A meeting of the Griffith Health Board was held at 2.00 pm on Friday, 28 April 2006. The meeting was chaired from Room 3.29 G10 Gold Coast campus and conducted by videoconference at Room 7.30 GH1, Southport.

1.0 CONFIRMATION OF MINUTES

2.0 WELCOME

SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES

NIL

SECTION B: ACTION UNDER DELEGATED AUTHORITY OR EXECUTIVE ACTION

3.0 PHM SPECIAL PURPOSE SUBMISSION (06/0003025)  
5423 M  PHARMACY

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

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

6.0 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  
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5279 MASTER OF CLINICAL PSYCHOLOGY (MT GRAVATT)  
5070 MASTER OF CLINICAL PSYCHOLOGY (GOLD COAST)

7.0 HSV FIRST YEAR ADVISER CHANGES

8.0 COURSE OUTLINES

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

9.0 GRIFFITH HEALTH BOARD CONSTITUTION

10.0 ARRANGEMENTS FOR COMMENCING INTERNATIONAL STUDENTS

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

11.0 BBS MINOR CHANGE SUBMISSION (06/0002525)  
5080 M SCIENCE IN GENETIC COUNSELLING

12.0 PRESENTATION: OFFICE OF GRADUATE STUDIES – RESEARCH HIGHER DEGREES
13.0 PHM 1242 B PHARMACEUTICAL SCIENCE
APPROVED AS FEE-PAYING PROGRAM

14.0 DEPARTMENT OF STATE DEVELOPMENT, TRADE AND INNOVATION – PARTNERSHIPS ALLIANCES
FACILITATION PROGRAM

15.0 POLICY REVISIONS

16.0 CHAIR’S REPORT

17.0 DEAN, LEARNING & TEACHING (HEALTH) GROUP REPORT

18.0 HEALTH GROUP RESEARCH COMMITTEE REPORT

19.0 GRIFFITH HEALTH INTERNATIONALISATION COMMITTEE REPORT

20.0 INFORMATION SERVICES REPORT

21.0 OTHER BUSINESS

22.0 NEXT MEETING

<table>
<thead>
<tr>
<th>Significant Committee Events</th>
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<tbody>
<tr>
<td>The Board will next meet on Wednesday 24 May 2006, 3.00 pm – 5.00 pm. The meeting will be chaired from Room 3.29_G10, Gold Coast campus and will be conducted via teleconference at the following locations: Nathan N54_2.06 and Southport GH1_7.30.</td>
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<th>Deadlines</th>
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<tr>
<td>Agenda items due with Secretary, Faculty Board for 24 May meeting by 15 May 2006.</td>
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<td>Agenda items due with Secretary, Programs Committee for June meeting by 18 May 2006.</td>
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<th>Committee QuickPlace Web Address</th>
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<td><a href="https://qplace02.domino.gu.edu.au/QuickPlace/sec-university-committees/Main.nsf/h_Toc/dc93ed94a6ce679b4a256d040002e3f0/?OpenDocument">https://qplace02.domino.gu.edu.au/QuickPlace/sec-university-committees/Main.nsf/h_Toc/dc93ed94a6ce679b4a256d040002e3f0/?OpenDocument</a></td>
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<tr>
<td>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.</td>
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A meeting of the Griffith Health Board was held at 2.00 pm on Friday 28 April 2006. The meeting was chaired from Room 3.29 G10 Gold Coast campus and conducted by videoconference at Room 7.30 GH1, Southport.

MINUTES

PRESENT:

Members:
Professor Debra Creedy, (Chair)
Dr Lewis Adams, HoS, Physiotherapy and Exercise Science
Dr Jayne Clapton, HoS, Human Services
Professor Peter Creed, HoS, Psychology
Professor Lyn Griffiths, HoS, Medical Science
Professor Newell Johnson, HoS and Dean, Dentistry and Oral Health
Dr Helen Massa, HoS, Anatomy
Professor Stephanie Short, Dean, Learning and Teaching, Health and HoS, Public Health
Associate Professor Winsome St John, acting HoS, Nursing and Midwifery
Secretary: Ms Michele Britton

