GRiffith Health Board (Faculty) Agenda 2/2007
Wednesday 21 March 2007

GRiffith University
GRiffith Health Board (Faculty) Meeting
AGenda 2/2007

A meeting of the Griffith Health Board will be held at 1.00 pm on Wednesday 21 March 2007 in the Graham Jones Boardroom, G18_3.02, Gold Coast campus.

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Significant Committee Events
- This meeting of the Griffith Health Board (Faculty) will be held at 1.00 pm on Wednesday 21 March 2007 in the Graham Jones Boardroom, G18_3.02, Gold Coast campus.

Deadlines
- Agenda items due with Secretary, Programs Committee for April meeting by 22 March 2007.
- Agenda items due with Secretary, Programs Committee for May meeting by 19 April 2007.

Committee QuickPlace Web Address
- https://qplace01.domino.griffith.edu.au/QuickPlace/sec-university-committees/Main.nsf/h_Toc/dc93ed94a6ce679b4a256d040002e3f0/?OpenDocument
- 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.
### DISTRIBUTION LIST

#### Faculty Board Members

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<tr>
<td>Professor Debra Creedy</td>
<td>ex officio (Chair)</td>
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<td>Dean (Academic)</td>
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<td>Professor Allan Cripps</td>
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<td>Pro-Vice Chancellor (Health)</td>
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<td>Associate Professor Nicholas Buys</td>
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<td>Dean (Learning &amp; Teaching), Health</td>
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<td>Professor Donald Stewart</td>
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<td>Acting Head of School, School of Public Health</td>
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<td>Professor Judith Searle</td>
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<td>Head and Dean, Griffith Medical School</td>
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<td>Professor Newell Johnson</td>
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<td>Head and Dean, School of Dentistry &amp; Oral Health</td>
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<td>Associate Professor Elizabeth Patterson</td>
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<td>Head and Dean, School of Nursing and Midwifery</td>
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<td>Dr Belinda Beck</td>
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<td>Dr Jayne Clapton</td>
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<td>Head of School, School of Human Services</td>
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<td>Professor Lyn Griffiths</td>
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<td>Professor Nerida Smith</td>
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<td>Professor Lewis Adams</td>
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<td>Head of School, School of Physiotherapy &amp; Exercise Science</td>
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<td>Associate Professor Alf Lizzio</td>
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<td>Head of School, School of Psychology</td>
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<td>Professor Wendy Chaboyer</td>
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<td>Director, Research Centre for Clinical Practice Innovation</td>
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#### Information Copies

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

#### Other Copies

- Corporate Archives & Records Management copy (attachments)
- Binding copy (attachments)
- Spare copy
GRiffith University
GRiFFiTH HealTh bOard (faCultY) MEETiNG

A meeting of the Griffith Health Board will be held at 1.00 pm on Wednesday 21 March 2007 in the Graham Jones Boardroom, G18_3.02, Gold Coast campus.

Michele Britton
Secretary

AGENDA

1.0 APOLOGIES
Apologies may be recorded by contacting Michele Britton, Secretary, x56465, or by emailing m.britton@griffith.edu.au

2.0 CONFIRMATION OF MINUTES
The minutes of the 1/2007 meeting have been circulated. To be taken as read and confirmed.

3.0 CHAIR’S REPORT
The Dean (Academic) will report on items of interest to the Board.

4.0 DEAN, (LEARNING & TEACHING) HEALTH GROUP REPORT
The Dean, (Learning & Teaching), Health will report on Faculty Board items.

5.0 GRIFFITH HEALTH RESEARCH COMMITTEE REPORT
The Chair, Griffith Health Research Committee will report on Faculty Board items.

6.0 GRIFFITH HEALTH INTERNATIONALISATION COMMITTEE
The Chair, Griffith Health Internationalisation Committee will discuss the Internationalisation Plan.

7.0 INFORMATION SERVICES REPORT
Senior Librarian to report on items of interest to the Board.

8.0 HEALTH & SAFETY REPORT
The Health & Safety Risk Adviser to report on items of interest to the Board.

9.0 DIRECTOR, GRIFFITH INSTITUTE FOR HIGHER EDUCATION
Professor Kerri-Lee Krause will attend the meeting to discuss her vision of GIHE's future and to obtain feedback from the Board regarding the Group’s needs for input and assistance from GIHE.

