A meeting of the Griffith Health Board was held on Wednesday 2 December 2009 between 12.30 and 2.50pm in Room 1.05/1.06, The Chancellery (G34), Gold Coast campus.

PRESENT:
Members:
Professor Debra Henly, Dean (Academic) (Chair)
Professor Nick Buys, Dean (Learning & Teaching)
Professor David Shum, Acting Dean (Research)
Professor Don Stewart, HoS, Public Health
Professor Elizabeth Patterson, HoS and Dean, Nursing and Midwifery
Professor Nerida Smith, HoS, Pharmacy
Professor Peter Milburn, HoS, Physiotherapy and Exercise Science
Professor Mark Forwood, Head of Discipline of Anatomy (from 1.15pm)
Associate Professor Jeroen Kroon, Acting HoS, Dentistry and Oral Health
Associate Professor Jayne Clapton, HoS, Human Services and Social Work
Associate Professor Tony Perkins, HoS, Medical Science

Members:
Professor Allan Cripps, Group PVC (Health)
Professor Simon Broadley, HoS, Medicine
Professor Wendy Chaboyer, Director, Research Centre for Clinical Practice Innovation
Associate Professor Alf Lizzio, HoS, Psychology

Non-Members:
Professor Drew Nesdale, Griffith Health Professoriate
Ms Mardi Chapman, External Relations
Professor Lesley Chenoweth, Griffith Health Professoriate
Ms Hilarie Dunn, External Relations
Ms Brenda Tischendorf, Development and Alumni
Ms Tania Titmarsh, INS (Agenda Item 15.0)

Acting Secretary: Ms Amanda Clark

Present by invitation:
Associate Professor Raymond Tedman, Medicine
Dr Saras Henderson, DHoS, Nursing & Midwifery
Dr Shirley Morrissey, DHoS, Psychology
Dr Analise O'Donovan, DHoS, Psychology
Ms Gina Jefferies, Research Development Coordinator, Office for Research
Ms Veronica Dawson, Senior Librarian, INS
Mr Grant Shepherdson, Manager, Technical Services, Health
Mr Geoffrey van Geyzel, Group Resource Manager, Health
Mr Peter Westwood, Executive Officer, Health
Ms Katy Cuskelly, Marketing Manager, Health, External Relations
Ms Ann Hammond, Griffith International
Mr Martin Teml, Human Resource Manager (Health)
Mr Steve Maples, INS (Agenda Item 15.0)
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<td>Apologies and Farewell (Agenda Item Number 1.0)</td>
<td>Apologies received by the Secretary were conveyed to the Griffith Health Board. The Chair wished to welcome Ms Ann Hammond, Director, International Marketing &amp; Development, Griffith International to her first meeting. The Chair wished to thank the following outgoing members for their contributions: • Professor David Shum, as Acting Dean (Research) • A/Professor Jeroen Kroon, as Acting HoS, Dentistry and Oral Health • Ms Katy Cuskelly, Marketing Manager, Health, External Relations.</td>
<td>Noted</td>
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<tr>
<td>Confirmation of Minutes (Agenda Item Number 2.0)</td>
<td>The minutes of the 7/2009 (October) meeting of the Griffith Health Board, having been circulated, were taken as read and confirmed.</td>
<td>Taken as read and confirmed</td>
<td>Forward to CARMS</td>
<td>Secretary (action taken)</td>
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**SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES**

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<tr>
<td>PES FULL PROGRAM PROPOSAL (20090002595) 6019 D PHYSIOTHERAPY</td>
<td>Full program proposal to establish new program Doctor of Physiotherapy from Semester 1, 2011.</td>
<td>Approved</td>
<td>Forward to Programs Committee</td>
<td>Secretary (action taken)</td>
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**SECTION B: ACTION UNDER DELEGATED AUTHORITY**

