A meeting of the Griffith Health Board was held on Wednesday 29 April 2009 between 12.30 and 3.00 pm in Room 2.02, the Chancellery (G34) Gold Coast campus.

MINUTES

PRESENT:

Members:
- Professor Debra Henly, Dean (Academic) (Chair)
- Professor Nick Buys, Dean (Learning & Teaching)
- Professor Wendy Chaboyer, Director, Research Centre for Clinical Practice Innovation
- Associate Professor Jayne Clapton, HoS, Human Services and Social Work
- Professor Allan Cripps, Group PVC (Health)
- Professor Mark Forwood, Head of Discipline of Anatomy
- Associate Professor Jeroen Kroon, acting HoS, Dentistry and Oral Health
- Associate Professor Alf Lizzio, HoS, Psychology
- Professor Peter Milburn, HoS, Physiotherapy and Exercise Science
- Professor Elizabeth Patterson, HoS and Dean, Nursing and Midwifery
- Associate Professor Tony Perkins, HoS, Medical Science
- Professor Nerida Smith, HoS, Pharmacy
- Professor Don Stewart, HoS, Public Health

Non-Members:
- Ms Veronica Dawson, Senior Librarian, INS
- Mr Geoffrey van Geyzel, Group Resource Manager, Health
- Dr Saras Henderson, DHoS, Nursing & Midwifery
- Dr Shirley Morrissey, DHoS, Psychology
- Mr Grant Shepherdson, Manager, Technical Services, Health
- Associate Professor Raymond Tedman, Medicine
- Dr Michael Haugh, LAL for item 10.0
- Ms Michelle Paez-Kirkland, Graduations Manager for item 11.0
- Mr John Eklund, BOOZ Consultants for item 12.0

APOLOGIES:

Members:
- Professor Newell Johnson, HoS and Dean, Dentistry and Oral Health
- Professor Lyn Griffiths, Dean (Research)
- Professor Judy Searle, HoS and Dean, Medicine

Non-Members:
- Mr Thomas Toh, Griffith International
- Mr Peter Westwood, Executive Officer, Health
- Ms Kate Cuskelley, External Relations

Secretary: Ms Michele Britton
<table>
<thead>
<tr>
<th>Name of Item  (including Agenda Item Number and Attachment/s)</th>
<th>Brief Description</th>
<th>Resolution</th>
<th>Action to be Taken</th>
<th>Responsible Officer</th>
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<tbody>
<tr>
<td>Apologies (Agenda Item Number 1.0)</td>
<td>Apologies received by the Secretary were conveyed to the Griffith Health Board.</td>
<td>Noted</td>
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<td>Confirmation of Minutes (Agenda Item Number 2.0)</td>
<td>The minutes of the 2/2009 meeting of the Griffith Health Board, having been circulated, were taken as read and confirmed.</td>
<td>Taken as read and confirmed</td>
<td>Forward to CARMS</td>
<td>Secretary (action taken)</td>
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**SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES**

**NIL**

**SECTION B: ACTION UNDER DELEGATED AUTHORITY**

**Griffith Health Group Health and Safety Committee Meeting (Agenda Item 18.0)**

The Board noted the Griffith Health Group Health and Safety Committee constitution and minutes of the 1/2009 meeting.

- Ratified
- Forward to CARMS
- Secretary (action taken)

**NRS Minor Change Submission (2009/0002517) 1161/1162/1165 B Nursing (Agenda Item 20.0)**

Minor change submission proposing withdrawal of Summer semester offering of 2978NRS Child and Family Nursing from the accelerated strand of the Bachelor of Nursing, effective Semester 2 2009.

- Executive Approval Ratified
- Forward to Program Accreditation Officer
- Secretary (action taken)

**PBH Minor Change (2009/0002514) 1332/1333 B Public Health 5263 M Public Health (Agenda Item 21)**

Minor change submission proposing changes to course titles within the Bachelor of Public Health and Master of Public Health, effective Semester 2 2009.

- Executive Approval Ratified
- Forward to Program Accreditation Officer
- Secretary (action taken)

**PBH Minor Change Submission (2009/0002516) 5461 M Nutrition and Dietetics (Agenda Item 22.0)**

Minor change submission proposing course changes within the Master of Nutrition and Dietetics (Public Health Nutrition major), effective Semester 2 2009.

