GRiffith University

griffith health board (faculty) meeting

agenda 1/2008

a meeting of the griffith health board will be held at 12.30 pm on wednesday 19 march 2008 in room 2.02, the chancellery (g34), gold coast campus.

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10.0 presentation: library resources budget
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**Significant Committee Events**

- This meeting of the Griffith Health Board (Faculty) will be held at 12.30 pm on Wednesday 19 March 2008 in Room 2.02, The Chancellery, (G34) Gold Coast campus.
- The next meeting of the Griffith Health Board (Faculty) will be held at 1.00 pm on Wednesday 16 April 2008 in Room 7.30, The Centre for Medicine and Oral Health, (GH1).

**Deadlines**

- Agenda items due with Secretary, Programs Committee for April meeting by 21 March 2008.

**2008 Griffith Health Board (Faculty) Meeting Dates and Venues**

(All meetings commence at 1 pm unless otherwise advised)

- 16 April  
  Room 7.30, Centre for Medicine & Oral Health, GH1
- 21 May  
  Room 2.02, The Chancellery, G34
- 18 June  
  Room 2.02, The Chancellery, G34
- 23 July  
  Room 7.30, Centre for Medicine & Oral Health, GH1
- 20 August  
  Room 1.04, The Chancellery, G34
- 17 September  
  Room 2.02, The Chancellery, G34
- 22 October  
  Room 2.02, The Chancellery, G34
- 19 November  
  Room 7.30, Centre for Medicine & Oral Health, GH1

**Committee QuickPlace 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 (FACULTY) MEETING

DISTRIBUTION LIST

Faculty Board Members

Name                                                                 | Appointment Type
Professor Lewis Adams                                              | ex officio (Chair)
Acting Dean (Academic)                                               | ex officio
Professor Allan Cripps                                               | ex officio
Pro-Vice Chancellor (Health)                                         | ex officio
Professor Nicholas Buys                                             | ex officio
Dean (Learning & Teaching), Health                                  | ex officio
Professor Lyn Griffiths                                             | ex officio
Dean (Research), Health                                              | ex officio
Professor Donald Stewart                                            | ex officio
Head of School, School of Public Health                              | ex officio
Professor Judith Searle                                             | ex officio
Head and Dean, Griffith Medical School                              | ex officio
Professor Newell Johnson                                            | ex officio
Head and Dean, School of Dentistry & Oral Health                    | ex officio
Associate Professor Elizabeth Patterson                             | ex officio
Head and Dean, School of Nursing and Midwifery                      | ex officio
Dr Belinda Beck                                                      | ex officio
Head of School, School of Anatomy                                   | ex officio
Associate Professor Jayne Clapton                                   | ex officio
Head of School, School of Human Services                            | ex officio
Associate Professor Tony Perkins                                    | ex officio
Head of School, School of Medical Science                            | ex officio
Professor Nerida Smith                                              | ex officio
Head of School, School of Pharmacy                                  | ex officio
Associate Professor Norm Morris                                     | ex officio
Acting Head of School, School of Physiotherapy & Exercise Science    | ex officio
Associate Professor Alf Lizzio                                      | ex officio
Head of School, School of Psychology                                | ex officio
Professor Claire Rickard                                             | ex officio
Acting Director, Research Centre for Clinical Practice Innovation    | ex officio

Information Copies (without attachments unless stated)

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 12.30 pm on Wednesday 19 March 2008 in Room 2.02, the Chancellery (G34) Gold Coast campus.

Robyn Rose
Acting Secretary

AGENDA

1.0 APOLOGIES

Apologies may be recorded by contacting Ms Donna Kalaentzis, Secretariat x57879 or by emailing d.kalaentzis@griffith.edu.au

2.0 MEMBERSHIP

Farewell and Thankyou

- The Board will wish to farewell Professor Debra Creedy and thank her for her contributions as Chair, Griffith Health Board (Faculty) while in the role of Dean (Academic).
- The Board will wish to farewell Professor Kim Halford and thank him for his contributions while in the role of Dean (Research), Griffith Health.
- The Board will wish to farewell Ms Michele Britton and thank her for her contributions as Secretary, Griffith Health Board (Faculty) while in the role of Academic Services Officer (Health).

Welcome

The Board will wish to welcome:

- Professor Lewis Adams (formerly Head of School, Physiotherapy & Exercise Science) who continues ex officio membership following appointment as acting Dean (Academic, Griffith Health.
- Professor Lyn Griffiths (formerly Head of School, Medical Science) who continues ex officio membership following appointment as Dean (Research), Griffith Health.
- Associate Professor Norm Morris who has become an ex officio member while acting Head of School, Physiotherapy & Exercise Science.
- Associate Professor Tony Perkins who has become an ex officio member following appointment as Head of School, Medical Science.
- Professor Claire Rickard who has become an ex officio member following appointment as acting Director, Research Centre for Clinical Practice Innovation.
- Ms Robyn Rose, acting Secretary, Griffith Health Board (Faculty).

Congratulations

The Board will wish to congratulate the following members on their recent promotion:

- Professor Nick Buys (promoted to Professor from Associate Professor)
- Associate Professor Jayne Clapton (promoted to Associate Professor from Senior Lecturer)
3.0 CONFIRMATION OF MINUTES
The minutes of the 10/2007 meeting have been circulated. To be taken as read and confirmed.

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

5.0 DEAN (LEARNING & TEACHING) REPORT
The Dean (Learning & Teaching) Health will report on Faculty Board items.

6.0 DEAN (RESEARCH) REPORT
The Dean (Research) Health will report on Faculty Board items.

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

8.0 HEALTH & SAFETY REPORT
The Manager, Technical Services, Health Group to report on items of interest to the Board.

9.0 PRESENTATION: SEET ON-LINE LAB INDUCTION PROGRAM
Mr Dave Edwards, Dean (Learning & Teaching) SEET will address the Board regarding the SEET Group’s on-line lab induction program.

