A meeting of the Griffith Health Board was held at 12.00 pm on Wednesday, 22 February 2006. The meeting was chaired from Room 7.30 GH1, Southport and conducted by videoconference at the following locations: Room 3.29 G10 Gold Coast campus, Room 0.06 N55 Nathan campus.

Due to technical difficulties it was necessary to close the meeting prior to the conclusion of all business. Agenda items that were not reached at this meeting have been deferred to the March meeting (2/2006) of Faculty Board.

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

Nil

### SECTION B: ACTION UNDER DELEGATED AUTHORITY OR EXECUTIVE ACTION

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

1.0 CHAIR’S REPORT

2.0 HEALTH GROUP RESEARCH COMMITTEE REPORT

3.0 PRESENTATION: EXTERNAL RELATIONS

4.0 PRESENTATION: GRIFFITH INSTITUTE FOR HIGHER EDUCATION

5.0 NEXT MEETING

<table>
<thead>
<tr>
<th>Significant Committee Events</th>
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</thead>
<tbody>
<tr>
<td>• The Board will next meet on Wednesday 15 March, 2006, 3.00 pm – 5.00 pm. The meeting will be chaired from Room 3.29 G10, Gold Coast campus and will be conducted via videoconference at the following locations: Nathan N54_2.06 and Southport GH1_7.30.</td>
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<tr>
<th>Deadlines</th>
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<td>• Agenda items due with Secretary, Programs Committee for April meeting by 23 March 2006.</td>
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<th>Committee QuickPlace Web Address</th>
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<tr>
<td>• <a href="https://qplace02.domino.gu.edu.au/QuickPlace/sec-university-committees/Main.nsf/h_Toc/dc93ed94a6ce679b4a256d040002e3f0/?OpenDocument">https://qplace02.domino.gu.edu.au/QuickPlace/sec-university-committees/Main.nsf/h_Toc/dc93ed94a6ce679b4a256d040002e3f0/?OpenDocument</a></td>
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<tr>
<td>• 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 28557 for advice or if experiencing difficulties.</td>
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</tbody>
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MINUTES

PRESENT:
Professor Debra Creedy, (Chair)
Dr Lewis Adams
Dr Glenda Andrews
Dr Jayne Clapton
Professor Peter Creed
Professor Newell Johnson
Dr Helen Massa
Associate Professor Elizabeth Patterson
Professor Stephanie Short

APOLOGIES:
Professor Allan Cripps
Professor Lyn Griffiths
Professor Judith Searle
Professor Nerida Smith

Secretary:  Ms Michele Britton

Present by invitation:
Dr Glenda Andrews, Deputy Head, School of Psychology
Dr Marie Cook, Deputy Head, School of Nursing and Midwifery
Ms Veronica Dawson, Information Services
Mr Dave Edwards, Director, Teaching and Learning, Griffith Science & Technology
Miss Jacqueline Ford, Acting Marketing Manager, Health
Associate Professor Michele Groves, Deputy Head, School of Medicine
Associate Professor Peter Howard, Deputy Head, School of Public Health
Associate Professor Winsome St John, Deputy Head, School of Nursing and Midwifery
Mr Peter Westwood, Executive Officer, PVC (Health)
Dr Craig Zimitat, Griffith Institute for Higher Education, for agenda item 4.0

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

NIL.

SECTION B: ACTION UNDER DELEGATED AUTHORITY OR EXECUTIVE ACTION

NIL.
SECTION C: OTHER RECOMMENDATIONS AND REPORTS
[TO PERSONS/COMMITTEES OTHER THAN THE PARENT COMMITTEE]

NIL.

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

1.0 CHAIR’S REPORT

The Dean, Griffith Health, advised as follows:

1.1 Implementation of the new structure

A two-Group structure across the University was approved at the December meeting of Council. Health and Business will be single faculty groups with three Deans – Academic, Learning & Teaching and Research. Position descriptions associated with these positions will be considered at the March 6th meeting of Council. Once approved there will be a call for applications for the Deans Academic and Learning & Teaching positions. Responsibilities of the Dean, Research will be included in the position description of the Director, Institute of Health & Medical Research and will be advertised externally. Appointments will be considered by a Panel against criteria in addition to referees’ reports.

1.2 Staffing

Casual staff new to teaching in higher education are required by the University to attend a GIHE workshop, or an equivalent program offered by Schools run in conjunction with GIHE. The workshops offer an introduction to teaching and learning in higher education; and specific teaching, learning, assessment and evaluation strategies. Casual academic staff who attend one of these workshops will receive a Certificate of Attendance from GIHE and will be entitled to payment from their Schools.

