A meeting of the Griffith Health Group Board will be held at 12.30 pm on Wednesday 18 August 2010 in Room 1.05/1.06, The Chancellery (G34) Gold Coast campus.

CONTENTS

1.0 APOLOGIES
2.0 MEMBERSHIP
3.0 CONFIRMATION OF MINUTES
4.0 ACTIONS ARISING FROM 5/2010 (JULY) GRIFFITH HEALTH GROUP BOARD MEETING
5.0 PVC REPORT
6.0 CHAIR REPORT
7.0 DEAN (LEARNING & TEACHING) REPORT
8.0 DEAN (RESEARCH) REPORT
9.0 FINANCE AND BUSINESS SERVICES REPORT
10.0 INFORMATION SERVICES REPORT
11.0 EXTERNAL RELATIONS REPORT
12.0 HUMAN RESOURCE MANAGEMENT REPORT
13.0 DEVELOPMENT AND ALUMNI REPORT
14.0 GRIFFITH INTERNATIONAL REPORT

SECTION I: MATTERS FOR DEBATE AND DECISION

15.0 HEALTH GROUP OCCUPATIONAL HEALTH AND SAFETY OPERATIONAL PLAN: 2010/2011
16.0 STUDENT MEMBERSHIP ON THE HEALTH GROUP BOARD
17.0 PES NEW PROGRAM PROPOSAL (2010/0011031)
3247 GRADUATE CERTIFICATE IN SPORTS AND EXERCISE MEDICINE
5536 MASTER OF SPORTS AND EXERCISE MEDICINE
5537 MASTER OF SPORTS AND EXERCISE MEDICINE (HONS)
18.0 HEALTH GROUP PROGRAM CHANGES

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

19.0 PHM WITHDRAWAL SUBMISSION (2010/0011293)
1352 BACHELOR OF CLINICAL PHARMACY
20.0 PHM WITHDRAWAL SUBMISSION (2010/0011297)
4146 GRADUATE DIPLOMA OF PHARMACEUTICAL SCIENCE

21.0 PES MAJOR CHANGE PROPOSAL (2010/0011023)
3264 GRADUATE CERTIFICATE IN SPORTS COACHING
5561 MASTER OF SPORTS COACHING

22.0 NRS SPECIAL PURPOSE SUBMISSIONS (2010/0011029)
3073 GRADUATE CERTIFICATE IN CRITICAL CARE NURSING
5424 MASTER OF ADVANCED PRACTICE
5425 MASTER OF ADVANCED PRACTICE WITH HONOURS

23.0 PBH WITHDRAWAL SUBMISSION (2010/0011024)
1332 BACHELOR OF PUBLIC HEALTH (LOGAN)

24.0 PROGRAM CONVENOR AND ADVISOR CHANGES

25.0 COURSE PROFILES

SECTION III: MATTERS FOR NOTING AND WHERE APPROPRIATE, ACCEPTANCE OF RECOMMENDATIONS

26.0 GRIFFITH FACULTY LEARNING AND TEACHING CITATIONS

27.0 AUSTRALIAN LEARNING AND TEACHING (ALTC) CITATIONS

28.0 PROCESS FOR APPROVING MINOR BUILDING MODIFICATIONS AND CAPITAL WORKS

29.0 POLICY, PROCEDURE AND FORM UPDATES
- COURSE APPROVAL AND REVIEW PROCESSES

30.0 OTHER BUSINESS

31.0 2010 BOARD MEETING DATES AND VENUES

Significant Committee Events
- This meeting of the Griffith Health Board will be held at 12.30 pm on Wednesday 18 August 2010 in Room 1.05/1.06, The Chancellery (G34) Gold Coast Campus
- The next meeting of the Griffith Health Board will be held at 12.30 pm on Wednesday 15 September in Room 1.05/1.06, The Chancellery (G34) Gold Coast campus.

