A meeting of the Griffith Health Board (Faculty) was held on Wednesday 22 August 2007 between 1.00 and 3.00 pm in the Chancellery, G32_2.02, Gold Coast campus.

MINUTES

PRESENT:

Members:
Professor Debra Creedy, Dean (Academic), Chair
Dr Belinda Beck, HoS, Anatomy
Dr Jayne Clapton, HoS, Human Services
Professor Kim Halford, Dean (Research) (left meeting early)
Associate Professor Jeroen Kroon, acting HoS, Dentistry and Oral Health
Associate Professor Alf Lizzio, HoS, Psychology
Associate Professor Elizabeth Patterson, HoS and Dean, Nursing and Midwifery
Associate Professor Tony Perkins, acting HoS, Medical Science
Professor Nerida Smith, HoS, Pharmacy
Professor Don Stewart, HoS, Public Health

Secretary: Ms Michele Britton, Group Academic Services Officer (Health)
Present by invitation:
Associate Professor Michele Groves, DHoS, Medicine
Mr Ross Hansen, Health & Safety Risk Adviser

APOLOGIES:

Members:
Professor Lewis Adams, HoS, Physiotherapy and Exercise Science
Associate Professor Nick Buys, Dean (Learning and Teaching)
Professor Wendy Chaboyer, Director, Research Centre for Clinical Practice Innovation
Professor Allan Cripps, PVC, Health
Professor Lyn Griffiths, HoS, Medical Science
Professor Newell Johnson, HoS and Dean, Dentistry and Oral Health
Professor Judy Searle, HoS and Dean, Medicine
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<thead>
<tr>
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<tbody>
<tr>
<td>Apologies and Welcome (Agenda Item Number 1.0)</td>
<td>Apologies received by the Secretary were conveyed to the Griffith Health Board (Faculty).</td>
<td>Noted</td>
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<td>Confirmation of Minutes (Agenda Item Number 2.0)</td>
<td>The minutes of the 6/2007 meeting of the Griffith Health Board (Faculty), having been circulated, were taken as read and confirmed.</td>
<td>Taken as read and confirmed</td>
<td>Forward to CARMS Secretary</td>
<td>(action taken)</td>
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**SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES**

