A meeting of the Health Group Board was held at 12.30pm on Thursday 25 October 2012 in Room 1.05/1.06, The Chancellery (G34), Gold Coast campus.

MINUTES

PRESENT:
Professor Tony Perkins, Dean (Academic) (Chair)
Professor Mark Forwood, HoS – MSC
Professor Ros Sorensen, HoS – PBH
Professor Peter Milburn, HoS – PES
Professor Patrick O’Leary, HoS – HSV
Professor Paul Martin, HoS – PSY
Professor Lyn Griffiths, Director – GHI
Professor Nicholas Buys, Dean (L&T)
Professor Simon Broadley, HoS – MED
Professor Andrew Davey, HoS – PHM
Mr Tristan Damen – Secretary

Present by invitation:
Ms Gillian Rumpf, Development & Alumni Manager (Health)
Ms Susie Head, TS
Professor Peter Reher, DHoS – DOH
Ms Anita Hathaway – ER
A/Prof Shirley Morrissey, DHoS – PSY
A/Prof Gary Rogers, DHoS – MED
Ms Heidi Piper, GI
Ms Andrea Lerche, HR
Mr Geoffrey van Geyzel, GRM
Mr Peter Westwood, EO
Ms Louise Durack, ER
Dr Stefano Occhipinti, DHoS – PSY

PROPOSALS:
Professor Allan Cripps, PVC (Health)
Professor Elaine Duffy, HoS - NRS
Professor Ward Massey, HoS – DOH
Professor David Shum, Dean (Research)

Observers:
Dr Louise Ward, DHoS – NRS
Associate Professor Jenny Gamble, DHoS - NRS
Mr Hamish Townsend, ER
A/Prof Liisa Laakso, DHoS – PES
Ms Jenny McDonald, Director of Clinical Services – DOH
Mr Phillip McDonald, INS

1.0 CONFIRMATION OF MINUTES

The minutes of the 5/2012 (September) meeting of the Griffith Health Group Board were taken as read and confirmed.

2.0 ACTIONS ARISING FROM 5/2012 (SEPTEMBER) HEALTH GROUP BOARD MEETING

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

3.0 PES INITIAL PROGRAM PROPOSAL (2012/0007699) BACHELOR OF OCCUPATIONAL THERAPY

3.1 On the executive recommendation of the Dean (Learning & Teaching), the Griffith Health Group Board was asked to consider the initial program proposal to establish the Bachelor of Occupational Therapy at the Gold Coast campus, as detailed in 2012/0007699, effective Semester 1, 2014.

3.2 The Head of School, School of Rehabilitation Sciences spoke to the item and advised that Professor Matthew Molineux has been developing the program since May this year. It was also noted that extensive market research was undertaken for the proposal and that all supporting documentation for Program Profile Planning purposes had been submitted.

Resolution

3.3 On the executive recommendation of the Dean (Learning & Teaching), the Griffith Health Group Board resolved to ratify the proposal to include the initial program proposal to establish the Bachelor of Occupational Therapy at the Gold Coast campus, as detailed in 2012/0007699, effective Semester 1, 2014, in the 2014 Health Group Program Profile.

4.0 PBH 5 YEAR PROGRAM REVIEW (2012/0007691) 1333 BACHELOR OF PUBLIC HEALTH

4.1 On the executive recommendation of the Dean (Learning & Teaching), the Griffith Health Group Board considered the 5 Year Program Review Report for the Bachelor of Public Health (1333), as detailed in 2012/0007691, as well as the Implementation Plan, as detailed in 2012/0007692.

4.2 The Head of School, School of Public Health spoke to the item and advised members that the recommendations from the review team included the reinstatement of two majors that were previously part of the program. The current offering of the Bachelor of Public Health program was observed to lack an ideal level of coherence and integrity that diverged from its original objectives.

4.3 The Head of School, School of Public Health noted two options were considered by the review team: to keep the program running in its current state, or to adopt the Implementation Plan which would allow the program to cater to the Commonwealth Government’s change in focus from acute to primary health care.
4.4 Members expressed concern that there has not been strong demand for the program with its past and current offerings of award majors, and that reinstating previously-unpopular study plans was unlikely to result in an increase in enrolments.

4.5 Members expressed concern that the development of new coursework would require additional resources and development time. On the topic of resourcing and curriculum development, the Head of School, School of Public Health advised that in many cases, courses were being split and expanded upon, so they did not believe that this was a cause for great concern.

4.6 Members agreed that study in the area of public health should be incorporated into all health degrees and that this was a possible way of determining interest in the discipline.

4.7 Members expressed concern that an inability to effectively determine career outcomes for the program made it difficult to market to prospective students. The Dean (Learning & Teaching) asked for the Head of School, School of Public Health to make contact with the Health Development Co-ordinator, Ms Suzzanne Owen to discuss how the program and possible career outcomes are marketed to school leavers.