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

10.0 HEALTH SCIENCES EDUCATION ACADEMY

10.1 The Dean (Learning & Teaching) will update members on progress with the Health Sciences Education Academy that will commence in 2008.

For discussion

11.0 COURSE EVALUATIONS

11.1 Concern has been expressed that there is insufficient 'closing of the loop' in relation to course evaluations. This is an important issue in our accountability to students and course improvement. Closing the loop in relation to course evaluations refers to both implementing changes to the course in response to student evaluations and advising students that these changes have occurred.

11.2 This issue was recently addressed at the Health Group Learning and Teaching Committee. The Committee has recommended the following process for obtaining, reviewing and utilising student feedback on the Student Evaluation of Course Questionnaire in the absence of a satisfactory existing process.

- With the exception of on-line and distance courses, a person independent of the course convenor will administer a hardcopy of the SEC for students to complete at a time (eg during a lecture) that will ensure the highest response rate to the questionnaire. This is being proposed because of the extremely low response rates to questionnaires placed on the Learning@Griffith websites.

- Each School will organise a meeting of all academic staff at a time following Assessment Board, at which each staff member will report on:
  1. Two positive aspects identified from the feedback
  2. Two issues which require attention
  3. Brief description of proposed changes to address the issues
  4. The percentage of students who completed the SEC

- Course convenors will:
  1. Post a brief summary of the issues and proposed changes on the noticeboard at the relevant Learning@Griffith website for current students to view
  2. At the first lecture of the next offering of the course provide students with a brief description of the changes that have been made to the course based on feedback from the SEC.

- At the first meeting of Faculty Board following the review of course evaluations, each Head of School will provide the Board with a brief summary of the proposed changes to courses arising from student feedback.

For discussion

12.0 ENGLISH LANGUAGE REQUIREMENTS

12.1 The 9/2006 (October) meeting of Faculty Board requested that the Health Group Learning & Teaching Committee review English requirements for admission of international students into programs. At the 1/07 meeting of the Committee this issue was considered. Information was provided to members that described the English language requirements for all programs in the Health Group (attached). It was noted
that most programs were consistent with the University's Admission Policies for Undergraduate and Postgraduate Programs. Where there were differences, arguments had been proposed to support these variations.

12.2 A common view expressed by Committee members was that there was often a minimal relationship between English language requirements (such as the IELTS score) and students' ability in the areas of written and spoken English. The Committee was of the view that a consistent approach to providing appropriate English support following admission represented the optimum method of addressing English skills as opposed to recommending a consistent approach across the Group to English language admission requirements.

12.3 The School of Pharmacy's English testing requirement for all first year students was viewed as one initiative to obtaining 'objective' information about students' English language skills. However, there are a number of concerns about this approach that remain to be resolved. Further, there are resource issues associated with implementing this type of testing across all programs in the Group, as well as the capacity of the University to provide English support to the large number of students (30% of Pharmacy students did not pass the test) who may require assistance.

12.4 In summary, the Health Group Learning & Teaching Committee recommend that strategies be explored (eg First Year Advisers contacting students who fail assessment items) to identify and assist students who have English language difficulties rather than introducing a consistent approach in terms of English language admission requirements.

For discussion

13.0 DOH MAJOR CHANGE SUBMISSION (07/0012257)
1259 B ORAL HEALTH IN DENTAL SCIENCE
4136 G DIPLOMA OF DENTISTRY

13.1 The Griffith Health Board (Faculty) is asked to consider a major change submission (07/0012257) recommended by the School of Dentistry and Oral Health. A number of changes to the Bachelor of Oral Health in Dental Science and Graduate Diploma of Dentistry programs are proposed, following an internal curriculum review conducted by the School in late 2006.

13.2 Proposed changes to the Bachelor of Oral Health in Dental Science include combining courses to reduce overlap between and within courses, and changes to the sequencing and titling of courses within the program. It is also proposed that two 10CP courses (2972NRS Health, Law & Ethics and 3021MSC Australian Health Care) be removed from the undergraduate program for students commencing from 2008. (The approval of the Pro Vice Chancellor, Health Group will be required for this load shift, upon agreement of the Schools of Nursing and Midwifery, and Medical Science to the proposal to withdraw these courses from the undergraduate program). Removal of these courses will enable an increase in credit point value for clinical and community research courses in the undergraduate program, to more accurately reflect the work required for each course, and to regularise the credit point value for the bachelors program to a standard 40CP per semester.

