs to pass / no pass rather than the current practice of provision of a dissertation mark. It is proposed by the School of Psychology that the pass / no pass grading will be applied to the final component of each dissertation sequence. Preceding components would receive a grade of continuing. It is proposed to commence the changed grading basis in 2006 for all postgraduate degree programs (Masters and above) on the Gold Coast and Mt Gravatt campuses.

15.2 In support of this change request, the School of Psychology submit that it is common for dissertation examiners to award very discrepant marks, even though their evaluations of the dissertation may seem similar given their written comments. For example, in one extreme case, an examiner awarded a mark of 58 while the other examiner awarded a mark of 95. Discrepant marks create difficulties and delays as a third examiner is required if the original examiners are not prepared to modify their marks.

15.3 The School of Psychology proposes that examiners will recommend one of the following levels of marking for a completed thesis:
   o Pass the dissertation (no changes necessary)
   o Pass the dissertation (conditional on minor changes to the satisfaction of the chair of examiners)
   o Resubmit the dissertation (with major changes made to the satisfaction of the examiner)
   o Fail the dissertation

15.4 The School of Psychology advises that pass/fail assessment for postgraduate professional dissertations is common practice in Australian universities, and is the approach taken with the PhD. The School of Psychology advise that introduction of a pass / fail assessment will have no adverse effect upon access to RHD studies and/or a scholarship following a postgraduate professional degree. Decision-makers will have access to the candidate’s honours level and grades, the candidate’s coursework grades in the postgraduate professional program, and they or the candidate would be able to apply to the School of Psychology for a statement of achievement in the research dissertation, based on the examiners’ reports and/or the quality of the dissertation assessed within the school.

Recommendation

15.5 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean, Learning and Teaching in approving the request from the School of Psychology to
change the thesis grading basis for postgraduate programs to pass / no pass, effective from 2006 for Mt Gravatt and Gold Coast programs.

For ratification

16.0 HSV FIRST YEAR ADVISER CHANGES

16.1 The Dean, Learning and Teaching, has executives approved changes in First Year Advisers for the following programs:

1098 Bachelor of Human Services
Dr Stephen Larmar has replaced Dr Jane Fowler as First Year Adviser for this program.

1282 Bachelor of Social Work
This program was introduced in Semester 1, 2006. Dr Stephen Larmar is the First Year Adviser for this program.

Recommendation

16.2 The Griffith Health Board (Faculty) is asked to ratify the executive approval of the First Year Adviser changes outlined above.

For ratification

17.0 COURSE OUTLINES

17.1 The Griffith Health Board (Faculty) is asked to ratify the executive approval of the Dean, Teaching and Learning of course outlines as listed, to be offered by the School of Dentistry and Oral Health, School of Medical Science, from Semester 1 2006.

DOH
2015DOH_Y1 Community Research Placement
3012DOH Research Development
3015DOH_Y1 Community Research Development
3016DOH_Y1 Clinical Dental Practice 2
3018DOH_Y1 Comprehensive Oral Health Care
7003DOH Clinical Oral Pathology

HSV
7032HSV Human Service: Knowledge and Practice
8013MSC Microbiology in Infection Control

MSC
8014MSC Prevention of Infection

Recommendation

17.2 The Griffith Health Board (Faculty) is asked to ratify the executive approval of the Dean Teaching and Learning in approving the above course outlines.

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

18.0 PHM 1242 B PHARMACEUTICAL SCIENCE
APPROVED AS FEE-PAYING PROGRAM

18.1 The Group Pro-Vice Chancellor has approved advertisement of the Bachelor of Pharmaceutical Science through QTAC as both a fee-paying program and Commonwealth Supported program, effective Semester 1, 2007.

18.2 Other Health programs currently offered through QTAC as fee-paying are the Bachelor of Biomedical Science, the Bachelor of Physiotherapy and Exercise Science and the Bachelor of Oral Health in Dental Science. Fee paying places in all other programs not listed as a QTAC offering are available by direct application to the University. Admission to programs on a fee-paying basis is restricted to applicants whose entry qualifications are within 3 OP bands of the QTAC cut-off score and who meet prerequisite requirements for the program. After completion of one full year, fee paying students can seek a transfer to a Commonwealth supported place. This will be approved if their academic record warrants it. Direct admissions to full-fee paying programs are managed by Admissions, Nathan.