Resolution

4.8 The Chair resolved that the Implementation Plan for the 5 Year Review of the Bachelor of Public Health (1333) program, as detailed in 2012/0007692, would be considered by the Health Group Executive for inclusion in the Health Group’s 2014 Program Profile Plan.

4.9 Subsequent to the meeting, the Health Group Executive considered the Implementation Plan for the 5 Year Review of the Bachelor of Public Health (1333) program, as detailed in 2012/0007692, with a decision to be delivered at the next meeting of the Health Group Board.

5.0 MSC 5 YEAR PROGRAM REVIEWS – PRELIMINARY REPORTS

1093 BACHELOR OF HEALTH SCIENCE
1094 BACHELOR OF BIOMEDICAL SCIENCE

5.1 On the executive recommendation of the Dean (Learning and Teaching), the Health Group Board was asked to consider the Preliminary 5 Year Program Review Reports for the Bachelor of Health Science (1093) and Bachelor of Biomedical Science (1094), as detailed in 2012/0007697 (1093) and 2012/0007698 (1094).

5.2 The Chair commented that the 5 Year Program Review process had been extremely positive for each of these programs as it provided an opportunity for the School of Medical Science to engage with a wide variety of stakeholders.

Resolution

5.3 On the executive recommendation of the Dean (Learning & Teaching), the Health Group Board resolved that the Preliminary 5 Year Program Review Reports for the Bachelor of Health Science (1093) and Bachelor of Biomedical Science, as detailed in 2012/0007697 (1093) and 2012/0007698 (1094), could be sent to the review panel for consideration.
6.0 MED FULL PROGRAM PROPOSAL (2012/0007688)
5099 DOCTOR OF MEDICINE

6.1 On the executive recommendation of the Acting Dean (Learning and Teaching), the Health Group Board was asked to ratify the full program submission proposing the introduction of the Doctor of Medicine effective Semester 2, 2013.

6.2 The Dean (Learning & Teaching) spoke to this item and advised that at the 07/12 (October) meeting of Programs Committee, members agreed that the program could not be advertised until the University had received advice in writing from the Australian Medical Council (AMC) that the program has been accredited. On the topic of written accreditation advice from the AMC, the Head of School, School of Medicine advised that the University needs to provide advice to the Medical Schools Accreditation Committee (MedSAC) in the first instance. MedSAC does not meet again until March 2013.

6.3 The Head of School, School of Medicine provided assurance that proceeding with the change to name was a low risk proposal. The Dean (Learning & Teaching) asked that the Secretary schedule a meeting with members of Program Committee to see how the proposal can be progressed.

6.4 The Head of School, School of Medicine asked for the Secretary to confirm that the Bachelor of Medical Science programs (1280, 1306) were AQF compliant.

Resolution

6.5 On the recommendation of the Acting Dean (Learning and Teaching), the Health Group Board resolved to ratify the proposal to establish the Doctor of Medicine effective Semester 2, 2013, as detailed in 2012/0007688.

6.6 Subsequent to the meeting, the Secretary confirmed with the Manager, Academic Program Services that the Bachelor of Medical Science programs (1280, 1306) are compliant with the revised AQF.

Action: Secretary to arrange meeting to progress the Doctor of Medicine proposal with the following participants: Dean (Learning & Teaching), Dean (Academic), Academic Registrar, Secretary and Chair of Programs Committee, and Head of School, School of Medicine.

SECTION B: ACTION UNDER DELEGATED AUTHORITY OR EXECUTIVE ACTION

The Griffith Health Group Board resolved to ratify the following executive approvals:

7.0 PES MAJOR CHANGE SUBMISSION (2012/0007686)
4157 GRADUATE DIPLOMA OF EXERCISE SCIENCE – 7605PES

7.1 Minor change submission proposing the establishment of 7605PES Professional Practice in Exercise Science II to replace 7116PBH Health Promotion, Planning and Evaluation.

8.0 DOH MINOR CHANGE SUBMISSION (2012/0007677)
5557 MASTER OF CLINICAL DENTISTRY IN IMPLANT DENTISTRY – 2013 INTAKE

8.1 Minor change submission proposing a 2013 intake for the Master of Clinical Dentistry in Implant Dentistry (5557).
9.0 PSY MINOR CHANGE SUBMISSION (2102/0007673)

5280 MASTER OF ORGANISATIONAL PSYCHOLOGY
6013 DOCTOR OF PSYCHOLOGY (ORGANISATIONAL)
6007 DOCTOR OF PHILOSOPHY IN ORGANISATIONAL PSYCHOLOGY

9.1 Minor change submission proposing the suspension of Semester 2 intakes into each program as well as the replacement of three existing courses with the following new courses:
   - 7418PSY Professional Skills
   - 7419PSY Strategic Organisational Psychology
   - 7417PSY Leadership and Performance Development

10.0 HSV MINOR CHANGE PROPOSAL (2012/0007689)

5475 MASTER OF MENTAL HEALTH PRACTICE – NEW ELECTIVES

10.1 Minor change submission proposing the introduction of two listed electives to the program and the reclassification of 7048HSV Mental Health Praxis (previously: Mental Health Placement) as a core course.

