A meeting of the Griffith Health Board (Faculty) was held on Wednesday 24 August 2005 at L07_4.08, Logan Campus.

MINUTES

PRESENT:

Professor Debra Creedy – Dean of Health (Chair)
Professor Stephanie Short – Dean, Learning & Teaching (Health) and HOS, School of Public Health
Dr Elizabeth Patterson – Dean and HOS, School of Nursing and Midwifery
Associate Professor Peter Creed – HOS, School of Psychology
Dr Jayne Clapton – HOS, School of Human Services
Professor Nerida Smith – HOS, School of Pharmacy

Secretary: Ms Lorraine Lauriston

Present by invitation:

Mr Peter Westwood, Executive Officer, Medical/Oral Health
Ms Carmel Johnson, Coordinator, Administrative Support
Ms Veronica Dawson, INS Advisor

APOLOGIES:

Professor Allan Cripps – PVC (Health)
Professor Max Standage – PVC (Science and Technology)
Professor Newell Johnson, Dean & HOS, School of Dentistry & Oral Health
Professor Lyn Griffiths – HOS, School of Medical Science
Professor Gillian Bushell – Portfolio Dean, Research, Commercialisation and Intellectual Property
Dr Lewis Adams, HOS, School of Physiotherapy & Exercise Science

Mr David Edwards – Portfolio Dean, Teaching & Learning (Science & Technology)
Assoc Prof David Shum, DHOS, School of Psychology
Assoc Prof Peter Howard, Chair, Griffith Health Internationalisation Committee

1.0 CONFIRMATION OF MINUTES

Minutes of the 5/2005 meeting of the Griffith Health Board (Faculty) meeting, having been circulated, were taken as read and confirmed.

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

2.0 2004 ANNUAL PROGRAM MONITORING 2005/0037529

2.1 The 2004 Annual Program Monitoring process has been completed by Schools and individual program reports considered by the Dean, Griffith Health.

2.2 The Board was asked to consider the Dean’s Annual Program Review Report for Griffith Health for forwarding to the Deputy Vice Chancellor (Teaching and Learning).

2.3 It was noted that the Bachelor of Pharmaceutical Science and Bachelor of Human Services in Child and Family Studies should also be included in the list of programs that had undergone external accreditation in 2004.

2.4 Members discussed the statement in the Opportunities for competitive advantage – Central support for common activities and agreed the areas of accreditation submissions, clinical contracts, clinical placements and practicums generate a heavy workload at the school level.
2.5 It was agreed that the sharing of information across Schools may be advantageous and if accreditation documents could be deposited in a central location it may assist Schools with the onerous task that this activity creates for a School.

Resolution

2.6 The Griffith Health Board (Faculty) agreed that the Program Monitoring Reports and the Dean’s Annual Program Review Report, amended to reflect the discussion of the Board as outlined in 2.3, 2.4 above, be forwarded to the Deputy Vice Chancellor (Teaching & Learning) for consideration.

3.0 DISCUSSION PAPER – RELATIONSHIP WITH TAFE

3.1 The Griffith Health Board (Faculty) considered the discussion paper Building Griffith’s Relationship with TAFE in the Brisbane Gold-Coast Corridor from the Deputy Vice Chancellor (Teaching and Learning).

3.2 The paper proposes a number of objectives and related strategies for building closer, more focussed and innovative relationships with the five TAFE institutions in the Brisbane-Gold Coast corridor.

3.3 Responses to the paper were called from Schools for consideration by the Learning and Teaching (Health) Group Committee at its 10 August meeting.

3.4 Professor Stephanie Short, Chair, Learning and Teaching (Health) tabled a summary report of the responses and data provided by the Credit Transfer and Articulation Manager on students awarded credit for TAFE studies into degree programs from 2002-2005 and semester 1 results of TAFE students who commenced in 2005 for noting.

3.5 In summary it was noted that three Schools have existing articulation arrangements with TAFE – Schools of Nursing & Midwifery, Human Services and Psychology. The Schools of Nursing & Midwifery and Human Services would be interested to discuss further pathways with TAFE and the School of Pharmacy would be interested in pursuing the possibility of offering bridging courses to Pharmacy Technicians and Pharmacy Assistants for entry to further study.

Resolution

3.6 The Griffith Health Board (Faculty) thanked the Committee for their work and agreed to forward the Griffith Health Group response to the DVC – Teaching and Learning for consideration.

4.0 HSV NEW ACADEMIC PLAN SUBMISSION 2005/0037528

1095 BACHELOR OF HUMAN SERVICES IN CHILD & FAMILY STUDIES

4.1 The Griffith Health Board (Faculty) resolved to recommend the proposal from the School of Human Services School Committee 2/2005 to introduce a new academic plan for the Bachelor of Human Services in Child & Family Studies (1095), as outlined in document 2005/0037528, from semester 1 2006.