Committee TeamPlace Web Address
- 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.
## DISTRIBUTION LIST

**GRiffith Health Board Meeting**

**Faculty Board Members**

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Debra Henly</td>
<td>ex officio (Chair)</td>
</tr>
<tr>
<td>Dean (Academic)</td>
<td></td>
</tr>
<tr>
<td>Professor Allan Cripps</td>
<td>ex officio</td>
</tr>
<tr>
<td>Pro-Vice Chancellor (Health)</td>
<td></td>
</tr>
<tr>
<td>Professor Nick Buys</td>
<td>ex officio</td>
</tr>
<tr>
<td>Dean (Learning &amp; Teaching), Health</td>
<td></td>
</tr>
<tr>
<td>Professor Lyn Griffiths</td>
<td>ex officio</td>
</tr>
<tr>
<td>Dean (Research), Health</td>
<td></td>
</tr>
<tr>
<td>Professor Donald Stewart</td>
<td>ex officio</td>
</tr>
<tr>
<td>Head of School, School of Public Health</td>
<td></td>
</tr>
<tr>
<td>Professor Simon Broadley</td>
<td>ex officio</td>
</tr>
<tr>
<td>Head of School, School of Medicine</td>
<td></td>
</tr>
<tr>
<td>Professor Ward Massey</td>
<td>ex officio</td>
</tr>
<tr>
<td>Head of School, School of Dentistry &amp; Oral Health</td>
<td></td>
</tr>
<tr>
<td>Professor Elizabeth Patterson</td>
<td>ex officio</td>
</tr>
<tr>
<td>Head and Dean, School of Nursing and Midwifery</td>
<td></td>
</tr>
<tr>
<td>Associate Professor Jayne Clapton</td>
<td>ex officio</td>
</tr>
<tr>
<td>Head of School, School of Human Services and Social Work</td>
<td></td>
</tr>
<tr>
<td>Associate Professor Tony Perkins</td>
<td>ex officio</td>
</tr>
<tr>
<td>Head of School, School of Medical Science</td>
<td></td>
</tr>
<tr>
<td>Associate Professor Michael Rathbone</td>
<td>ex officio</td>
</tr>
<tr>
<td>Acting Head of School, School of Pharmacy</td>
<td></td>
</tr>
<tr>
<td>Professor Peter Milburn</td>
<td>ex officio</td>
</tr>
<tr>
<td>Head of School, School of Physiotherapy &amp; Exercise Science</td>
<td></td>
</tr>
<tr>
<td>Associate Professor Alf Lizzio</td>
<td>ex officio</td>
</tr>
<tr>
<td>Head of School, School of Psychology</td>
<td></td>
</tr>
<tr>
<td>Professor Wendy Chaboyer</td>
<td>ex officio</td>
</tr>
<tr>
<td>Director, Research Centre for Clinical Practice Innovation</td>
<td></td>
</tr>
<tr>
<td>Professor Mark Forwood</td>
<td>Co-opted</td>
</tr>
<tr>
<td>Head of the Discipline of Anatomy</td>
<td></td>
</tr>
</tbody>
</table>

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

- Deputy Heads of School
- Dean (Learning and Teaching), SEET Group
- 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 GROUP BOARD MEETING

A meeting of the Griffith Health Group Board will be held at 12.30 pm on Wednesday 18 August 2010 in Room 1.05/1.06, The Chancellery (G34) Gold Coast campus.

Secretary
Marianne Mengel

AGENDA

1.0 APOLOGIES

Apologies may be recorded by contacting Marianne Mengel, Secretary, x56465, or by emailing m.mengel@griffith.edu.au

2.0 MEMBERSHIP

The Board will wish to welcome Associate Professor Michael Rathbone to the membership of the Board in the role of Acting Head of School, Pharmacy.

The Board will wish to thank Professor Nerida Smith for her contributions while in the role of Head of School, Pharmacy.