11.0 HSV CHANGE PROPOSAL (2012/0007690)

5518 MASTER OF SOCIAL WORK (OUA) – FULL-TIME LOAD

11.1 Minor change submission proposing to restructure the Master of Social Work program so that full-time enrolment is possible for students commencing in the Semester 2 intake.

12.0 NRS PROPOSAL TO SUSPEND INTAKE (2012/0007671)

1163/1164 BACHELOR OF NURSING (POST-REGISTRATION) (NA, GC)

12.1 Submission proposing to suspend intake into the Bachelor of Nursing (Post-Registration) (1163, 1164) offered at both Gold Coast and Nathan programs for 2013.

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

13.1 Griffith Health Group Board ratified the following Program Convenor changes for 2012:

School of Human Services and Social Work
3169 Graduate Certificate in Community and Your Work   Dr Caroline Lenette

14.0 COURSE TITLE CHANGES

14.1 Griffith Health Group Board ratified the following course title changes for 2012:

School of Rehabilitation Sciences
1002PES Biophysics (previous title: Biophysics and Quantitative Biology)

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

Nil
SECTION D: MATTERS NOTED, CONSIDERED, OR REMAINING UNDER DISCUSSION

15.0 CHAIR’S REPORT

Appointment to the role of Dean (Academic)
The Chair confirmed that they had been appointed to the role of Dean (Academic) for the Griffith Health Group for 5 years. The Chair gave thanks to members for their support and looks forward to continuing to work in partnership with members in the coming years.

Griffith Health Group’s position
The Chair commented on the position of the Griffith Health Group, which is performing well despite difficult market conditions. The Chair congratulated members on their recent successes, particularly in the fields of learning and teaching, as well as research. The Chair advised that his vision for the Group is to be positioned as a faculty that supports a culture of excellence. With new clinical and teaching facilities opening soon, the Chair advised that it is imperative to work with external partners in future.

Planning for 2014 and beyond
The Chair advised members that the Program Profile Plan for 2014 was being considered in concert with the Dean (Learning & Teaching).

16.0 PRO VICE-CHANCELLOR (HEALTH) REPORT

The Pro Vice-Chancellor (Health) tendered apologies for the meeting.

17.0 DEAN (LEARNING & TEACHING) REPORT

Appointment of Dean (Academic)
The Dean (Learning & Teaching) congratulated the Chair on their appointment to the role of Dean (Academic).

Learning & Teaching – Key Performance Indicators
Members were advised that there was a small increase in Learning & Teaching KPIs for the Health Group in 2012 which was a good outcome. The only exception to this was the area of graduate success and further investigation was required into this result.

Learning & Teaching Awards and Grant Winners
The Dean (Learning & Teaching) congratulated all Learning & Teaching award and grant recipients. Winners of Office for Learning & Teaching Citations were also congratulated: Associate Professor Ray Tedman, Dr Natalie Colson, Dr Jessica Vanderlelie.

Outreach and external partnerships
The Dean (Learning & Teaching) congratulated Suzzanne Owen for facilitating the offer of 158 guaranteed offers into Health degrees to high school students that completed GriffBio, GriffHealth and GriffEx courses.

Student Success Advisors
Offers have been made to successful applicants for the Student Success Advisor positions. Heads of School have been contacted with advice to ensure that there are appropriate facilities available to these staff members.

17.1 Members raised questions about the role of First Year Leaders (previously First Year Advisors) following the recruitment of Student Success Advisors (SSAs). Members asked how the roles of Student Success Advisor, First Year Leader (FYLs) and Programs Convenor will work together and whether there is any flexibility in terms of the responsibilities for staff in these roles. Commenting on the role of the SSAs, the Dean (Learning & Teaching) advised that the SSAs’ primary focus will be dealing with
at-risk students. Pastoral care elements of the FYL role have been re-located to the SSA role, and FYLs’ focus will now be curriculum development.

17.2 The Dean (Learning & Teaching) advised that he is in the process of meeting with FYLs and Program Convenors to discuss clear boundaries between the three roles.

18.0 DEAN (RESEARCH) REPORT

Members noted the report submitted by the Dean (Research).