10.0 PRESENTATION: LIBRARY RESOURCES BUDGET
Mr Martin Borchert, Associate Director, Access Services (FLAS) will address the Board regarding the library resources budget.

11.0 PRESENTATION: ACADEMIC INTEGRITY SYSTEM
Associate Professor Anna Stewart will address the Board regarding the Academic Integrity System.

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

12.0 AUQA/QUALITY ISSUES DISCUSSION
12.1 The Deputy Vice Chancellor (Academic) has requested that AUQA/Quality be included as a standing item on Faculty Board agendas and that this item be used to discuss particular issues in relation to quality within the Group, for example course and teaching evaluation, program monitoring. The Board is asked to consider the following quality issues within the Health Group:
REPORTS ON COURSE EVALUATIONS

12.2 Pursuant to the Health Group’s ‘Closing the Loop’ course evaluation process, Heads of School will provide a one page summary to Faculty Board of the common issues identified via the course evaluation process undertaken during Semester 2 2007, and action taken to address the issues. Written reports received prior to this meeting are attached for consideration.

For discussion

SUPPORT FOR COURSE & PROGRAM CONVENORS

12.3 The Dean (Learning & Teaching) will work with Heads of School to focus on improvement of those courses that fell in the lowest performance bands on the basis of SEC data for Semester 1 2007 (Semester 2 2007 data will be reviewed in future). GIHE Group Advisers will discuss with the Dean (Learning & Teaching) ways to support the Group’s achievement of course and program improvement goals in 2008. Attached is a flyer prepared by GIHE entitled ‘Interpreting SEC data in your Group / Faculty: Guidelines for Deans (Learning and Teaching).’ The Dean (Learning & Teaching) will lead discussion in relation to this item.

For discussion

REPORT ON LOW COURSE ENROLMENTS

12.4 Under Academic Plan 3, each Group is to achieve a reduction in courses, especially low enrolment courses. By 2008:

- at least 85% of undergraduate courses are to have an enrolment of at least 10 students and 75% are to have an enrolment of at least 20 students
- at least 70% of postgraduate courses must have an enrolment of at least 10 students

12.5 In 2007, the Dean (Learning & Teaching) instituted a process for reviewing course offerings with the intent of reducing courses with low enrolments and / or reducing replication of courses, particularly for postgraduate programs. As part of this review process, Heads of School were asked to consider collaborative opportunities with other Schools within the Health Group and within other Academic Groups to increase enrolments in postgraduate courses.

12.6 Heads of School are required to provide a regular report to Faculty Board on progress towards decreasing low course enrolments (particularly postgraduate programs with <10 enrolments). It was decided in 2007 that the reports to Faculty Board would occur on a quarterly basis. The next quarterly report is now due.

12.7 Reports received from Heads of School in advance of the meeting are summarised as follows:

| DOH | The D Clinical Dentistry will, for each specialty, only ever enrol 3-4 student per annum for three years. 4 enrolments commence in the DClinDent (Periodontology) on March 3 2008. DOH will always restrict the M Dental Technology to ~6 for a one year FT and 2 year PT program. This is a realistic balance of resources, and demand. The only DOH program at risk is the B Oral Health in Dental Technology. DOH are working with External Relations to expand applicants. |

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NRS | See detailed report (attached)
---|---
PES | M Musculoskeletal & Sports Physiotherapy program:
There is little opportunity for collaborative offering for this specialty program. PES aim to get the enrolments up over 20 in the next intake in 2009, (note that this is a part time program - this represents 10 FTE).

**INTERNATIONALISATION**

12.8 The Dean (Academic) will advise the Board of recent developments regarding Internationalisation.

**OPEN UNIVERSITIES AUSTRALIA: UPDATE ON PROGRESS**

13.1 Representatives of Open Universities Australia (OUA) recently met with the Health Group to describe the services OUA offers and benefits it can provide. Heads of School will report on OUA progress.

13.2 Reports received from Heads of School in advance of the meeting are summarised as follows:

| DOH | I was very interested in the OUA presentation, and possibilities. However clinical dentistry, with long semesters in-house do not lend themselves to total distance learning. DOH is, therefore, a nil return |
| PHM | The School of Pharmacy will not be offering any programs via OUA |

**PROMOTIONS/MARKETING TO GRIFFITH CONNECT PARTNER SCHOOLS**

14.1 External Relations Promotions Team have implemented the following new system to accommodate requests from Schools who wish to deliver a content-based lecture to Griffith Connect partner schools:

Schools are required to:

- Prepare a topic based presentation (Powerpoint) and send it to the Marketing Manager (Health) for approval.
- Nominate relevant staff or student ambassadors (motivated, dynamic, engaging) to deliver the presentation.
- Ensure staff / ambassadors are readily available to deliver the presentation as per a time allocated by the schools (the lecture MUST fit in with the school timetable).

Lectures must be topic based and not generic to Griffith Health. These lectures must not overtake the Griffith specific lectures delivered by the External Relations Promotions Team.

Once finalised and approved, the ER Promotions Team will inform our Griffith Connect Partner Schools of these lectures, enabling them to determine which are more relevant to their students and then select a time / date to invite presenters out to their schools.
The lectures will be offered for the school terms 2, 3 and 4. All visits must be arranged in liaison with the External Relations Promotion Team.

14.2 A preliminary discussion will take place at this meeting to canvass issues regarding promotions and marketing and how these activities are being managed at the Group and University level. Associate Professor Tony Perkins will lead discussion in relation to this item.

