# MINUTES

<table>
<thead>
<tr>
<th>PRESENT:</th>
<th>APOLOGIES:</th>
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</thead>
<tbody>
<tr>
<td>Prof Debra Henly, Dean (Academic), Chair</td>
<td>Prof Lesley Chenoweth, Acting Head, School of Human Services and Social Work</td>
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<tr>
<td>Prof Allan Cripps, Group Pro-Vice Chancellor</td>
<td>Prof Ward Massey, Head, School of Dentistry &amp; Oral Health</td>
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<tr>
<td>Prof Nick Buys, Dean (Learning &amp; Teaching)</td>
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<tr>
<td>Prof Ros Sorensen, Head, School of Public Health</td>
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<tr>
<td>Prof Peter Reher, Deputy Head, School of Dentistry and Oral Health (on behalf of Prof. Ward Massey)</td>
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<tr>
<td>Elizabeth Hewitt (Secretary)</td>
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</tbody>
</table>

**Present by invitation:**
- Mr Geoffrey van Geyzel, Group Resource Manager, Health
- Ms Nicole Alchin, Deputy Group Resource Manager
- Dr Shirley Morrissey, Deputy Head, School of Psychology
- Dr Analise O’Donovan, Deputy Head, School of Psychology
- Ms Jenny McDonald, Director of Clinical Services, School of Dentistry and Oral Health
- Ms Veronica Dawson, Information Services
- Mr Stephen O’Grady, Communications Officer, External Relations
- Ms Nicole Brigg, Griffith International (on behalf of Heidi Piper)
- Ms Susie Head, Acting Manager, Technical Services

**Non-Members:**
- Dr Liisa Laakso, Deputy Head, School of Physiotherapy & Exercise Science
- Ms Anita Hathaway, Marketing Manager, Health
- Mr Martin Teml, Human Resource Manager, Health
- Ms Heidi Piper, Griffith International

## 1.0 CONFIRMATION OF MINUTES

The minutes of the 4/2011 meeting of the Griffith Health Group Board were taken as read and confirmed.
2.0 ACTIONS ARISING FROM GRIFFITH HEALTH GROUP BOARD 4 2011 MEETING

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Responsible Officer/s</th>
<th>Status / Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Year. Consult with Schools in the Health Group to solicit further feedback with respect to proposed model</td>
<td>Professor Tony Perkins and Associate Professor Jay Browning, MSC</td>
<td>Action Taken</td>
</tr>
<tr>
<td>Arrange for relevant Health postgraduate program/s to have their IELTS updated on the program catalogue by submitting a major change submission to the Secretary.</td>
<td>Head of School</td>
<td>WIPI</td>
</tr>
<tr>
<td>Chair a Working Party with Heads of Schools affected to discuss how the Group will become AQF compliant.</td>
<td>Professor Peter Milburn</td>
<td>WIPI</td>
</tr>
<tr>
<td>Contact QIBT regarding changes to the program structure and the IELTS requirements to the QIBT program proposal for the Diploma of Health Sciences</td>
<td>Secretary</td>
<td>Action Taken</td>
</tr>
<tr>
<td>Contact QIBT regarding changes to the IELTS requirements to the QIBT program proposal for the Diploma of Health Care</td>
<td>Secretary</td>
<td>Action Taken</td>
</tr>
<tr>
<td>Meet with Professor Tony Perkins and Professor Elaine Duffy to discuss the workload implications in relation to the Diploma of Health Sciences and Diploma of Health Care</td>
<td>Chair</td>
<td>WIPI</td>
</tr>
<tr>
<td>Liaise with Secretariat to determine how to display the old and new program structure for the B Nursing – Post Registration (1164/1165) programs</td>
<td>Secretary</td>
<td>Action Taken</td>
</tr>
<tr>
<td>When available place on the Health Group Board Agenda the GIHE Terms of Reference for their five year review being held in 2012</td>
<td>Secretary</td>
<td>WIPI</td>
</tr>
<tr>
<td>Discuss with the Academic Registrar the move to have the processing of postgraduate dissertations being done within the Schools</td>
<td>Chair</td>
<td>WIPI</td>
</tr>
<tr>
<td>Discuss the move to have the processing of postgraduate dissertations being done within the Schools at the next Central Support Services Reference Group meeting</td>
<td>Professor Tony Perkins and Professor Shirley Morrissey</td>
<td>Action Taken</td>
</tr>
</tbody>
</table>