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<tr>
<td>Griffith Health Group Health &amp; Safety Committee Meeting 3/2009 (Supplementary Agenda Item Number 1.0)</td>
<td>The Board noted the minutes of the 4/2009 meeting of the Griffith Health Group Health &amp; Safety Committee.</td>
<td>Executive approval ratified</td>
<td>Posted to Quickplace site</td>
<td>Secretary (action taken)</td>
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<tr>
<td>HSV MAJOR CHANGE SUBMISSION (20090002627) 1282 B SOCIAL WORK (Agenda Item Number 18.0)</td>
<td>Major change submission proposing withdrawal of the Rehabilitation Counselling Directed Studies strand, and minor course changes, effective semester 1, 2010.</td>
<td>Executive approval ratified</td>
<td>Forward to Programs Committee</td>
<td>Secretary (action taken)</td>
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| HSV MINOR CHANGE SUBMISSION (20090002625)  
1095 B CHILD AND FAMILY STUDIES  
1098 B HUMAN SERVICES  
1244 B CHILD AND FAMILY STUDIES/B EDUCATION PRIMARY  
1263 B HUMAN SERVICE/B CRIMINOLOGY AND CRIMINAL JUSTICE  
1282 B SOCIAL WORK  
1345 B HUMAN SERVICES/MASTER OF REHABILITATION COUNSELLING  
5476 / 5505 M SOCIAL WORK (Agenda Item Number 19.0) | Minor change submission proposing the introduction of a non-graded, zero credit point field placement preparation course for students enrolled in undergraduate programs and the Master of Social work programs hosted by the School of Human Services and Social Work, effective semester 1, 2010. | Executive approval ratified | Forward to Programs Committee | Secretary (action taken) |
| MSC MINOR CHANGE SUBMISSION (20090002623)  
1093 B HEALTH SCIENCE  
1094 B BIOMEDICAL SCIENCE  
1358 B BIOMEDICAL SCIENCE (HONOURS) ACCELERATED  
1280 B MEDICAL SCIENCE (Agenda Item Number 20.0) | Minor change submission proposing a change of offer of semester for the course 3010MSC Cardiovascular Science and consequential changes to listed PES hosted programs, effective semester 2, 2010. | Executive approval ratified | Forward to Programs Committee | Secretary (action taken) |
| NRS MINOR CHANGE SUBMISSION (20090002624)  
1161 / 1162 /1165 B NURSING (OVERSEAS REGISTERED NURSES STRAND) (Agenda Item Number 21.0) | Minor change submission proposing to replace the semester 1, year 1 course 1008HSV Interpersonal Skills with the new course 1801NRS Effective Communication, effective semester 1, 2010. | Executive approval ratified | Forward to Programs Committee | Secretary (action taken) |
| NRS SPECIAL PURPOSE SUBMISSION (20090002620)  
1161 / 1162 /1165 B NURSING (OVERSEAS REGISTERED NURSES STRAND) (Agenda Item Number 22.0) | Special purpose submission proposing to withdraw the Overseas Registered Nurses strand due to limited interest from international students, effective semester 1, 2010. | Executive approval ratified | Forward to Programs Committee | Secretary (action taken) |
| NRS PROGRAM WITHDRAWAL (20090002621)  
5515 M ACUTE CARE NURSING  
5516 M SEXUAL HEALTH  
5517 M INFECTION CONTROL AND PREVENTION  
5235 M EMERGENCY NURSING  
5236 M CRITICAL CARE NURSING (Agenda Item Number 23.0) | Submission proposing the withdrawal of the listed programs offered via Open Universities Australia (OUA) due to limited interest, effective OUA session 1, 2010. | Executive approval ratified | Forward to Programs Committee | Secretary (action taken) |
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| **NRS MINOR CHANGE SUBMISSION**  
(20090002626)  
1327 B NURSING POST-REGISTRATION  
(Abu Dhabi)  