For discussion

15.0 SIR SAMUEL GRIFFITHS SCHOLARSHIP CONDITIONS FOR 2008

15.1 The following Health programs are currently excluded from the Griffith Connect Admission and Scholarship Scheme. Applicants from Griffith Connect Partner Schools may apply for scholarships for these degrees, but their application will be held and not finalised in the Griffith Connect scholarships round. These applications will be considered in the High Achieving scholarship round and the general Sir Samuel Griffith scholarship round when the selection for the final Sir Samuel Griffith scholarships is undertaken and when the outcome of their application for admission is known.

<table>
<thead>
<tr>
<th>Program</th>
<th>Griffith Program Code</th>
</tr>
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<tbody>
<tr>
<td>Bachelor of Medical Science</td>
<td>1306 (Nathan)</td>
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<tr>
<td></td>
<td>1280 (Gold Coast)</td>
</tr>
<tr>
<td>Bachelor of Oral Health - Dental Science</td>
<td>1259</td>
</tr>
<tr>
<td>Bachelor of Oral Health – Oral Health Therapy</td>
<td>1262</td>
</tr>
<tr>
<td>Bachelor of Oral Health – Dental Technology</td>
<td>1260</td>
</tr>
<tr>
<td>B Physiotherapy / B Exercise Science</td>
<td>1174</td>
</tr>
<tr>
<td>Bachelor of Pharmaceutical Science</td>
<td>1242</td>
</tr>
</tbody>
</table>

15.2 Ms Michelle Wear, Manager, Student Recruitment, External Relations has advised that as each Group contributes to funding the Scholarships, the above programs were excluded from the Griffith Connect Admission and Scholarship Scheme to ensure equity of distribution of scholarships across the Groups i.e. otherwise the scholarships would cluster across very few programs / Academic Groups. Ms Wear has advised that a paper has recently been prepared proposing the exclusions detailed in the Sir Samuel Griffiths Scholarship Conditions for 2008 be removed, and that there be no OP1 guarantee (as currently), with these changes to take effect from 2009. If the proposed changes are accepted, Scholarships will continue to be assessed on the basis of OP and leadership and community involvement, with an equitable distribution of scholarships across the Academic Groups determined across the two scholarship rounds. The relevant polices are attached to facilitate discussion. Associate Professor Tony Perkins will lead discussion in relation to this item.

For discussion

16.0 EXECUTIVE APPROVAL OF ASSESSMENT RELATED PROCEDURES

16.1 Examinations and Timetabling have recently issued the approved delegations for executive approval of assessment related procedures (refer attached). The Dean (Learning & Teaching) will lead discussion in relation to this item.

For discussion
HSV MAJOR CHANGE / NEW PROGRAM SUBMISSION (08/0004753)
3217 G CERT COMMUNITY REHABILITATION
M COMMUNITY REHABILITATION

17.0 The Griffith Health Board (Faculty), on the executive recommendation of the Head of School, Human Services is asked to consider the major change / new program submission proposing the introduction of the 80CP Master of Community Rehabilitation program at Logan campus in Semester 1, 2009.

17.1 The 7/2007 Programs Committee approved the new Graduate Certificate in Community Rehabilitation 3217 for introduction in Semester 1, 2008. The new program submission for the Graduate Certificate in Community Rehabilitation flagged the intention to subsequently introduce the articulated Master of Community Rehabilitation. The Graduate Certificate in Community Rehabilitation has attracted 16 students as at the commencement of the program in Semester 1 2008. A number of these students will wish to progress to Masters level upon completion of the Graduate Certificate. The School of Human Services proposes the introduction of the Master of Community Rehabilitation in Semester 1 2009 to cater for students who seek qualifications at the Masters level, and also to attract the international market.

17.2 Admission Requirements

Entry into the Masters of Community Rehabilitation requires students to have completed a bachelors degree or equivalent in Nursing or an Allied Health discipline such as, but not restricted to, Physiotherapy, Occupational Therapy, Speech and Language Therapy, Social Work, Human Services, Psychology, Psychological Science or Behavioural Science.

Standard English language requirements for entry into postgraduate programs will apply.

17.4 Credit Arrangements

Graduates who have completed the Griffith University Graduate Certificate in Community Rehabilitation (3217) will be eligible for entry into the Master of Community Rehabilitation and will receive 40CP credit (advanced standing) towards the Master of Community Rehabilitation program.

17.5 Fees

The fee band for the G Cert for domestic students will also apply for the Masters (FPPG4 = $107 per CP). The fee for international students is consistent with the other postgraduate programs offered by the School of Human Services: M Human Services and M Social Work programs (INT_PG_2D = $200 per CP).

17.6 Degree Requirements

To be eligible for the award of Master of Community Rehabilitation (MCommunityRehab), a student articulating from the Graduate Certificate in Community Rehabilitation must acquire 80CP as prescribed below:

- complete the 40CP requirements of the Graduate Certificate in Community Rehabilitation; and
- gain 20CP for the prescribed courses; and
- gain 20CP for the electives.
To be eligible for the award of *Master of Community Rehabilitation (MCommunityRehab)*, a student enrolling directly into the Masters program must acquire 80CP as prescribed below:

- gain 50CP for the prescribed courses; and
- gain 30CP for the electives.

Recommendation

17.7 The Griffith Health Board (Faculty) is asked to recommend to Programs Committee the major change / new program submission (08/0004753) proposing to establish the Master of Community Rehabilitation program at Logan campus from Semester 1, 2009.