3.0 CONFIRMATION OF MINUTES

The minutes of the 5_2010 meeting have been circulated.

To be taken as read and confirmed

4.0 ACTIONS ARISING FROM GRIFFITH HEALTH GROUP BOARD 5_2010 MEETING

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Responsible Officer/s</th>
<th>Status / Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Group Occupational Health and Safety Operational Plan: To be included on the agenda for August Health Group Board meeting.</td>
<td>Secretary</td>
<td>Action taken</td>
</tr>
<tr>
<td>Space requirements for additional Health Group staff. Provide advice to the Chair (Health Group Board) by early August.</td>
<td>Heads of School</td>
<td></td>
</tr>
<tr>
<td>Marketing at Logan campus. Lobby External Relations (Marketing) with a view to re-establishing the Open Day at Logan campus.</td>
<td>PVC Health Dean (Academic)</td>
<td></td>
</tr>
<tr>
<td>Master of Advanced Practice: 5 Year Review. Schedule stakeholder meetings to review recommendations outlined in the report.</td>
<td>Dean (Academic), Dean (Learning &amp; Teaching), Head of School - Nursing and Midwifery, Group Resource Manager</td>
<td></td>
</tr>
<tr>
<td>Re-evaluate offerings of statistics and research methodology courses across Health Group programs</td>
<td>Dean (Learning &amp; Teaching)</td>
<td></td>
</tr>
</tbody>
</table>

5.0 PVC REPORT

The Group Pro Vice Chancellor (Health) will report on items of interest to the Board.

6.0 CHAIR’S REPORT

The Dean (Academic) will report on items of interest to the Board.
7.0 **DEAN (LEARNING & TEACHING) REPORT**

The Dean (Learning & Teaching) Health will report on items of interest to the Board.

8.0 **DEAN (RESEARCH) REPORT**

The Dean (Research) Health will report on items of interest to the Board.

9.0 **FINANCE AND BUSINESS SERVICES REPORT**

The Group Resource Manager will report on items of interest to the Board.

10.0 **INFORMATION SERVICES REPORT**

The Manager, Academic Services, INS tendered apologies for this meeting.

11.0 **EXTERNAL RELATIONS**

The Director, External Relations or nominee will report on items of interest to the Board.

12.0 **HUMAN RESOURCE MANAGEMENT**

The Human Resources Manager (Health) will report on items of interest to the Board.

13.0 **DEVELOPMENT AND ALUMNI**

The Development and Alumni Coordinator (Health) will report on items of interest to the Board.

14.0 **GRIFFITH INTERNATIONAL**

The Director, International Business and Marketing will 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

15.0 HEALTH GROUP OCCUPATIONAL HEALTH AND SAFETY OPERATIONAL PLAN

15.1 As per the Griffith Health Group Board’s constitution, one of the key functions of the Board is to advise the Pro Vice Chancellor (Health) and Dean (Academic) on the implementation of the University's Workplace Health and Safety policy in the Group.

15.2 The July 2010-December 2011 Operational Plan was approved at the Health Group’s Health and Safety meeting on 19 July 2010. The plan identified five key risk areas and the strategies and targets to mitigate these risks. The areas identified are:
   a. Student induction and training
   b. Staff induction and training
   c. Workplace inspections
   d. Managing plant and equipment
   e. Managing risks at program and course level.

15.3 The Operational Plan is attached. Members are asked to note the decisions requiring ratification.

15.4 The Chair will speak to this item.

For discussion

16.0 STUDENT MEMBERSHIP ON THE HEALTH GROUP BOARD

16.1 The Board is asked to consider whether it should extend membership to include student representation. In line with recent discussions around increasing student engagement, there may be a place to include one or more undergraduate and postgraduate students.

