A meeting of the Griffith Health Board will be held at 1.00 pm on Wednesday 18 April 2007 in GH1_7.30, Centre for Medicine and Oral Health.

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# Significant Committee Events

- This meeting of the Griffith Health Board (Faculty) will be held at 1.00 pm on Wednesday 18 April 2007 in GH1_7.30, Centre for Medicine and Oral Health.
- The next meeting of the Griffith Health Board (Faculty) will be held on Wednesday 23 May 2007 at 1.00 pm in G34_2.02, Gold Coast campus

## Deadlines

- Agenda items due with Secretary, Programs Committee for May meeting by 19 April 2007.
- Agenda items due with Secretary, Programs Committee for June meeting by 24 May 2007.

## Committee QuickPlace Web Address

- [https://qplace01.domino.griffith.edu.au/QuickPlace/sec-university-committees/Main.nsf/h_Toc/dc93ed94a6ce679b4a256d040002e3f0/?OpenDocument](https://qplace01.domino.griffith.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 56465 for advice or if experiencing difficulties.
# GRIFFITH UNIVERSITY

## GRIFFITH HEALTH BOARD (FACULTY) MEETING

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<td>Professor Debra Creedy</td>
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### Information Copies (without attachments unless stated)
- Deputy Heads of School
- Director, Learning and Teaching, 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
GRiffith University
GRiFFiTh health board (Faculty) meeting

A meeting of the Griffith Health Board will be held at 1.00 pm on Wednesday 18 April 2007 in GH1_7.30, Centre for Medicine and Oral Health.

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 2/2007 meeting have been circulated. To be taken as read and confirmed.

3.0 Chair's report
The Dean (Academic) will report on items of interest to the Board.

4.0 Griffith health research committee report
The Chair, Griffith Health Research Committee will report on Faculty Board items.

5.0 Information services report
Senior Librarian to report on items of interest to the Board.

6.0 Health & Safety report
The Health & Safety Risk Adviser to report on items of interest to the Board.

Ordering of the Agenda

At this point in the agenda, members may propose that any matter on the agenda, not included in Section I, be so included.
SECTION I: MATTERS FOR DEBATE AND DECISION

7.0 GRIFFITH HEALTH EQUITY PLAN (07/0012269)

7.1 The Griffith Health Board (Faculty) is asked to consider the Griffith Health Equity and Diversity Plan.

For discussion

8.0 PROGRAM REVIEW AND ACCREDITATION

8.1 In order to ensure the ongoing quality, currency and relevancy of programs, a process for regular review of the Health Group's programs needs to be developed. This is in line with goals outlined in Academic Plan 1 & 2. Many programs offered by the Health Group are subject to external accreditation requirements, in addition to the annual program monitoring requirements pursuant to the Guidelines for Program Evaluation policy (see attached). Currently, the annual program monitoring process is viewed as a formal reporting requirement, rather than an opportunity to significantly enhance the quality of the program. An alignment of external and internal review processes is desirable in order to capitalise on review activities to achieve optimum outcomes.

8.2 Currently there is no central repository of accreditation documents in the Group, and no compulsory review of such documents prior to submission despite the fact that submissions often have important quality and resources implications. It is often the case that Faculty Board is not included in processes associated with annual or interim reports to external accrediting bodies.

8.3 As a first step towards developing a program review model that aligns external and internal review processes, it is proposed that Schools submit external accreditation documentation in draft to the Health executive for feedback and approval, via the Group Academic Services Officer, prior to submission to the external accrediting body. This proposed process will facilitate closing the quality loop and will contribute to the ongoing development of Group-wide reporting processes.

8.4 Members are asked to review the attached spreadsheet (07/0012270) detailing external accreditation information for Health Group programs. Any inaccuracies, additions or amendments, particularly with respect to timeframes, should be conveyed to Michele Britton, Group Academic Services Officer.