(Agenda Item Number 24.0) | Minor change submission proposing an additional offering of a listed elective course to cater for the education needs of part-time students, effective February 2010 (semester 2 in Abu Dhabi). | Executive approval ratified | Forward to Programs Committee | Secretary (action taken) |
| **NRS MAJOR CHANGE SUBMISSION**  
(2009/0002631)  
1161 / 1162 / 1165 B NURSING  
(Agenda Item Number 25.0) | Major change submission proposing a number of course changes, withdrawal of the Accelerated Option strand and other changes as a result of the five yearly program review process, effective semester 1, 2011. | Executive approval ratified | Forward to Programs Committee | Secretary (action taken) |
| **PHB MAJOR CHANGE SUBMISSION**  
(20090002617)  
1332 / 1333 B PUBLIC HEALTH  
(Agenda Item Number 26.0) | Major change submission proposing the removal of the environmental health award major for students commencing in 2010, a change of title to the major to “Environmental Health and Sustainability” for continuing Logan students and for commencing and continuing Gold Coast students, and a number of course changes in years 1 and 3, effective semester 1, 2010. | Executive approval ratified | Forward to Programs Committee | Secretary (action taken) |
| **PBH MINOR CHANGE SUBMISSION**  
(20090002618)  
1355 B NUTRITION AND DIETETICS  
(Agenda Item Number 27.0) | Minor change submission proposing changes for year 1 and year 2 courses, effective semester 1, 2010. | Executive approval ratified | Forward to Programs Committee | Secretary (action taken) |
| **PBH SPECIAL PURPOSE SUBMISSION**  
(20090002628)  
1355 B NUTRITION AND DIETETICS  
(Agenda Item Number 28.0) | Special purpose submission proposing changes to pre-requisite requirements for entry into the program to remain competitive, effective semester 1, 2011. | Executive approval ratified | Forward to Programs Committee | Secretary (action taken) |
| **PEIS SPECIAL PURPOSE SUBMISSION**  
(20090002619)  
1013 / 1325 B BUSINESS / B PSYCHOLOGICAL SCIENCE  
(Agenda Item Number 29.0) | Special purpose submission proposing to increase English language requirements to IELTS 7.0 and to define the English admission pathways for entry into the program, effective semester 1, 2010. | Executive approval ratified | Forward to Programs Committee | Secretary (action taken) |
| **PHM SPECIAL PURPOSE SUBMISSION**  
(20090002629)  
5369 / 5423 M PHARMACY / M PHARMACY WITH HONOURS  
(Agenda Item Number 30.0) | Special purpose submission proposing changes to the course and program structure to better reflect contemporary pharmacy practice, effective semester 1 and 2, 2010. | Executive approval ratified | Forward to Programs Committee | Secretary (action taken) |
### Name of Item (including Agenda Item Number and Attachment/s) | Brief Description | Resolution | Action to be Taken | Responsible Officer
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**PHM SPECIAL PURPOSE SUBMISSION** *(20090002630)*
1242 B PHARMACEUTICAL SCIENCE *(Agenda Item Number 31.0)* | Special purpose submission proposing the introduction of engagement activity workshops in mathematics and pharmacology (zero CP) and the introduction of a free choice elective in year 1 semester 1 for high achieving mathematics students, effective semester 1, 2010. The Pro Vice Chancellor (SEET) executively approved the load shift (11 November) as a consequence of the introduction of the free choice elective. | Executive approval ratified | Forward to Programs Committee | Secretary (action taken)