4.2 It was noted that the School has been awarded $50,000 from the Queensland Department of Child Safety to develop a specialised study in the area of child protection.
4.3 This major study, Child Protection and Family Support, will complement and build on the growing Bachelor of Human Services in Child & Family Studies program and will comprise 60CP of specific courses to be undertaken in Years 2 and 3 of the program. Students will complete a 20CP Practicum in their final semester of study. This will involve 4 days placement each week in professional settings and workshops. The major study will comprise –

Year 2, Sem II 3022HSV Youth Work Practice 10CP
Year 2, Sem III 3023HSV Abuse in Families 10CP
Year 3, Sem I 2032HSV Australian Indigenous Practice 10CP
Year 3, Sem II 4002HSV Critical Reflective Practice 10CP
Year 3, Sem II 3026HSV Practicum – CPFS 20CP

4.4 It was noted that new courses 2032HSV and 4002HSV are to be developed for offering in the Bachelor of Social Work program. 3026HSV is a new course specific to the Child Protection and Family Support major study.

4.5 The Board noted the statistics of graduates who enter this field of work and agreed that the introduction of this major study would ensure graduates are able to work effectively with children and families across many contexts.

Resolution

4.6 The Griffith Health Board (Faculty), on the recommendation of the School of Human Services, resolved to recommend New Academic Plan Submission to 1095 Bachelor of Human Services in Child & Family Studies, as detailed in 2005/0037528, for introduction from semester 1 2006, to the Programs Committee for consideration.

5.0 NRS MINOR CHANGE SUBMISSION 2005/0037531
5424 MASTER OF ADVANCED PRACTICE
5425 MASTER OF ADVANCED PRACTICE WITH HONOURS

5.1 The Griffith Health Board (Faculty) resolved to ratify the executive action of the Dean, Learning & Teaching (Health) in approving Minor Change Submission to 5424 Master of Advanced Practice and 5425 Master of Advanced Practice with Honours, as outlined in document 2005/0037531, from semester 2 2005.

5.2 The School of Nursing & Midwifery proposed –

8023NRS Independent Community Practice Project to be re-named Independent Practice Study;
8023NRS Independent Practice Study to be an alternative option to 8022NRS Dissertation Preparation for students not continuing into the Honours program.

Resolution

5.3 The Griffith Health Board (Faculty), on the recommendation of the School of Nursing & Midwifery, resolved to recommend Minor Change Submission to 5424 Master of Advanced Practice and 5425 Master of Advanced Practice with Honours, as detailed in 2005/0037531, to take effect from semester 2 2005, to the Program Accreditation Officer for action.
6.0 PBH MINOR CHANGE SUBMISSION 2005/0037521
1169 BACHELOR OF ENVIRONMENTAL HEALTH SCIENCE

6.1 The Griffith Health Board (Faculty) resolved to ratify the executive action of the Dean, Learning & Teaching (Health) in approving Minor Change Submission to 1169 Bachelor of Environmental Health Science, as outlined in document 2005/0037521, from semester 1 2006.

6.2 It was noted that elective course 3087EVP Introduction to Geographic Information Systems offered by the School of Environmental Planning would be replaced with 3047EVP Geographic Information Systems and be offered in semester 1. This course will offer the essential tools for the management, analysis and presentation of spatially referenced data and will address methodological concepts of GIS, technical and organizational issues, as well as practical applications in environmental sciences and planning.

Resolution

6.3 The Griffith Health Board (Faculty), on the recommendation of the School of Public Health, resolved to recommend Minor Change Submission to 1169 Bachelor of Environmental Health Science, as detailed in 2005/0037521, to take effect from semester 1 2006, to the Program Accreditation Officer for action.

7.0 PBH MINOR CHANGE SUBMISSION 2005/0037512
5263 MASTER OF PUBLIC HEALTH
4094 GRADUATE DIPLOMA OF PUBLIC HEALTH
5266 MASTER OF HEALTH SERVICES MANAGEMENT
5422 MASTER OF SCIENCE IN PUBLIC HEALTH (CCDC)

7.1 The Griffith Health Board (Faculty) resolved to ratify the executive action of the Dean, Learning & Teaching (Health) in approving Minor Change Submission to 5263 Master of Public Health, 4094 Graduate Diploma of Public Health, 5266 Master of Health Services Management and 5422 Master of Science in Public Health (CCDC), as outlined in document 2005/0037512, from semester 2 2005.