For discussion

18.0 SPECIAL PURPOSE SUBMISSION (08/0004758)

1327 B NURSING (POST-REGISTRATION) (ABU DHABI)  
1326 B NURSING (ABU DHABI)

18.1 The Griffith Health Board (Faculty), on the executive recommendation of the Head of School, Human Services is asked to consider the special purpose submission proposing the following changes to the Bachelor of Nursing (Post-Registration) (Abu Dhabi) program, effective September 2008 (Semester 1 in Abu Dhabi):

- Change the commencement of the program from January 2008 to September 2008, as the program will not be ready to proceed until this time;
- Change the ordering of courses in the program structure to accommodate the changed semester of commencement.
- Amend the admission requirements to ensure students have the necessary pre-requisite knowledge to successfully undertake the program.
- Decrease the English language requirements from IELTS 6.5 to the standard for undergraduate programs i.e. IELTS 6.0 for both the 1327 Bachelor of Nursing (Post-Registration) and 1326 Bachelor of Nursing (Abu Dhabi) programs.

Recommendation

18.2 The Griffith Health Board (Faculty) is asked to recommend to Programs Committee the special purpose submission (08/0004758) proposing changes to the Bachelor of Nursing (Post-Registration) (Abu Dhabi) to take effect from September 2008 (Semester 1 in Abu Dhabi).

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

19.0 DOH SPECIAL PURPOSE SUBMISSION (07/0012411)

1259 B ORAL HEALTH IN DENTAL SCIENCE  
1260 B ORAL HEALTH IN DENTAL TECHNOLOGY  
1262 B ORAL HEALTH IN ORAL HEALTH THERAPY  
4136 G DIP DENTISTRY

19.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving special purpose submission (07/0012411) proposing the following changes to Dentistry programs:
• Clarification of current degree requirements to specify that in addition to meeting all prerequisites and co-requisites requirements in order to progress through the program, that students successfully complete all DOH coded courses in one semester before proceeding to DOH coded courses in the following semester (for programs 1259, 1260 and 1262), and that students successfully complete all DOH coded courses in a year before proceeding to DOH coded courses in the following year (for programs 1259, 1260, 1262 and 4136). A plan to monitor and manage student progression is detailed in the program submission.

• Updating of details of designated courses for programs 1259 Bachelor of Oral Health in Dental Science and 1262 Bachelor of Oral Health in Oral Health Therapy, following University approval of changes to courses in respective programs.

• It is proposed that degree requirements for program 1260 Bachelor of Oral Health in Dental Technology for students commencing in 2008 include 12 weeks work integrated learning. In 2007 the School of Dentistry and Oral Health introduced a course that included a laboratory placement component. The requirement to undertake placements in local laboratories was well received by students who asked if this requirement could be extended to other years in the program. Students will be required to complete the 12 weeks work experience between 1st year, Semester 2 and 3rd year, Semester 2 (week 10) at laboratories on the Gold Coast and in Brisbane that the School has legal placement agreements with. This requirement will assist in meeting accreditation and registration requirements that require dental technology students to complete a number of practical hours. The School would like students to undertake placement in dental laboratories in addition to undertaking laboratory practice within the School.

• Addition to the admission requirements for the Graduate Diploma of Dentistry to specify that: “Students who wish to delay entry into the Graduate Diploma of Dentistry may do so for no more than one year. Students who delay entry cannot be guaranteed a place in the Graduate Diploma of Dentistry. Entry will be subject to available dental operatories (dental chairs) and to passing a clinical and written examination.”

This submission was considered at the 10/2007 meeting of Programs Committee.

For ratification

20.0 DOH SPECIAL PURPOSE SUBMISSION (07/0012412)
6018 D CLINICAL DENTISTRY (PERIODONTOLOGY DISCIPLINE STREAM)

20.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving special purpose submission (07/0012412) recommending performance at interview as an additional admission requirement for entry into the program. The first intake into the program will be 2008. The proposed change to admission requirements will take effect for students entering the program from 2009.

This submission was considered at the 10/2007 meeting of Programs Committee.

For ratification

21.0 DOH SPECIAL PURPOSE SUBMISSION (07/0012417)
1259 B ORAL HEALTH IN DENTAL SCIENCE
1260 B ORAL HEALTH IN DENTAL TECHNOLOGY
4136 G DIP DENTISTRY
5402 M DENTAL TECHNOLOGY IN PROSTHETICS

21.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving special purpose submission (07/0012417) seeking
to require students in the Bachelor of Oral Health in Dental Science, Bachelor of Oral Health in Dental Technology, Graduate Diploma of Dentistry and Master of Dental Technology in Prosthetics to purchase particular instruments.

21.2 The PVC (Administration) has previously approved the requirement for students to purchase instruments and/or pay deposits on instruments. This submission details additional purchases required as follows:

· students in the Bachelor of Oral Health in Dental Science and Graduate Diploma of Dentistry to purchase additional instruments in the form of a dental science prosthetics kit. This kit is to be supplied by students from semester 1 of year 3 of the undergraduate program and for the duration of the Graduate Diploma of Dentistry program. The estimated cost is AUD$120-150.

· students in the Bachelor of Oral Health in Dental Technology to purchase additional instruments in the form of a general prosthetics kit (estimated cost AUD$160-190) and orthodontics kit (estimated cost AUD$50-80). This kit is to be supplied by students from semester 1 of year 2 of the program.

· students in the Master of Dental Technology in Prosthetics to purchase additional instruments in the form of a general prosthetics kit. This kit is to be supplied by students from semester 1 of year 1 of the program (estimated cost AUD$160-190)

21.3 It is proposed to introduce this change from Semester 1, 2008 to apply to continuing and commencing students. The communication strategy is detailed in the submission. The School advise it is necessary for students to supply their own additional instruments as large quantities of instruments have previously gone missing and from 2008, the School does not have sufficient supplies to meet the needs of all students.

The Pro Vice Chancellor (Administration) subsequently approved the submission.