**PBH PROGRAM CONVENOR CHANGE**
5263 M PUBLIC HEALTH *(Agenda Item Number 32.0)* | Change in program convenor from Professor Allen Ross to Dr Neil Harris, effective semester 1, 2010. | Executive approval ratified | Forward to Student Web Services | Secretary (action taken)

**COURSE OUTLINES** *(Agenda Item Number 33.0)* | The following course outlines were approved for summer semester 2009/2010 and semester 1, 2010:
- 3023HSV Working with Family Violence (10CP)
- 7039HSV Workplace Practicum (10CP). | Executive approval ratified | NIL |

### SECTION C: OTHER RECOMMENDATIONS AND REPORTS
[to persons/committees other than the parent committee(s)]
NIL

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

**Actions Arising from 7/2009 (October) Griffith Health Group Board Meeting** *(Agenda Item 3.0)*
NIL

**Group PVC Report** *(Agenda Item 4.0)*
The Group Pro Vice Chancellor tendered apologies for this meeting. Noted
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<td>Chair’s Report (Agenda Item 5.0)</td>
<td>The Chair reported to members on the following items of interest:</td>
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<td>• Graduation ceremonies are being held during December on the Gold Coast, Logan and Brisbane. Staff are encouraged to attend the ceremonies to celebrate our students’ success;</td>
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<td>• A preliminary budget has been sent out and the Group has worked through the Staircase preliminary targets and requested amendments to unrealistic targets. The Group is working on the assumption that the staircase targets will form part of the budget funding for the teaching and learning and research KPIs;</td>
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<td>• The program profile planning round has drawn to a close and the Group is waiting for confirmation from the DVC (A) of three new program approvals and the extension of the B Social Work program to the Gold Coast. The Group were complemented on the quality of their submissions and the Health Group template may be extended to the wider university community. Congratulations to all those involved;</td>
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<td>• The Health Workforce Survey was submitted on November 30 and at the recent meeting held in Melbourne it was reported that there is a slowing down on progress for the distribution of funding and establishment of Health Workforce Australia as the Health Minister has requested more information. It is expected that the HWA CEO and Board are to be appointed in mid-December. An update is expected in March 2010. Mr Peter Westwood was congratulated for his efforts in compiling the survey and for his consultation with Schools;</td>
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<td>In the international partnerships arena, the Group has nearly finalised its contract with Kaplan, the Exercise Science foundation year was successfully launched with DY Patel University for a 2011 start in Mumbai, and the Group will be extending its focus to Canada in a similar direction to that already in place in Singapore. Thanks were given to all those involved in the success of these activities;</td>
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Chair’s Report continued (Agenda Item 5.0)

- The Group has had some success in gaining additional space to accommodate growth. The Executive will be moving into demountables in February which will be located behind G16, with further space being secured in G16 for additional staff. Space in G01 will become available soon and this will be used to house psychology staff. New space in G05 has been secured and is earmarked for the nutrition group, growth in medical sciences, and for the expansion of human services and social work. The Group expects that the Clinical Sciences 3 building will be completed in 2 years and will be predominately an office building with dry lab space to house Public Health, Human Services and Social Work, Psychology (except clinical staff) and Nursing staff overflows. At the end of 2012 it is expected that the GH1 replacement building will be completed and will house Medicine, Dentistry, GIHMR and others. Further lab space can be negotiated with SEET;

- QTAC round outcomes to date indicate that the University is up by 7-8% with the Group’s first preferences up by 27%. It was noted that the Business Group preferences were down. Some Schools have performed exceptionally well and there will be plans put in place to assist other Schools to improve. This outcome is expected to lift the Group’s OP cut-offs across a large number of programs;

- The Health Group Retreat resulted in a number of Working Parties being established to address particular issues. The Fit for Purpose group has met and will be developing a discussion paper which will see the PVC and/or Dean (Academic) visiting each School in the New Year to discuss options further. There are Working Parties to review fee-paying programs in Pharmacy and Dentistry and Oral Health and for Succession Planning and Staff Development. All Heads of Schools will be involved in at least one of these working parties;

- While the Workplace Health and Safety minutes are attached for ratification, it was noted that this year has resulted in a number of achievements and the Group has been recognised as a leader in its health and safety activity. A program of rolling risk assessments will be undertaken with...
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| Chair’s Report continued (Agenda Item 5.0)                    | Heads of Schools, supported by Michael Marsh, Manager, Health and Safety Operational Unit. The Group must improve its performance in completing induction and annual fire safety reporting and Schools are encouraged to get their staff to complete these over the break. It was noted that it is the responsibility of the supervisors to ensure such requirements are completed and the Group will be moving to ensure compliance by making this part of the annual performance review process;  
  - There will be 2 reviews of Health Group Schools in 2010 – School of Medicine (July) and the School of Nursing & Midwifery (October). Information about these will be made available shortly;  
  - The Group had 18 successful applications for ASP and 2 successful applications for the Academic Studies Equity Development program;  
  - The junior staff promotion round has been finalised with 9 staff successfully promoted from Lecturer to Senior Lecturer and 1 staff member successfully promoted from Associate Lecturer to Lecturer – congratulations to all.                                                                                       |             |                  |                     |
| Dean (Learning & Teaching) Report (Agenda Item 6.0)           | The Dean (Learning & Teaching) reported to members on the following items of interest:  
  - The first appointment to the Health Ideas group has been made with Professor Keithia Wilson accepting a 3 year 50% appointment. There will be a focus on the first year experience and on teaching (second generational activity). The Group hopes to make further appointments;  
  - An expression of interest process was forwarded to Schools for Blending Learning Funds with a number of applications received. The DVC (A) committed $100K and the Group committed $100K also. The next few months will see a scoping activity on costs with a prioritisation to be undertaken for the rolling 3 year period;  
  - Starting@Griffith was developed to underpin the first year experience of students. This is being reconsidered by the DVC (A) and there is expected to be a continuing focus on the first year experience coupled with a focus on years 2 | Noted       |                  |                     |
### Dean (Learning & Teaching) Report continued (Agenda Item 6.0)