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| HSV New Program Submission (07/0012331) 3217 G Cert in Community Rehabilitation (Agenda Item 10.0) | New program submission proposing the introduction of the Graduate Certificate in Community Rehabilitation from Semester 1, 2008. The Board made the following comments:  
- The fees for the program are to be set with regard to (a) the cost of conducting the program, particularly in relation to the practicum component, and (b) a market analysis of fees for similar programs offered by other Australian institutions.  
- A list of electives should be included in the submission.  
- If the School decides to have a February and July intake into the program the arrangements for mid-year entry will need to be included in the submission before it proceeds to Programs Committee. | Approved, subject to Board’s comments. | Forward to Programs Committee Secretary | (action taken) |
| DOH Special Purpose Submission (07/0012329) 5402 M Dental Technology in Prosthetics (Agenda Item 12.0) | Special purpose submission proposing to amend degree requirements and make changes to courses within the Master of Dental Technology in Prosthetics program, effective Semester 1 2008. | Approved | Forward to Programs Committee Secretary | (action taken) |
| NRS Special Purpose Submission (07/0012326) 1161 / 1162 / 1165 B Nursing (Agenda Item 13.0) | Special purpose submission proposing to:  
- Change the title of the ‘Re-Entry / Registration’ strand within the Bachelor of Nursing program to ‘Overseas Registered Nurses’ strand, effective Semester 1, 2008.  
- Change the English language requirements for entry into the Bachelor of Nursing program from | Approved | Forward to Programs Committee Secretary | (action taken) |
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<td>IELTS 6.5 to IELTS 7.0, effective Semester 1, 2009. The Board noted the credit arrangements for international students as detailed in the submission.</td>
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<td><strong>SECTION B: ACTION UNDER DELEGATED AUTHORITY</strong></td>
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<td>HSV New Program Submission (07/0012324) 5476 M Social Work (Agenda Item 14.0)</td>
<td>The Griffith Health Board (Faculty) ratified the executive action of the Dean (Academic) in approving the revised new program submission proposing the introduction of the Master of Social Work program, from Semester 1, 2008.</td>
<td>Executive action ratified</td>
<td>Forward to Programs Committee</td>
<td>Secretary (action taken)</td>
</tr>
<tr>
<td>NRS Special Purpose Submission (07/0012333) 1163 / 1164 / 2132 B Nursing (Post-Registration) (Agenda Item 15.0)</td>
<td>The Griffith Health Board (Faculty) ratified the executive action of the Dean (Academic) in approving special purpose submission proposing to change the testamur title for the 1163 / 1164 / 2132 Bachelor of Nursing (Post-Registration) program from ‘Bachelor of Nursing’ to ‘Bachelor of Nursing (Post-Registration)’ effective Semester 1, 2008.</td>
<td>Executive action ratified</td>
<td>Forward to Programs Committee</td>
<td>Secretary (action taken)</td>
</tr>
<tr>
<td>GBS Special Purpose Submission (07/0002096) 1325 B Business / B Psychological Science 1013 B Business (Human Resource Management) / B Psychological Science 1172 B Exercise Science / B Business (Sport Management) (Agenda Item 16.0)</td>
<td>The Griffith Health Board (Faculty) ratified the executive action of the Dean (Academic) in approving special purpose submission proposing amendment to degree requirements in relation to the Business component of the double degree programs offered jointly with Griffith Health, effective Semester 1, 2008.</td>
<td>Executive action ratified</td>
<td>Forward to Programs Committee</td>
<td>Secretary (action taken)</td>
</tr>
<tr>
<td>Change to Program Convenor PSY Undergraduate Programs (Mt Gravatt) (Agenda Item 20.0)</td>
<td>The Griffith Health Board (Faculty) ratified the executive action of the Dean (Learning &amp; Teaching) in approving changes to the program convenor for the Psychology undergraduate programs, Mt Gravatt from Semester 2, 2007.</td>
<td>Executive action ratified</td>
<td>Advise Schools and Coordinator, Student Web Services of executive approval.</td>
<td>Secretary (action taken)</td>
</tr>
<tr>
<td>Change to Program Convenors / First Year Advisers NRS Programs (Agenda Item 21.0)</td>
<td>The Griffith Health Board (Faculty) ratified the executive action of the Dean (Learning &amp; Teaching) in approving changes to program convenors and first year advisers for 1161 / 1162 Bachelor of Nursing programs, and program convenors for 1252 B Nursing (Post-Registration) (Singapore), 1167 Bachelor of Nursing (Post-Registration) (Nissoken) and 5427 Master of Nursing (Nissoken) programs, effective Semester 2, 2007.</td>
<td>Executive action ratified</td>
<td>Advise Schools and Coordinator, Student Web Services of executive approval.</td>
<td>Secretary (action taken)</td>
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<td>Course Outlines (Agenda Item 22.0)</td>
<td>The Griffith Health Board (Faculty) ratified the executive action of the Dean (Learning &amp; Teaching) in</td>
<td>Executive action ratified</td>
<td>Advise Schools of executive approval.</td>
<td>Secretary (action taken)</td>
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<td>approving new course outlines and major changes to Semester 2 2007 course outlines for the Schools of Public Health and Psychology.</td>
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**SECTION C: OTHER RECOMMENDATIONS AND REPORTS**
[to persons/committees other than the parent committee(s)]

- **Program Withdrawals**
  - 2054 Bachelor Of Human Services with Honours
  - 2056 Bachelor Of Biomedical Science with Honours
  - 2018 Bachelor Of Health Science with Honours
  - 2029 Bachelor Of Nursing with Honours
  - 2032 Bachelor Of Exercise Science with Honours
  - 2030 Bachelor Of Behavioural Science with Honours in Work And Public Health
  - 2072 Bachelor Of Health Promotion with Honours
  - 2031 Bachelor Of Science with Honours in Public Health *(Agenda Item 17.0)*

  The Griffith Health Board (Faculty) ratified the executive action of the Dean (Learning & Teaching) in approving withdrawal submissions for end-on Honours programs hosted by the Schools of Human Services, Medical Science, Nursing, Physiotherapy and Exercise Science and Public Health, effective Semester 1, 2008.