- Executive Approval Ratified
- Forward to Program Accreditation Officer
- Secretary (action taken)

**Program Convenor Changes (Agenda Item 23.0)**

Changes of Program Convenor for the 1094 Bachelor of Biomedical Science (1094); Bachelor of Physiotherapy / Bachelor of Exercise Science (1174) and Psychology undergraduate and postgraduate programs, effective Semester 1 2009.

- Executive Approval Ratified
- Forward advice to Web Services / School
- Secretary (action taken)

**Course Outlines (Agenda Item 24.0)**

Course outline with major changes, effective Semester 1 2009

- Executive Approval Ratified
- Forward advice to School
- Secretary (action taken)
### SECTION C: OTHER RECOMMENDATIONS AND REPORTS
[to persons/committees other than the parent committee(s)]

<table>
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<tr>
<th>NIL</th>
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### SECTION D: MATTERS NOTED, CONSIDERED, OR REMAINING UNDER DISCUSSION

| Actions Arising from 2/2009 Griffith Health Group Board Meeting 1/2009 (March)  
*(Agenda Item 3.0)* | The Board noted the current status of action items arising from the previous meeting as detailed in reports provided by the Dean (Academic), Dean (Learning & Teaching), and the Dean (Research). | Noted |

| Group PVC Report  
*(Agenda Item 4.0)* | The Group Pro Vice Chancellor reported on the following items:  
- Thank you to all who contributed to the space analysis, particularly Mr Peter Westwood who prepared an excellent report. The report was well received by the Vice Chancellor. The University Executive has expressed commitment to supporting achievement of the Health Group’s research growth, and adequate space is a key factor to success.  
- The Urban Health ASI submission has gone out for review.  
- Griffith University has entered into a joint funding arrangement with Queensland Health for six research positions. Building research connections is part of an overall strategy to engage with Queensland Health. | Noted |

| Chair’s Report  
*(Agenda Item 5.0)* | The Chair referred to the report circulated with the agenda and highlighted the following items of interest:  
- Farewell and thank you to Professor Judy Searle.  
- Library Bookvote 2009: a further update will be provided at the June Board meeting.  
- Inaugural meeting of Griffith Health Group Health & Safety Committee meeting: minutes and terms of reference included with agenda papers.  
- Griffith International. The Board supported the proposal that the Dean (Academic) convene an | Noted | Convene International Advisory Group  
Dean (A) |
### Dean (Learning & Teaching) Report

**Agenda Item 6.0**

The Dean (Learning & Teaching) referred to the report circulated with the agenda and highlighted the following items of interest:

- Academic staff are encouraged to apply for a Griffith Award for Excellence in Teaching and/or a Faculty Learning and Teaching Citation.
- The Dean (Learning & Teaching) will convene meetings with Heads of School to follow up on SET reports and implementation of improvement strategies.
- Health IDEAS has been approved for introduction. A workshop with Heads of School will be held to progress development.
- Academic Integrity Framework – an update will be provided at the next Board meeting by Associate Professor Anna Stewart. The Board will be asked to provide feedback regarding proposed changes to relevant policies.
- The formula for Dean (Learning & Teaching) commendations based on SEC and SET data was discussed and the concept was supported.

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<tr>
<td>Follow up SET reports and implement improvement strategies.</td>
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<td>Hold workshop to progress Health IDEAS</td>
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<td>Determine the cut-off for award of Dean (Learning &amp; Teaching) commendation for first year courses.</td>
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### Dean (Research) Report

**Agenda Item 7.0**

The Dean (Research) conveyed apologies for this meeting. The Group Pro Vice Chancellor referred to the report circulated with the agenda and highlighted the following items of interest:

- Virtual Research Week
- Internal and External Funding Schemes
- GIHMR Branding

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**Griffith Health Board Minutes 3/2009**