7.2 The School of Public Health proposed to offer 7706PBH Health Project, 20CP, as an elective in each of the major academic plans of the program. This course will be offered in the Master of Science in Public Health (CCDC) from semester 2 in response to contractual obligations associated with the delivery of the CCDC program and will now be offered in this program in semesters 1 and 2.

7.3 The course is offered off campus, on-line learning mode in semesters 1 and 2.

Resolution

7.4 The Griffith Health Board (Faculty), on the recommendation of the School of Public Health, resolved to recommend Minor Change Submission to 5263 Master of Public Health, 4094 Graduate Diploma of Public Health, 5266 Master of Health Services Management, and 5422 Master of Science in Public Health (CCDC) as detailed in 2005/0037512, to take effect from semester 2 2005, to the Program Accreditation Officer for action.
8.0 HSV SPECIAL PURPOSE SUBMISSION 2005/0037513

3169 GRADUATE CERTIFICATE IN COMMUNITY AND YOUTH WORK

8.1 The Griffith Health Board (Faculty) resolved to ratify the executive action of the Dean, Learning & Teaching (Health) in approving Special Purpose Submission to 3169 Graduate Certificate in Community and Youth Work, as outlined in document 2005/0037513, from semester 2 2005.

8.2 The School of Human Services has proposed to offer a mid-year entry into the program from 2005. The mid-year structure is in line with the standard pathway and will not present any additional resource implications.

Resolution

8.3 The Griffith Health Board (Faculty), on the recommendation of the School of Human Services, resolved to recommend Special Purpose Submission to 3169 Graduate Certificate in Community and Youth Work, as detailed in 2005/0037513, to take effect from semester 2 2005, to the Programs Committee for consideration.

9.0 HSV MINOR CHANGE SUBMISSION 2005/0037526

1098 BACHELOR OF HUMAN SERVICES

9.1 The Griffith Health Board (Faculty) resolved to ratify the executive action of the Dean, Learning & Teaching (Health) in approving Minor Change Submission to 1098 Bachelor of Human Services, as outlined in document 2005/0037526, from semester 1 2006.

9.2 The School of Human Services has proposed a change of the title of the Welfare and Family Studies major study to Community and Family Studies. It was noted that the reference to welfare is increasingly seen as signifying a limited and outdated approach to social and economic issues and this descriptor is changing in literature. The proposed name will better reflect the outcomes of the study area.

Resolution

9.3 The Griffith Health Board (Faculty), on the recommendation of the School of Human Services, resolved to recommend Minor Change Submission to 1098 Bachelor of Human Services, as detailed in 2005/0037526, to take effect from semester 1 2006, to the Programs Committee for consideration.

10.0 HSV MINOR CHANGE SUBMISSION 2005/0037525

3166 GRADUATE CERTIFICATE IN EARLY CHILDHOOD

10.1 The Griffith Health Board (Faculty) resolved to ratify the executive action of the Dean, Learning & Teaching (Health) in approving Minor Change Submission to 3166 Graduate Certificate in Early Childhood, as outlined in document 2005/0037525, from semester 2 2005.

10.2 The School of Human Services has proposed a change of title to course 7041HSV Advocacy, Leadership and Management to Advocacy in Children’s Services. The proposed change of name will identify the course as teaching content on advocacy, leadership and management as it relates to the areas of services for children and families.
Resolution

10.3 The Griffith Health Board (Faculty), on the recommendation of the School of Human Services, resolved to recommend Minor Change Submission to 3166 Graduate Certificate in Early Childhood, as detailed in 2005/0037525, to take effect from semester 2 2005, to the Program Accreditation Officer for action.

11.0 HSV MINOR CHANGE SUBMISSION 2005/0037532
1098 BACHELOR OF HUMAN SERVICES
1282 BACHELOR OF SOCIAL WORK
1244 BACHELOR OF HUMAN SERVICES IN CHILD AND FAMILY STUDIES/BACHELOR OF EDUCATION – PRIMARY

11.1 The Griffith Health Board (Faculty) resolved to ratify the executive action of the Dean, Learning & Teaching (Health) in approving Minor Change Submission to 1098 Bachelor of Human Services, 1282 Bachelor of Social Work, 1244 Bachelor of Human Services in Child and Family Studies/Bachelor of Education - Primary, as outlined in document 2005/0037532, from semester 1 2006.

11.2 The School of Human Services has proposed a change of title to the new approved course 2032HSV Aboriginal & Torres Strait Islander Practice Issues to Australian Indigenous Practice. This course is to be offered in 1282 Bachelor of Social Work and 1244 Bachelor of Human Services in Child and Family Studies /Bachelor of Education – Primary programs.

11.3 The School has also proposed the replacement of an elective in the Welfare and Family Studies major (to be renamed Community and Family Studies under separate submission) with the new course 2032HSV Australian Indigenous Practice as a core requirement. The major study will continue to offer one elective choice.