For noting

19.0 DEPARTMENT OF STATE DEVELOPMENT, TRADE AND INNOVATION - PARTNERSHIPS - ALLIANCES FACILITATION PROGRAM

19.1 The Director, Office for Research has advised that the Office for Research closing date for Round 1b Applications for the Partnerships-Alliances Facilitation Program is Friday 12 May 2006. The Partnerships-Alliances Facilitation Program will facilitate eligible Queensland-based applicants to identify, facilitate and formulate collaborative funding proposals to submit to the 2006 Commonwealth Cooperative Research Centres and Australian Research Council Grant Schemes.

19.2 The key objective of the Program is to encourage and help secure the participation of Queensland-based organisations in cutting edge and high profile research, development and innovation collaborations.

Key Features
· grants are up to $100,000
· two funding rounds per year over four years that will be open, competitive and merit based
· the funding is to be matched by a cash contribution of 1:1
· payment will be made following evidence of submission of the funding proposal to nominated funding agency
· the proposed project must be collaborative
· project must be capable of generating economic or social benefits to Queensland
· grant funding may be used for temporary expert advice, international and/or national travel and accommodation expenses to develop the proposed project

19.3 Full details and guidelines can be found at:
19.4 The Office for Research contact is Jacky Hall (Research Development Officer) on Ph: 373 54110 or email: J.Hall@griffith.edu.au

For noting

20.0 POLICY REVISIONS

20.1 The Board is advised of a number of policy and form revisions approved as follows:–

Research Centres Policy

This policy outlines the strategic role of research centres in strengthening the University's research capability, details the attributes of Griffith research centres, the process for establishing research centres and the responsibilities of research centres members and directors.


Griffith e-Learning (GEL) Fellowship

This policy sets out the requirements and conditions for awarding the Griffith E-Learning (GEL) Fellowship.


Definition of Research-Based Learning

This policy specifies how the University gives expression to the strategic target that '70% of all Griffith programs include a research-based learning component by 2010.' The policy defines what evidence is needed for a program to satisfy the minimum requirements to qualify as including a 'research-based learning component' and the criteria against which Course Convenors should assess whether their courses contain such components.


Revised Academic Structure of the University and Academic Manager Positions

The Vice Chancellor has recently approved revisions to the policy document Academic Structure of the University and Academic Manager Positions. This document sets out the formal status of academic elements and academic officers to provide the interpretation of responsibilities, authorities and delegations across all University policies. This is an update to the December 2005 version that was previously published to the policy library.

URL: http://www62.gu.edu.au/policylibrary.nsf/mainsearch/633bb8bfa6c3a9b34a256fb80063e597?openendocument

Outline for a Course Evaluation Report

This document provides the format for reporting on the evaluation of a course and/or for reporting on the evaluation of teaching.

Expenditure Declaration Form: for Unsupported Credit Card Expenditure

URL: http://domdoc03.domino.gu.edu.au/policylibrary.nsf/76BE8738BAE04D5F4A256AEC007E2B25/63E26EA56907C184A256EC20063EA23/$File/Form_ExpenditureDeclarationCreditCard.pdf?OpenElement

Travel Request


Expenditure Declaration Form

URL: http://domdoc03.domino.gu.edu.au/policylibrary.nsf/76BE8738BAE04D5F4A256AEC007E2B25/A066A12137181B4D4A25708F006401DC/$File/Form_ExpenditureDeclaration.pdf?OpenElement

20.2 Members are asked to advise staff of the policy and form amendments.

For noting

21.0 OTHER BUSINESS

22.0 NEXT MEETING

The next meeting of the Griffith Health Board (Faculty) will be held on Wednesday, 24 May 2006, 3.00 to 5.00 pm, by videoconference at Southport, Nathan Campus and Gold Coast Campus.