GRiffith Health Group Board Agenda 4_2012
Thursday 26 July 2012

GRiffith University
Health Group Board Meeting
Agenda 4_2012

A meeting of the Griffith Health Group Board will be held at 12.30 pm on Thursday 26 July 2012 in Room 1.05/1.06, The Chancellery (G34) Gold Coast campus.

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** Significant Committee Events **
- This meeting of the Griffith Health Board will be held at 12.30 pm on Thursday 26 July 2012 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 Thursday 23 August 2012 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.
**GRiffith University**

**Griffith Health Board Meeting**

**Distribution List**

<table>
<thead>
<tr>
<th>Faculty Board Members</th>
<th>Appointment Type</th>
</tr>
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<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Professor Tony Perkins</td>
<td>Acting Dean (Academic)</td>
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<tr>
<td>Professor Allan Cripps</td>
<td>Pro-Vice Chancellor (Health)</td>
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<tr>
<td>Professor Nick Buys</td>
<td>Dean (Learning &amp; Teaching), Health</td>
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<tr>
<td>Professor David Shum</td>
<td>Dean (Research), Health</td>
</tr>
<tr>
<td>Professor Ros Sorensen</td>
<td>Head of School, School of Public Health</td>
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<td>Professor Simon Broadley</td>
<td>Head of School, School of Medicine</td>
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<tr>
<td>Professor Ward Massey</td>
<td>Head of School, School of Dentistry &amp; Oral Health</td>
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<tr>
<td>Professor Elaine Duffy</td>
<td>Head and Dean, School of Nursing and Midwifery</td>
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<tr>
<td>Professor Patrick O'Leary</td>
<td>Head of School, School of Human Services and Social Work</td>
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<tr>
<td>Professor Mark Forwood</td>
<td>Acting Head of School, School of Medical Science</td>
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<tr>
<td>Professor Andrew Davey</td>
<td>Head of School, School of Pharmacy</td>
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<tr>
<td>Professor Peter Milburn</td>
<td>Head of School, School of Physiotherapy &amp; Exercise Science</td>
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<tr>
<td>Professor Paul Martin</td>
<td>Head of School, School of Applied Psychology</td>
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<tr>
<td>Professor Lyn Griffiths</td>
<td>Director, Griffith Health Institute</td>
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<tr>
<td></td>
<td>co-opted</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 Health Group

**Other Copies**

- CARMS 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 Thursday 26 July 2012 in Room 1.05/1.06, The Chancellery (G34) Gold Coast campus.

Secretary
Tristan Damen

AGENDA

1.0 APOLOGIES

Apologies may be recorded by contacting Tristan Damen, Secretary x56465 (Mon, Tue, Thu) or x27288 (Wed, Fri), or by emailing t.damen@griffith.edu.au

2.0 WELCOME

Invited speakers include:
- Ms Heather Tinsley – College Director and Principal, Queensland Institute of Business and Technology
- Ms Leigh Pointon – Director, Academic Programs and Student Services, Queensland Institute of Business and Technology
- Ms Annette McCarthy – Senior Manager, International Administration, Griffith International

3.0 CONFIRMATION OF MINUTES

The minutes of the 3_2012 meeting have been circulated.

To be taken as read and confirmed

4.0 ACTIONS ARISING FROM GRIFFITH HEALTH GROUP BOARD 1_2012 MEETING

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Responsible Officer/s</th>
<th>Status / Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heads of School are to present the Health &amp; Safety Operational Plan to their respective School Committees and highlight requirements of staff to complete Health and Safety training.</td>
<td>Heads of School</td>
<td>Ongoing – Items will be distributed to Heads of School for action after 02/2012 meeting of the Griffith Health Group, Health &amp; Safety Committee.</td>
</tr>
<tr>
<td>Confirm whether Deputy Heads of School are required to complete ASRP and AMRP.</td>
<td>Human Resource Manager (Health)</td>
<td>WIP</td>
</tr>
<tr>
<td>Investigate process for implementing generic accreditation statement on the Programs and Courses website for all Health Group programs where professional accreditation information is listed.</td>
<td>Secretary</td>
<td>WIP</td>
</tr>
<tr>
<td>Distribute revised CIP to Course Convenors for use with courses run in Semester 1, 2012.</td>
<td>Heads of School</td>
<td>WIP</td>
</tr>
</tbody>
</table>