11.4 The course will also be offered as an elective choice in the Disability Studies, Rehabilitation Counselling, Studies in Ageing and the Generic Academic Plans within 1098 Bachelor of Human Services program.

Resolution

11.5 The Griffith Health Board (Faculty), on the recommendation of the School of Human Services, resolved to recommend Minor Change Submission to 1098 Bachelor of Human Services, 1282 Bachelor of Social Work, 1244 Bachelor of Human Services in Child and Family Studies/Bachelor of Education – Primary, as detailed in 2005/0037532, to take effect from semester 1 2006, to Programs Committee for consideration.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

12.0 NEW COURSE OUTLINES

The Griffith Health Board (Faculty), ratified the executive approval of the Dean, Learning and Teaching (Health) of new course outlines for semester 2 2005 as –

2002DOH Laboratory Practicum 1 (Document No. 2005/0037514)
2003DOH Prosthetic Technology 2 (Document No. 2005/0037515)
2004DOH Laboratory Practicum 2 (Document No. 2005/0037516)
2008DOH Microbiology for Oral Health (Document No. 2005/0037517)
2010DOH Principles of Dental Care 2 (Document No. 2005/0037518)
13.0 **CHANGE OF ASSESSMENT – EXISTING COURSE OUTLINES**

The Griffith Health Board (Faculty) ratified the School and Faculty approval of changes to assessment items in 1002DOH Oral Biology for semester 2 offering.

**Noted**

14.0 **CHANGE OF PROGRAM CONVENOR**

The Griffith Health Board (Faculty) noted the change of program and/or strand convenorship of the following programs –

- 3079 Graduate Certificate in Gerontology - Dr Ursula Kellet
- 5424 Master of Advanced Practice (Gerontological Nursing) - Dr Ursula Kellet
- 5425 Master of Advanced Practice with Honours (Gerontological Nursing) - Dr Ursula Kellet
- 1232 Bachelor of Nursing – Post-registration – Ms Elizabeth Forster until 6/9/2005
- 1232 Bachelor of Nursing – Post-registration – Dr Marion Mitchell from 7/9/2005
- 5369 Master of Pharmacy – Professor Nerida Smith
- 5423 Master of Pharmacy with Honours – Professor Nerida Smith

**Noted**

**SECTION C: OTHER RECOMMENDATIONS AND REPORTS**

**[TO PERSONS/COMMITTEES OTHER THAN THE PARENT COMMITTEE(S)]**

15.0 **ACADEMIC WORK@GRIFFITH 2005/0037530**

15.1 The Board noted that Heads of Schools had been forwarded a draft Group Academic Staff Workload Model for trial within their School, as outlined in document 2005/0037530.

15.2 The draft model acknowledges a comprehensive range of tasks undertaken by staff; allows for staff to develop variable workload profiles across research, teaching and service; and allows for disciplines to have different workload standards.

15.3 It was acknowledged that the model would not meet the needs of all and had been designed to allow Heads of Schools to manage the allocation of points at the School level and as a consequence of these variances it was expected that the profiles of each School would vary.

15.4 Schools were asked to complete the model retrospectively for this semester to provide feedback for implementation in Semester 1 2006.

15.5 Members discussed their experience with the model to date and noted –

15.5.1 the inclusion of abstracts, and grant applications when they did not yield any outcome. It was agreed that E3 and E4 would be removed from the model;
15.5.2 Research activity need only include A1, B1, C1; E1 - items with a DEST weighting;
15.5.3 The variable points for publications reflect the DEST funding model;
15.5.4 Schools will be required to develop their individual benchmarks for research-intensive, teaching-intensive, or service-intensive profiles;
15.5.5 Schools to determine profile and expectations based on benchmark of discipline 20% minimum points for Research. One possible benchmark for a 20% research profile is a FT staff member with a PhD and appointed at level B should generate 1 DEST point per year;
15.5.6 There is no provision for the acknowledgement of commercial activities and this is to be addressed in the revised version;
15.5.7 Request for training for Heads of Schools to manage this process.

15.6 It was noted that this model would replace the outcomes of the Staff Activity Log in allowing Heads of Schools to review workloads and performance of staff members for reporting purposes.
15.7 Members were invited to provide feedback to the Board after trialling the model within their Schools. It was further noted that training would be provided by either the Dean or Mr Peter Westwood to any Heads of Schools who required assistance.
15.8 Members are advised, subsequent to the meeting, that Mr Peter Westwood would develop an information sheet that will expand further on the model and its compliance with principles of the work@griffith policy.

Resolution

15.9 The Griffith Health Board (Faculty) agreed that Heads of Schools will work towards setting individual benchmarks for their School, with assistance if required, and trial the model during this semester for implementation in 2006.