Members:
Professor Allan Cripps, PVC, Health
Associate Professor Michele Groves (acting HoS, Medicine)
Dr Alison Haywood (acting HoS, Pharmacy)
Associate Professor Elizabeth Patterson, HoS and Dean, Nursing and Midwifery
Professor Judith Searle, HoS and Dean, Medicine
Professor Nerida Smith, HoS, Pharmacy

Present by invitation:
Dr Glenda Andrews, DHoS, Psychology
Mr Dave Edwards, Director, Teaching and Learning, Griffith Science & Technology
Mr Robert Loudon, Information Services
Associate Professor Peter Howard, DHoS, Public Health
Associate Professor Roger Hughes, DHoS, Public Health
Mr Peter Westwood, Executive Officer, Health
Ms Jenny Lock, Manager, Research Higher Degrees, Office of Graduate Studies
Ms Susan McPaul, Manager, Graduate Studies

1.0 CONFIRMATION OF MINUTES

The Minutes of the 2/2006 meeting of the Griffith Health Board (Faculty) were taken as read and confirmed.

2.0 WELCOME

The Chair welcomed Mr Robert Loudon, who attended the meeting on behalf of Ms Veronica Dawson, Senior Librarian, who is currently on long service leave. The Chair also welcomed Ms Jenny Lock, Manager, Research Higher Degrees and Ms Susan McPaul, Manager, Office of Graduate Studies who attended the meeting to provide a presentation on the Office of Graduate Studies and Research Higher Degrees.
SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES

NIL

SECTION B: ACTION UNDER DELEGATED AUTHORITY OR EXECUTIVE ACTION

3.0 PHM SPECIAL PURPOSE SUBMISSION (06/0003025) 5423 MASTER OF PHARMACY

3.1 The Griffith Health Board (Faculty) noted, on the recommendation of the School of Pharmacy, the Dean, Learning and Teaching had 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 –

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).

3.2 The Griffith Health Board (Faculty) noted 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, consistent presentation and application of English language requirements is desirable for entry into both the undergraduate and postgraduate pharmacy programs.

3.3 The Board further noted that the proposal is based upon the guidelines, pertaining to English language proficiency, set down by the accreditation governing body, COPRA. 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.

Resolution:

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

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

4.1 The Griffith Health Board (Faculty) noted, on the recommendation of the School of Human Services, the Dean, Learning and Teaching, had 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.

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.

**Resolution**

4.2 The Griffith Health Board (Faculty) resolved 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.

5.0 NRS MINOR CHANGE SUBMISSION (06/0003023)

5243 M COMMUNITY HEALTH PRACTICE
5250 M COMMUNITY HEALTH PRACTICE WITH HONOURS

5.1 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.

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.

**Resolution**

5.2 The Griffith Health Board (Faculty) resolved 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.
6.0 PSY CHANGE TO THESIS GRADING BASIS FOR POSTGRADUATE PROGRAMS

6013 DOCTOR OF PSYCHOLOGY (ORGANISATIONAL) MT GRAVATT
6012 DOCTOR OF PSYCHOLOGY (ORGANISATIONAL) GOLD COAST
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5070 MASTER OF CLINICAL PSYCHOLOGY (GOLD COAST)

6.1 The Griffith Health Board (Faculty) noted, on the recommendation of the School of Psychology, the Dean, Learning and Teaching had 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.

6.2 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.

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

6.4 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.

Resolution

6.5 The Griffith Health Board (Faculty) resolved 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.
7.0 HSV FIRST YEAR ADVISER CHANGES

7.1 The Griffith Health Board (Faculty) noted that the Dean, Learning and Teaching, has executive 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.

Resolution

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

8.0 COURSE OUTLINES

8.1 The Griffith Health Board (Faculty) resolved 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, the School of Human Services and the 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

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

9.0 GRIFFITH HEALTH BOARD CONSTITUTION

9.1 The Griffith Health Board (Faculty) noted that the endorsement by University Council of two alternative Group structures – the multi-faculty Group and the single faculty Group had necessitated a review of all existing policy documentation associated with University governance structures. The Board noted that revisions to the policy document Academic Structure of the University and Academic Manager Positions were recently approved by the Vice Chancellor to ensure consistency of interpretation of responsibilities, authorities and delegations under the new governance structure. The Board also noted that University Committee Constitutions have also been reviewed and a generic Faculty Board Constitution (06/0003771) was approved at the 1/2006 meeting.
9.2 The Griffith Health Board (Faculty) noted that it had been asked to provide feedback to the Acting Senior Adviser (Academic Planning and Policy), Academic Administration regarding the proposal that the generic Faculty Board Constitution replace the current Griffith Health Board Constitution.

