GRiffith Health Board (Faculty) Minutes 5/2005
27 July 2005

GRiffith University
GRiffith Health Board (Faculty) Meeting

A meeting of the Griffith Health Board (Faculty) was held on Wednesday 27 July 2005 at G18_3.02, Gold Coast Campus.

MINUTES

PRESENT:

Professor Stephanie Short – Dean, Learning & Teaching (Health) and HOS, School of Public Health (Acting Chair)
Professor Newell Johnson – Dean & HOS, School of Dentistry & Oral Health
Professor David Prideaux – Griffith Medical School

Dr Lewis Adams – HOS, School of Physiotherapy & Exercise Science
Associate Professor Peter Creed – HOS, School of Psychology
Professor Nerida Smith – HOS, School of Pharmacy

Dr Glenda Andrews – DHOS, School of Psychology, Gold Coast
Dr Winsome St John – DHOS, School of Nursing & Midwifery, Gold Coast

APOLOGIES:

Professor Allan Cripps – PVC (Health)
Professor Max Standage – PVC (Science and Technology)
Professor Gillian Bushell – Portfolio Dean, Research, Commercialisation and Intellectual Property
Professor Debra Creedy – Dean, Griffith Health
Dr Helen Massa – HOS, School of Anatomy
Professor Lyn Griffiths – HOS, School of Medical Science
Dr Elizabeth Patterson, Dean & HOS, School of Nursing and Midwifery
Mr David Edwards – Portfolio Dean, Teaching & Learning (Science & Technology)
Ms Carmel Johnson, Coordinator, Administrative Support – Griffith Health Group

Present by invitation:
Mr Peter Westwood, Executive Officer, Medical/Oral Health

Secretary: Ms Lorraine Lauriston

1.0 CONFIRMATION OF MINUTES

Minutes of the 4/2005 meeting of the Griffith Health Board (Faculty) meeting, having been circulated, were taken as read and confirmed.

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

2.0 PBH SPECIAL PURPOSE SUBMISSION 2005/0007551
3082 GRADUATE CERTIFICATE IN HEALTH SERVICES MANAGEMENT
5266 MASTER OF HEALTH SERVICES MANAGEMENT
5405 MASTER OF HEALTH SERVICES MANAGEMENT WITH HONOURS

2.1 The Griffith Health Board (Faculty) resolved to ratify the executive action of the Dean, Learning & Teaching (Health) in approving Special Purpose Submission to 3082 Graduate Certificate in Health Services Management, 5266 Master of Health Services Management and 5404 Master of Health Services Management with Honours, as outlined in document 2005/0007551, to amend the English Language Requirement from 2006.
2.2 The School of Public Health proposed that the present band score of 7.0 IELTS be amended to the Griffith University standard language band score of 6.5 IELTS. The School had evaluated the language competency of students in these programs and considered the present requirement was not warranted and that students would manage the academic rigour of the program at the standard language band score.

Resolution

2.3 The Griffith Health Board (Faculty), on the recommendation of the School of Public Health, resolved to recommend the Special Purpose Submission for 3082 Graduate Certificate in Health Services Management, 5266 Master of Health Services Management and 5404 Master of Health Services Management with Honours, as detailed in 2005/0007551, for implementation from semester 1 2006, to the Programs Committee for consideration.

3.0 DOH MINOR CHANGE SUBMISSION 2005/0037501
1259 BACHELOR OF ORAL HEALTH IN DENTAL SCIENCE

3.1 The Griffith Health Board (Faculty) resolved to ratify the executive action of the Dean, Griffith Health in approving Minor Change Submission to 1259 Bachelor of Oral Health in Dental Science, as outlined in document 2005/0037501, from semester 2 2005.

3.2 The School of Dentistry and Oral Health proposed that 1003DOH Craniofacial Growth and Development, 5CP, be withdrawn from Year 2 Semester 2 and be replaced with a new course, 2015DOH Community Research Placement 1, 5CP. This course will provide the knowledge base, instil attitudes, and develop skills in research, practical health promotion and in preventative dentistry on a community level which will flow through the program.

3.3 The content of 1003DOH Craniofacial Growth and Development will be embedded in a proposed new course, Clinical Dental Practice, in Year 3 Semester 1.

3.4 The Board noted that this change would be the first step in a number of changes that would be implemented in Year 3 of the program as a result of the ongoing accreditation of the Dentistry and Oral Health programs.