16.0 COURSE OUTLINE PROJECT

16.1 The Board was asked to consider recommending a suitable replacement for Dr Chris Purcell as the Group representative on the Change Management Group to support the successful implementation of the Course Outline Project in 2006. Heads of Schools were asked to consult with staff for interest and advise the Board of candidates.

16.2 Dates for introductory training sessions for Course Convenors were noted and Heads of Schools were requested to include course management changes as a standing item on School Committee agendas.

16.3 Members discussed the course approval process and the requirement that a Head of School cannot delegate authority to a Deputy Head of School to approve new course outlines and major changes to existing courses. Subsequent to the meeting the Secretary confirmed that Teaching and Learning Committee 3/2005 meeting noted in item 3.3.2 Recommendation 3: Committee/Publication Approval Dates ….trial participants be advised that delegations of course approval responsibilities to other academic staff are not acceptable.

Resolution

16.4 The Griffith Health Board (Faculty) agreed that difficulties associated with the inability to delegate responsibility for course approval to a Deputy Head of School should be investigated further and the Secretary will liaise with the Change Manager, Elizabeth O’Brien, to seek a working solution to the perceived problems.
17.0 REVIEW OF THE GUESTS PROGRAM

17.1 The Board was requested to comment on the recommendations that have been developed following a review of the Griffith University Early Start to Tertiary Study (GUESTS) program.

17.2 Members discussed experiences with the GUESTS program and made the following comments –

- support for the modification to the current guaranteed admission with a query if Gold Coast and Logan students who already have a supplemented QTAC admission entry will receive the additional 2 points as GUESTS students;
- concern that GUESTS students undertaking one course are not able to engage across other courses in a program and are limiting their overall University experience;
- the need to identify GUESTS students early in the semester;
- in some instances consent issues could be a concern for GUESTS students undertaking tertiary study;
- intake numbers to be managed at the School level.

17.3 Further comment should be directed to Professor Stephanie Short for discussion at the Learning and Teaching (Health) committee meeting for response to the DVC (Teaching & Learning).

17.4 It was agreed that the Secretary will source accurate data on GUESTS enrolment into Health Group courses for the Learning & Teaching (Health) Committee’s consideration.

Resolution

17.5 The Griffith Health Board (Faculty) agreed that the Learning & Teaching (Health) Committee would consider any further comment from Schools and forward a Group response to the DVC (Teaching & Learning).

18.0 NRS CONTINUING EDUCATION CERTIFICATE PROPOSAL 2005/0037527

18.1 The Griffith Health Board (Faculty) resolved to recommend the proposal by the School of Nursing & Midwifery to introduce a Continuing Education Certificate in Aged Care from 2006.

18.2 The successful completion of the Certificate will be a pathway for students to apply for entry into the Bachelor of Nursing program, Aged Care strand, offered from the Nathan Campus.

18.3 The proposed fee structure is in line with existing Continuing Education certificates offered by the School and will have an intake of up to 10 students.

18.4 The School will consider the withdrawal of the existing Continuing Education Certificate in Health Care (9272) offered at Nathan campus.

Resolution

18.5 The Griffith Health Board (Faculty), on the recommendation of the School of Nursing & Midwifery, resolved to recommend the Continuing Education Certificate in Aged Care, as detailed in 2005/0037527, to the Office of Commercialisation for consideration.
SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

19.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING AND FACULTY CITATIONS

19.1 Members noted documents relating to the Griffith Awards for Excellence in Teaching and advice from the Dean that there had been 13 nominations from Griffith Health.

19.2 It was noted that nominations for the Innovation Across the Institution award will close on 23 September 2005 and Heads of Schools were asked to promote this award within their School.

19.3 The Board discussed the new round of awards, Faculty Learning and Teaching Citations, that have been designed to streamline the internal award system and increase the pool of potential applicants for Griffith Awards for Excellence in Teaching and Australian Awards for University Teaching.

19.4 Applicants must address criteria in a 2 page application which will be assessed by a small working party of the Learning & Teaching Committee. Recommendations will be considered by the Griffith Health Board (Faculty) at its October meeting. The Group has been awarded a total of 4 citations valued at $2000 per citation.

19.5 Applications should be submitted to the Secretary, Griffith Health Board, by 30 September and Heads of School were asked to actively promote the citation initiative within their School.

Noted

20.0 PROJECT STREAMLINE

20.1 The Board noted that the need for internal processes to be as streamlined as possible was flagged in The Griffith Project: The Next Phase document. Nominated priority target areas were identified in community responses as –

- Contract negotiation/approval;
- Academic staff appointments;
- Program approval;
- Accountabilities and responsibilities of Research Centres Directors, Deans and Heads of Schools.