9.3 The Griffith Health Board (Faculty) compared the generic Faculty Board Constitution with the Health Board Constitution. Following discussion the Board expressed the following concerns in relation to the generic version of the Faculty Board Constitution:

- Accreditation.
  The role of the Board in relation to accreditation should be more explicitly stated in the generic constitution (refer Section 2 (1)(d) of the current Health Board Constitution).

- Quality of Learning and Teaching
  The role of the Board in monitoring the quality of learning and teaching in the Group should be more explicitly stated (refer Section 2 (2)(d) of the current Health Board Constitution).

- Internationalisation.
  The role of the Faculty Board in advising on matters pertaining to internationalisation strategies should be more explicitly stated (refer Section 2 (5) of the current Health Board Constitution).

- Financial Matters
  The role of the Faculty Board in advising the PVC, Health and Dean (Academic), on financial matters should be included (refer Section 2 (7) of the current Health Board Constitution).

- Strategic Functions
  The strategic functions of the Board should be explicitly stated, as per the current Health Board Constitution.

Resolution

9.4 The Griffith Health Board (Faculty) resolved to refer its feedback and concerns regarding the generic Faculty Board Constitution to the Acting Senior Adviser (Academic Planning and Policy), Academic Administration.

10.0 ARRANGEMENTS FOR COMMENCING INTERNATIONAL STUDENTS

10.1 The Griffith Health Board (Faculty) noted that concerns were raised at the 2/2006 Faculty Board meeting regarding arrangements for commencing international students, and that the following issues had been 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.
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 The Griffith Health Board (Faculty) noted that, following the 2/2006 meeting, Schools had provided details of the information and assistance needed to ensure a smooth transition for commencing international students. The Board referred to the summary of the input received from Schools and noted the proposals for solutions to current issues. There was discussion regarding the need for pastoral support for international students and a suggestion that the International Centre ensure that orientation sessions are run for students who arrive late. The Griffith Health Board (Faculty) noted that the Dean, Academic will table the summary document at the International Directors forum, chaired by the Pro Vice Chancellor (International). Heads of School are to refer the summary document to School Committees for discussion.

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

11.0 BBS MINOR CHANGE SUBMISSION (06/0002525)

5080 M SCIENCE IN GENETIC COUNSELLING

11.1 The Griffith Health Board referred to the minor change submission (06/0002525) forwarded by the School of Biomolecular and Biomedical Sciences, seeking to withdraw 7002HSV Applied Counselling from the Master of Science in Genetic Counselling and replace it with 7083BBS Applied Counselling for Genetic Counsellors. The Board noted that the 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.

11.2 The Board noted that 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 The Board noted that a decision in relation to approval of the load shift was deferred by the Pro Vice Chancellor (Health), pending consideration of the submission by the Griffith Health Board (Faculty). In particular, the Griffith Health Board (Faculty) was asked to consider the reasonableness of the proposal, given 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.

11.4 The Board noted that 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 in 2003. 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 The Board noted that, from 2004, students enrolled in the Master of Science in Genetic Counselling have not undertaken 7002HSV Applied Counselling, but have undertaken 7083BBS Applied Counselling for Genetic Counsellors taught by a sessional lecturer, Dr Kate Mutimer, who is a clinical psychologist. This was originally only approved as an interim measure to ensure students received appropriate counselling tuition. However, the School of Biomolecular and Biomedical Sciences, are seeking approval to enable this arrangement to become a permanent change to the program structure.

Resolution

11.6 The Griffith Health Board (Faculty) declined to approve the minor change submission (06/0002525) submitted by the School of Biomolecular and Biomedical Sciences. The Board recommended that negotiations take place with the School of Biomolecular and Biomedical Sciences regarding provision by the Health Group of a suitable counselling course for the Master of Science in Genetic Counselling.