19.0 PLANNING AND FINANCIAL SERVICES REPORT

The Group Planning and Resource Manager (Health) tabled the report and highlighted items of interest.

20.0 INFORMATION SERVICES REPORT

The Acting Manager, Academic Services tendered apologies for the meeting.

21.0 EXTERNAL RELATIONS REPORT

The Marketing Manager (Health) tabled the report at the meeting and highlighted items of interest.

The Communications Officer (Health) advised members on recent Griffith Health Group media appearances and current initiatives.

22.0 HUMAN RESOURCE MANAGEMENT REPORT

New structure for HR Services
The new structure for HR Services will be operational from 5 November 2012. Higher end enquiries should still be directed to the Health Group HR Business Partner team composed of Melanie Wickel, Ranil Dayal, and Andrea Lerche. Transactional enquiries should be directed to the Ask HR service.

23.0 DEVELOPMENT AND ALUMNI REPORT

The Development and Alumni Manager (Health) tabled the report at the meeting and highlighted items of interest.

24.0 GRIFFITH INTERNATIONAL REPORT

The Deputy Director, International tabled the report at the meeting and highlighted items of interest.

24.1 The Chair asked the Deputy Director, International whether it would be possible for Griffith International to forward reports detailing the country of origin of international students so as to better tailor orientation programs to these students. The Deputy Director, International advised that they would investigate this request.

Action: Deputy Director, International to investigate whether reports detailing country of origin for incoming international students can be produced and disseminated to Heads of School.
Action: Deputy Director, International to forward summary of International Student Barometer results to members for consideration.

25.0 REVIEW OF SCHOOL ASSESSMENT BOARD BRIEF

25.1 The Dean (Learning & Teaching) advised members that feedback following Assessment Board meetings run in Semester 1, 2012 using the new brief was unanimously positive and would be adopted again for Semester 2, 2012 without change.

25.2 Members advised that some Schools will be assessing all courses in Semester 2, 2012, not just those highlighted for the purpose of consensus moderation to encourage higher attendance levels at Assessment Board meetings. The Dean (Learning & Teaching) advised that Schools were able to examine additional courses.

Noted

26.0 PROGRAM LOAD IN DOUBLE DEGREES

26.1 The Dean (Learning & Teaching) asked members to consider a list of double degree programs where students were not able to enrol in a standard load (40CP) in each semester. Host Schools were given two options:
- Extend programs by several semesters so that they can be configured for students to enrol in 40CP each semester
- Rationalise content so that programs can maintain their current duration in years and still allow students to enrol in 40CP each semester.

26.2 The Dean (Learning & Teaching) acknowledged that all non-compliant programs hosted by Griffith Health Group belonged to the School of Rehabilitation Sciences. The Dean (Learning & Teaching) asked for the Secretary to advise the School of the need to revise these double degree programs to comply with the instructions of the Deputy Vice-Chancellor (Academic).

Action: Secretary to contact Head of School, School of Rehabilitation Sciences and advise of the need to revise double degree programs that do not allow for students to enrol in a standard, full-time load.

27.0 HEALTH GROUP HEALTH AND SAFETY COMMITTEE MINUTES

27.1 The Griffith Health Group Board noted the minutes of the 03/2012 (September) meeting of the Health Group Health and Safety Committee.

Noted

28.0 OTHER BUSINESS

NIL

29.0 BOARD MEETING DATES AND VENUES

29.1 The next meeting of the Griffith Health Board will be held on Thursday 22 November 2012 at 12.30 pm in Room 1.05/1.06, The Chancellery (G34), Gold Coast campus. A light lunch will be available from 12 noon.

29.2 The confirmed 2012 dates for Griffith Health Group meetings will be held at 12.30pm on the following dates:
Meeting Date  | Campus  | Venue
---|---|---
22 November | Gold Coast | Room 1.05/1.06 The Chancellery (G34)

Noted

30.0 SUMMARY OF ACTION ITEMS

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<td>Revise proposals to raise the English language requirements for the 1161/1162/1165 Bachelor of Nursing, 1282/1372 Bachelor of Social Work, and 1259 Bachelor of Oral Health in Dental Science programs.</td>
<td>Dean (Learning &amp; Teaching) HoS – NRS, HSV, DOH</td>
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Confirmed:  
(Chair – Professor Tony Perkins)

Date:  

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DISTRIBUTION LIST

**Faculty Board Members**

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**Information Copies** (without attachments unless stated)

- Deputy Heads of School
- Dean (Learning and Teaching), SEET Group
- School Administrative Officers – Griffith Health Group
- School Secretaries – Griffith Heath Group

**Other Copies**

- Corporate Archives & Records Management copy (attachments)
- Binding copy (attachments)
- Spare copy