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<td>Dean (Learning &amp; Teaching) Report continued (Agenda Item 6.0)</td>
<td>and 3 of programs. The University’s performance in the CEQ was noted as a driving factor; • $8K has been allocated within the Group to support workshops for staff on developing internal and external learning and teaching grants, which provide follow-up on the 2009 Developing Your Career workshops. The monies came from the Priority Excellence Initiative (ALTC) and these workshops will roll out in 2010 through the Health Ideas; • A Sessional Staff Working Party, chaired by A/Professor Alf Lizzio and Professor Keithia Wilson, has been established in the University to better support sessional staff, thus contributing to improving learning and teaching outcomes. A paper has been circulated at the executive level and the Dean has asked the definition of sessional staff be extended to cover the Group’s engagement of academic title holders; • An Assessment Committee has been established by the University which the Dean now chairs. The committee has responsibility for responding to the directions of ALTC, TEQSA and also at the international level in relation to academic standards. It is expected that outcomes will have an impact on the way the Group assesses and currently moderates assessment. Professor Royce Sadler has produced a paper outlining new ways to assess and moderate which will require much cultural change; • Schools are reminded to follow-up on their “closing the loop” activity for student evaluations. This activity is a critical part of the course improvement process; • Indigenous student matters were discussed and the Dean agreed to raise these as part of the Aboriginal and Torres Strait Islander Committee, rather than an activity for Health Ideas, which has interests in the indigenisation of the curriculum. The School of Human Services and Social Work noted that as a result of their very successful project, their indigenous student numbers have increased from 7 to 25 in 2010.</td>
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<td>Acting HoS, Dentistry and Oral Health to email details to the Dean.</td>
<td>Dean (Learning &amp; Teaching)</td>
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| Dean (Research) Report (Agenda Item 7.0)                      | The Dean (Research) reported to members on the following items of interest:  
  - The Gold Coast Health and Medical Research Conference being held at the Radisson Hotel attracted 200 visitors. The conference dinner will announce the winners of the various health research awards;  
  - The scholarship ranking round meeting will take place on Monday 7 December with all HoS and/or representatives. Heads should have received the majority of the paperwork in support of the meeting;  
  - ERA submissions are due and will require all Health staff as at 31 March 2009 to submit their publications and other required information. If this is not done then the Group will be at a disadvantage. Email reminders will be forwarded to HoS and Research Centre Directors. In discussing ERA, it was recommended that there be a centralisation of key outputs so that staff are not asked for the same information from multiple parties. There was also some discussion as to how the ERA outputs will mesh with Staircase targets;  
  - The Areas of Strategic investment positions have been advertised – a Level E and Senior Research Fellow in Preventative Health. Members are asked to encourage good colleagues to apply. These positions are expected to be housed in G05;  
  - GURIG – GIHMR has committed $110K as matching monies to support Health group researchers;  
  - The GIHMR has been awarded 2 international visiting researchers awards and an international workshop award. The visiting scholars will be from the United States. | Noted | | |
| Finance and Business Services Report (Agenda Item 8.0)        | The Group Resource Manager (Health) reported to members on the following items of interest:  
  - There have been no changes to the budget since the last papers were circulated. Any further corrections will be made as adjustments; | | | |