20.2 A first review will address Contract negotiation/approval, and Accountabilities and responsibilities of Research Centre Directors, Deans and Heads of Schools. A Project Reference Group has been formed to assist the review consultants and Dr Elizabeth Patterson, Dean and Head of School, School of Nursing & Midwifery, is the Griffith Health representative to this Group.

20.3 It was noted the next phase will address the remaining areas and that a procedure will be established to address additional issues that have not been covered in the priority target list.

Noted

21.0 CONSULTANCY, PRIVATE PRACTICE AND CONTRACT RESEARCH POLICY

21.1 The Griffith Health Board noted advice from the Deputy Vice Chancellor (Research) of University Council’s endorsement of the Consultancy, Private Practice and Contract Research Policy. The policy is a key outcome of the review of the Work for Outside Bodies Policy.
21.2 It was noted that a transition period to 1 October is in place to allow for a smooth implementation of the policy and will apply to new projects only. Existing projects will continue to be governed by the Work for Outside Bodies Policy.

21.3 Members were asked to encourage staff to familiarise themselves with the policy at the following web address - http://www62.gu.edu.au/policylibrary.nsf/mainsearch/20321fabdb50004a2570530063eda8?opendocument

21.4 Any queries regarding the transition arrangements can be directed to the Office for Commercialisation.

Noted

22.0 REVIEW OF THE LEARNING AND TEACHING COMMITTEES

22.1 The Griffith Health Board noted the March meeting of Academic Committee members considered the paper Review of Teaching and Learning Committees (2005/0000334) and endorsed the proposal to review the University's teaching and learning committee structure. Academic Committee noted that the paper outlined the reasons for reviewing the existing committee structures for teaching and learning; provided a brief overview of the current role of each committee and proposed a revised model for a teaching and learning committee structure.

22.2 Academic Committee requested that the Teaching and Learning Excellence Committee seek responses from all of the existing committees affected by the proposed changes, Faculty Boards and Academic Administration and draft a set of constitutions for consideration for the following committees:

- Learning and Teaching Committee (formerly the Teaching and Learning Excellence Committee)
- Student Orientation and Engagement Committee (revised to incorporate changed reporting responsibilities)
- Educational Excellence Committee (a new committee)
- Learning Environment Committee (a new committee)

22.3 Academic Committee, on the recommendation of the Teaching and Learning Excellence Committee (6/05), resolved to:

22.3.1 Establish the following committees:

- Learning and Teaching Committee (2005/0007686)
- Educational Excellence Committee (2005/0007688)
- Learning Environment Committee (2005/0007582);

22.3.2 Approve the revised constitution for the Student Orientation and Engagement Committee (2005/0007678); and

22.3.3 Disestablish the Teaching and Learning and Excellence Committee, the Honours Sub Committee and the Excellence Awards Committee.

22.4 The Board noted that the resolutions of Academic Committee would be implementation during September 2005.

Noted
23.0 POLICY REVISIONS

The Board noted a number of policy revisions approved at Academic Committee 3/2005 as outlined in the agenda and Heads of Schools were asked to note these revisions at their School Committee meetings.

Noted

24.0 CHAIR’S REPORT

The Chair reported on the following items of interest –

**Staffing**

Applications for teaching release under the Academic Studies Equity Development Program (ASEDP) in 2006 are now being sought. Each year funding is provided to Schools to enable a total of fourteen staff members from targeted equity groups to be released from teaching duties. This enables Associate Lecturers and Lecturers to spend dedicated time on research or PhD activities. Applications should be sent to Gloria Claus, Office of HRM, Nathan Campus, with Head of Element supporting statement by Friday 30 September 2005. $11,000 for one semester of teaching relief is offered.

Mr Ramon Shaban, School of Nursing & Midwifery, was congratulated on his appointment as an inaugural member to the Queensland Emergency Medical Services (QEMS) Quality Council. The Council was established in December 2004.

**Research**

The DVC (Research) is leading two reviews into research space and facilities to determine how to best align their management and allocation to achieve the University’s research goals. The first review will determine and prioritise research space needs and a process of (re)allocating space to meet current and future needs. The second review will consider the current state of major facilities, research needs for the future and the management and resourcing of these facilities.

At this stage of the process, the Office of Technical Services (OTS) will be updating its space management database on the use being made of all research laboratories and related areas. This will involve checking with Research Centre Directors and Heads of Schools to confirm the current users of the research areas, and identify major research facilities. Following this, OTS will ask the individual users to provide or update details of the research being conducted in each research laboratory or area. OTS will also be seeking information on major research equipment and facilities. The Science and Technology Group and the Health Group are likely to be the major focus of this phase of the review process by virtue of the specialised nature of their research areas. Members are asked to cooperate with the reviews.