Resolution

3.5 The Griffith Health Board (Faculty), on the recommendation of the School of Dentistry and Oral Health, resolved to recommend Minor Change Submission to 1259 Bachelor of Oral Health in Dental Science, as detailed in 2005/0037501, to take effect from semester 2 2005, to the Program Accreditation Officer for action.

4.0 DOH SPECIAL PURPOSE SUBMISSION 2005/0007535
1259 BACHELOR OF ORAL HEALTH IN DENTAL SCIENCE
1260 BACHELOR OF ORAL HEALTH IN DENTAL TECHNOLOGY
1262 BACHELOR OF ORAL HEALTH IN ORAL HEALTH THERAPY
1261 BACHELOR OF ORAL HEALTH IN DENTAL TECHNOLOGY (POST-REGISTRATION)

4.1 The Griffith Health Board (Faculty) resolved to ratify the executive action of the Dean, Learning & Teaching (Health) in approving Special Purpose Submission to 1259 Bachelor of Oral Health in Dental Science, 1260 Bachelor of Oral Health in Dental Technology, 1262 Bachelor of Oral Health in Oral Health Therapy, 1261 Bachelor of Oral Health in Dental Technology (Post-Registration), as outlined in document 2005/0007535, to clarify the awarding of Pass Conceded grades in Oral Health programs from semester 2 2005.
4.2 The Board noted that the underlying intention of the original program submissions was that no Pass Conceded grades would be awarded to DOH coded courses and that it was not the intention that current rules applying to non-DOH coded courses would change to suit Oral Health programs.

4.3 The submission seeks to allow a maximum of 30CP at Pass Conceded grade in non-DOH coded courses only within the 3 year programs and a maximum of 10CP at a Pass Conceded grade in non-DOH coded courses within the one year program. There would be no Pass Conceded grades awarded to DOH coded courses.

Resolution

4.4 The Griffith Health Board (Faculty), on the recommendation of the School of Dentistry and Oral Health, resolved to recommend Special Purpose Submission to 1259 Bachelor of Oral Health in Dental Science, 1260 Bachelor of Oral Health in Dental Technology, 1262 Bachelor of Oral Health in Oral Health Therapy, 1261 Bachelor of Oral Health in Dental Technology (Post-Registration), as detailed in 2005/0007535, to take effect from semester 2 2005, to the Programs Committee for consideration.

5.0 DOH MINOR CHANG SUBMISSION 2005/0037502
1261 BACHELOR OF ORAL HEALTH IN DENTAL TECHNOLOGY (POST-REGISTRATION)

5.1 The Griffith Health Board (Faculty) resolved to ratify the executive action of the Dean, Griffith Health, in approving Minor Change Submission to 1261 Bachelor of Oral Health in Dental Technology (Post-Registration), as outlined in document 2005/0037502, from semester 1 2006.

5.2 The School of Dentistry and Oral Health proposed that students planning to continue study in the Master of Dental Technology in Prosthetics program be advised to complete specific elective study in the undergraduate program to provide an appropriate foundation for their further study.

Resolution

5.3 The Griffith Health Board (Faculty), on the recommendation of the School of Dentistry and Oral Health, resolved to recommend Minor Change Submission to 1261 Bachelor of Oral Health in Dental Technology (Post-Registration), as detailed in 2005/0037502, to take effect from semester 1 2006, to the Program Accreditation Officer for action.

6.0 PES SPECIAL PURPOSE SUBMISSION 2005/0007667
5270 MASTER OF ECHOCARDIOGRAPHY
5272 MASTER OF ECHOCARDIOGRAPHY WITH HONOURS

6.1 The Griffith Health Board (Faculty) resolved to ratify the executive action of the Dean, Learning and Teaching (Health), in approving Special Purpose Submission to 5270 Master of Echocardiography and 5272 Master of Echocardiography with Honours, as outlined in document 2005/0007667, from semester 1 2006.

6.2 The School of Physiotherapy and Exercise Science proposed that there be no intake into these programs in 2006 and 2007.

6.3 Dr Lewis Adams, Head of School of Physiotherapy and Exercise Science advised the Board that whilst the programs had been approved for some years there had not been a commencing intake. The School will review the viability of the programs upon the return of the Program Convenor from leave. The School was reminded of marketing timelines if the program were to be offered in 2007.
Resolution

6.4 The Griffith Health Board (Faculty), on the recommendation of the School of Physiotherapy & Exercise Science, **resolved** to recommend Special Purpose Submission to 5270 Master of Echocardiography and 5272 Master of Echocardiography with Honours, as detailed in 2005/0007667, to take effect from semester 1 2006, to the Programs Committee for consideration.