For ratification

22.0 HLS MINOR CHANGE SUBMISSION (07/0012396)

FOUNDATION YEAR PROGRAMS
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
1094 BACHELOR OF BIOMEDICAL SCIENCE
1093 BACHELOR OF HEALTH SCIENCE
1280 B MEDICAL SCIENCE
9109 CONTINUING EDUCATION CERTIFICATE IN HEALTH SCIENCE
1242 BACHELOR OF PHARMACEUTICAL SCIENCE
1171 BACHELOR OF EXERCISE SCIENCE
1172 BACHELOR OF EXERCISE SCIENCE / BACHELOR OF BUSINESS (SPORTS MANAGEMENT)
1173 BACHELOR OF EXERCISE SCIENCE / BACHELOR OF EDUCATION
1174 BACHELOR OF PHYSIOTHERAPY / BACHELOR OF EXERCISE SCIENCE

22.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving minor change submission (07/0012396) proposing changes to the introductory psychology courses for the Foundation Year programs to better meet the needs of Foundation Year students.

For ratification
23.0 HSV SPECIAL PURPOSE SUBMISSION (07/0012408)
1282 B SOCIAL WORK

23.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving special purpose submission for 1282 Bachelor of Social Work, seeking the following changes to information contained on the program catalogue:

1. Information has been added to the Accelerated Entry Program section in Apply for Entry to alert eligible students of the availability of the new Master of Social Work program (5476). Students who have completed an appropriate Bachelors degree will be eligible for entry to both programs.

2. Course 3039HSV (Working in Human Services) has been added to the designated Courses for the Purpose of Exclusion section in Degree Requirements. This summer semester course must be successfully completed by Accelerated Entry students prior to commencing their semester I program. This change to degree requirements will affect students commencing in the program in Summer semester 2008 (Jan/Feb). The Program Structure has also been amended to change the semester of offer for 3039HSV from semester I to Summer semester.

3. The Honours section in the Program Structure has also been amended to include eligibility for Accelerated Entry students. At present it states that “Honours will be granted based on meritorious performance in the standard four year program.” This has been changed to “Honours will be granted based on meritorious performance in the Bachelor of Social Work program.”

This submission was considered at the 10/2007 meeting of Programs Committee.

For ratification

24.0 HSV SPECIAL PURPOSE SUBMISSION (08/0004752)
5505 M SOCIAL WORK

24.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the acting Pro Vice Chancellor (Health) in approving special purpose submission for 5505 Master of Social Work seeking the Gold Coast offering of the program have no intake in 2009.

24.2 Professor Debra Creedy, acting Pro Vice Chancellor advised the Griffith Graduate Research School and the School of Human Services on 8 January 2008 that if there are less than 12 enrolments by Friday 11th January 2008, then the Health Group will postpone offering the Master of Social Work on the Gold Coast until 2009.

24.3 Only 4 applications have been received for the Gold Coast program. Students who wished to study at the Gold Coast campus in 2008 have been given the option of enrolling in the Logan program or deferring enrolment until 2009.

24.4 The acting Chair, Programs Committee approved the special purpose submission on 29 January 2009, for ratification at the 1/2008 meeting of Programs Committee.

For ratification

25.0 MED SPECIAL PURPOSE SUBMISSION (07/0000333)
5239 MASTER OF LEGAL MEDICINE
3218 GRADUATE CERTIFICATE IN LEGAL MEDICINE

25.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving special purpose submission for 5239 Master of Legal Medicine and 3218 Graduate Certificate in Legal Medicine seeking to suspend the programs in 2008 due to lack of staff resources. The School of Medicine has
communicated with the six students currently enrolled in the program to explain the available options, as detailed in the attached submission.

25.2 The submission has been executively approved by the Chair, Programs Committee on 20 December 2007 for ratification at the 1/2008 meeting.

For ratification

26.0 MSC SPECIAL PURPOSE SUBMISSION (08/0004759) 5433 M MEDICAL RESEARCH

26.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving special purpose submission (08/0004759) proposing that students admitted to the Master of Medical Research program from Semester 1, 2008 receive a Testamur in the following format:

MASTER OF MEDICAL RESEARCH (first line, in capitals)
[name of specialisation] (second line, lower case)

26.2 The proposed change is required to meet current ESOS and CRICOS registration legislative requirements.

For ratification

27.0 NRS MINOR CHANGE SUBMISSION (07/0012410) 5424 / 5425 M ADVANCED PRACTICE / WITH HONOURS (COMMUNITY & PRIMARY HEALTH CARE)

27.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving special purpose submission (07/0012410) proposing changes to specialty elective courses for students enrolled in 5424 / 5425 Master of Advanced Practice / with Honours (Community & Primary Health Care), effective Semester 1 2008. This change is in response to the Health Group’s review of postgraduate courses.

For ratification

28.0 NRS MINOR CHANGE SUBMISSION (08/0004755) 1163 / 1164 / 1232 B NURSING (POST-REGISTRATION)

28.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving minor change submission (08/0004755) to update the listed electives for the B Nursing (Post-Registration) program.

For ratification

29.0 NRS MINOR CHANGE SUBMISSION (08/0004756) 5424 / 5425 M ADVANCED PRACTICE / WITH HONOURS

29.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving minor change submission (08/0004756) proposing to include 8852NRS Issues in Infectious Diseases as a listed elective, effective Semester 1 2008.

For ratification
30.0  NRS MINOR CHANGE SUBMISSION (07/0012413)  
5230 / 5244 M MIDWIFERY / WITH HONOURS

30.1  The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving minor change submission (07/0012413) proposing to replace 7019NRS Quantitative Research with 6002HLS Quantitative Research. This change is in response to the Health Group’s review of postgraduate courses.