13.3 Proposed changes to the Graduate Diploma of Dentistry include removal of the 2 x 10CP electives (the School does not have the resources to offer elective courses) and removal of 2 x 5CP core courses 5001DOH_Y1 and Y2 Community Research Project. Removal of these courses (total 30CP) will enable an adjustment to the credit point value of the program's clinical courses and the addition of 2 x 5CP courses 5002DOH Small Business Administration and Practice Management (from Semester 1 2008) and 5001DOH Australian Health Care, Law and Ethics (from Semester 1 2012). 5001DOH
Australian Health Care, Law and Ethics will have an oral health focus to better prepare students for entry into the field of dentistry.

Recommendation

13.4 The Griffith Health Board (Faculty) is asked to recommend to Programs Committee the major change submission (07/0012257) proposing changes to the Bachelor of Oral Health in Dental Science (1259) and Graduate Diploma of Dentistry (4136), implementation of the changes will commence from Semester 2, 2007 and will be fully implemented by Semester 1 2012.

For consideration

14.0 PBH SPECIAL PURPOSE SUBMISSION (07/0012256)

14.1 The Griffith Health Board (Faculty) on the executive approval of the Head of School, Public Health (09.03.07) is asked to consider the special purpose submission (07/0012256) proposing to change the home campus of the School's postgraduate programs from Nathan to South Bank.

14.2 Since Semester 1 2006, the School of Public Health has offered its postgraduate course at South Bank campus. This is because the Queensland Centre of Public Health which is the coordinating body for the tripartite arrangement between University of Queensland, Queensland University of Technology and Griffith University is now located at South Bank campus. The central location is required because the program is oriented towards health professionals working at hospitals in or around the Brisbane CBD. These programs also require close professional links with senior Queensland Health staff and managers.

Recommendation

14.3 The Griffith Health Board (Faculty) is asked to recommend to Programs Committee the special purpose submission (07/0012256) proposing to change the home campus of the School's postgraduate programs from Nathan to South Bank, effective Semester 1, 2007.

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

15.0 SPECIAL PURPOSE SUBMISSION 06/0002515 (07/0002512 REVISED)

15.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Academic) in approving the special purpose submission (06/0002515, 07/0002512_revised) proposing changes to the admission requirements for the Bachelor of Medical Science and the Bachelor of Biomedical Science programs, for introduction in Semester 1, 2008.

15.2 The proposed changes do not impose any higher-level requirements and can therefore be implemented at the next admission round in 2008. The proposed changes are as follows:
Program | Current requirements | Proposed requirements
--- | --- | ---
1280/1306 BMedicalSc ** | Prerequisites: English, Maths B or C, plus one of Biological Science, Chemistry or Physics | Prerequisites: English, Maths B
1031/1094 BBiomedicalSc ** | Prerequisites: | Recommended: At least one of Biological Science, Chemistry or Physics

15.3 The proposal to change the admission requirements was approved by the Science, Environment, Engineering and Technology Board (1/2007, 16 February 2007) and following the executive recommendation of the Dean (Academic) Health (22 February 2007) was approved by Programs Committee (1/2007, 1 March 2007).

Recommendation:

15.4 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Academic) in approving the special purpose submission (06/0002515 _07/0002512 revised) proposing changes to the admission requirements for the Bachelor of Medical Science and the Bachelor of Biomedical Science programs, for introduction in Semester 1, 2008. (Note: Programs Committee 1/2007 has approved this submission).

For ratification

16.0 MSC MINOR CHANGE SUBMISSION (07/0012258)
2018 B HEALTH SCIENCE (HONOURS)
2056 B BIOMEDICAL SCIENCE (HONOURS)

16.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving a minor change submission (07/0012258) proposing changes to the two Honours programs offered by the School of Medical Science:

- Introduction of an additional 5CP elective 6015MSC Manipulation & Expression of Recombinant DNA
- Increase CP value of 6011MSC Principles of Drug Design & Development from 5CP to 10CP.
- Recoding of courses delivered by the Institute for Glycomics to SCE codes. (The associated load shift of EFTSL 0.03 has been approved by the Pro Vice Chancellor, Health Group).