7.0 MED SPECIAL PURPOSE SUBMISSION 2005/0007685

1272 BACHELOR OF MEDICINE/BACHELOR OF SURGERY

7.1 The Griffith Health Board (Faculty) **resolved** to ratify the executive approval of the PVC (Health) to amend the English Language Requirement for international students commencing study in 1272 Bachelor of Medicine/Bachelor of Surgery program from 2006.

7.2 The School of Medicine has proposed that the current requirement be amended to –

- A minimum overall band score of 7.0 on IELTS (International English Language Testing System) with no sub-score of less than 6.5; or
- A minimum score of 580 on TOEFL (Test of English as a Foreign Language); or
- A computerized TOEFL score of 237; or
- No score less than 3+ in each skills of the ISLPR (International Second Language Proficiency Rating).

7.3 The proposal is based upon, and consistent with, the commitment of the School to recruit high quality students from both the domestic and international markets.

Resolution

7.4 The Griffith Health Board (Faculty), on the recommendation of the School of Medicine, **resolved** to recommend Special Purpose Submission to 1272 Bachelor of Medicine/Bachelor of Surgery, as detailed in 2005/0007685, to take effect from 2006, to the Programs Committee for consideration.

8.0 MED MINOR CHANGE SUBMISSION 2005/0007534

5239 MASTER OF LEGAL MEDICINE

8.1 The Griffith Health Board (Faculty) **resolved** to ratify the executive action of the Dean, Learning & Teaching (Health), in approving Minor Change Submission to 5239 Master of Legal Medicine, as outlined in document 2005/0007534, from semester 2 2005.

8.2 It was noted that as a result of the transfer of the Program Convenor, and her teaching expertise in this area, from the School of Nursing & Midwifery to the School of Medicine, the School of Medicine would host this program.

8.3 The program will have its first intake of students in semester 2 2005 and the School has proposed that courses be delivered in an intensive mode in semester 2 and summer semester of each year of offering. The potential cohort of students undertaking this program are health professionals employed on a full time basis and offering the courses in the proposed mode and semesters will allow students to attend at suitable times. Teaching staff with particular areas of expertise will be drawn from the health and law professions and will be available for limited times throughout the year.
Resolution

8.4 The Griffith Health Board (Faculty), on the recommendation of the School of Medicine, resolved to recommend Minor Change Submission to 5239 Master of Legal Medicine, as detailed in 2005/0007534, to take effect from semester 2 2005, to the Programs Committee for consideration.

9.0 BBS MINOR CHANGE SUBMISSION 2005/0007656
1214 BACHELOR OF SCIENCE

9.1 The Griffith Health Board (Faculty) resolved to ratify the executive action of the Dean, Learning & Teaching (Health) in approving Minor Change Submission to 1214 Bachelor of Science, as outlined in document 2005/0007656, from semester 2 2005.

9.2 It was noted that the School of Biomolecular and Biomedical Science has negotiated with the School of Public Health to replace 1212SCE Statistics and Computing with 1204PBH Statistics for Public Health in 1214 Bachelor of Science as offered from the Logan campus.

Resolution

9.3 The Griffith Health Board (Faculty), on the recommendation of the Schools of Biomolecular and Biomedical Science and Public Health, resolved to recommend Minor Change Submission to 1214 Bachelor of Science, as detailed in 2005/0007656, to take effect from semester 2 2005, to the Program Accreditation Officer for action.

10.0 PHM MINOR CHANGE SUBMISSION 2005/0007683
1242 BACHELOR OF PHARMACEUTICAL SCIENCE

10.1 The Griffith Health Board (Faculty) resolved to ratify the executive action of the Dean, Learning & Teaching (Health) in approving Minor Change Submission to 1242 Bachelor of Pharmaceutical Science, as outlined in document 2005/0007683, from semester 2 2005.

10.2 The School of Pharmacy has proposed the title of 3033PHM Pharmaceutical Policy and Regulation be changed to Quality Use of Medicines to better reflect the intent and content of the course.