For ratification

31.0  PSY MINOR CHANGE SUBMISSION (08/0004754)  
6007 / 6004 D PHILOSOPHY IN ORGANISATIONAL PSYCHOLOGY

31.1  The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving minor change submission (08/0004754) for the 6007 / 6004 Doctor of Philosophy in Organisational Psychology program. It is proposed to increase the CP value of the dissertation courses from the current 50CP (5 x 10CP dissertation courses) detailed in the program structure to 70CP (1 x 10CP plus 4 x 15CP dissertation courses) as a suitable solution to resolve the 20CP discrepancy between the research requirements depicted in the program structure and the approved degree requirements. This change is to take effect from Semester 1 2008. This submission has been referred to the Research and Postgraduate Studies Committee.

For ratification

32.0  PSY SPECIAL PURPOSE SUBMISSION (08/0004757)  
POSTGRADUATE PSYCHOLOGY PROGRAMS

32.1  The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving the special purpose submission proposing the following changes to the postgraduate psychology programs, effective Semester 1 2009:

- Increase the International English Language Testing System (IELTS) entry score for all Psychology postgraduate programs from IELTS 6.5 to IELTS 7.0 to be consistent with the Psychologists Board of Queensland’s policy regarding English language requirements for psychologists from non-English speaking backgrounds wishing to be registered in the State of Queensland.

- Additionally, amend the admission requirements for the clinical psychology programs to formalize the requirement that admission is restricted to students who are registered psychologists or who are eligible for probationary registration with the Psychologists Board of Queensland. This proposed admission requirement is consistent with the previously approved admission requirement for organisational psychology programs.

For ratification

33.0  HLS FIRST YEAR ADVISER CHANGES

33.1  The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving the following First Year Adviser changes with immediate effect:

**Medical Science**
1093 Bachelor of Health Science - Helen Naug
1094 Bachelor of Biomedical Science - Helen Naug
For ratification

34.0 HLS CHANGE OF PROGRAM CONVENORS

34.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving changes of program convenor for the following programs:

**Nursing & Midwifery**
1165 Bachelor of Nursing, Logan  Ms Snez Stolic
1232 Bachelor of Nursing, Post-Registration  Ms Snez Stolic
5424/5425.M Advanced Practice / with Honours (Community & Primary Health Care)  Ms Julie Shaw
from April to July 2008
5424/5425.M Advanced Practice / with Honours (Palliative Care)  Ms Clare Fenwick
2080 Griffith Health Group Honours Program  (Nursing School Honours Adviser) (April to July 2008)  Prof Claire Rickard

**Medical Science**
1093 Bachelor of Health Science  Dr Helen Massa
1094 Bachelor of Biomedical Science  Dr Dean Pountney
1280 Bachelor of Medical Science  Dr Roselyn Rose-Meyer

**Pharmacy**
5369 Master of Pharmacy  Ms Laetitia Hattingh
5423 Master of Pharmacy (Honours)  Dr Evelin Tiralongo

**Physiotherapy & Exercise Science**
1171 B Exercise Science  Dr Glenn Harrison
1174 B Physiotherapy/B Exercise Science  A/Prof Norm Morris
1172 B Exercise Science/B Business (Sport Management)  A/Prof Norm Morris
1225 B Exercise Science/B Psychological Science  A/Prof Norm Morris
RHD Convenor  Dr Peter Mills

**Psychology**
1012 B Psychological Science  Dr David Neumann
1014 B Psychology  Dr David Neumann
1014 B Psychology (Honours Year Adviser)  Dr Karen Murphy
2004 B Psychological Science with Honours  Dr Karen Murphy
5070 M Clinical Psychology  Dr Allison Waters
6003 D Philosophy in Clinical Psychology  Dr Allison Waters
6010 D Psychology (Clinical)  Dr Allison Waters
1136 B Laws / B Psychological Science  (Semester 1)  Dr Graham Bradley
1136 B Psychological Science  (Semester 2)  Dr Liz Conlon
1225 B Exercise Science / B Psychological Science  (Semester 1)  Dr Graham Bradley
1225 B Psychological Science  (Semester 2)  Dr Liz Conlon
1013 B Business (HRM) / B Psychological Science  (Semester 1)  Dr Graham Bradley
1013 B Psychological Science  (Semester 2)  Dr Liz Conlon
RHD Convenor – Gold Coast  Dr Glenda Andrews
RHD Convenor – Mt Gravatt  Dr Stefano Occhipinti
35.0 COURSE OUTLINES

35.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving the following Semester 2 2007 course outlines.

2001DOH Prosthetic Technology 1
2002DOH Laboratory Practicum 1
2015DOH_Y1 Public Oral Health & Community Research
2017DOH_Y1 Comprehensive Oral Health Care 1
2018DOH_Y1 Clinical Dental Prac 1
2020DOH Oral Biology
3001DOH Prosthetic Technology 3
3002DOH Laboratory Practicum 3
3007DOH_Y1 Oral Pathology & Oral Medicine
3012DOH Research Development
3014DOH Introduction to Oral Pathology and Oral Medicine
3015DOH_Y1 Community Research Placement 2
3016DOH_Y1 Clinical Dental Practice 2
3018DOH_Y1 Comprehensive Oral Health Care 2
3020DOH_Y1 Clinical Practice
3021DOH_Y1 Integrated Oral Health
4000DOH_Y1 Comprehensive Care I
5000DOH_Y1 Comprehensive Care II
7003DOH Clinical Oral Pathology
7004DOH_Y1 Clinical Prosthetics Case Studies
6002HLS Quantitative Statistics
6004HLS Independent Study
7002HLS Engaging with Educational Theory & Effective Communication Skills
7003HLS Education in the Clinical Setting I
2027HSV Group Facilitation
2005MSC Biochemistry
2008MSC Structural Biochemistry
3014MSC Molecular Biology
1960NRS Introduction to Clinical Nursing
1961NRS Introduction to Anatomy & Physiology
3030NRS Introduction to Intensive Care, Coronary Care & Emergency Nursing
3978NRS Adapting to Health Changes in the Older Adult
3979NRS Community Health & Diversity
7951NRS Pre and Postnatal Midwifery
8914NRS Sexual Health Practice
8941NRS Advanced Practice in Nursing
8951NRS Advanced Pathophysiology
2207PBH Qualitative Research for Public Health
2214PBH Public Health Research Methods
3131PBH Public Health Project Management
2012PES Integrated Systems Physiology
7005PES Applied Biological Science II.
7006PES Biomedical Instrumentation
7007PES Professional Practice  
2001PHM Drug Information & Evaluation 1  
1006PSY Psychology for the Health Sciences  
2004PSY Occupational Psychology  
7416PSY The Employment Life Cycle