For discussion

9.0 PROGRAM FEES – REVIEWING FEES FOR EXISTING PROGRAMS & SETTING FEES FOR NEW PROGRAMS

9.1 The annual review of the fee schedules for programs is undertaken between January and April each year. The applicable policy is the ‘Procedures for Review and Approval of Tuition Fees for International Students, Fee-Paying Domestic Undergraduate and Postgraduate and Non-Award and Continuing Education Students.’ (refer attached).

9.2 The annual review should be utilised to ensure program fees are set at an appropriate level to ensure:

- Market competitiveness;
- Consistency across similar or related programs offered by the University;
- Fees cover costs associated with offering the program.
9.3 Discrepancies in postgraduate fees for programs that include common courses have recently been a source of student complaints. Schools are asked to utilise the annual review process to ensure consistency of common course fees, as appropriate, across participating programs.

For discussion

10.0 GRIFFITH HEALTH INTERNATIONALISATION PLAN

10.1 The Dean (Academic) will present the Internationalisation Plan and invite discussion.

For discussion

11.0 PREFERRED INTERNATIONAL PARTNERS

11.1 The Griffith Health Board (Faculty) is asked to consider the list of preferred international partners and the establishment of a protocol for maximising strategic exchange arrangements with international partners.

11.2 There are currently 216 institutions included on the list of preferred international partners. Preferred international partnerships are established for strategic reasons with institutions that are of equivalent or similar standing to Griffith University.

11.3 The process for selecting partner institutions is as follows:

Step 1 An approach is made by either Griffith University or the exchange partner university on the basis that each university offers similar programs, and/or because of research opportunities;

Step 2 Preliminary meetings with exchange partners lead to the pinpointing of specific academic areas.

Step 3 Griffith International seeks input from the relevant academic areas, particularly with regard to suitability of programs for exchange, credit arrangements and likely benefits to students.

Step 4 Following consultation, an agreement or memorandum of understanding is formally entered into.

11.4 The Griffith Exchange Program is available to all currently enrolled Griffith University students, including international and postgraduate students (international students participating in the Griffith Exchange Program cannot return to their home country). To be eligible to apply for the Griffith Exchange Program, the standard requirements are as follows, however, each element can identify specific requirements:

- A cumulative GPA (Grade Point Average) of at least 4.5;
- At least one semester of study in a degree program at Griffith at the time of application;
- A current passport valid for at least six months after your return.

The process for student selection of an overseas exchange program is as follows:

Step 1 The student visits the student exchange website to access the list of strategic exchange partners. The list of strategic exchange partners details the country, name of institution and Faculty/School nominated as a recognised strategic partner.
Step 2  The student must enrol in courses that will be credited towards the Griffith
degree.

Step 3  The Griffith Program Convenor must approve the exchange study plan by
completing the second page of the exchange application form.

11.5 Each of the academic elements at Griffith chooses their exchange partners strategically to
maximise the benefits of the program. To date, there has been quite limited involvement of the
Health Group in exchange programs. Griffith International seeks input from the Health Group
regarding which of the international partner institutions are strategic in terms of suitability for
student exchange. Griffith International has also requested that the Health Group nominate
contact staff who can liaise with Griffith International in relation to student exchange issues.

For discussion

12.0 ENGLISH LANGUAGE REQUIREMENTS

12.1 The Griffith Health Board (Faculty) will recall that this item was held over for discussion
from the previous meeting, pending resolution of outstanding issues in relation to a
submission to implement English communication screening testing for all
undergraduate students enrolled in the Bachelor of Pharmaceutical Science.

The background to this discussion item is detailed below:

12.2 The 9/2006 (October) meeting of Faculty Board requested that the Health Group
Learning & Teaching Committee review English requirements for admission of
international students into programs. At the 1/07 meeting of the Committee this issue
was considered. Information was provided to members that described the English
language requirements for all programs in the Health Group (attached). It was noted
that most programs were consistent with the University's Admission Policies for
Undergraduate and Postgraduate Programs. Where there were differences, arguments
had been proposed to support these variations.