5.0 CHAIR’S REPORT

The Dean (Academic) will report on items of interest to the Board.
6.0 PRO VICE-CHANCELLOR (HEALTH) REPORT
The Pro Vice-Chancellor (Health) 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 PLANNING AND FINANCIAL 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 will report on items of interest to the Board.

11.0 EXTERNAL RELATIONS
The Marketing Manager (Health), 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 Senior Manager, International Administration 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 ENGLISH LANGUAGE REQUIREMENTS – IELTS, LANGUAGE OF INSTRUCTION AND THE GRIFFITH ACADEMIC ENGLISH DIRECT ENTRY PROGRAM

15.1 At the 3/2012 (June) meeting of Programs Committee, members raised concerns that English language pathways had been removed from the English language requirements in submissions for Health Group programs.
15.2 At the 3/2012 (June) meeting of the Health Group Board, staff from Griffith International delivered a presentation that detailed the various English language pathways that students used for the purposes of admission into Griffith University programs in 2011. The Board noted that the language pathway with the best potential for academic success was found to be standardised tests such as IELTS.

15.3 The Chair resolved to hold discussion of this item until this meeting of the Health Group Board.

For debate and decision

16.0 STUDENT RETENTION STRATEGY 2012-2014

16.1 At its recent meeting, the University's Executive Group approved the proposed Student Retention Strategy 2012-2014. The Strategy contains a range of key areas that will need to be implemented by the end of 2012. Heads of Schools will need to consider the implications of the Strategy for their Schools.

16.2 The Dean (Learning & Teaching) will speak to this item.

For consideration

17.0 QIBT PERFORMANCE – HEALTH GROUP PROGRAMS

17.1 The College Director and Director, Academic Programs and Student Services will report on the performance of students enrolled in Health programs at the Queensland Institute of Business Technology that articulate into Health Group degree programs.

For consideration

18.0 UPDATE ON GRIFFITH UNIVERSITY/GOLD COAST UNIVERSITY HOSPITAL COLLABORATION

18.1 The Griffith Health Group, Griffith Business School and Science, Environment and Technology Group have entered into a collaboration arrangement with the Gold Coast University Hospital and the Gold Coast Health Service District. Outcomes include the establishment of four research streams around agreed research priorities. Several research projects have since begun and a clinical leadership educational program has been agreed between GCUH and private sector employers on the Gold Coast.

18.2 Members will be briefed on the progress of the collaboration in addition to the process for becoming involved.

18.3 The Head of School, School of Public Health will speak to this item.

For discussion
19.0 PBH FULL PROGRAM PROPOSAL (2012/0007599)
1386 BACHELOR OF ENVIRONMENTAL HEALTH

19.1 The Griffith Health Group Board on the recommendation of the Dean (Learning & Teaching) is asked to consider the attached proposal to establish the Bachelor of Environmental Health program from semester 1, 2013.

19.2 The School of Public Health proposes to introduce a 3 year Bachelor of Environmental Health degree to be offered as a replacement for the Bachelor of Public Health (Environmental Health & Sustainability major).

19.3 The new program has been developed in response to concerns that undergraduate students emerging from the Bachelor of Public Health foundation year lack the basic scientific skills to understand the material encountered in later years of the program and in their future working environment.

19.4 To be eligible for the award of Bachelor of Environmental Health (BEnvH), a student must acquire 240 credit points as prescribed below:
   - gain 240 credit points of first, second and third year courses including:
     - 10 credit points for a listed elective in third year; and
     - gain no more than 30 credit points (10 credit points each year) for courses in which the grade of Pass Conceded has been awarded.