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

36.0 OUTCOMES 2007 PROMOTION ROUND

36.1 The Vice Chancellor announced the outcome of the 2007 promotion round on 20 December 2007. The Board will wish to extend congratulations to the following Health Group staff:

Promotion to Professor
Associate Professor Nick Buys
Associate Professor Elizabeth Kendall

Promotion to Associate Professor
Dr Christopher Barclay
Dr Rod Barrett
Dr Paula Brough
Dr Jayne Clapton
Dr Marie Cooke

Promotion to Senior Lecturer
Dr Mark Chappell
Dr Amy Johnston
Dr Kym MacFarlane
Dr Jennifer Osmond
Dr Tamara Ownsworth
Dr Dean Pountney

Promotion to Lecturer
Ms Ruth Cantrill
Ms Debbie Massey
Mr Gary Mellor
Ms Marion Tower
Ms Rachel Walker

For noting

37.0 OUTCOMES 2007 GRIFFITH GRANTS FOR LEARNING AND TEACHING ROUND

37.1 The Pro Vice Chancellor (Learning & Student Outcomes) has announced the recipients of the 2007 Griffith Grants for Learning and Teaching round. The Board will wish to congratulate all recipients.

37.2 The Board noted the success of the following Health Group staff:

Level 1: Strategic University Wide Projects (two years duration, up to $150,000)

Implementing PASS in Griffith Health and Griffith Business School
Professor Nick Buys and Ms Janine Chipperfield, Griffith Health (together with Professor Lorelle Frazer, and Dr Ruth McPhail, Griffith Business School)
Level 2: Strategic Faculty/Group/Discipline based projects (one to two years duration, up to $50,000).

A ‘Just In Time Intervention’ to Support the Academic Efficacy of at Risk First Year Students
Associate Professor Keithia Wilson and Associate Professor Alf Lizzio, School of Psychology

Level 3: School/Program based projects (one year duration, up to $20,000)

Critical Thinking in Social Work Education – Incorporating Client Knowledge
Dr Clare Tilbury, School of Human Services

Level 4: Individual/Course based projects (one year duration, up to $5,000)

Strengthening the Research Culture in the Undergraduate Psychology Program
Associate Professor Alf Lizzio, School of Psychology

Development of a DVD Teaching Resource on Working with Non-English-Speaking Background (NESB) Service Users in Human Service/Social Work Settings
Dr Jennifer Osmond, School of Human Services

Using Web-Based Technology to Develop Communication and Counselling Skills in Pharmacy Practice
Ms Nicola Shapland, School of Pharmacy

Tools to Facilitate Teaching in Medicine and Pharmacy
Mrs Laetitia Hattingh, School of Pharmacy

For noting

38.0 REVISED 2009 GRIFFITH HEALTH GROUP PROGRAM PROFILE PLAN

38.1 The Deputy Vice Chancellor (Academic) formally approved the revised 2009 Griffith Health Group Program Profile Plan (attached) on 4 December 2007.

38.2 The following programs have been approved by the Deputy Vice Chancellor (Academic) for advertising and program development:

- M Mental Health Practice
- B Ex Sc Adv / D Physiotherapy
- M Sports Coaching
- B Human Services / M Rehabilitation Counselling

For noting

39.0 AASW ACCREDITATION – SOCIAL WORK PROGRAMS

39.1 Formal advice has been received from the Australian Association of Social Workers by letter dated 9 October 2007 that the Bachelor of Social Work degree has been granted full accreditation for a further five years. Provisional accreditation has been granted for the Master of Social Work qualifying degree. The provisional accreditation will be reviewed within twenty-four months. The National Vice-President – Education, Australian Association of Social Workers congratulated Griffith’s Social Work program, advising the program received the commendation of the Review Panel.

For noting
40.0  WORK INTEGRATED LEARNING SYMPOSIUM

40.1  The Work Integrated Learning (WIL) Symposium is one of the three major outcomes of the Work Integrated Learning Staff Development Project being implemented by the Griffith Institute for Higher Education (GIHE) and funded by the Office of the Deputy Vice-Chancellor (Academic). This symposium aims to showcase WIL curricula at Griffith, to share examples of good practice in WIL and to promote engagement in scholarly reflection on the design and implementation of WIL curricula. The symposium will celebrate the important achievements, not only of academics and administrative staff, but also of students who have engaged in WIL curricula.

40.2  The Pro Vice Chancellor (Learning & Student Outcomes) recommends this symposium to all staff who are or may become involved in Work Integrated Learning curricula or to any staff member interested in WIL. For more information on the symposium please visit http://www.griffith.edu.au/centre/gihe/whatson/wil/home.htm or to register directly, please email gih-projects@griffith.edu.au by Friday 4 April, 2008.