12.3 A common view expressed by Learning & Teaching Committee members was that
there was often a minimal relationship between English language requirements (such
as the IELTS score) and students' ability in the areas of written and spoken English.
The Committee was of the view that a consistent approach to providing appropriate
English support following admission represented the optimum method of addressing
English skills as opposed to recommending a consistent approach across the Group to
English language admission requirements.

12.4 In summary, the Health Group Learning & Teaching Committee recommend that
strategies be explored (eg First Year Advisers contacting students who fail assessment
items) to identify and assist students who have English language difficulties rather than
introducing a consistent approach in terms of English language admission
requirements.

12.5 The School of Pharmacy's English communication screening testing requirement for all
first year students was viewed as one initiative to obtaining 'objective' information about
students' English communication skills. The submission has now been approved by the
Deputy Vice Chancellor (Academic). In accordance with the approved submission:

- To ensure compliance with HESA, students will undertake the test free of charge.
- The requirement to undertake the English communication screening test is a
degree requirement for all students commencing from 2008.

12.6 Other Schools may wish to participate in the English communication screening testing.
However, Schools should be aware there are resource issues associated with
implementing this type of testing across all programs in the Group. Additionally, there
is the issue of the capacity of the University to provide English support to the large number of students who may require assistance.

12.7 The report on the process and outcome of the first round of English communication screening testing, conducted early in Semester 1, 2007 (as detailed in the School of Pharmacy’s April report to Strategic Board) is set out below:

**English Communication Screening**

- 25 minutes MCQ/short answer test
- Colloquial Australian English, grammatical and spelling items, comprehension and inference
- Undertaken on a voluntary basis by Years 1 – 3 students in 2007
- 144 (54% of all students Years 1 – 3) students undertook the screening
- 22% of students undertaking the screening (12% all students) did not meet the cut-off
  - International students = 8 (6 Saudi Arabia sat the test; 16 total Saudis in Year 2; 26 total international students in Years 1 - 3)
  - GUEST of NESB = 1
  - Domestic of NESB = 19
  - Domestic = 3
- In Year 3: most did poorly in Health Communications in Semester 2, Year 2
- Many scored very well (D, HD) in Maths, Chemistry
- Approximately one-third had transferred into the programme
- Focus for School right now on Year 3 students (their needs are most pressing); Years 2 and 1 to be managed soon
  - Year 3 students interviewed by staff and offered advice and assistance targeted to individual needs
  - Year 3 students now monitored by staff in class and receiving assistance from staff outside class times
- School to meet with GUELI to identify assistance available via GUELI (likely all Saudi students n=16 in Year 2, will require specific group assistance)

**For discussion**

13.0 **HONOURS COLLEGE UPDATE**

13.1 The Dean (Learning & Teaching) chaired a meeting on 3 April 2007 to discuss the Honours College. The meeting was attended by Heads of School (or nominee) of those Schools considering offering programs under the Honours College banner. Ms Michelle Paez-Kirkland, Project Manager, Honours College also attended the meeting. The Griffith Honours College Program Overview (07/0012272) is attached for reference.

13.2 The following issues were addressed and clarified at the meeting:

- The primary purpose of the Honours College is to attract high OP students to Griffith through the provision of financial and experiential incentives.
- The 30CP Honours College content is not intended to replace 30CP Honours year coursework.
- An increase in Honours year enrolments may be an indirect outcome of the Honours College, however, Groups need to separately develop strategies to achieve increased numbers of Honours students, leading to RHD growth.
- Honours College ‘friendly’ programs will be required to incorporate the 30CP Honours College content into programs.
• Some Health Group programs will be more suited to the Honours College ‘select’ option (student chooses level of involvement in Honours College coursework and activities).
• Marketing of the Honours College for 2008 will include listing the Honours College ‘friendly’ programs, and on a trial basis, a limited number of programs will be marketed under the ‘select’ banner.