16.2 The Chair will speak to this item.

For discussion

17.0 PES NEW PROGRAM PROPOSAL (2010/0011031)

3247 GRADUATE CERTIFICATE IN SPORTS AND EXERCISE MEDICINE
5536 MASTER OF SPORTS AND EXERCISE MEDICINE
5537 MASTER OF SPORTS AND EXERCISE MEDICINE (HONS)

17.1 The Griffith Health Board is asked to consider the New Program Proposal, proposing the introduction of the Graduate Certificate, Masters and Masters with Honours program suite in Sports and Exercise Medicine, effective semester 1, 2011. Delivered primarily online with some intensive workshops, these programs provide an holistic approach to injury prevention and management and is suitable for podiatrists, nutritionists and dieticians, nurses or exercise scientists.

17.2 Admission requirements
To enrol in the Graduate Certificate in Sports and Exercise Medicine (3247), a student must:
   (a) hold an approved degree; or
   (b) satisfy the Head of School that, based on the student’s post-secondary study and work experience, the student is suitably qualified for admission.

To enrol in the Master of Sports and Exercise Medicine (5537), a student must:
   (a) (i) hold an approved degree; or
   (ii) hold the Graduate Certificate of Sports Coaching; and
   (b) satisfy the Head of School that, based on the student's post-secondary study and work experience, the student is suitably qualified for admission.
To enrol in the Master of Sports and Exercise Medicine with Honours (5536), a student will require the following:
(a) A minimum GPA of 5.0 from the Master of Sport and Exercise Medicine
(b) demonstrate the ability to undertake a major research project by the submission for initial consideration of a 500-word outline of the research proposal
(c) arrange suitable supervision for their project which is subject to the availability of supervisory staff in the proposed area of research
(d) lodge a completed "Nomination of Dissertation Topic and Supervisor for Coursework Masters Dissertation" form (available from a Graduate Student Centre) with the application documentation.

The program will conform to the English language requirements of the University policy for PG programs.

17.3 Degree requirements
Graduate Certificate in Sports and Exercise Medicine
To be eligible for the award of Graduate Certificate in Sports and Exercise Medicine (GCertSportExMed), a student must acquire 40CP as prescribed below:
- gain 40CP for prescribed discipline core and elective courses
  The grade of Pass Conceded will not be awarded for any course.

Master of Sports and Exercise Medicine
To be eligible for the award of Master of Sports and Exercise Medicine (MSportExMed), a student must acquire 80CP as prescribed below:
- gain 80CP for prescribed discipline core and elective courses
  The grade of Pass Conceded will not be awarded for any course.

Master of Sports and Exercise Medicine (Honours)
To be eligible for the award of Master of Sports and Exercise Medicine Honours (MSportExMedHon), a student must acquire 120CP as prescribed below:
- gain 80CP for prescribed discipline core and elective courses
- gain 40CP for the Research Dissertation
  The grade of Pass Conceded will not be awarded for any course.

17.4 Program Structure

Graduate Certificate in Sports and Exercise Medicine – Gold Coast (From 2011)
Course list

<table>
<thead>
<tr>
<th>Year</th>
<th>Sem</th>
<th>Course</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>GC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>I</td>
<td>Introduction to Sport &amp; Exercise Medicine</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>I</td>
<td>Regional Sports Injuries I or Listed elective</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>II</td>
<td>Regional Sports Injuries II or Listed elective</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>II</td>
<td>Practicum</td>
<td>10</td>
</tr>
</tbody>
</table>
*available only to registered medical practitioners and/or registered physiotherapists

Master of Sports and Exercise Medicine – Gold Coast (from 2011)
Course list

<table>
<thead>
<tr>
<th>Year</th>
<th>Sem</th>
<th>Course</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>GC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>I</td>
<td>Introduction to Sport &amp; Exercise Medicine</td>
<td>10</td>
</tr>
</tbody>
</table>
1 I Regional Sports Injuries I* or Listed elective 10
1 I Listed elective 10
1 I Listed elective 10
1 II Regional Sports Injuries II* or Listed elective 10
1 II Practicum 10
1 II Listed elective 10
1 II Research Project 10
*available only to registered medical practitioners and/or registered physiotherapists