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| Finance and Business Services Report continued (Agenda Item 8.0) | • The Staircase targets for 2010-2013 were developed using a bottom-up approach with FBS gathering information from a number of sources, such as Group operational plans etc. Some unrealistic targets have been amended. The targets are being discussed at Executive Group and it is suggested that the approach taken may require further refining;  
• The CGS and CPG program approvals to date have been emailed and there are a number of outstanding programs to be approved. The resultant discussion saw agreement that students enrolling in programs would be honoured as CGS and that the Group would need to incur any losses (expected at approximately $250K). It was suggested that the program brochures for 2011 be updated to reflect this. A revised list of program fee statuses has been prepared and was requested to be circulated, with regular updates as new information comes to hand. As a number of new Graduate Certificate programs have not been approved for CGS funding, the Group will need to look at the viability of these and future programs on a case by case basis;  
• The 2011 budget will include allocations of money back to Groups as a result of performance on staircase targets;  
• FBS is involved with the QTAC admissions process and the new online system will be utilised for the meetings planned for 8 January 2010. The new online system is tied to the student projections model and this will enable Groups to undertake simulations to see the effect of any changes to teaching load. It was noted that there will be a window where Group changes that may impact on others Groups will not be immediately visible. | Noted | Marketing Manager (Health) to amend 2011 publications (where possible) and websites. | Marketing Manager (Health) |
<p>| Senior Librarian, Information Services Report (Agenda Item 9.0) | The Senior Librarian spoke to the tabled INS report and highlighted the opportunities available under EDUROAM, the number of new journals that have recently been acquired by the Library, the free trial of a new journal – Science Translational Medicine – which ends at the end of 2009, and the library closing dates for the Christmas and New Year period. | Noted | Senior Librarian to follow up on EDUROAM roll-out at the Logan Hospital. | Senior Librarian |</p>
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| **External Relations Report (Agenda Item 10.0)**            | The Marketing Manager (Health) reported on the following items of interest:  
• Planning for 2010 activity has commenced and a marketing plan is currently being developed;  
• The GIHMIR visual identity project is making progress;  
• The Options Information Evening will take place on 22 December. While staff have volunteered for the Gold Coast, there is great difficulty in finding volunteers for the South Bank event;  
• 1,000 voices was launched successfully this morning with media follow-ups;  
• The 2010 Communication Plan is being developed with the Communications Officer contributing text for publications and the forthcoming conference. | Noted | | |
| **Human Resource Management Report (Agenda Item 11.0)**     | The HR Manager (Health) reported on the following items of interest:  
• Promotions round has been completed and all parties have now received official notification;  
• The PS system has been reworked and there have been some discrepancies with the leave balance recalculations for flexible arrangements and staff on parental leave. The Portal has now been amended to show the correct leave balances;  
• The casual pay deadlines are as follows:  
  o Monday 7 December, 2010  
  o For pay in the week commencing 1/1/2010 – close on December 16;  
  o For pay in the week commencing 15/1/2010 – close on January 4, 2010;  
• The publication for academic managers – Academic Managers and Academics Joining the Dots – is available in both hard copy and electronic. The booklet provides information about onboarding activity for academic staff. A member noted that the telephone contact on the back of the booklet is incorrect. | Noted | | |
### Development and Alumni Report (Agenda Item 12.0)