12.0 PRESENTATION: OFFICE OF GRADUATE STUDIES – RESEARCH HIGHER DEGREES

12.1 The Chair welcomed Ms Jenny Lock, Manager, Research Higher Degrees and Ms Susan McPaul, Manager, Graduate Studies who attended the meeting to provide a presentation regarding the Office of Graduate Studies and current issues pertaining to research higher degrees. The following points were discussed as part of the presentation:

- The roles and responsibilities of the Office of Graduate Studies in relation to research higher degrees.
- Support provided to research higher degree students.
- The promotion of research higher degrees.
- Research training opportunities (generic skills for students, workshops for supervisors).
- Survey results for Health research higher degree students.

12.2 During discussion, the Board provided the following feedback:

- Applicants for research higher degrees should be assessed on equity considerations, as well as academic qualifications.
- Copies of RHD promotional material and Schedules of Support should be provided to Schools.
- Consideration should be given to packaging accommodation and employment in scholarship arrangements for international students.
- The University should promote pathways from undergraduate and postgraduate programs to research higher degree programs.

12.3 Following the presentation, the Board discussed the effectiveness of the new Research Experts @ Griffith website and expressed concerns regarding the search functionality of the website. The Board agreed that the Health Group will join with the Science and Technology Group in expressing concerns regarding the website to the Office of the Deputy Vice Chancellor (Research).

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

13.1 The Griffith Health Board (Faculty) noted that 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.
13.2 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.

14.0 DEPARTMENT OF STATE DEVELOPMENT, TRADE AND INNOVATION – PARTNERSHIPS ALLIANCES FACILITATION PROGRAM

14.1 The Griffith Health Board (Faculty) noted that 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.

14.2 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

14.3 Full details and guidelines can be found at:


The Office for Research contact is Jacky Hall (Research Development Officer) on Ph: 373 54110 or email: J.Hall@griffith.edu.au

15.0 POLICY REVISIONS

15.1 The Board noted recent policy revisions 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?openDocument

**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/76BE8738BAE04D5F4A256AEC007E2B25/63E26E45D6907C184A256EC20063EA23/$File/Form_ExpenditureDeclarationCreditCard.pdf?OpenElement

**Travel Request**
15.2 Members are asked to advise staff of the policy and form amendments.

Noted

16.0 CHAIR’S REPORT

The Dean, Academic advised as follows:

16.1 Research

I would like to extend my ongoing appreciation to Professor Lyn Griffiths as Chair of the Griffith Health Research Committee and as the Group representative on the University RQF taskforce. Lyn recently provided a 4-page update on the RQF process following the recent Taskforce meeting.

The DVC (R) has emailed all academic staff to complete an on-line evidence portfolio which will contain all the data we currently have on staff research performance but will seek to enhance that information in the light of the expected information requirements of the RQF to assist us in preparing for the first RQF. The timetable for Griffith's processes in preparation for the RQF 2007 which is available in our RQF Operational Plan at http://www.gu.edu.au/research (follow links "For Staff" and "Research Quality Framework").

Thank you to staff who have prepared ARC and NHMRC grant applications. Good luck!

16.2 Learning & Teaching

Griffith E-Learning (GEL) Fellowship program

The Griffith E-Learning (GEL) Fellowship program was announced recently to support the University’s strategic objectives in learning and teaching; support innovation in learning and teaching; and disseminate such innovations through professional development.

In 2006 four fellowships will be granted with a value of $30,000 each, normally one per academic Group. The $30,000 is to be used for the School/Department to provide teaching relief for the fellowship holder, as well as for the fellowship holder to purchase hardware, software, employ project support staff, and host a University-wide seminar at the end of the Fellowship. Applications are due 28 April 2006.