Master of Sports and Exercise Medicine (Honours) – Gold Coast (from 2012)
Progression into the Master of Sports and Exercise Medicine with Honours program is dependent upon the successful completion of the Master of Sports and Exercise Medicine program. Students must then complete 40CP for the following research dissertation courses:

<table>
<thead>
<tr>
<th>Year</th>
<th>Sem</th>
<th>Catalog Nbr</th>
<th>Course</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>I,II</td>
<td>7205PES_P1</td>
<td>Research Dissertation</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>I,II</td>
<td>7205PES_P2</td>
<td>Research Dissertation</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>I,II</td>
<td>7205PES_P3</td>
<td>Research Dissertation</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>I,II</td>
<td>7205PES_P4</td>
<td>Research Dissertation</td>
<td>10</td>
</tr>
</tbody>
</table>

17.5 Career Opportunities
The skills developed in these programs are transferable and can be applied to a wide range of careers. On graduating, students will be able to use their skills and knowledge to enhance their employment opportunities as a medical or allied health provider in their chosen sport both nationally and internationally. The breadth of the field of sports and exercise medicine will enable graduates to enhance their employment prospects in community health and recreation careers.

17.6 Professional Recognition
No professional accreditation will be involved in the delivery of these programs. However, several professional bodies (e.g. Australian College of Sports Physicians registrars, Sports Doctors Australia, Australasian Academy of Podiatric Sports Medicine) are seeking continuing education options and preliminary discussions with the College of Sports Physician’s Chairman of Training and the President of Australasian Academy of Podiatric Sports Medicine are promising.

17.7 Australian Qualifications Framework (AQF)
The School of Physiotherapy and Exercise Science notes the current AQF Council consultations in reviewing all Australian qualifications including masters coursework programs.

Recommendation

17.8 The Griffith Health Group Board is asked to recommend to Programs Committee the New Program Proposal (2010/0011031) proposing establishment of the Graduate Certificate in Sports and Exercise Medicine, Master of Sports and Exercise Medicine and Master of Sports and Exercise Medicine with Honours for introduction in semester 1, 2011.

For discussion
18.0 HEALTH GROUP PROGRAM CHANGES

18.1 The program changes processed for the Health Group since the previous Griffith Health Group Board meeting are detailed in Section II of this agenda. All program changes have been considered and approved executively by the Dean (Learning and Teaching). Details of the submissions are contained in Section II of this agenda and all submissions are attached for reference. Members are asked to consider the list of program changes for information and to flag any submissions they wish to bring forward to Section I of this agenda for discussion.

For consideration

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

19.0 PHM WITHDRAWAL SUBMISSION (2010/0011293)
1352 BACHELOR OF CLINICAL PHARMACY

19.1 The Griffith Health Group Board is asked to ratify the executive action of the Dean (Academic) Health in approving the withdrawal of the Bachelor of Clinical Pharmacy, effective Semester 1, 2011.

19.2 The Bachelor of Clinical Pharmacy was developed to meet the needs of International students who have completed a Pharmacy Technician Diploma. On completion of the Bachelor of Clinical Pharmacy, graduates may return to their country of origin, or stay on to complete the Pharmacist Internship Training Program, and then either return to their country of origin to take up positions in the clinical environment in hospital pharmacies as Clinical Pharmacists, or register as pharmacists in Australia.

19.3 The withdrawal of the Bachelor of Clinical Pharmacy has been initiated as a result of feedback from the program accrediting body, the Australian Pharmacy Council (APC). The APC noted in its correspondence dated 25 May 2010 that among other concerns, the title of the award would imply that a graduate from this program would have the capabilities and qualifications to practice as clinical specialists and is misleading. Therefore the Council was not prepared to accredit the program.