Resolution

10.3 The Griffith Health Board (Faculty), on the recommendation of the School of Pharmacy, resolved to recommend Minor Change Submission to 1242 Bachelor of Pharmaceutical Science, as detailed in 2005/0007683, to take effect from semester 2 2005, to the Program Accreditation Officer for action.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

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

11.0 DISCUSSION PAPER – RELATIONSHIP WITH TAFE

11.1 The Griffith Health Board (Faculty) was asked to consider the discussion paper Building Griffith’s Relationship with TAFE in the Brisbane Gold-Coast Corridor from the Deputy Vice Chancellor (Teaching and Learning).

11.2 The paper proposes a number of objectives and related strategies for building closer, more focussed and innovative relationships with the five TAFE institutions in the Brisbane-Gold Coast corridor.

11.3 It was agreed that this paper would be discussed and considered by the Learning and Teaching (Health) Group Committee at its 10 August meeting and that Heads of Schools would be asked to respond to the paper to promote Committee discussion.

11.4 It was suggested that Ms Leese Wheelahan, School of Vocational, Technology and Arts Education, a member of the TAFE Queensland and Griffith University Links Committee and Ms Mary Hassard, Credit Transfer and Articulation Manager, be invited to attend the meeting to assist the Committee in its consideration of initiatives that may assist the Group to forge stronger links with nominated TAFE institutes.

Resolution

11.5 The Griffith Health Board (Faculty) resolved to seek feedback from Heads of Schools on the discussion paper for consideration at the next Learning and Teaching (Health) Group Committee. The Learning and Teaching (Health) Group Committee will report its findings to the Griffith Health Board (Faculty) 24 August meeting for consideration and subsequent reporting to the Office of the Deputy Vice-Chancellor (Teaching and Learning).

12.0 GRIFFITH HEALTH INTERNATIONALISATION COMMITTEE

12.1 The Board was advised that the Chair of this Committee, Dr Purcell, had regrettably resigned from the position and members were asked to consider a possible replacement.

12.2 Members suggested a senior member of the Committee may be a suitable nominee and agreed that Associate Professor Peter Howard, School of Public Health, would be a suitable Chairperson.

12.3 The Board agreed to recommend to the Dean, Griffith Health, the appointment of Associate Professor Peter Howard as Chair, Griffith Health Internationalisation Committee, for the term of one year, up to, but not including, the first ordinary meeting of the Group Board of the relevant anniversary year.

12.4 The Chair expressed the Board’s thanks for the enthusiasm and valued input from Dr Purcell in establishing the Committee.

12.5 It was noted that the Committee had met on one occasion and that a number of current issues should be considered by the Committee –

- clear and transparent guidelines be established when budget incentives are considered to improve targets. Any suggestion of a clawback from targets should be minimal as Schools have very little control of numbers;
- consideration of internationalisation of new programs in the planning stage;
- recognition of limitations in offering programs with a clinical placement component to international students.

Resolution

12.6 The Griffith Health Board (Faculty) agreed to recommend to appointment of Associate Professor Peter Howard to the Chair, Griffith Health Internationalisation Committee, for the term of one year, up to, but not including, the first ordinary meeting of the Group Board of the relevant anniversary year to the Dean, Griffith Health Group for consideration.

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

13.0 NEW PROGRAM CONCEPT PROPOSAL 2005/0000483
MASTER OF SCIENCE IN MEDICAL RESEARCH

13.1 The Griffith Health Board (Faculty) noted the DVC (Teaching and Learning) approval of the New Program Concept Proposal to introduce a Master of Science in Medical Research by the School of Medical Science from 2006.

13.2 The School of Medical Science is asked to consider the comments made by the DVC (Teaching and Learning) in the approval of the program concept when preparing the New Program Submission for the Faculty Board’s consideration.

Noted

14.0 HSV MAJOR CHANGE SUBMISSION 2005/0007579, REVISED 2005/0000365
1244 BACHELOR OF HUMAN SERVICES (CHILD AND FAMILY STUDIES)/BACHELOR OF EDUCATION (PRIMARY)

14.1 The Griffith Health Board (Faculty) noted the executive approval of the Dean, Learning & Teaching (Health) to the revised Major Change Submission to 1244 Bachelor of Human Services (Child and Family Studies)/Bachelor of Education (Primary), as outlined in revised document 2005/0007579

14.2 It was noted that 1010HSV Lifespan Development had been replaced with 2032HSV Aboriginal and Torres Strait Islander Practice Issues at the request of the Faculty of Education Board to meet teacher registration requirements.