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

Nil

SECTION B: ACTION UNDER DELEGATED AUTHORITY OR EXECUTIVE ACTION

The Griffith Health Group Board resolved to ratify the following executive approvals:

3.0 HSV MINOR CHANGE SUBMISSION (2011/0003779) (Agenda Item 19.0)

1098 BACHELOR OF HUMAN SERVICES
1282/1372 BACHELOR OF SOCIAL WORK
1263 BACHELOR OF HUMAN SERVICES / BACHELOR OF CRIMINOLOGY AND CRIMINAL JUSTICE

3.1 Minor change submission 2011/0003779 proposing to introduce a new course 1947HSV Working in International Communities as a listed elective within the Bachelor of Human Services; Bachelor of Social Work and Bachelor of Human Services/Bachelor of Criminology and Criminal Justice programs, effective Summer Semester, 2012.
4.0 HSV MAJOR CHANGE SUBMISSION (2011/0003810) (Agenda Item 20.0)  
5476/5505/5518 MASTER OF SOCIAL WORK  
4.1 Major change submission 2011/0003810 proposing to change the award title from Master of Social Work to Master of Social Work (Qualifying), effective Semester 2, 2011.

5.0 PES MAJOR CHANGE SUBMISSION (2011/0003811) (Agenda Item 21.0)  
1344 BACHELOR OF EXERCISE SCIENCE (PRE-PHYSIOTHERAPY)  
5.1 Major change submission 2011/0003811 proposing to change the IELTS score to 7.0 with no sub score less than 7.0, effective Semester 1, 2012. This change will be in line with the English language requirements for registration with the Physiotherapy Board of Australia.

6.0 PES MINOR CHANGE SUBMISSION (2011/0003812) (Agenda Item 22.0)  
OF 5271 MASTER MUSCULOSKELETAL AND SPORTS PHYSIOTHERAPY WITH HONOURS  
6.1 Minor change submission 2011/0003812 proposing to withdraw Honours Option 1 and reconfigure Honours Option 2 so that it can be more flexible for students wanting to study in part-time mode, effective Semester 1, 2012. This will involve splitting the 40CP research project into four 10CP courses.

7.0 NRS MAJOR CHANGE SUBMISSION (2011/0003813) (Agenda Item 23.0)  
1163/1164 BACHELOR OF NURSING – POST REGISTRATION  
7.1 Major change submission 2011/0003813 proposing the following, effective Semester 2, 2011:  
7.1.1 Suspend the intake into the Bachelor of Nursing – Post Registration program from Semester 1, 2012;  
7.1.2 Change the IELTS requirement to score of 7.0 with no sub score less than 7.0 to be in line with the registration requirements with the Australian Health Practitioners Regulatory Agency (AHPRA), effective Semester 1, 2012;  
7.1.3 Amending the minor change submission (2011/0003787) which proposed to update some of the course offerings in order to adhere to the current courses offered through the School of Nursing & Midwifery’s Bachelor of Nursing Program, effective Semester 2, 2011. The amended changes will now show on the program catalogue without having any ramifications to the Bachelor of Nursing – Post Registration (Singapore) program.

8.0 PHM MAJOR CHANGE SUBMISSION (2011/0003814) (Agenda Item 24.0)  
1242 BACHELOR OF PHARMACEUTICAL SCIENCE  
8.1 Major change submission 2011/0003814 proposing the following changes, effective Semester 1, 2012:  
8.1.1 Removal of the two 0CP courses – 1001PHM & 1002PHM Pharmacy Foundations I and II;  
8.1.2 Changes to Summer Semester courses for admission with Prior Qualifications;  
8.1.3 Changes to Foundation Year  
8.1.4 Introduction of a new course 1002MSC Introduction to Biomedical Data Analysis to replace 2012MSC Biostatistics
9.0 NRS MINOR CHANGE SUBMISSION (2011/0003815) (Agenda Item 25.0)
1326 BACHELOR OF NURSING (OFF-SHORE)
1327 BACHELOR OF NURSING – POST REGISTRATION (OFF-SHORE)

9.1 Minor change submission 2011/0003815 proposing to change the name of the course
1973NRS to Foundations of Psychosocial Care, effective Semester 2, 2011.