Dr Shawn Somerset, Senior Lecturer in Human Nutrition in the School of Public Health, has received $280,000 over a 3 year period to conduct a dietary trial in humans starting 2006. Members were asked if they had knowledge of other clinical trials underway in the Group that Dr Somerset could follow up on to discuss possible ways to streamline processes. Members identified the clinical trials being conducted by Professor Lyn Griffiths and Dr Simon Broadley on Multiple Sclerosis and that of Professor Marianne Wallis in the Nursing area. Dr Somerset will be advised of these contacts.

The Dean congratulated Tracey Hunter, School of Psychology, who received a letter of commendation from the Dean of Graduate Studies for her exemplary performance in her RHD. The examiners were unanimous in their praise on the significance of her Doctor of Philosophy in Clinical Psychology. Tracey was supervised by Dr Melanie Zimmer-Gembeck and Dr Allison Waters.
Learning and Teaching
A survey is to be conducted to seek feedback from First Year Advisors about their role and perceived effectiveness. These results will be compiled and discussed at a future Faculty Board.

There is an Innovative Research Universities (IRU) initiative to fund “Master Classes” that will enable leading teachers from IRU universities to share their expertise with colleagues from other IRU universities. Griffith has been allocated funds by the IRU sufficient for two Small projects. Priority is accorded to sharing of expertise between IRU members who have been national teaching award winners. The deadline for applications is September 2.

The process for Large projects (which must involve all 6 IRU members) appears to be that ideas for suitable projects are generated within each University, and then shared, with the best ideas to be developed further. DVC (Teaching and Learning) will be considering whether there are suitable projects that meet the criteria, but ideas are welcome. The program guidelines are posted on the IRU Australian website at: http://www.irua.edu.au/group_act/group_act-20050805.pdf.

The Pilot Program will fund –

- Twelve small Master Class projects up to a value of $2,500 each benefiting one or more IRU Australian universities; and
- Two large Master Class projects up to a value of $15,000 each, benefiting all six members.

The Board suggested a number of possibilities that included Common Time (HSV), Cultural Competencies (PBH), Learning Circles (HSV), Virtual Web-based platform (NRS).

Quality
The University will be reviewing the Faculty of Education from Monday 26 September to Friday 30 September 2005. The purpose of the review is to improve the academic planning and performance through self-assessment, benchmarking, critical reflection, forward planning and internal/external peer review. In particular, the review will be future-focused and examine how the Faculty of Education can contribute most effectively to the University’s strategic directions. Given the presence of cross Group collaboration members were encouraged to respond to the Review.

It was noted that Dr Elizabeth Patterson is representing the Group on the Project Streamline Reference Group. The original three processes included Contract negotiation/approval; Academic staff appointments; Program approval. A fourth priority target area, Accountabilities and responsibilities of Research Centre Directors, Deans and Heads of Schools has been added. Issues identified in staff responses that do not form a priority target area are to be reviewed and staff will be advised accordingly.

Noted
25.0 DEAN, LEARNING & TEACHING (HEALTH) REPORT

DEST Reporting
The Board discussed the recent lead table compiled by DEST on teaching performance in which Griffith University ranked 21 out of 30 institutions. The drivers for this collection were based on recruitment, retention and graduate outcomes. These figures will play a part in 2006 funding allocations and poor performance may limit potential for extra funding. The University challenged the data collection formulae and the rigour and objectivity of the process.

Discipline Review
The Board was advised that the Discipline Review of anatomy, physiology and biochemistry is underway and working parties of have been formed for each discipline. Extensive consultations will take place within the Group before the involvement of external members.
The Review Panel will consist of Professor Stephanie Short, Mr Peter Westwood and three external members and will consider the input from each discipline working party, data from the Quality, Planning and Statistics area and extensive consultation with staff, students and employing bodies. It is envisaged that the review will provide opportunities for teaching and research collaboration across Schools of the Group.

The Review Plan will make recommendations to the Faculty Board for consideration.

It is anticipated that future reviews will be in the areas of communication, professional issues and research methods and members were invited to suggest other areas for consideration.

Noted

26.0 HEALTH GROUP RESEARCH COMMITTEE REPORT

As Professor Lyn Griffiths was attending a conference the Chair presented a report from the Health Group Research Committee that advised –

RHD Scholarships
The Committee agreed on 11 new students within Griffith Health who will receive 50% scholarships from the Group and matching funds from their School/Centre. In order to meet Group targets, it is necessary for students to enrol by 31 August 2005.

RQF Taskforce
The Research Committee has taken on the role of RQF Taskforce for Griffith Health. Professor Drew Nesdale will be the RQF University representative.