**Wednesday 29 April 2009**

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<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Report/Agenda Item</th>
<th>Description</th>
<th>Action</th>
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<tr>
<td>8.0</td>
<td>Finance and Business Services Report</td>
<td>The Group Resource Manager tabled the HTH end of month commentary for March 2009. The current position was discussed.</td>
<td>Noted</td>
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<td>9.0</td>
<td>Senior Librarian, Information Services Report</td>
<td>The Senior Librarian referred to the report circulated with the agenda and highlighted the following items of interest: • Update on Library Bookvote 2009. • The Academic Integrity Student Tutorial is now available.</td>
<td>Noted</td>
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<td>10.0</td>
<td>Presentation: English Language Enhancement Course</td>
<td>Dr Michael Haugh, Languages and Linguistics attended the meeting to discuss the process of developing a suitable English language enhancement (ELE) course for Health Group programs. (Refer to attached Powerpoint presentation).</td>
<td>Noted</td>
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<td>11.0</td>
<td>Presentation: Australian Higher Education Graduate Statement (AHEGS)</td>
<td>Ms Michelle Paez-Kirkland, Graduations Manager attended the meeting to provide an overview of AHEGS and sought feedback regarding the special achievements section of the statement, and any other feedback regarding implementation.</td>
<td>Noted</td>
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<td>12.0</td>
<td>Presentation: Postgraduate Coursework Strategy</td>
<td>Mr John Eklund, BOOZ Consultants attended the meeting to present the proposed postgraduate coursework strategy and sought input regarding implementation.</td>
<td>Noted</td>
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<td>13.0</td>
<td>Quality Issues Discussion</td>
<td>13.1 Compliance with the ESOS Act’s National Code The Board noted the amendment to the University’s Academic Standing, Progression and Exclusion policy which introduces the Amber Risk Assessment Strategy (ARAS). The ARAS will apply to international students only in 2009 but it is intended to implement the strategy for all students from 2010. The Dean (Learning &amp; Teaching) sought and received confirmation from members that the strategy has been implemented across the Group.</td>
<td>Noted</td>
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Dean (Learning & Teaching)
13.2 Report on Low Enrolment Courses
The Board noted the progress reports regarding review of low enrolment courses. The Semester 2 progress report is due to be submitted at the September Board meeting. Noted

Mid-Year Entry for Foundation Programs
(Agenda Item 14.0)
The Board discussed the proposal to introduce mid-year entry into programs that incorporate the foundation year. It was noted mid-year entry will be particularly attractive to the international market. The Board commented as follows:
- Care should be taken to ensure coherency of the sequencing of academic content for mid-year entry students;
- Mid-year entry students require orientation to support their transition to University;
- A lot of work will be required to support mid-year entry. The Group should ensure this strategy is viable before proceeding;
- Granting credit for secondary school courses is contrary to University policy except in specific circumstances eg studies form part of the international baccalaureate curriculum, or the University and the school have jointly developed the curriculum.
Noted
Form working party to progress discussions regarding model for mid-year entry.
Dean (A)