19.5 The Bachelor of Environmental Health will be delivered via an on-campus mode, with all courses undertaken at the Gold Coast campus.

Recommendation

18.5 The Griffith Health Group Board, on the recommendation of the Dean (Learning & Teaching), is asked to recommend to Programs Committee the proposal to establish the Bachelor of Environmental Health for introduction in Semester 1, 2013.

20.0 HEALTH GROUP PROGRAM CHANGES

20.1 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

21.0 PES MAJOR CHANGE SUBMISSION (2012/0007593)
4157 GRADUATE DIPLOMA OF EXERCISE SCIENCE – ADMISSION REQUIREMENTS AND SELECTION SUPPLEMENT
21.1 The Griffith Health Group Board is asked to ratify the executive action of the Dean (Learning and Teaching) in approving the major change submission proposing a change to the admission requirements including the use of a selection supplement.

For ratification

22.0 MSC/BPS MAJOR CHANGE SUBMISSION (2012/0007598)
1280/1306 BACHELOR OF MEDICAL SCIENCE – ENGLISH LANGUAGE REQUIREMENTS (LANGUAGE OF INSTRUCTION PATHWAYS)

22.1 The Griffith Health Group Board is asked to ratify the executive action of the Dean (Learning and Teaching) in approving the major change submission proposing a change to the English language requirements for the purposes of admission into the program.

22.2 Secretariat has identified a conflict between the admission requirements and English language requirements. While these programs are supposed to be available to high school leavers only, the English language requirements for the program refer to English admission pathways that include post-secondary, higher education sector accredited associate degrees, and degree level study.

For ratification

23.0 PROGRAM CONVENOR, SCHOOL HONOURS ADVISOR AND FIRST YEAR ADVISOR CHANGES

23.1 The Griffith Health Group Board is asked to ratify the following Program Convenor changes for 2012:

**School of Human Services and Social Work**
5169 Master of Human Services    Ms Christine Randall

**School of Public Health**
1333 Bachelor of Public Health    Professor Ros Sorensen
5461 Master of Nutrition and Dietetics    Associate Professor Faruk Ahmed

**School of Medical Science**
1093 Bachelor of Health Science    Dr Ian Peak

23.2 The Griffith Health Group Board is asked to ratify the following First Year Advisor changes for 2012:

**School of Pharmacy**
1242 Bachelor of Pharmaceutical Science    Mr James Townshend

For ratification

24.0 HEALTH GROUP OHS PLAN: JANUARY 2012 – DECEMBER 2014

24.1 The Griffith Health Group Board is asked to ratify the executive action of the Dean (Academic) in approving the attached Health Group Office Health and Safety Operational Plan: January 2012 – December 2014.
24.2 The operational plan was considered at the 02/12 (June) meeting of the Griffith Health Group Health & Safety Committee.

For ratification

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

25.0 HEALTH GROUP HEALTH AND SAFETY COMMITTEE MINUTES

25.1 Attached are the minutes of the Health Group Health and Safety Committee meeting 2/2012 (June) for noting.

For noting

26.0 PROVISIONAL ACCREDITATION REPORT TO THE DIETITIANS ASSOCIATION OF AUSTRALIA – BACHELOR OF NUTRITION AND DIETETICS

26.1 The School of Public Health has submitted a report to the Dietitians Association of Australia for the purposes of provisional accreditation of the 1355 Bachelor of Nutrition and Dietetics program.

For noting

27.0 OTHER BUSINESS

28.0 BOARD MEETING DATES AND VENUES

28.1 The next meeting of the Griffith Health Board will be held on Thursday 23 August 2012 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.

28.2 The confirmed 2012 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>23 August</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
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<tr>
<td>20 September</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
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<tr>
<td>25 October</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
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<tr>
<td>22 November</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
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For noting