Noted

15.0 EDU/PSY SPECIAL PURPOSE SUBMISSION 2005/0007559
1070 BACHELOR OF ARTS (PSYCHOLOGY)/BACHELOR OF EDUCATION (PRIMARY)

15.1 The Griffith Health Board (Faculty) noted the Special Purpose Submission by the School of Education and Professional Studies to not offer an intake into the Bachelor of Arts (Psychology)/Bachelor of Education (Primary) program in 2006.

15.2 It was noted that the School of Education and Professional Studies will review the viability of continuing to offer the program following significant structural changes to the Education program and anticipated changes to the post-graduate teacher education requirements by the registering body.

Noted
16.0 NEW COURSE OUTLINES

The Griffith Health Board (Faculty) noted the executive approval of the Dean, Learning and Teaching (Health) of new course outlines for semester 2 2005 as –

7005PHM Pharmacotherapeutics 2
7006PHM Professional Pharmacy Practice 2
7007PHM Industrial Pharmaceuticals
7008PHM Advanced Practical Experience
3026PHM Pharmaceutical Analysis
7001MED Introduction to Law (Medicine)
7002MED Bioethics
8023NRS Independent Practice Study
7706PBH Health Project

Noted

17.0 CHANGE OF ASSESSMENT – EXISTING COURSE OUTLINES

The Griffith Health Board (Faculty) noted the School and Faculty approval of changes to assessment items in the following courses –

1008PSY Interpersonal Skills
2976NRS Human Responses in Crisis
3033PHM Quality Use of Medicines
3013HSC Infectious Disease
3005PES Exercise Prescription and Practice

Noted

18.0 CHAIR’S REPORT

The Acting Chair reported on the following items that had been provided by Professor Debra Creedy –

Research
The Griffith University Research Grant Scheme and the New Researcher Grant Scheme are now open for 2006 applications. The guidelines and application form are on the web at http://www.gu.edu.au/or/. The closing date for applications is Monday 8 August 2005.

Staff who recently obtained external funding were congratulated.

In the QNC Research grant round, staff and RHD students in the School of Nursing & Midwifery and Research Centre for Clinical Practice Innovation secured 5 of the 12 grants awarded.

In the recent ARC Linkage round the Health Group achieved 2 successful grants and 2 successful collaborations. Successful grants are outlined below:

1) Dr PA Brough; A/Prof E Kendall; Prof MP O'Driscoll; A/Prof BR Myors; Mr CS Gehrke

Title: An empirical evaluation of an innovative occupational stress intervention to improve the health and retention of high-risk employees.

2005: $24,316
2006: $68,739
2007: $70,847
2008: $26,425

Category: 3801 - PSYCHOLOGY
APA(I) Award(s): 1
Partner Organisation(s): Qld Department of Corrective Services
Administering Institution: Griffith University
Summary: Occupational stress costs Australian organisations $105.5m, accounts for 6.5% of workplace injuries and 18.4 weeks absenteeism, per annum. This project introduces an occupational stress intervention in a State Government Department to improve the health and retention of employees who have experienced stress or who are a high risk for submitting a stress claim. The intervention will reduce occupational stress costs by 40% and will be generalisable to other public and private organisations. The project will demonstrate how Australian employers can meet their legal and ethical obligations to protect employee’s psychological health, with a view to ultimately reducing the occurrence and financial consequences of occupational stress claims.

2) Prof D DeLeo; A/Prof BM Draper; Prof JA Snowdon
Title: Preventing Suicide: A psychological autopsy study of the last contact with a health professional before suicide

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Category: 3212 - PUBLIC HEALTH AND HEALTH SERVICES

Partner Organisation(s)
Lifeline, Community Care, Queensland Health, Centre for Mental Health (NSW), Primary Health Institute Ltd, Department Veteran Affairs, Department of Justice, Office of the State, Department of Forensic Medicine (Office of the South East Health), Black Dog Institute

Administering Institution: Griffith University
Summary: In Australia, 48% of all suicides in 2000 were by 35-64 year olds; an additional 13% were by 65 years and over. This study will examine the last clinical contact older suicide victims had with health professionals in order to determine whether this contact offers an opportunity for intervention. For the first time in Australia, GP's, health professionals, and the deceased’s next-of-kin will be interviewed to determine the context surrounding the deceased’s death, and the abilities of health professionals to identify warning signs and to intervene prior to suicide. Given our ageing population, the outcomes will be significant in educating all health professionals to identify suicidal signs, and to prevent premature death in the elderly.