Carrick Institute Grant Scheme

I would like to draw your attention to possible funding available through the Carrick Institute for Learning and Teaching in Higher Education Priority Grants Scheme. The Program Guidelines - 2006 for Priority Projects give priority to your discipline in 2006 for projects that address Academic Standards, Assessment Practices and Reporting. These projects fall within the general guidelines for Carrick’s Grant Schemes, which encourage cross-institutional or consortium projects. This could be a worthwhile opportunity to consider IRU proposals or some other advantageous collaborations.
Mentoring program
The Griffith Industry Mentoring Program conducted by the Careers and Employment Service, Student Services is widely recognised within Griffith as an important means for establishing University relationships with the workplace. The Program is also a great opportunity for final-year students who are matched with a mentor in their professional field. Applications are currently being accepted from final-year students who wish to take part in the Program. I urge teaching staff to actively promote this excellent program to students. Mentors can be selected online at www.griffith.edu.au/careers and full particulars of the Program are also available on this website.

16.3 Staffing

Staff Development – Courses available during April and May
The April and May short course offerings include: cross-cultural communication, good record keeping, time management, career planning and development, enhancing interview skills, workplace communication essentials, art of reciprocal feedback. Please remind your staff to consider the programs available.

Cross-Cultural Issues for Tertiary Education will be held at the EcoCentre, Nathan campus on Friday 12 May from 9am to 4.30pm. Further information about the program is available by contacting Lorraine Brown, Executive Officer, Association of Tertiary Education Management Inc.

Occupational Health and Safety Responsibilities
It is essential to ensure that all our staff are familiar with their roles and responsibilities when it comes to health and safety. Please ensure that all staff are familiar with their roles as outlined in Accountabilities for Managers and Supervisors and for staff Teaching @ Griffith. Your help is needed for Griffith to meet legislative requirements

Recent amendments to health and safety legislation make it imperative for all staff to participate in health and safety training. In particular all staff must complete training in Fire Safety on an annual basis. Even without this legal obligation, it is good management practice - and protects us all - to ensure that all our people have a good understanding of workplace health and safety.

The Office of Human Resource Management is launching Health & Safety Online with the following safety courses:

- Basic Workplace Health & Safety
- Annual Fire Safety Instruction
- Office Ergonomics
- Basic Manual Handling (for staff without supervisory responsibilities)
- Manual Handling for Supervisors (for staff who have supervisory responsibilities)

For convenience, these courses will be easily accessed on-line at Health & Safety Online from the week commencing May 2. The first two courses (Basic Workplace Health and Safety and the Annual Fire Safety Instruction) will form part of orientation to be completed by all new staff on commencement. However, all current staff will also be required to complete at least these two courses.

Applications for Academic Studies Program (ASP) detachment in 2007 are now being sought. Strategic view of this – partner institutions, research/PD outcomes; privilege. An academic staff member will normally have worked with the University for at least three years prior to the proposed commencement date of the detachment. Staff must be performing satisfactorily under the Academic Review Scheme. Staff on probation who expect their appointment to be confirmed
prior to a 2007 detachment may apply in this Round. Academic Managers are not eligible to take ASP detachment during their period of office. Closing date is May 15, 2006.

16.4 Marketing/ Community Partnerships

Griffith Connect – Valued Partners Program was officially launched at the end of March to high schools at 2 breakfast functions on Gold Coast and Nathan campuses. 44 high schools were represented, as well as the Regional Executive Director of Education Queensland for the Gold Coast area Mr Glen Hoppner. Feedback on the program, and other initiatives being undertaken by the University were overwhelmingly supported and commended by those present. Since the launches the following 29 schools have signed on to the program, and others have indicated they intend to do.

Currently we are working with partners to commence library borrowing privileges for their staff and organise the donation of the first edition of the Griffith Review to the high schools’ libraries.

University Experience Days
We hope to run a series of days across the year, with different academic focuses that allow students from our partner schools to experience what university would be like for them in the field of study they are interested in. If you would like to hear more about this, or think you have an experience you could offer students, please contact Shannon to discuss on ext 53694 or by email s.rollinson@griffith.edu.au.

Student Ambassador Training
Esther Kelly is working on the new student ambassador training program. The new training program will include some customer service training, presentation skills and equip student ambassadors with enough knowledge and ‘know how’ to represent the University in not just their program or school but across the broad spectrum of University programs and activities. For further information you can contact Esther on ext 57236 or by email on e.kelly@griffith.edu.au.