Management of Space Policy
(Agenda Item 15.0)
The Board noted there is no formula for equitable allocation of space in the draft Management of Space in the University policy. Reference was made to the high quality space analysis report recently submitted to the Vice Chancellor. Other academic groups will be required to submit similar detailed reports regarding utilisation of available space and requirements. The Management of Space in the University policy requires Space Management Agreements to be prepared. The Group Pro Vice Chancellor (Health) will request these reports be tabled at Executive Group. The University is committed to supporting the Health Group’s research growth, however, adequate space to support growth remains an issue. Ongoing discussions will be held between the Group Pro Vice Chancellor (Health) and the Deputy Vice Chancellor (Research) regarding
Noted
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<th>Action Taken</th>
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| 16.0        | Health Check Mailing List  
(Agenda Item 16.0) | The Board noted the mailing lists for electronic and hard copy quarterly distributions of 'Health Check' are due for updating. |
|             |             | Noted       |
|             |             | The Group PVC will distribute the mailing lists to Heads of School. |
|             |             | Group PVC  |
|             |             | Board members |
| 17.0        | Health Group Program Changes  
(Agenda Item 17.0) | The Board noted the program changes executively approved by the Dean (Learning and Teaching) since the last Board meeting (March 2009). The Chair reminded the Board that should they wish to discuss any of the submissions, they should flag this at the beginning of the meeting, so the relevant item can be brought forward to Section I of the agenda for the purpose of discussion. |
|             |             | Noted       |
| 19.0        | DOH Special Purpose Submission (2009/0002519)  
1259 B Oral Health in Dental Science  
1262 B Oral Health in Oral Health Therapy  
(Agenda Item 19.0) | This submission has been withdrawn, pending a broader review of admission requirements for School of Dentistry and Oral Health undergraduate programs. |
|             |             | Noted       |
|             |             | Advise School of decision to withdraw submission |
|             |             | Secretary  |
|             |             | (action taken) |
| 25.0        | 2010 Health Group Program Profile Plan: Program Review  
1171 B Exercise Science  
1172 B Exercise Science / B Business Sport Management  
1225 B Exercise Science / B Psychological Science  
(Agenda Item 25.0) | The Board noted the review of these programs will not proceed given the School of Physiotherapy and Exercise Science has completed an internal review and program changes will shortly be progressed through the University’s approval process. |
|             |             | Noted       |
|             |             | Advise Chair, Programs Committee |
|             |             | Secretary  |
|             |             | (action taken) |
| 26.0        | Heads of School's Reports  
(Agenda Item 26.0) | The Board noted reports received. The Group Pro Vice Chancellor (Health) thanked Heads of Schools for preparing the reports, noting the outstanding range of activities occurring within each School. Heads of School who have not yet submitted a report should attend to this promptly. |
|             |             | Noted       |

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### Griffith Awards for Excellence in Teaching & Faculty Learning and Teaching Citations
*(Agenda Item 27.0)*

The Board noted the commencement of the 2009 round of the Griffith Awards for Excellence in Teaching and the Faculty Learning and Teaching Citations. Further information regarding the awards can be obtained from the Secretariat at awards-sec@griffith.edu.au

- **Noted**

### 1251 B Nursing (Post-Registration): Singapore Nursing Board Accreditation
*(Agenda Item 28.0)*

The Board noted the Singapore Nursing Board has accredited the Bachelor of Nursing (Post-Registration) program for a period of three years until 1 April 2012.

- **Noted**

### 1354 B Midwifery: QNC Accreditation Documentation
*(Agenda Item 29.0)*

The Board noted the Health Group Executive’s endorsement of the Bachelor of Midwifery accreditation documentation, submitted to the Queensland Nursing Council.

- **Noted**

### Other Business
*(Agenda Item 30.0)*

Nil

### Next Meeting
*(Agenda Item 31.0)*

The next meeting of the Griffith Health Board is scheduled to take place at 12.30 pm on Wednesday 27 May 2009 in Room 1.05/1.06, the Chancellery (G34) Gold Coast campus.

- **Noted**

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**Confirmed:**  
____________________  
(Chair)

**Date:**  
____________________
**DISTRIBUTION LIST:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointment Type</th>
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<tbody>
<tr>
<td>Professor Debra Henly</td>
<td>ex officio (Chair)</td>
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<td>Dean (Academic) Health</td>
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<td>Professor Allan Cripps</td>
<td>ex officio</td>
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<td>Professor Donald Stewart</td>
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<tr>
<td>Head of School, School of Public Health</td>
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<tr>
<td>Associate Professor Simon Broadley</td>
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<tr>
<td>Acting Head and Dean, Griffith Medical School</td>
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<td>Professor Newell Johnson</td>
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<td>Professor Elizabeth Patterson</td>
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<td>Associate Professor Jayne Clapton</td>
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<td>Associate Professor Tony Perkins</td>
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<td>Professor Nerida Smith</td>
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<td>Professor Peter Milburn</td>
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<tr>
<td>Head of the Discipline of Anatomy</td>
<td>Co-opted</td>
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</tbody>
</table>

**Information Copies** (without attachments unless stated)

- Deputy Heads of School
- Dean, Learning and Teaching, Griffith Science, Environment, Engineering & Technology
- School Administrative Officers – Griffith Health Group
- School Secretaries – Griffith Health Group

**Other Copies**
- Corporate Archives & Records Management copy (attachments)
- Binding copy (attachments)