  **Executive action ratified**
  **Forward to Program Accreditation Officer**
  **Secretary (action taken)**

- **DOH Minor Change Submission (07/0012330)**
  - 1261 B Oral Health in Dental Technology (Post-Registration) *(Agenda Item 18.0)*

  The Griffith Health Board (Faculty) ratified the executive action of the Dean (Learning & Teaching) in approving minor change submission proposing changes to courses in the Bachelor of Oral Health in Dental Technology (Post-Registration) program, effective Semester 1, 2008.

  **Executive action ratified**
  **Forward to Program Accreditation Officer**
  **Secretary (action taken)**

- **NRS Minor Change Submission (07/0012325)**
  - 5424 / 5425 M Advanced Practice / with Honours *(Agenda Item 19.0)*

  The Griffith Health Board (Faculty) ratified the executive action of the Dean (Learning & Teaching) in approving minor change submission proposing replacement of existing course 7019NRS Quantitative Research with 6002HLS Quantitative Research, effective Semester 1, 2008.

  **Executive action ratified**
  **Forward to Program Accreditation Officer**
  **Secretary (action taken)
### SECTION D: MATTERS NOTED, CONSIDERED, OR REMAINING UNDER DISCUSSION

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<td>Chair’s Report (Agenda Item 3.0)</td>
<td>The Chair reported on Faculty Board items, including Internationalisation issues (refer to attached report).</td>
<td>Noted</td>
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| Dean (Research) Report (Agenda Item 4.0)                    | The Dean (Research) advised:  
- The recommendations of the Faculty Review have a strong emphasis on research.  
- A Strategic Retreat to focus on the outcomes of the Faculty Review will be held with senior managers in the very near future.  
- A draft research strategy paper will be distributed to staff in approximately October for consultation and feedback.  
- Strategies to facilitate the interaction of research-active staff, particularly across campuses, are currently under consideration. | Noted | | |
| Changes to Griffith Grants for Learning & Teaching Scheme (Agenda Item 5.0) | Associate Professor Alf Lizzio provided the Board with details of changes to the Griffith Grants for Learning & Teaching Scheme. (Refer to attached communication from the Deputy Vice Chancellor (Academic) dated 23.08.07 for full details of changes to the Scheme and application process). | Noted | | |
| Senior Librarian, Information Services Report (Agenda Item 6.0) | The Senior Librarian, Information Services tendered apologies for this meeting. A report on items of interest was submitted for the information of the Board (refer attached report). | Noted | | |
| Health & Safety Risk Adviser (Agenda Item 7.0)              | The Health & Safety Risk Adviser reported to the Board on items of interest. The report tabled at the meeting has been revised to include data on PSY completions of Health & Safety modules (omitted from original report). Revised report attached. | Noted | | |
| Reports on Course Evaluations (Agenda Item 8.0)             | The Board noted the following key issues arising from Semester 1 2007 Course Evaluations:  
- The quantity, nature and timing of assessment are of concern to students, particularly in first year.  
- Assessment feedback must be provided earlier in the semester and Schools must take quick action to respond to students who are experiencing | Noted | Provide feedback to Learning & Teaching Committee | Dean (Learning and Teaching) |
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<td>Draft Program Profile Plan 2009 (Agenda Item 9.0)</td>
<td>The Board discussed the draft Program Profile Plan for 2009. The Board approved four new program proposals for further development, while the remaining new program proposals were deferred beyond 2009. The Board noted the final version of the Plan will be considered at the September meeting, for recommendation to the Health Executive. Following endorsement by the Health Executive, the proposals and FLAS requests will be packaged with the Plan for the consideration of Executive Group on 3 October 2007.</td>
<td>Noted</td>
<td>The program concept proposals for each of the new proposed programs approved for further development by the Board, and any FLAS requests for new or existing programs, are to be submitted to the Secretary, Faculty Board by Friday 7 September.</td>
<td>Heads of School</td>
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<td>MSC Major Change Submission (07/0012332) 5433 M Science in Medical Research (Agenda Item 11.0)</td>