19.4 The withdrawal submission outlines transition arrangements for continuing students. The Deputy Vice Chancellor (Academic) approved the withdrawal of the Bachelor of Clinical Pharmacy on 7 July 2010.

For ratification

20.0 PHM WITHDRAWAL SUBMISSION (2010/0011297)
4146 GRADUATE DIPLOMA OF PHARMACEUTICAL SCIENCE

20.1 The Griffith Health Group Board is asked to ratify the executive action of the Dean (Academic) Health in approving the withdrawal of the Graduate Diploma of Pharmaceutical Science, effective Semester 1, 2011.

20.2 The Graduate Diploma of Pharmaceutical Science was developed to provide a graduate entry pathway for Science/Health graduates to the Master of Pharmacy. The combined Graduate Diploma of Pharmaceutical Science + Master of Pharmacy were intended to provide graduates with eligibility for entry to the 48 weeks of supervised practice and pre-registration training program offered by the Pharmaceutical Society of Australia that must be completed before applying for registration as a pharmacist.

20.3 The withdrawal of the Graduate Diploma of Pharmaceutical Science has been initiated as a result of feedback from the program accrediting body, the Australian Pharmacy
Council (APC). The APC noted in its correspondence dated 25 May 2010 that ‘a period of two years advanced standing granted towards enrolment into this course (program) signified a marked deviation from the existing accredited programs’, Bachelor of Pharmaceutical Science/Master of Pharmacy. Therefore the APC is not prepared to accredit the Graduate Diploma of Pharmaceutical Science + Master of Pharmacy pathway.

20.4 The withdrawal submission outlines transition arrangements for continuing students. The Deputy Vice Chancellor (Academic) approved the withdrawal of the Graduate Diploma of Pharmaceutical Science (4146) on 7 July 2010.

For ratification

21.0 PES MAJOR CHANGE PROPOSAL (2010/0011023)
3264 GRADUATE CERTIFICATE IN SPORTS COACHING
5561 MASTER OF SPORTS COACHING

21.1 The Griffith Health Group Board is asked to ratify the executive action of the Dean (Learning and Teaching) to change the offering of the Graduate Certificate in Sports Coaching and the Master Sports of Coaching to Open Universities Australia, for introduction in Semester 1, 2011.

21.2 The current suite of programs in (Graduate Certificate, Master, and Master [Hons]) was introduced in 2009 and has attracted only a limited number of enrolments (21 in 2009, 6 in 2010), primarily through limited promotion and advertising to an essentially local market. Its web-based delivery and pathway for non-graduates (via entry to the Graduate Certificate) make it suited to a wider market. The potential for expansion exists either through marketing the programs ourselves or transferring this responsibility to others who have access to a wider base of prospective students.

21.3 There are no changes to the admission requirements, degree requirements, program structure and content. Currently enrolled students will complete their studies through Griffith University.

21.4 This proposal has been executively approved by the Deputy Vice Chancellor on 13 July 2010.

For ratification

22.0 NRS SPECIAL PURPOSE SUBMISSION (2010/0011029)
3073 GRADUATE CERTIFICATE IN CRITICAL CARE NURSING
5424 MASTER OF ADVANCED PRACTICE
5425 MASTER OF ADVANCED PRACTICE WITH HONOURS

22.1 The Griffith Health Group Board is asked to ratify the executive action of the Dean (Learning and Teaching) proposing changes to the Graduate Certificate in Critical Care Nursing (3073), Master of Advanced Practice (5424) and Master of Advanced Practice with Honours (5425) for implementation in Semester 2, 2010.

22.2 The School of Nursing and Midwifery proposes to add a core course to the Critical Care Nursing Strand which results in a change to degree requirements. Other minor changes to these programs are also proposed.

For ratification

23.0 PBH WITHDRAWAL SUBMISSION (2010/0011024)
1332 BACHELOR OF PUBLIC HEALTH (LOGAN)
23.1 The School of Public Health obtained approval from the Deputy Vice Chancellor (Academic) on 10 December 2009 to withdraw the Bachelor of Public Health from the Logan campus.