Annual Guidance Officer Seminar
Friday 12 May will be the annual guidance officer seminar. Guidance officers from the Tweed and Northern New South Wales and throughout Queensland have been invited to attend. In previous years approximately 200 guidance officers have attended the session. This year, we will be showcasing the new Scholarships package, new schools AV presentation, new International admissions scheme and the range of program and facilities across the Griffith campuses. A small trade show will be run during lunch to allow guidance officers to talk with schools and elements of the University.

Guidance officers have been asked to indicate any particular areas they would like covered during the day, and we are currently collating replies/requests. A full program will be available by the end of April. If you wish to receive a copy, or find out more information, please contact Megan Kingsberry on ext 55463 or by email on m.kingsberry@griffith.edu.au.

16.5 Graduations

It has been my privilege to attend the Nathan and Logan graduations this month. There has been an excellent response from students. From now on all graduations will be held during July and December. Please encourage all staff to attend these important ceremonies.

17.0 DEAN, LEARNING & TEACHING (HEALTH) GROUP REPORT

The Dean, Learning & Teaching, Health reported as follows:

17.1 Scholarships
Heads of School are requested to provide information about current internal scholarships to the Dean, Learning and Teaching. The Dean, Learning and Teaching is currently obtaining further details regarding external scholarships. Thank you to Associate Professor Liz Patterson, Professor Peter Creed and Dr Jayne Clapton for their input.

17.2 Learning and Teaching Committee Meetings

There have been two meetings of the Learning and Teaching Committee held so far this year. Feedback has been provided to Student Administration regarding the Undergraduate and Postgraduate booklets. It has been recommended that publications demonstrate linkages between undergraduate and postgraduate programs and also, that the pathways for honours and research higher degree programs are clearly explained. The Learning and Teaching Committee continues to support the First Year Experience Coordinator in relation to student retention initiatives.

17.3 Learning and Teaching Grants

There was a strong performance from the Health Group in relation to applications for Learning and Teaching Grants. Congratulations to the following Health Group staff whose applications for funding were successful:

<table>
<thead>
<tr>
<th>Strategic Grant</th>
<th>Signature Grant</th>
<th>I Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Megan DALTON</td>
<td></td>
<td>Dr Peter JOHNSON</td>
</tr>
<tr>
<td>Physiotherapy &amp; Exercise Science</td>
<td>Enhanced graduate outcomes through work placements in health: A suite of interdisciplinary courses for developing skills of clinically based educators</td>
<td>Innovation in learning – a multi-professional approach</td>
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<td></td>
<td>99,489</td>
<td>10,000</td>
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<tr>
<td>Dr Marion MITCHELL</td>
<td>Nursing &amp; Midwifery</td>
<td>Pharmacy</td>
</tr>
<tr>
<td></td>
<td>Innovation in learning – a multi-professional approach</td>
<td>Implementing peer and self assessment practices to enhance learning outcomes in the biomedical and allied health sciences</td>
</tr>
<tr>
<td></td>
<td>35,461</td>
<td>10,000</td>
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Congratulations also to Ms Kym McFarlane who is the recipient of a separate funding arrangement approved by the Deputy Vice Chancellor (Academic) for her project entitled ‘Building individuals’ vocation in the early childhood sector: A model for human services workforce development’.

17.4 Internationalisation

The Health Group has exceeded targets and the University is meeting targets in the area of internationalisation. The Dean, Learning and Teaching has become aware of the following initiatives:

- The Prime Minister has announced 500 scholarships for students from Pakistan.
- Following the Tsunami, there will be an increase in students from Asia and the Pacific and Oz Aid can send students to any University in Australia.
- The Griffith Exchange Program is available for Griffith University students who wish to study overseas for part of their degree program. Groups are required to formally nominate a partner organisation. The Exchange Program is open to undergraduate, postgraduate and research higher degree program students.
18.0 HEALTH GROUP RESEARCH COMMITTEE REPORT

The Chair, Griffith Health Research Committee provided the following report:

18.1 Health Group Postgraduate Scholarships

The closing date for Health Group Postgraduate Scholarship applications is Friday 28th April, 2006. An email was sent to all Heads of Schools and Centre Directors reminding of this deadline. Heads of Schools and Centre Directors were asked to ensure that relevant staff in their School or Centre receive this information.