3) Prof Rod McClure, and A/Prof David Shum were also successful in collaborative projects with other universities.

4) Dr Clare Tilbury was awarded a GUICS grant ($10,000) for her project on – “Kinship care and the experiences of ATSI carers in the child protection system”.

Marketing
The Chair extended her sincere appreciation to those colleagues who gave so freely of their time in supporting the Group through Open Day and TSEXPO activities.

The web developer for the Group, Matthew Ho has commenced and is currently developing a consultative process document with the assistance of Peter Westwood. Please contact Matthew to discuss your ideas.

Stock take
The University's annual asset stocktake will take place between 20 June and 2 September 2005 and is mandatory as part of the University's statutory obligation. All assets purchased from University Funds, regardless of the source of those funds, belong to the University and...
their existence needs to be regularly verified by a physical stocktake process. The cooperation of all staff is sought to ensure that items belonging to a School/Element are correctly recorded. This includes donated items and also items that staff legitimately has located at home or off campus. If you require clarification or further information, please feel free to contact Ms. Cheryle Grieve (extn: 55268)

Staff achievements
Associate Professor Margaret McAllister has been consulted by the renowned Menninger Clinic in Houston Texas. The clinic intends to use the CARE framework that she created.

Professor Wendy Chaboyer has been invited to sit on an expert advisory panel for the Foster Inquiry.

19.0 DEAN, LEARNING & TEACHING (HEALTH) REPORT

Discipline Review
The Board was advised that the Discipline Review of anatomy, physiology and biochemistry may not take place until September/October due to the logistics of setting up the membership of the panel.

Annual Program Monitoring
The Board noted that the Dean’s Faculty Review Report and all Program Monitoring Reports will be considered at the August Faculty Board meeting in time to forward these reports to the Deputy Vice Chancellor (Teaching and Learning) by 31 August 2005.

20.0 HEALTH GROUP RESEARCH COMMITTEE REPORT

A Summary of Minutes from the Griffith Health Research Committee were tabled and noted in the absence of the Chair, Professor Lyn Griffiths.

Attachment 1

21.0 HEALTH GROUP COORDINATOR ADMINISTRATIVE REPORT

Ms Carmel Johnson was unable to attend the meeting and provided a report subsequent to the meeting. Points of interest are noted as -

Open Day
The concept of providing a Health precinct on each campus worked extremely well. Schools will be asked to consider providing specific information on programs, pathways, items of particular note etc. in the form of flyers. The frequently asked question sheets prepared by Medicine, Dentistry and Oral Health, and Pharmacy were a valuable resource and other Schools may wish to consider developing their own specific sheets for future marketing activities. Schools may also wish to consider having a staff presence on each campus. Student Ambassadors were an asset on the day and letters of appreciation will be draft by the Coordinator.

TSEXPO
It was noted that not all Schools in the Group were represented at this event. Data on enquiries for areas not represented is being collated.

Griffith Health Web Site
Ms Johnson and Matthew Ho, web developer for the Group, are currently meeting with Web Guides in Schools in an information gathering exercise to assist with the development of the Health site.
Training sessions
CARMS will be holding training sessions on each campus to cover the current legislative requirements in relation to all business transactions and all School Administrative Officers are encouraged to attend.
Two Secretaries forums will be held in August on HRM issues and all secretaries are invited to attend.

22.0 ELECTIVE MARKET PROJECT

The Board noted the response from Schools nominating courses that would be suitable for marketing on the Elective Market Website and were encouraged to consider the potential marketing opportunities that this site may offer.

Schools will be able to add courses to the site for each semester offering.

Noted

23.0 COURSE EVALUATIONS@GRIFFITH

The Board noted the advice that Course evaluation results for semester 2 2004 and semester 1 2005 for the purpose of DEST reporting are available at the Learning and Teaching Performance website at http://www.griffith.edu.au/landt/learningteachingperformance/learningteachingperformance02.html

Noted

24.0 COURSE OUTLINE PROJECT

The Board noted the formation and membership of the Change Management Group that has been established to ensure continuing dialogue to support the successful implementation of the Course Outline Project in 2006. Dr Chris Purcell and Ms Carmel Johnson, Health Group Administrative Coordinator, are Health Group representatives on this Group.

Noted

25.0 ACADEmic Work@GRIFFITH

25.1 The Board was advised the Dean, Griffith Health is a member of the University-wide group considering academic work matters and will keep members informed of developments.