23.2 As part of a strategy to consolidate numbers in a range of School of Public Health courses, the Bachelor of Public Health and Bachelor of Nutrition and Dietetics programs are to share courses where appropriate. Since the Bachelor of Nutrition and Dietetics is located on the Gold Coast campus, this can most readily be achieved by cancelling the Bachelor of Public Health from Logan campus and offering it on the Gold Coast campus only.

23.3 Students enrolled in the Bachelor of Public Health (1332) Logan campus will be able to complete their program at Logan campus, unless they interrupt their enrolment by taking leave of absence. Students still enrolled in the program after 2012 will be advised to consult the Program Convenor to determine their course selection at the Logan campus to complete their studies. All students will be advised via correspondence.

For ratification

24.0 PROGRAM CONVENOR AND ADVISOR CHANGES

24.1 The Griffith Health Board is asked to ratify the executive action of the Dean (Learning & Teaching) in approving the following changes, effective semester 2, 2010.

Program Convenors
1259 Bachelor of Oral Health in Dental Science
    Associate Professor Jeroen Kroon
1262 Bachelor of Oral Health in Oral Health Therapy
    Ms Leonie Short
1260 Bachelor of Oral Health in Dental Technology
    Mr Nathaniel Davies

For ratification

25.0 COURSE PROFILES

25.1 The Griffith Health Board is asked to ratify the executive approval of the Dean (Learning & Teaching) in approving the following semester 2, 2010 course profiles:

2002PES Biochemistry of Exercise I (major change)
3012PES Fitness Practicum II (major change)

For ratification

SECTION III: MATTERS FOR NOTING AND WHERE APPROPRIATE, ACCEPTANCE OF RECOMMENDATIONS

26.0 GRIFFITH FACULTY LEARNING AND TEACHING CITATIONS

26.1 The Deputy Vice Chancellor (Academic) has announced the successful recipients in the 2010 round for the University's Faculty Learning and Teaching Citations.

26.2 Griffith University established the Learning and Teaching Citations in 2008 to recognise and reward achievements in learning and teaching by our teachers and teaching teams at the faculty level.
26.3 The Board will wish to congratulate the following members of staff within the Health Group:

Citations
School of Psychology: Dr Karen Murphy
School of Medical Science: Dr Niru Nirthanan
School of Pharmacy: Ms Nicola Shapland

Dean’s Certificate of Commendation
School of Public Health: Dr Jing Sun

27.0 AUSTRALIAN LEARNING AND TEACHING (ALTC) CITATIONS

27.1 The Vice Chancellor has announced that Griffith University has been placed equal second nationally with the University of Melbourne, with eight nominees from Griffith staff or teams receiving Citations.

27.2 The Citations recognise and reward the diverse contributions that individuals and teams make to the quality of student learning. Citations are awarded to those who have made a significant contribution to the quality of student learning in a specific area of responsibility over a sustained period, whether they are academic staff, general staff, sessional staff or institutional associates.

27.3 The Board will wish to congratulate the following award recipients who have achieved this tremendous success:

Ms Carol-joy Patrick and the Griffith Work-integrated Learning Network including Dr Calvin Smith, Mr Ken Bennett, Mr Barry Bell, Professor Stephen Billett, Dr Jennifer Cartmel, Professor Paul Draper, Mr Matt Hitchcock, Ms Lainie Groundwater, Ms Ros Franklin, Associate Professor Alf Lizzio, Mr Tony Lyons, Ms Zoe Rathus, Dr Greg Reddan, and Ms Sandra Woodbridge

For being an ‘agent-of-change’, over more than a decade, institutionally and nationally through practitioner-driven contributions to work-integrated learning scholarship

28.0 PROCESS FOR APPROVING MINOR BUILDING MODIFICATIONS AND CAPITAL WORKS

28.1 The Board’s attention is drawn to the process and documentation required to be completed before Campus life will undertake quotes for minor capital works or building modifications. The Group is required to pay for quotes, as well as the works, to cover Campus Life’s costs. In future, the PVC (Health) will need to approve any requests for Campus Life to quote on, or carry out minor capital works or building modifications. A proforma will be developed and will be included in the Health Group Budget Book.