Recommendation

16.2 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving the minor change submission (07/0012258) proposing changes, as detailed in the submission, to the two Honours programs offered by the School of Medical Science:

For ratification

17.0 PSY MINOR CHANGE SUBMISSION (07/0012263)
5071/5280 M ORGANISATIONAL PSYCHOLOGY
6012 / 6013 D PSYCHOLOGY (ORGANISATIONAL)
6004 / 6007 D PHILOSOPHY IN ORGANISATIONAL PSCYHOLOGY

17.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving a minor change submission (07/0012263) proposing the introduction of three additional Independent Learning Project courses to facilitate the progression of students who commenced in their program prior to 2007.
17.2 Programs Committee 5/2006 approved a major change submission (06/0003075) for the School of Psychology’s organisational psychology programs to ensure cross campus consistency of the School’s postgraduate program suite, and to meet requirements of the Australian Psychology Accreditation Council.

17.3 Pursuant to the change submission, transitional arrangements were introduced to facilitate students’ progress through their programs, following the introduction of the changes. One of the transitional arrangements was the introduction of a 5CP Independent Learning Project. Under the previous program structure, students were able to enrol in 35CP courses and complete modules within the course. For continuing students who did not complete all modules in the 35CP course prior to the program changes coming into effect, the Independent Learning Project course can be utilised to enable students to undertake any outstanding modules or a supervised project, as appropriate.

17.4 As transitioning students may need to enrol in more than one Independent Learning Project to progress their studies, it has been necessary to create additional Independent Learning Project courses for continuing students. Accordingly, the School proposes the introduction of three new Independent Learning Project (7412PSY (5CP), 7413PSY (5CP) and 7414PSY (10CP) to enable students to meet their degree requirements. The introduction of these courses does not constitute additional content.

Recommendation

17.5 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching in approving the minor change submission (07/0012263) proposing changes, as detailed in the submission, to the Organisational Psychology programs offered by the School of Psychology, effective Semester 1, 2007.

For ratification

18.0 PROGRAM PLANNING TEAMS FOR 2008 INITIATIVES

18.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching in approving membership of the following 2008 program developments:

**Bachelor of Public Health**

Professor Donald Stewart:
Associate Professor Roger Hughes
Dr. Neil Harris
Dr. Glen Shaw
Ms Bernadette Sebar
Dr. Fiona Rowe
Ms Debby Findlay (SAO)

Associate Professor Rod Connolly, Griffith School of Environment
Dr. Marion Mitchell, School of Nursing
Ms Christine Randall, School of Human Services (Workplace Health & Rehabilitation)
Mr Bruce Morton – Representative AIEH QLD Branch – Environmental Health
Mr Greg Moss – Workplace Health & Safety, Senior Consultant, SiteSafe
Ms Kylie Quigg (Senior Public Health Nutritionist) Indigenous Health, Southern Zone
Population Health
Queensland Health
Dr. Rosemary Erben, Adjunct Associate Professor (Health Promotion, International Health)
Dr. Don Staines Adjunct Associate Professor, (Health Promotion) – Public Health Physician
Graduate Diploma of Pharmaceutical Science

Prof. Nerida Smith (HOS - Master of Pharmacy program convenor)
Dr Alison Haywood (Bachelor of Pharmaceutical Science program convenor)
Dr Enoch Chan (Master of Pharmacy Honours convenor)
Year 2 Master of Pharmacy student
Ms Nicola Shapland, Lecturer, PHM
Ms Denise McConnell (new staff member employed to develop and teach the new program)
Ms Margaret Price (Manager Admissions Griffith University)
Mrs Regina Tucker (SAO School of Pharmacy)
Dr Milton Kiefel (Institute for Glycomics)
Mr Greg Mapp (Community Pharmacist)
Ms Trudy McGovern (Deputy Director of Pharmacy Gold Coast Hospital)

For ratification

19.0 COURSE OUTLINES

19.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the acting Dean (Academic) and Dean (Learning & Teaching) in approving course outlines as listed, to be offered by the Schools of Physiotherapy and Exercise Science, Psychology and Public Health. The published course outlines may be viewed at http://www.griffith.edu.au/ua/aa/pccat/courseoutlines.html