25.2 Mr Peter Westwood was invited to speak to the Board on the progress of a workload model being developed for the Health Group.

25.3 Members were advised that the tool to be adopted will be required to satisfy the Enterprise Bargaining Agreement and be flexible enough to manage a number of variables across the Schools of the Group. It is proving a difficult task to suggest one model that will suit all Schools and Schools will be asked to trial models in the near future.

Noted
26.0 **RISK MANAGEMENT POLICY**

The Board noted the University Council approval of a Risk Management Policy and its web location on the Policy Library [http://www62.gru.edu.au/policylibrary.nsf/rupdateweek/1b4ff993a81dd8994a25703000645944?opendocument](http://www62.gru.edu.au/policylibrary.nsf/rupdateweek/1b4ff993a81dd8994a25703000645944?opendocument). Heads of Schools were asked to ensure this policy was noted at their next School Committee meeting.

**Noted**

27.0 **MID YEAR QTAC ADMISSIONS**

The Board noted the results of the mid year QTAC admission round into a number of Health Group programs.

**Noted**

28.0 **REVISED CROSS CAMPUS CONSISTENCY GUIDELINES**

The Board noted that the revised Cross Campus Consistency Guidelines are available on the Policy Library and the clarification that only one course outline is to be prepared per course code. The course outline will contain information specific to each campus location.

**Noted**

29.0 **QUEENSLAND HEALTH PLACEMENT DEED**

The Board noted the response from Queensland Health to queries raised by the Group to the Queensland Health Placement Deed. Mr Peter Westwood advised that clinical staff within the Schools will be kept up to date on developments of the Deed.

The Board agreed to review the processes implemented by the Schools to manage the information flow after a 12 month implementation period.

**Noted**

30.0 **REGISTERED TRAINING ORGANISATION FEASIBILITY STUDY**

The Board noted the information paper from the Office of Commercialisation calling for expressions of interest to the feasibility of re-establishing Griffith University as a registered training organisation and that a number of Schools within the Group had responded directly to the Office of Commercialisation.

**Noted**

31.0 **PROGRAM MATRIX**

Members noted new initiatives in the undergraduate and postgraduate areas and the target approval dates for submissions via the Program Matrix. It was noted that a number of new programs are scheduled to commence in 2006 and approval target dates should be noted by the relevant Schools.

**Noted**
32.0 NEXT MEETING

The next meeting of the Health Group Board (Faculty) will be held on Wednesday 24 August at 2.30pm at L07_4.08 Logan Campus.

Confirmed: ..........................               Date..............................

(Chair)
DISTRIBUTION LIST

Faculty Board Members

Dean of Health
Professor Debra Creedy
Pro-Vice Chancellor (Health)
Professor Allan Cripps
Pro-Vice Chancellor (Science & Technology)
Professor Max Standage
Dean, Learning & Teaching (Health), Head of School, School of Public Health
Professor Stephanie Short
Portfolio Dean, Research, Commercialisation & Intellectual Property (Health & Science & Technology)
Professor Gillian Bushell
Portfolio Dean, Teaching & Learning (Science & Technology)
Mr David Edwards
Dean and Head, Griffith Medical School
Professor Judith Searle
Dean and Head, School of Dentistry & Oral Health
Professor Newell Johnson
Dean and Head, School of Nursing & Midwifery
Dr Elizabeth Patterson
Head of School, School of Anatomy
Dr Helen Massa
Head of School, School of Human Services
Dr Jayne Clapton
Head of School, School of Medical Science
Professor Lyn Griffiths
Head of School, School of Pharmacy
Professor Nerida Smith
Head of School, School of Physiotherapy & Exercise Science
Dr Lewis Adams
Head of School, School of Psychology
Associate Professor Peter Creed

Information Copies
(without attachments unless stated)

Deputy Heads of School – Griffith Health Group
School Administrative Officers – Griffith Health Group
Secretaries, Personal Assistants – Griffith Health Group
Ms Carmel Johnson, Coordinator, Administrative Support – Griffith Health Group
Mr Geoffrey van Geyzel – Group Resource Manager
Ms Jan Edwards – Marketing Manager, Health
Ms Kirsten Ferguson, Human Resources Manager
Mr Peter Westwood - Executive Officer, Medicine/oral Health

Other Copies
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Binding copy (attachments)
Spare copy