For noting

41.0  PROJECT STREAMLINE 2008

41.1  The Vice Chancellor has advised that in addition to a project to improve the Policy Library, the following areas will be the subject of Project Streamline work during this year.

Academic Administration
- Examination and assessment systems and processes

Campus Life
- Planning Design and Construction - project flow process and timelines
- Internal charge journal transactions

External Relations
- Publications process

Finance and Business Services
- Vehicle management system
- Expense management system
- Automated invoicing and accounts receivable (non-student related)

Human Resource Management
- Academic Review of Performance (AROP) process

41.2  Further information may be obtained from the relevant Office Director and/or the Pro Vice Chancellor (Administration). Comments and suggestions about the projects would also be welcome at this stage.

41.3  The Vice Chancellor is interested to receive any suggestions for other processes and areas which might be the subject of a Project Streamline project.

For noting

42.0  DISESTABLISHMENT OF OFFICE FOR COMMUNITY PARTNERSHIPS

42.1  The Vice Chancellor has advised:

- Council (December 2007) resolved to disestablish the position of Pro Vice Chancellor (Community Partnerships).
The goal of strengthening community engagement will remain central to the Griffith 2015 ethos, but will be best expressed in future through the campus based planning and activities of academic elements. This will reinforce the Griffith 2015 strategy of identifying and projecting a distinct focus or flavour for each campus.

Academic elements will be encouraged to extend their community engagement directly through the Academic Plan which establishes targets for work integrated learning and other community engagement activities, and through the Research Plan which establishes targets for developing Australian Research Council linkage projects which link researchers with end users.

The Office of Community Partnerships has been disestablished. This did not require any staff redundancy as all former staff of the office had either resigned, transferred or had been re-assigned to other duties.

Professor Max Standage, who has been responsible for the Community Partnerships portfolio since May 2006, will continue in his role as Provost of the Logan and Gold Coast campuses.

For noting

43.0 1310 B ENGINEERING (SPORT & BIOMEDICAL ENGINEERING)

43.1 The Griffith School of Engineering has proposed the creation of a new discipline/major BEng (Sport and Biomedical Engineering) at the Gold Coast. The courses to make up this major will be drawn from the BEng (ECE) program and from courses from civil engineering, medical science, physiotherapy and exercise science. The existing biomedical specialisation in BEng (ECE) will subsequently be removed. Consultation between the SEET and Health Groups has occurred regarding this proposal and the Dean (Learning & Teaching) has provided approval for the proposal to proceed subject to inclusion of the Heads of Schools of PES and MSC on the planning team.

For noting

44.0 POLICY, PROCEDURE AND FORM UPDATES

The Board is advised of the following policy / form updates:

Administration and Reporting of University Shareholdings Policy
The policy outlines requirements for the administration and reporting of University shareholdings.


Alternative Assessment for Students with Disabilities
This policy provides a set of guidelines to assist in developing appropriate assessment strategies for students with disabilities. This includes the use of an interpreter, reader, scribe or personal assistant.


Appointment of Academic Managers in Groups
This document outlines the procedures for the appointment of Deans, Heads of School or Department, Deputy Heads of School or Department, Portfolio Deputy Deans, and other academic manager positions.

URL:

Approving Authorities for University Policies
This document provides a consolidated list of University policies and their approving authorities.

ASP Other Costs Allowance Form
URL: http://domdoc03.domino.gu.edu.au/policylibrary.nsf/76BE8738BAE04D5F4A256AEC007E2B25/1D84811B344FC7F84A2573DA0063DDC5/$File/ASP%20Other%20Costs%20Allowance%20Form.pdf?OpenElement

Authority to Sign Contracts and Agreements
This Schedule provides a list of delegations authorising officers to sign contracts and agreements on behalf of the University.
URL: http://domdoc03.domino.gu.edu.au/policylibrary.nsf/76BE8738BAE04D5F4A256AEC007E2B25/6935BD1F1B22DBFB4A256FC00063EB4C?OpenDocument

Electrical Safety Policy
This document outlines the Griffith University policy for ensuring electrical safety within the workplace.

Financial Delegations Schedule
This document specifies the financial delegations and responsible authority for a range of financial related functions and activities, including the procurement of goods and services and conducting transactions.

Griffith Library Lending Policies
This document outlines Griffith University's policies in relation to the borrowing of items from the University's library collections and supersedes all existing and past Policies regarding borrowing from the University's library collections.

Internal Charges
This document provides information on the application of internal charge costs across elements within the University. This document is a supplement to the Internal Charges Policy.

Internationalisation Strategy
The University has recently reviewed and updated its Internationalisation Strategy. The revised Strategy identifies a comprehensive set of objectives for the University, and in doing so directs attention to staff and student support, and to using international relationships strategically for the benefit of the
University. The Strategy identifies measures against which we will assess and monitor our progress towards our objectives, and assigns clear responsibilities for implementation.

Internationalisation of the Curriculum Definition
This document defines and exemplifies ways in which internationalisation of the curriculum may take place across programs and courses across Griffith University.
URL: http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/3ac564ad2be055224a25737f0063e4fa?opendocument

Investment Policy
This policy sets out the University's management and operation of the investment portfolio.

Linked Classification Policy and Procedures
The purpose of this document is to establish policy and procedures for the development of general staff positions with a linked classification.

Schedule C Fees and Charges – Fees for International Study Abroad Students
This schedule provides details on the fees for International Study Abroad Students.

45.0 OTHER BUSINESS

46.0 NEXT MEETING

46.1 The next meeting of the Griffith Health Board (Faculty) will be held on Wednesday 16 April 2008 at 1.00 pm in Room 7.30, The Centre for Medicine and Oral Health (GH1)