13.3 Following discussions at the meeting, it appears there may be 2-3 Health programs that will be offered as Honours College ‘friendly’ programs. The School of Nursing and Midwifery has expressed interest in the ‘select’ program. Schools have been requested to provide advice to the Group Academic Services Officer by Friday 20 April 2007 regarding the position in relation to involvement in the Honours College in 2008.

For discussion

14.0 NRS MAJOR CHANGE SUBMISSION (07/0012260)
1161/1162/1165 B NURSING

14.1 The Griffith Health Board (Faculty) on the recommendation of the School of Nursing and Midwifery is asked to consider the major change submission (07/0012260) proposing the addition of a Graduate Entry strand in the Bachelor of Nursing program. The 160CP Graduate Entry strand is intended for students who have previously completed a university degree and wish to become registered nurses. The Graduate Entry strand will be offered at the Nathan, Logan and Gold Coast campuses from Semester 1, 2008.

14.2 Introduction of a Graduate Entry strand will achieve the following objectives:
• Attract high achieving students into the Bachelor of Nursing program.
• Improve retention rates.
• Provide a mechanism to fast track students through the program.
• Increase the proportion of undergraduate students likely to go on to postgraduate study.
• Be competitive with other universities in South East Queensland.

14.3 There are risks to students, the university and the agencies providing clinical placements if students do not have a foundational level of knowledge and skill in working in the nursing field. Accordingly, students in the Graduate Entry strand will be required to undertake an intensive mode course 1960NRS Introduction to Clinical Nursing Practice (10CP) in January / February prior to commencing clinical placement in Semester 1 of their first year of study. This is a designated course for the purposes of the University Policy on Academic Standing, Progress and Exclusion.

14.4 Students without a bioscience background will also be strongly advised to undertake 1961NRS Introduction to Anatomy & Physiology (10CP) in January / February prior to commencing Semester 1 of their first year of study. Students who complete 1961NRS Introduction to Anatomy & Physiology will not be required to complete the free choice elective (10CP) in their final year of study.

14.5 As the School does not currently have the capacity to develop or teach the new courses, 1960NRS and 1961NRS in summer semester, sessional staff will be need to be engaged. The School will require additional resources to cover this expense. FLAS support will be required to offer the course 1961NRS Introduction to Anatomy & Physiology in flexible delivery mode.

14.6 The Group Resource Manager (Health) has advised that, as part of the School of Nursing and Midwifery’s 2007 Budget, $30K is being held in a School level
Contingency for the purpose of funding course development and delivery, should no other sources of funds be made available from internal or external resources.

Recommendation

14.7 The Griffith Health Board (Faculty) is asked to recommend to Programs Committee the major change submission (07/0012260) proposing the introduction of a graduate entry strand in the Bachelor of Nursing, from Semester 1, 2008.

For consideration

15.0 PES SPECIAL PURPOSE SUBMISSION (07/0012273)
5269/5271 M MUSCULOSKELETAL AND SPORTS PHYSIOTHERAPY / WITH HONOURS

15.1 The Griffith Health Board (Faculty) on the executive recommendation of the Head of School, Physiotherapy and Exercise Science is asked to consider the special purpose submission (07/0012273) proposing that the Master of Musculoskeletal and Sports Physiotherapy suite of programs be offered biennially, in odd years and subject to sufficient enrolments. A biennial intake is proposed in recognition of staff and resource availability. The next intake into the program is scheduled for Semester 1, 2009.