9.2 The program structure for the Bachelor of Nursing (Post Registration) 1327 program
also requires updating to reflect that semester 1 now commences in September. The
program was first offered in semester 2 commencing in August 2008 (UAE semester 1,
2008-2009) however owing to the Holy month of Ramadan it has necessitated that the
academic calendar be altered due to the nature of the Islamic Lunar Calendar.

10.0 NRS MAJOR CHANGE SUBMISSION (2011/0003816) (Agenda Item 26.0)
1161/1162/1165 BACHELOR OF NURSING

10.1 Major change submission 2011/0003816 proposing to withdraw the Graduate Entry
Strand pathway within the Bachelor of Nursing (1161, 1162, 1165) programs, effective
Semester 1, 2012.

11.0 HSV MINOR CHANGE SUBMISSION (2011/0003817) (Agenda Item 27.0)
1098 BACHELOR OF HUMAN SERVICES

11.1 Minor change submission 2011/0003817 proposing the following, effective Semester 1,
2012:

11.1.1 Change the course title and year level of 2028HSV Socially Inclusive
Practice to 1028HSV Equity and Diversity;
11.1.2 Change the year level of 1017HSV Human Services Research to year 2 -
2002HSV Human Services Research;
11.1.3 Revise the 1345 Bachelor of Human Services / Master of Rehabilitation
Counselling program by removing 2010HSV Working in Communities and
replacing it with 1028HSV Equity and Diversity. This proposal results in
further alignment of the HSV program offerings;
11.1.4 The proposal also outlines amendments to program structures to reflect
withdrawn courses/change of course titles which have been approved in
various submissions.

12.0 DOH1259 BACHELOR OF ORAL HEALTH IN DENTAL SCIENCE
DOH1260 BACHELOR OF ORAL HEALTH IN DENTAL TECHNOLOGY
DOH1261 BACHELOR OF ORAL HEALTH IN DENTAL TECHNOLOGY (POST
REGISTRATION)
MSC1093 BACHELOR OF HEALTH SCIENCE
MSC1094 BACHELOR OF BIOMEDICAL SCIENCE
MSC1280 BACHELOR OF MEDICAL SCIENCE (MBBS PROVISIONAL ENTRY FOR
SCHOOL LEAVERS)
MSC1358 BACHELOR OF BIOMEDICAL SCIENCE (HONOURS) ACCELERATED
MSC1370 BACHELOR OF MEDICAL LABORATORY SCIENCE
PHM1242 BACHELOR OF PHARMACEUTICAL SCIENCE
PES1171 BACHELOR OF EXERCISE SCIENCE
PES1172 BACHELOR OF EXERCISE SCIENCE/BUSINESS (SPORT MANAGEMENT)
PES1225 BACHELOR OF EXERCISE/PSYCHOLOGICAL SCIENCE
PES1344 BACHELOR OF EXERCISE SCIENCE (PRE-PHYSIOTHERAPY)
PBH1355 BACHELOR OF NUTRITION AND DIETETICS

12.1 Major change submission 2011/0003818 proposing to change the Foundation Year in
the 14 Health Group Programs listed above, effective Semester 1, 2012.
13.0 DOH MAJOR CHANGE SUBMISSION (2011/0003819) (Agenda Item 29.0)  
1260 BACHELOR OF ORAL HEALTH IN DENTAL TECHNOLOGY  
13.1 Major change submission 2011/0003819 proposing to change the Foundation Year in the Bachelor of Oral Health in Dental Technology program, effective Semester 1, 2012.

14.0 DOH MAJOR CHANGE SUBMISSION (2011/0003820) (Agenda Item 30.0)  
1261 BACHELOR OF ORAL HEALTH IN DENTAL TECHNOLOGY (POST REGISTRATION)  
14.1 Major change submission 2011/0003820 proposing to change the Foundation Year in the Bachelor of Oral Health in Dental Technology (Post Registration) program, effective Semester 1, 2012.