The Development & Alumni Coordinator (Health) tendered apologies for this meeting. A written report was provided.

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### Office for Research Report (Agenda Item 13.0)

The Research Development Coordinator spoke to the tabled Office for Research report which outlined projects undertaken or continuing since her first Board meeting.

Members noted that projects undertaken with external agencies were focussed on research activity, and therefore not required to be undertaken by the Office of Development & Alumni.

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### Griffith International Report

The Director, International Marketing and Business Development updated members on Griffith International matters, including:

- The Indian market will take a big hit due to recent events and it is expected that this will not impact on the Health Group. The University will employ the strategy of improving market take-up through a research agenda;
- International student numbers are holding well and it is expected that there will be 0.2% increase;
- Griffith International would welcome the opportunity to work more closely with the Group to improve conversion rates;
- The Pro Vice Chancellor has recently been provided information about the new Australian /Indian Government research grants;
- A business plan is currently being developed and should be finalised mid December for approval at Executive Group in February 2010;
- Working closely with the Health Group to secure increased numbers of scholarships, for example from AUSAID and the Middle East;
- A visit took place recently with AUSAID that will see the extension of the Kiribati nursing program. Professor Patterson suggested that some changes will need to be made to the program structure.

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<th>Resolution</th>
<th>Action to be Taken</th>
<th>Responsible Officer</th>
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<td>Noted</td>
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<tr>
<td>Name of Item (including Agenda Item Number and Attachment/s)</td>
<td>Brief Description</td>
<td>Resolution</td>
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<tr>
<td>Presentation: Clinical Education Queensland (ClinEdQ) <em>(Agenda Item 14.0)</em></td>
<td>Ms LeBoutillier presented to colleagues on Monday 23 November and a future presentation focussing on new developments will be scheduled for early 2010.</td>
<td>Noted</td>
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| Presentation: SEC/SET Evaluations – New process *(Agenda Item 15.0)* | Mr Steve Maples presented to members the new SEC/SET Evaluation process. The power point presentation covered the main elements of the new process. Staff are encouraged to use the system to its fullest extent. The University will be exploring a range of avenues to increase online response rates. Members expressed concerns around the following areas within the new system:  
  - Where staff do not take action within the system to add additional questions to the SETs, they will be forwarded to students automatically;  
  - The automated nature of the system takes away individual control over the process;  
  - Concern that the system cannot record staff allocated to classes and the possibility that some staff will not undertake a SET;  
  - As a range of important decisions (e.g. promotion) are normally made from SET/SEC evaluations, a move to online evaluations requires that some minimum guidelines around response rates be developed;  
  - Comparisons may be made across the University on quantitative data only and that this would be of concern;  
  - Guest lecturer contributions were raised and what minimum requirement would be desirable for a SET to be undertaken. Members were advised that this was for the HoS to determine.  
  
  The Dean (Learning & Teaching) queried whether a consolidated report for the Group would be available and was advised that the new system has the capacity, however, the rating interpretation benchmark (RIB) would be aggregated.  
  
  Members noted that a review of the system would take place at the end of 2010. | Noted | Post power point presentation to QuickPlace site | Secretary (action taken) |
Confirmed: 

__________________________  (Chair)

Date:  

__________________________
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<table>
<thead>
<tr>
<th>Name</th>
<th>Appointment Type</th>
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<tbody>
<tr>
<td>Professor Debra Henly</td>
<td>ex officio (Chair)</td>
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<tr>
<td>Dean (Academic) Health</td>
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<tr>
<td>Professor Allan Cripps</td>
<td>ex officio</td>
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<tr>
<td>Pro-Vice Chancellor (Health)</td>
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<tr>
<td>Professor Nick Buys</td>
<td>ex officio</td>
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<tr>
<td>Dean (Learning &amp; Teaching), Health</td>
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<tr>
<td>Professor David Shum</td>
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<td>acting Dean (Research), Health</td>
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<tr>
<td>Professor Donald Stewart</td>
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<tr>
<td>Head of School, School of Public Health</td>
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<tr>
<td>Professor Simon Broadley</td>
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<td>Head, School of Medicine</td>
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<td>Associate Professor Jeroen Kroon</td>
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<tr>
<td>Acting Head, School of Dentistry &amp; Oral Health</td>
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<tr>
<td>Professor Elizabeth Patterson</td>
<td>ex officio</td>
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<tr>
<td>Head and Dean, School of Nursing and Midwifery</td>
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<tr>
<td>Associate Professor Jayne Clapton</td>
<td>ex officio</td>
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<tr>
<td>Head of School, School of Human Services and Social Work</td>
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<tr>
<td>Associate Professor Tony Perkins</td>
<td>ex officio</td>
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<tr>
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<tr>
<td>Professor Nerida Smith</td>
<td>ex officio</td>
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<tr>
<td>Professor Peter Milburn</td>
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<tr>
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<tr>
<td>Head of School, School of Psychology</td>
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<tr>
<td>Professor Wendy Chaboyer</td>
<td>Appointed</td>
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<tr>
<td>Director, Research Centre for Clinical Practice Innovation</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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</tbody>
</table>

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

- Deputy Heads of School
- Dean, Learning and Teaching, Griffith Science, Environment, Engineering & Technology
- School Administrative Officers – Griffith Health Group
- School Secretaries – Griffith Health Group
- Corporate Archives & Records Management copy (attachments)
- Binding copy (attachments)