Scholarships will be awarded based on the quality of the applicant with a particular emphasis on those applicants with matching funds available from an external body or their School/Centre. Consideration may be given to applicants in circumstances where there are insufficient matching funds. In order to increase the Group's RHD load, students must commence RHD studies in 2006 and enrol before the census date in August, 2006.

Thus, the criteria for awarding these scholarships are:

- quality of the applicant
- availability of matching funds
- new student who will commence in 2006

18.2 Griffith Institute for Health and Medical Research (GIHMR)

Dr Kylie Armstrong reported that the GIHMR will be internally announced through the Health Check newsletter and will coincide with the advertisement for the Director position. The Group plans to formally launch the Institute in early February. The position for Director of the GIHMR will be advertised internally and externally and the Director will assume the role of the Dean of Research.

Dr Armstrong is currently putting together a series of questions to present to Heads of Schools and Centre Directors and is planning to organise an internal consultation process whereby information will be collecting regarding the various research strengths and priorities within the Health Group.

19.0 GRIFFITH HEALTH INTERNATIONALISATION COMMITTEE REPORT

The Chair, Griffith Health Internationalisation Committee, provided the following report:

19.1 English Language Support

Funding is available from Griffith International to assist students who require English language support. The funding is used to employ a tutor from the Griffith University English Language Institute. Steps will be taken to ensure closer collaboration with Griffith International to explore more innovative ways of making the assistance available and to promote the availability of funding.

20.0 INFORMATION SERVICES REPORT

Mr Robert Loudon attended the meeting on behalf of Ms Veronica Dawson, Senior Librarian, who is currently on long service leave. Mr Loudon advised Information Services had nil to report to the Board for the month of April.
21.0 OTHER BUSINESS

Videoconferencing Arrangements for Faculty Board Meetings

Members discussed the videoconferencing arrangements for Faculty Board meetings. It was agreed the current videoconferencing venues and technical facilities are less than optimal. It was agreed that the Chair will liaise with the Director, Information Services to seek an upgrade of services. Pending the upgrade, the majority of the remaining 2006 Faculty Board meetings will take place in a boardroom setting at the Gold Coast campus. Teleconferencing will be available for these meetings. Only two further meetings will be conducted by videoconference this year, pending improvement of services.

22.0 NEXT MEETING

The next meeting of the Griffith Health Board (Faculty) will be held on Wednesday, 24 May 2006, at 3.00 pm, Room G18_3.02 Graham Jones Boardroom, Gold Coast campus.

Confirmed: ............................................
               (Chair)

Date: ............................................
## DISTRIBUTION LIST:

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Professor Debra Creedy</td>
<td>ex officio (Chair)</td>
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<tr>
<td>Professor Allan Cripps</td>
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<tr>
<td>Pro-Vice Chancellor (Health)</td>
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<td>Associate Professor Nick Buys</td>
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<td>Dean, Learning &amp; Teaching (Health)</td>
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<tr>
<td>Professor Stephanie Short</td>
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<tr>
<td>Professor Judith Searle</td>
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<tr>
<td>Head and Dean, Griffith Medical School</td>
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<td>Professor Newell Johnson</td>
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<tr>
<td>Head and Dean, School of Dentistry &amp; Oral Health</td>
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<tr>
<td>Associate Professor Elizabeth Patterson</td>
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<tr>
<td>Head and Dean, School of Nursing and Midwifery</td>
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<tr>
<td>Dr Helen Massa</td>
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<tr>
<td>Head of School, School of Anatomy</td>
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<tr>
<td>Dr Jayne Clapton</td>
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<tr>
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<tr>
<td>Professor Lyn Griffiths</td>
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<tr>
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<tr>
<td>Professor Nerida Smith</td>
<td>ex officio</td>
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<tr>
<td>Head of School, School of Pharmacy</td>
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<tr>
<td>Dr Lewis Adams</td>
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<tr>
<td>Head of School, School of Physiotherapy &amp; Exercise Science</td>
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<tr>
<td>Professor Peter Creed</td>
<td>ex officio</td>
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<tr>
<td>Head of School, School of Psychology</td>
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</table>

### 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 Health Group

### Other Copies

- Corporate Archives & Records Management copy (attachments)
- Binding copy (attachments)
- Spare copy