15.0 PROGRAM CONVENOR CHANGES (Agenda Item 33.0)  
15.1 Program Convenor changes for 2011:  
Nursing and Midwifery  
1251 Bachelor of Nursing – Post Registration (Singapore) Ms Fran Gallagher

16.0 COURSE PROFILES (Agenda Item 34.0)  
16.1 Semester 2, 2011 course profiles:  
1005NRS Evidence Based Practice (major change)  
2972NRS Health Law and Ethics (major change)  
3979NRS Community Health & Diversity (major change)

SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES  
[TO PERSONS/COMMITTEES OTHER THAN THE PARENT COMMITTEE(S)]

17.0 REVIEW OF ASSESSMENT TYPE CODES (Agenda Item 16.0)  
17.1 Associate Professor Heather Alexander, Griffith Institute of Higher Education addressed the Board regarding assessment type codes.

17.2 The course profile contains a field for the assessment type code and an additional field where the Course Convenor adds the name of the assessment item. There are currently over 140 assessment type codes in the course profile system, with a high use of the category of “other”. The DVC (A) has requested that the number of assessment type codes be reduced.

17.3 The Board was asked to provide feedback. Members raised the issue of competency based assessment not fitting into the suggested categories. Associate Professor Heather Alexander advised that she will look into creating an appropriate category for this item.

Resolution  
17.4 The Secretary to take the feedback from the Board back to the Assessment Committee.

Action: Secretary to forward Group Board's feedback to Assessment Committee on the draft Assessment Type Codes.

18.0 ASSESSMENT SUBMISSION AND RETURN PROCEDURES (Agenda Item 17.0)  
18.1 On the request of the University Assessment Committee, the Board considered the draft Assessment Submission and Return Procedures (2011/002503).
18.2 The Dean (L & T) spoke to this item and in particular the importance of collecting assessment exemplars.

18.3 The Board has concerns with the Assessment Cover Sheet, in particular the item whereby the student certifies they have not collaborated with another student or person in planning, developing and writing this assessment item. The Health Group encourages students to collaborate and therefore believe this statement should be reworded to allow collaboration (in general) to occur.

18.4 The Board also suggested that the Policy should include a sentence advising that Program Convenors will work with Schools to try and spread out the assessment so that assessment items for each course are not due at the same time.

Resolution

18.5 The Griffith Health Group Board, resolved to forward its feedback on the draft Assessment Submission and Return Procedures (2011/002503) to the University Assessment Committee.

Action: Secretary to forward Group Board’s feedback to Assessment Committee on the draft Assessment Submission and Return Procedures.

SECTION D: MATTERS NOTED, CONSIDERED, OR REMAINING UNDER DISCUSSION

19.0 PVC REPORT (Agenda Item 4.0)

19.1 The Pro Vice Chancellor (Health) reported on the following matters:

- **GHI**
  Health Group Staff attended the GHI Building Consultation meeting and Fundraising Feasibility Workshop on Monday 22 August to discuss plans for the feasibility of raising the funds for the GHI Building. Discussions held were regarding what the proposed GHI Building could realistically accommodate and the need to promote a borderless, single Institute vision for Griffith University’s health and medical related research. A single University Health and Medical Institute would also be financially beneficial with the purchase of equipment (avoiding duplication), the actual building costs, lobbying for Government funding and seeking philanthropic gifts. The PVC (Health) will continue discussions with the University Executives in this regard.

A consultant, Dr Linda Griffith will be undertaking a Fundraising Feasibility Study and will submit a report along with recommendations in early December.

- **Clinics**
  G40 will provide extensive clinical consulting facilities, such as.
  - Generic consulting rooms
  - Physiotherapy/rehab unit (including what is at GH1)
  - Clinical trials unit
  - Community health facilities
  - Dental clinic (general and specialist services)
  - Dental technology commercial unit

This will provide:

1. Unique opportunities for staff to undertake intramural private practice. A number of business models are being constructed for each profession:
   - physiotherapy, exercise physiology, nutrition/diетetics
   - general dentistry
   - re-evaluating dental specialities
   - psychology under discussion
(ii) Clinical placement and training opportunities for our students
(iii) Community engagement in health care services provided by the university (staff and students)

20.0 **CHAIR’S REPORT (Agenda Item 5.0)**

20.1 The Chair reported on the following matters:

- **HR**
  Members were reminded that they have 6 days to complete their Fire Safety Training. Members are asked to encourage their staff to complete.