GIHMR Workshop
A workshop on the Griffith Institute of Health and Medical Research will be held on Wednesday 28 September on Logan campus. It is important that all academic and research staff attend this workshop to define our mission, goals, synergies and vision for the development of research in the Health Group.

Noted

27.0 GRIFFITH HEALTH INTERNATIONALISATION COMMITTEE REPORT

As the Chair of the Committee was unable to attend there was no report presented.

28.0 HEALTH GROUP COORDINATOR ADMINISTRATIVE REPORT

Ms Carmel Johnson tabled a report on the items of interest that included –

Evaluations@Griffith – feedback from the process could be utilised at various levels;
Griffith Health Web Site – Web Development Consultation Group continues to meet and the project is progressing;
Griffith Health Web Orientation and Engagement Sub Committee – semester 1 difficulties with enrolment and timetabling were not experienced by mid-year entry students. Feedback has been requested in relation to the use of the First Year Student Website as a portal for orientation and induction sites. Early planning at School level to be encouraged;
Course Outlines – outlines not yet uploaded to the Web are being followed up;
Administrative Staff Training – training has been held in Course Outline processes and record keeping. SAO Training Room to go live this month and Secretaries Forums scheduled for August and September.

A copy of Ms Johnson’s full report is attached for noting.

Noted (Attachment)
29.0 INFORMATION SERVICES REPORT

Ms Veronica Dawson, INS representative to the Group, advised members that Uniprint had acquired a CD/DVD copying machine that can produce 50 copies simultaneously.

Members discussed the avenues for providing course materials to students and the financial burden placed on Schools when returns from the sale of books of readings etc. are not coming back to the School. It was noted that this has been a budgetary decision within the Group and is to be revised in the future.

Noted

30.0 PROGRAM MATRIX

It was noted that the proposed Bachelor of Public Health with Honours had been incorrectly noted as a School of Human Services initiative and should state School of Public Health.

Noted

31.0 OTHER BUSINESS

Financial Delegation

Members discussed the recent enforcement by the Office of Human Resource Management of the delegation of authority to Deputy Heads of Schools to meet audit requirements. It was noted that Deputy Heads of Schools do not have authority to sign academic sessional contracts or timesheets and these must be signed by the Head of School.

It was agreed that the Deputy Head of School would be better placed to authorise contracts and timesheets in their relevant area and that the workload of a Head of School would be increased.

It was agreed that the comments of the Board should be brought to the attention of the Director, Human Resource Management for consideration.

Noted

32.0 NEXT MEETING

The next meeting of the Health Group Board (Faculty) will be held on Wednesday 21 September at 2.30pm, Boardroom, G18_3.02, Gold Coast Campus.

Confirmed: ……………………………………….   Date……………………………

(Chair)
## DISTRIBUTION LIST

### Faculty Board Members

Dean of Health  
Professor Debra Creedy  
Pro-Vice Chancellor (Health)  
Professor Allan Cripps  
Pro-Vice Chancellor (Science & Technology)  
Professor Max Standage  
Dean, Learning & Teaching (Health), Head of School, School of Public Health  
Professor Stephanie Short  
Portfolio Dean, Research, Commercialisation & Intellectual Property (Health & Science & Technology)  
Professor Gillian Bushell  
Portfolio Dean, Teaching & Learning (Science & Technology)  
Mr David Edwards  
Dean and Head, Griffith Medical School  
Professor Judith Searle  
Dean and Head, School of Dentistry & Oral Health  
Professor Newell Johnson  
Dean and Head, School of Nursing & Midwifery  
Dr Elizabeth Patterson  
Head of School, School of Anatomy  
Dr Helen Massa  
Head of School, School of Human Services  
Dr Jayne Clapton  
Head of School, School of Medical Science  
Professor Lyn Griffths  
Head of School, School of Pharmacy  
Professor Nerida Smith  
Head of School, School of Physiotherapy & Exercise Science  
Dr Lewis Adams  
Head of School, School of Psychology  
Associate Professor Peter Creed

### Information Copies

(without attachments unless stated)

Deputy Heads of School – Griffith Health Group  
School Administrative Officers – Griffith Health Group  
Secretaries, Personal Assistants – Griffith Health Group  
Ms Carmel Johnson, Coordinator, Administrative Support – Griffith Health Group  
Mr Geoffrey van Geyzel – Group Resource Manager  
Ms Jan Edwards – Marketing Manager, Health  
Ms Kirsten Ferguson, Human Resources Manager  
Mr Peter Westwood - Executive Officer, Medicine/Oral Health

### Other Copies

Corporate Archives & Records Management copy (attachments)  
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Spare copy