1008PSY Interpersonal Skills
3023PES Pathology
7402PSY Psychology in the Workplace
7314PBH Health Informatics

For ratification

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

20.0 DVC (A) APPROVAL TO AMEND DETAILS OF NEW PROGRAM INITIATIVES FOR 2008

20.1 The Board is advised that the Deputy Vice Chancellor (Academic) has approved the following changes to 2008 program initiatives for advertising purposes:

1) Change of title of the Graduate Diploma of Pharmacy to the Graduate Diploma of Pharmaceutical Science.
2) Addition of a Nutrition major to the Bachelor of Public Health. The Nutrition major will be offered at the Gold Coast and Logan campuses and will articulate with the Master of Nutrition and Dietetics.

For noting

21.0 POSTGRADUATE INFECTION CONTROL AND PREVENTION COURSES (07/0012262) TRANSFER OF COURSE HOST FROM MEDICAL SCIENCE TO NURSING AND MIDWIFERY

21.1 The Board is advised that on the executive recommendation of the Heads of School, Nursing and Midwifery and Medical Science, the Group Pro Vice Chancellor has approved transfer of course host for postgraduate infection control and prevention courses (current EFTSU = 3.2) from the School of Medical Science to the School of Nursing and Midwifery, effective Semester 2 2007.
For noting

22.0 POLICY, PROCEDURE AND FORM UPDATES

The Board is advised of the following policy updates:

Academic Misconduct Policy
This policy states the University's expectations of how students should conduct themselves in their academic studies and identifies conduct that is contrary to these standards, such as cheating, plagiarism, as "academic misconduct". The Policy also states how the University will deal with allegations of academic misconduct.
Amendment: Council approved a new section clarifying the University's stance regarding additional instances of academic misconduct that occur during an investigation of an academic misconduct complaint.
URL: http://www62.gu.edu.au/policylibrary.nsf/mainsearch/352f26aa1a1011e64a256bbb0062fd5f?openendocument

Student Grievances and Appeals Policy
This policy provides the mechanism for resolving problems when a student considers that a decision of the University or one of its staff or a situation experienced by the student is not in accordance with the expectations set down in the Student Charter or the University's rules and policies.
Amendment: Council approved a revised section clarifying the University's practice of acknowledging a student's notice of appeal and the further notification they will receive should there be an unforeseen delay in finalising the consideration of an appeal.
URL: http://www62.gu.edu.au/policylibrary.nsf/mainsearch/be52c10d0ae50bdd4a256bb400633184?openendocument

The Use of Undergraduate Courses in Postgraduate Programs
This policy states the University's commitment to students enrolled in postgraduate programs undertaking graduate courses. It also acknowledges that on occasions there are sound academic reasons for undergraduate courses to be included in postgraduate programs and provides guidance as to when it is acceptable to include undergraduate courses in postgraduate programs.
Amendment: Where a postgraduate program provides an initial qualification in an academic, professional or vocational area not previously studied (for example, a competency-based graduate entry professional program), the Guidelines for the Use of Undergraduate Courses in Postgraduate Programs do not apply.

Fees and Charges Policy
This policy encapsulates the basis on which the University charges students fees for various activities. It defines the various types of fees and charges and provides the authorities to determine the various types of fees; provisions for refunds; penalties for non-payment; sponsorships and scholarships; payment plans. It implements the provisions of the Higher Education Support Act 2003 within the University.
Amendment: Council approved an addition to the Fees and Charges Policy to allow the University to levy a charge on overseas students for health cover. Students who can demonstrate that they have suitable cover will be exempted from the charge and have these fees refunded.
URL:
Griffith University Smoking Policy
Amendment: Smoking is prohibited in any outdoor area of a food outlet, or any outdoor area where food and drink is provided
URL: http://www62.gu.edu.au/policylibrary.nsf/mainsearch/8bd1595e35e6d4614a256bde00631f46?opendocument

Schedule of Delegations of Authority to Sign Contracts and Agreements
URL: http://www62.gu.edu.au/policylibrary.nsf/mainsearch/6935bd1f1b22dbfb4a256fc00063eb4c?opendocument

23.0 OTHER BUSINESS

24.0 NEXT MEETING

24.1 The next meeting of the Griffith Health Board (Faculty) will be held on Wednesday 18 April 2007 at 1.00 pm in GH1_7.30, Southport.