1.3 Outcomes of the 2005 Promotion round

There has been a breakdown in communication between the Senior Selection Committee and Group Pro Vice Chancellors on processes to advise and follow-up on the outcomes of the promotion round. Applicants from the Health Group performed well with many being successful (13) and others being well placed to apply again in the next round. I wish to extend my congratulations to Professors Peter Creed, Sharon Dawe and David Shum. Promoted to Associate Professor were Melanie Zimmer-Gembeck, Tony Perkins, Victoria Korolik, Jiri Neuzil, Elizabeth Patterson, Winsome St John, Judy Wollin, Norm Morris, Simon Broadley, Roger Hughes. An article will appear in the next edition of Health Check. Applicants who were not successful will meet with the Pro Vice Chancellor when he returns. I have sought advice from the Deputy Vice Chancellor about formal notification processes to Heads of Schools and/or supervisors.

1.4 Professor Sharon Bell

Professor Sharon Bell will be leaving Griffith to take up a position as Deputy Vice Chancellor at the University of Canberra in May. Professor Bell has implemented many innovative programs at Griffith in relation to Equity and Community Partnerships portfolio and been an excellent Provost of our Logan campus. I wish to extend our thanks and wish her well.
1.5 **Professor Max Standage**

Professor Max Standage will be stepping down from his Pro Vice Chancellor, Science & Technology role and will assume full Provost responsibilities for the Gold Coast and Logan campuses. Professor Standage was instrumental in the commencement of Physiotherapy, Pharmacy, Medicine and Dentistry and Oral Health at Griffith. He continues to be a strong advocate and supporter of Health initiatives and I wish to thank him sincerely for his efforts.

1.6 **Ms Toni Johnson**

Toni Johnson will be leaving FBS to assume a post at UQ. Toni has provided dedicated and excellent service to the Health Group. She will be greatly missed and we wish her every success in her future endeavours.

1.7 **Research**

A late NHMRC grant of $653 000 has been awarded to Professor Greg Gass, Associate Professor Norm Morris, Dr Clare Minahan, and Dr Luke Hassler. Congratulations.

1.8 **Survey of Research Publications**

This year's SURVEY OF RESEARCH PUBLICATIONS and creative and performing arts research outputs for the calendar year 2005 has begun. Web-based entry of publications and outputs can be undertaken via the Griffith Portal. As I am sure you are all aware, this process is very important to the University’s reputation and funding to support your research. Please note that the Department of Education, Science and Training have brought all timelines forward by 2 weeks to coincide with the end of the financial year. This means that the deadline for submission of your returns this year is Friday March 17th 2006.

1.9 **Griffith University Postdoctoral and Research Fellowship Scheme**

There has been a call for applications for the Griffith University Postdoctoral and Research Fellowship (GUPRF) scheme. Applications close Monday, 27 March 2006. Guidelines can be found on the Office for Research website at - http://www.gu.edu.au/or/ (Under the "What’s New" banner).

1.10 **Research Experts@Griffith**

Research Experts @Griffith went live on Monday. A large proportion of staff have entered their profile but some of these are scant in detail. Please encourage staff to complete their profile and others to check their details for completeness given the purpose of the site.

1.11 **Service**

I wish to draw to your attention a call for nominations for positions on the following Committees:
- Academic Committee [four Heads of School (one from each Group), two academic staff (both from the Science & Technology Group), one undergraduate student]
- Gold Coast Campus Health and Safety Committee (one academic staff member, two general staff members)
- Logan Campus Health and Safety Committee (two academic staff members, two general staff members)
• Mt Gravatt Campus Health and Safety Committee (two academic staff members, two general staff members)
• Nathan Campus Health and Safety Committee (two academic staff members, two general staff members)

Nominations close on Wednesday 8 March 2006. Full details are available at the following Web Site - http://www.griffith.edu.au/ua/aa/eballot/staff/home.html

1.12 Learning and teaching

Dr Alf Lizzio has been appointment as Griffith’s First Year Experience Coordinator. This new role is key to the development of effective orientation and support programs for commencing students across the University, and Dr Lizzio will be working closely with First Year Advisors, other academics and support services, in addition to the students themselves.

This appointment reflects the Learning goals articulated in the Strategic Plan 2006-2010, particularly the targets for retention that focus on excellence in teaching and learning experiences. Dr Lizzio brings considerable experience at Griffith, both from his own teaching practice and his recent work on student leadership and civic engagement.

One FYA – Carrie Fairweather (SON&M) is undertaking research in regards to first year retention and has received university funding to attend the 9th Pacific Rim Conference on the First Year in Higher Education: Engaging students.

1.13 Student exchange

One of the key initiatives in the Griffith Project is to increase the number of students who study overseas as part of their degree. Griffith International is actively promoting the Griffith Exchange Program to all students during the first few weeks of semester and the deadline to apply to study overseas during Semester 2, 2006 is March 31. It would be greatly appreciated if you could assist with making students aware of the unique opportunities available to promote Exchange Program information sessions. Posters are also being displayed around campus and being sent to schools for display. It is possible for Griffith International to conduct seminars/promotions specifically for your students or school, so please contact me if you would like me to arrange this.