- **Health & Safety**
  The Health & Safety Audit will be undertaken during the week commencing Monday 29 August. The new Queensland Health & Safety Legislation has increased the responsibilities for Supervisors.

- **New Appointments**
  Advertising has commenced for the position of Project Officer, Aboriginal & Torres Strait Islander Health Workforce.

- **Marketing**
  Thank you to those staff who worked on Open Day. The attendance at the Gold Coast was down but had increased at South Bank and Nathan campuses. The Group has decided not to open GH1 for Open Day next year due to GH1 moving to the Gold Coast campus later that year.

- **Budget Meetings**
  Budget meetings will commence week beginning 5 September.

- **Accreditation**
  The Master of Nutrition and Dietetics program has received full accreditation to July 2014.

21.0 **DEAN (LEARNING & TEACHING) REPORT (Agenda Item 6.0)**

The Dean (Learning & Teaching) Health tabled the report at the meeting and highlighted items of interest.

22.0 **DEAN (RESEARCH) REPORT (Agenda Item 7.0)**

The Dean (Research) Health highlighted points of interest from the report circulated with the agenda. Heads of Schools expressed their concerns on the NHMRC Expression of Interest process as they believe those staff with teaching responsibilities would have trouble meeting the submission deadlines. The Board agreed for the Secretary to write to the DVC (R) expressing the Board’s concerns and to request an extension for submission.

**Action:** Secretary to email the DVC (R) expressing the Board’s concerns and to request an extension for submission.

23.0 **PLANNING AND FINANCIAL SERVICES REPORT (Agenda Item 8.0)**

The Group Resource Manager tabled the report at the meeting and highlighted items of interest.
24.0 INFORMATION SERVICES REPORT (Agenda Item 9.0)

The Manager, Academic Services, INS highlighted points of interest from the report circulated with the agenda.

25.0 EXTERNAL RELATIONS (Agenda Item 10.0)

The Marketing Manager (Health) tendered her apologies, however Stephen O’Grady, Communications Officer highlighted points of interest from the reports tabled at the meeting.

26.0 HUMAN RESOURCE MANAGEMENT (Agenda Item 11.0)

The Human Resources Manager tendered apologies for the meeting.

27.0 DEVELOPMENT AND ALUMNI (Agenda Item 12.0)

The Development and Alumni Coordinator position has not been filled therefore a report was not submitted.

28.0 GRIFFITH INTERNATIONAL (Agenda Item 13.0)

The Manager, Study Abroad & Exchange tendered her apologies, however on her behalf, Nicole Brigg reported that the University’s international intake for Semester 2, 2011 had decreased by 16%, however the Health Group received a 4% increase.

29.0 HEADS OF SCHOOL / HEAD OF ELEMENT REPORTS

29.1 The Board noted reports received from Heads of Schools, Communications Officer and the Acting Manager, Technical Services (Health).

Noted

30.0 ALUMNI INITIATIVES (Agenda Item 14.0)

Dr David Houston, President of the Alumni Senate addressed the Board to advise members on their latest alumni initiatives. Dr Houston requested that Heads of School invite their Alumni Senate representative to attend School meetings at least 1-2 times per annum.

Noted

31.0 WORK ALLOCATION MODELS AND COMPLIANCE WITH THE ENTERPRISE AGREEMENT (Agenda Item 15.0)

Associate Professor Analise O’Donovan, Deputy Head, School of Physiotherapy and Exercise Science addressed the Board to demonstrate the workload model currently used by the School which meets the requirements of the Enterprise Agreement. Under the Enterprise Agreement each group/school/department is to establish a committee which is comprised of a representative cross section of the staff, including a union nominee to develop a workload model and review workload allocation on an annual basis.