<td>Major change submission proposing replacement of existing courses deferred. The Board noted the Schools of Medical Science, Pharmacy and Public Health are currently discussing the introduction of award specialisations, and a potential title change for this program. Accordingly, all changes will be consolidated into one submission for consideration at the September meeting of Faculty Board. It was agreed to retain the mid-year entry into the program.</td>
<td>Deferred</td>
<td>Consolidate course changes, award specialisations and program title change proposal into one submission for reference to the next meeting of Faculty Board.</td>
<td>Heads of School, Medical Science, Pharmacy and Public Health</td>
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<td>Griffith Winners Of Carrick Citations (Agenda Item 23.0)</td>
<td>The Board congratulated the Griffith winners of Carrick citations. The Health Group citation winners are: • Dr Kym Macfarlane and Ms Jennifer Cartmel, School of Human Services • Associate Professor Keithia Wilson, School of Psychology.</td>
<td>Noted</td>
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<td>NRS Credit Arrangements for Postgraduate Programs (Agenda Item 24.0)</td>
<td>The Board noted the approved credit arrangements for the School’s postgraduate programs.</td>
<td>Noted</td>
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<td>Large Class Teaching Taskforce (Agenda Item 25.0)</td>
<td>The Board noted the Vice Chancellor has established a Taskforce to address concerns in relation to large class teaching. Any queries should be directed to the Secretary, Ms Amanda Clark.</td>
<td>Noted</td>
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<td>Policy, Procedure and Form Updates (Agenda Item 26.0)</td>
<td>The Board was advised of recent policy updates.</td>
<td>Noted</td>
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<td>Other Business (Agenda Item 27.0)</td>
<td>English language requirements for entry into Griffith Health programs were discussed. Anecdotal evidence indicates students who are not required to demonstrate English language proficiency as part of program admission requirements because they have either (1) completed a six month language program prior to commencement or (2) have entered under the 'language of instruction' policy provisions are struggling with the content of their academic program due to poor English skills.</td>
<td>Noted</td>
<td>Raise concerns with Executive Group and Griffith International</td>
<td>Dean (Academic)</td>
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<tr>
<td>Next Meeting (Agenda Item Number 28.0)</td>
<td>The next meeting of the Griffith Health Board (Faculty) will be held on Wednesday 19 September 2007 at 1.00 pm, The Chancellery, G34_1.05, Gold Coast campus.</td>
<td>Noted</td>
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Confirmed: ____________________________  
(Chair)  
Date: ____________________________  

[www.griffith.edu.au/committees](http://www.griffith.edu.au/committees)
DISTRIBUTION LIST:

Name                      Appointment Type
Professor Debra Creedy     ex officio (Chair)
    Dean (Academic) Health
Professor Allan Cripps      ex officio
    Pro-Vice Chancellor (Health)
Associate Professor Nick Buys ex officio
    Dean (Learning & Teaching), Health
Professor Kim Halford       ex officio
    Dean (Research), Health
Professor Donald Stewart    ex officio
    Head of School, School of Public Health
Professor Judith Searle     ex officio
    Head and Dean, Griffith Medical School
Professor Newell Johnson    ex officio
    Head and Dean, School of Dentistry & Oral Health
Associate Professor Elizabeth Patterson ex officio
    Head and Dean, School of Nursing and Midwifery
Dr Belinda Beck             ex officio
    Head of School, School of Anatomy
Dr Jayne Clapton            ex officio
    Head of School, School of Human Services
Professor Lyn Griffiths     ex officio
    Head of School, School of Medical Science
Professor Nerida Smith      ex officio
    Head of School, School of Pharmacy
Professor Lewis Adams       ex officio
    Head of School, School of Physiotherapy & Exercise Science
Associate Professor Alf Lizzio ex officio
    Head of School, School of Psychology
Professor Wendy Chaboyer    Appointed
    Director, Research Centre for Clinical Practice Innovation

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

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