2.0 HEALTH GROUP RESEARCH COMMITTEE REPORT

The Chair, Griffith Health Research Committee provided the following written report:

The Griffith Health Research Committee recently met on Wednesday 8th February, 2006. The following items were discussed:

2.1 Griffith Institute for Health and Medical Research (GIHMR)

The Vice Chancellor has now given approval for the establishment of the Griffith Institute for Health and Medical Research and has committed some funds toward the funding of staff appointments. These funds will be to support a core group of staff and will include the appointment of a Director, Executive Officer, a Postdoctoral Fellowship and administrative support. Dr Kylie Armstrong has recently been appointed as the Executive Officer for the GIHMR and, at this stage, is the only staff appointment. The Health Group has also provided some start up funds for this initiative.

A marketing and fundraising plan is currently being developed for the Institute with the primary goal being to raise the profile and research strengths of the University as well as securing financial support from the industry, government and the community.
2.2 Research Quality Framework (RQF) Journal Ranking Review

Upon recommendations from Professor Lesley Johnson the Health Group recently reviewed the Journal Ranking process. This review was initiated due to the large variation within the Health Group in relation to the number of journals submitted for each Tier and the nominated Tier cut-offs. Each School and Centre was asked to revise the previous lists submitted last year to ensure that researchers are aiming to publish in the most prestigious journals in their field and to condense the large journal lists currently found at the Office for Research website.

The revised lists were due on Monday 13\textsuperscript{th} February and are expected to be published on the Office for Research website shortly. The list currently found on the website was used to distribute preparation funds earlier this year. The new revised list will be used for incentive fund applications later in the year.

2.3 Stakeholder Engagement and Faculty Priorities

The Research Committee will put forward the establishment of the Griffith Institute for Health and Medical Research as a major priority for the Health Group in 2006. Along with this, the Committee would also like to put forward the submission of a significant grant to fund a new facility for the Institute as a top priority.

2.4 Health Group Postgraduate Scholarships

The committee has resolved to ask what funds are available to support Health Group Postgraduate Scholarships this year and aims to appoint high quality applicants to available scholarships as early as possible this year.

2.5 Significant Infrastructure Bids

Once again the Health Group Research Committee is asking all Researchers, Centres and Schools to consider putting in lead applications for ARC LIEF grant applications.

3.0 PRESENTATION: EXTERNAL RELATIONS

The Chair welcomed Miss Jacqueline Ford, Marketing Manager, External Relations (Health). Miss Ford advised that she is the new External Relations Officer for the Health Group and will provide strategic direction regarding marketing of the Griffith product, implementation of 2006 direction plans and will ensure that media and publicity for the Health Group fits with the Group’s strategic direction. Marketing programs will have a quality focus. Miss Ford will make appointments in the near future with Heads of School and key staff regarding each School’s marketing program.

4.0 PRESENTATION: GRIFFITH INSTITUTE FOR HIGHER EDUCATION

The Chair welcomed Dr Craig Zimitat, Griffith Institute for Higher Education. Dr Zimitat advised that Griffith Institute for Higher Education staff are academics, who are involved in Teaching, Academic Development and Research. Identified priorities for Griffith Institute for Higher Education support for the Health Group for 2006 are as follows:

- Dental & Oral Health – accreditation of years 4 and 5.
- Discipline Review of Anatomy, Biochemistry & Physiology.
- Teaching & Learning Grants.
- Health Group Learning & Teaching Committee.

Dr Zimitat proceeded to give a presentation on Griffith Institute for Higher Education short courses and award programs. A copy of Dr Zimitat’s presentation is attached.
Due to technical difficulties it was necessary to close the meeting prior to the conclusion of all business. The remaining 1/2006 agenda items have been deferred to the March meeting of Faculty Board.

5.0 NEXT MEETING

The next meeting of the Griffith Health Board (Faculty) will be held on Wednesday, 15 March 2006, 3.00 pm. The meeting will be chaired from Gold Coast G10_3.29 and will be conducted via videoconference at the following locations: Nathan N54_2.06 and Southport GH1_7.30.

Confirmed: ..................................................  
(Chair)

Date: ..................................................

DISTRIBUTION LIST:

Name                                      Appointment Type
Professor Debra Creedy                     ex officio (Chair)
  Dean of Health                           
Professor Allan Cripps                     ex officio
  Pro-Vice Chancellor (Health)             
Professor Stephanie Short                  ex officio
  Dean, Learning & Teaching (Health) and 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 Helen Massa                             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
Dr Lewis Adams                             ex officio
  Head of School, School of Physiotherapy & Exercise Science
Professor Peter Creed                      ex officio
  Head of School, School of Psychology

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Director, Teaching and Learning, Griffith Science & Technology
School Administrative Officers – Griffith Health Group
School Secretaries – Griffith Heath Group

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