29.0 POLICY, PROCEDURE AND FORM UPDATES

29.1 The Health Group Board is asked to note the following revised documents in relation to the University’s Course Approval and Review Process which have now been approved and published to the Policy Library:

- Course Approval and Review Processes (2010/0011276)
- Guidelines for a Statement of Resources (2010/0011288)
- Scholarly Information Impact Statement (2010/0011538)
29.2 The process for managing the course ‘life cycle’ is set down in the **Course Approval and Review Processes**. This document describes the processes through which the University approves new course offering and evaluates the offering of existing courses. These processes form an important part of the University's quality assurance framework.

29.3 The Academic Committee has approved revisions to this document to clarify the process and incorporate changes resulting from the implementation of the course evaluation system in Summer Semester 2009/2010 and the course profile system in Semester 2, 2010. Key differences between previously used course outline system and course profile system are summarised in the Program EAGLe blog link: http://apps01.domino.griffith.edu.au/apps/blogs/eagle.nsf/dx/course-profiles-v-course-outlines---how-do-they-compare

29.4 A range of supporting forms and templates were also endorsed by Academic Committee:
   a) Revised **Course Profile Template** and **Course Profile Requirements** documents have been developed to assist course convenors in the preparation of their course profiles using the new course profile system.
   b) For all new courses, the course convenor is required to complete a **Scholarly Information Impact Statement** as a means of establishing that library, laboratory and technical resources are sufficient to support learning and teaching in the course. This statement forms part of the revised **Guidelines for a Statement of Resources**, which are required to accompany a proposed course profile to School Committee for consideration.

29.5 The Deputy Vice Chancellor (Academic) has also approved revisions to the **Student Evaluation of Courses (SEC) and Teaching (SET)** which describes Griffith University’s approach to the evaluation of teaching and its courses by students. Key changes to this document include the following:
   a) course convenors will now have access to their SET and SEC results via Evaluations@Griffith from week 15 of each semester;
   b) course convenors may be requested by the Head of School to prepare a **Course Review and Improvement Report**. This report is used to document the scholarly process of critical reflection, interpretation and implementation of improvements to both the teaching of the course and the course itself. In addition, section 2.0 of the report is provided in recognition that student feedback is sometimes reflective of issues beyond the individual course convenor’s control and may need to be brought to the attention of staff in other positions.

29.6 General queries and requests for assistance can be directed to Program EAGLe, <eagle@griffith.edu.au>. General queries relating to policy can be directed to Ms Sharon Clifford, x55372 or s.clifford@griffith.edu.au.

For noting

30.0 OTHER BUSINESS

31.0 BOARD MEETING DATES AND VENUES
31.1 The next meeting of the Griffith Health Board will be held on Wednesday 15 September 2010 at 12.30 pm in Room 1.05/1.06, The Chancellery (G34), Gold Coast campus. A light lunch will be available from 12 noon.

31.2 The remaining dates for Griffith Health Board meetings in 2010 are detailed below. All meetings will take place at the Gold Coast campus and are scheduled to commence at 12.30 pm and conclude at 3.00 pm, with a light lunch available from 12 noon.

<table>
<thead>
<tr>
<th>Date</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 13 October</td>
<td>Room 1.05/1.06, The Chancellery (G34)</td>
</tr>
<tr>
<td>Wednesday 17 November</td>
<td>Room 1.05/1.06, The Chancellery (G34)</td>
</tr>
</tbody>
</table>