15.2 Additionally, the following changes to admission requirements are proposed for the next intake of students:

Applicants for the Master of Musculoskeletal and Sports Physiotherapy program must:

• be a physiotherapist registrable in Australia and registered as a physiotherapist in Australia on admission or eligible for provisional registration under supervision in Australia; and
• possess a Bachelor of Physiotherapy or Bachelor of Applied Science (Physiotherapy) or equivalent from an Australian university or equivalent overseas institution; and
• have completed at least two years recent clinical experience with at least one year of relevant practice in musculoskeletal and sports physiotherapy; and
• be currently involved in the musculoskeletal and sports physiotherapy area.

Recommendation

15.3 The Griffith Health Board (Faculty) is asked to recommend to Programs Committee the special purpose submission (07/0012273) proposing a biennial enrolment in odd years, subject to sufficient enrolments, and changes to admission requirements, for the Master of Musculoskeletal and Sports Physiotherapy suite of programs effective from Semester 1, 2009.

For consideration

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

16.0 FOUNDATION YEAR COORDINATOR

16.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) (19.03.07) in approving the appointment of Dr Dean Pountney, Lecturer to the role of Foundation Year Coordinator, for Semester 2, 2007.
SECTION III: MATTERS FOR NOTING AND WHERE APPROPRIATE, ACCEPTANCE OF RECOMMENDATIONS

17.0 WORK INTEGRATED LEARNING

17.1 A key target under Academic Plan 2 is to have 70% of undergraduate programs with an identifiable work-integrated learning (WIL) component by 2010. Griffith's definition of WIL is available in the University Policy Library www.griffith.edu.au/policylibrary

17.2 The WIL agenda has been supported by the ESIWP Working Party, which considers issues related to WIL, encourages and promotes WIL, and supports staff seeking to implement programs. In 2006, the ESIWP Working Party oversaw a comprehensive survey to provide baseline data about the current state of work-integrated learning at Griffith. A report on the Survey is now available at http://www.griffith.edu.au/office-community-partnerships/secure/wil_report_15_12_06.pdf

17.3 The Deputy Vice Chancellor (Academic) has commissioned a University-wide program to be implemented in 2007 and 2008. The aims are:
   • to enhance staff awareness and understanding of good practice in design and implementation of WIL;
   • to inform the University community of the latest research findings related to effective WIL practice; and
   • to provide a forum for staff to share ideas, experiences and their research findings.

17.4 The Deputy Vice Chancellor (Academic) invites staff interested in work-integrated learning and who may wish involvement in the Engaging Students in the Workplace Working Party, to contact the Secretary, Lainie Groundwater on ext 21078 or email l.groundwater@griffith.edu.au.

17.5 For more information about this program, please contact Dr Calvin Smith at GIHE or visit www.griffith.edu.au/gihe

For noting

18.0 NRS MINOR CHANGE SUBMISSION (07/0012261) 1162 B NURSING

18.1 The Pro Vice Chancellor (Health) has approved a load-shift (EFTSL 16.1) from the School of Nursing and Midwifery to the School of Public Health. The School of Public Health will deliver the Health Promotion course to 1162 Bachelor of Nursing students at the Gold Coast. The course code will be amended to 1977PBH to reflect the change of host. The change is to take effect from Semester 2, 2007.

18.2 The change is required as the School of Public Health will commence teaching first year courses, including 1977PBH Health Promotion on the Gold Coast, as part of the new Bachelor of Public Health program. The School of Public Health currently already teach this course to Nursing students at Nathan and Logan.

18.3 Accordingly, to achieve consistency, improve collaboration and maximise available resources it has been agreed between the two Schools that Public Health should also teach Health Promotion to Nursing students at the Gold Coast from 2008. The change has been discussed and agreed between the two Schools.

For noting
19.0 POLICY, PROCEDURE AND FORM UPDATES

19.1 The Board is advised of the following policy updates:

Request for Replacement Testamur - Form

20.0 OTHER BUSINESS

21.0 NEXT MEETING

21.1 The next meeting of the Griffith Health Board (Faculty) will be held on Wednesday 23 May 2007 at 1.00 pm in G34_2.02, Gold Coast campus.