Discussions were held on the workload model and it was agreed that the Secretary send out to the Heads of Schools an electronic version of the workload model database so that Heads can use if they wish. It was also agreed that Associate Professor Analise O’Donovan will hold workshops to provide training to Heads of Schools on how to use the database, if requested.

Considered

Action: Secretary to send out an electronic version of the workload model database to the Heads of Schools.
Action: Associate Professor Analise O'Donovan to hold workshops to provide training to Heads of Schools on how to use the database.

32.0 HEALTH GROUP, HEALTH & SAFETY MINUTES (Agenda Item 32.0)

32.1 The Board noted the minutes of the Health Group, Health & Safety Committee meeting 2/2011 (July).

Noted

33.0 FIVE YEAR REVIEW OF THE SCHOOL OF MEDICINE AND THE SCHOOL OF NURSING AND MIDWIFERY (Agenda Item 35.0)

33.1 The Board noted that at its 1 August 2011 meeting, Council endorsed the review reports and implementation plans from the 2010 School of Medicine and School of Nursing and Midwifery external reviews.

Noted

34.0 SCHOOL OF PSYCHOLOGY NAME CHANGE (Agenda Item 36.0)

34.1 The Board noted that at its 1 August 2011 meeting, Council resolved to approve a change of name of the School of Psychology to the School of Applied Psychology with immediate effect.

Noted

35.0 APPOINTMENT OF DEAN (LEARNING AND TEACHING) HEALTH (Agenda Item 37.0)

35.1 The Board noted that at its 1 August 2011 meeting, Council resolved to offer Professor Nick Buys a further appointment as Dean (Learning and Teaching) Health for the period 31 August 2011 to 30 August 2014.

Noted

36.0 FRAUD CONTROL POLICY AND PROCEDURE (Agenda Item 38.0)

36.1 The Board noted that Council at its meeting on 1 August approved a new Fraud Control Policy and Fraud Control Procedure. The Policy and Procedure can be accessed at the links below:


36.1.2 Procedure: http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/5e1427f5584a60b04a2578e1007a1dab?opendocument

Noted

37.0 GRIFFITH RESEARCH PLAN 2011-2103 (Agenda Item 39.0)

37.1 The Board noted that at its 1 August 2011 meeting, Council approved the Griffith Research Plan 2011-2013.

Noted
38.0 HEALTH AND SAFETY POLICY (Agenda Item 40.0)

38.1 The Board noted that at its 1 August 2011 meeting, Council resolved to approve a revised Health and Safety Policy with immediate effect.

Noted

39.0 OTHER BUSINESS

Nil

40.0 BOARD MEETING DATES AND VENUES

40.1 The next meeting of the Griffith Health Board will be held on Thursday 22 September 2011 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.

40.2 The confirmed 2011 dates for Griffith Health Group meetings will be held at 12.30pm on the following dates:

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Campus</th>
<th>Venue</th>
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<tbody>
<tr>
<td>22 September</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
</tr>
<tr>
<td>27 October</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
</tr>
<tr>
<td>24 November</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
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Noted

41.0 SUMMARY OF ACTION ITEMS

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<td>Forward Group Board’s feedback to Assessment Committee regarding the draft Assessment Type Codes</td>
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<td>Email the DVC (R) expressing the Board’s concerns and to request an extension for submission</td>
<td>Secretary</td>
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<tr>
<td>Send an electronic version of the workload model database to Heads of Schools</td>
<td>Secretary</td>
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<tr>
<td>Hold workshops to provide training to Heads of Schools on how to use the workload model database</td>
<td>Assoc. Prof. Analise O’Donovan</td>
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Confirmed: (Chair – Professor Debra Henly)

Date: ____________________________
## DISTRIBUTION LIST

<table>
<thead>
<tr>
<th>Faculty Board Members</th>
<th>Appointment Type</th>
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<tbody>
<tr>
<td><strong>Name</strong></td>
<td></td>
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<tr>
<td>Professor Debra Henly</td>
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<tr>
<td>Professor Mark Forwood</td>
<td>Co-opted</td>
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<tr>
<td>Head of the Discipline of Anatomy</td>
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**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 Health Group

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