GRiffith Health Board (Faculty) MEETING

A meeting of the Griffith Health Board will be held at 12.30 pm on Wednesday 23 May 2007 in room G34_2.02, Gold Coast campus.

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Significant Committee Events

- This meeting of the Griffith Health Board (Faculty) will be held at 12.30 pm on Wednesday 23 May 2007 in Room G34_2.02, Gold Coast campus.
- The next meeting of the Griffith Health Board (Faculty) will be held at 1.00 pm on Wednesday 20 June 2007 in Room G34_2.02, Gold Coast campus

Deadlines

- Agenda items due with Secretary, Programs Committee for June meeting by 24 May 2007.
- Agenda items due with Secretary, Programs Committee for July meeting by 28 June 2007.

Committee QuickPlace Web Address

- [https://qplace01.domino.griffith.edu.au/QuickPlace/sec-university-committees/Main.nsf/h_Toc/dc93ed94a6ce679b4a256d040002e3f0/?OpenDocument](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

Name | Appointment Type
--- | ---
Professor Debra Creedy | ex officio (Chair)
Dean (Academic)
Professor Allan Cripps | ex officio
Pro-Vice Chancellor (Health)
Associate Professor Nicholas Buys | ex officio
Dean (Learning & Teaching), Health
Professor Kim Halford | ex officio
Dean (Research), Health
Professor Donald Stewart | ex officio
Acting Head of School, School of Public Health
Professor Judith Searle | ex officio
Head and Dean, Griffith Medical School
Professor Newell Johnson | ex officio
Head and Dean, School of Dentistry & Oral Health
Associate Professor Elizabeth Patterson | ex officio
Head and Dean, School of Nursing and Midwifery
Dr Belinda Beck | ex officio
Acting Head of School, School of Anatomy
Dr Jayne Clapton | ex officio
Head of School, School of Human Services
Professor Lyn Griffiths | ex officio
Head of School, School of Medical Science
Professor Nerida Smith | ex officio
Head of School, School of Pharmacy
Professor Lewis Adams | ex officio
Head of School, School of Physiotherapy & Exercise Science
Associate Professor Alf Lizzio | ex officio
Head of School, School of Psychology
Professor Wendy Chaboyer | ex officio
Director, Research Centre for Clinical Practice Innovation
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 Health 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 23 May 2007 in Room, G34_2.02, 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 3/2007 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 DEAN (RESEARCH) HEALTH GROUP REPORT

The Dean (Research) will report on Faculty Board items.

6.0 INFORMATION SERVICES REPORT

Senior Librarian to report on items of interest to the Board.

7.0 HEALTH & SAFETY REPORT

The Health & Safety Risk Adviser to report on items of interest to the Board.

ORDERING OF THE AGENDA

At this point in the agenda, members may propose that any matter on the agenda, not included in Section I, be so included.
SECTION I: MATTERS FOR DEBATE AND DECISION

8.0 ANNUAL HONOURS REPORTS FOR 2006

8.1 Faculty Boards are responsible for reviewing all aspects of the delivery of honours programs (including demand, enrolments, progress, honours assessment) and submitting their reports to the Learning and Teaching Committee each year. This process includes the provision of centrally compiled data to the Faculty Board and to the Learning and Teaching Committee.

8.2 The Learning and Teaching Committee is responsible for considering annual reports from Faculties about the profile and conduct of their honours program with a view to monitoring standards implied by the classes of honours degrees awarded, and examining the comparability of those standards across the Faculties. The Annual Honours Report is due to be submitted to the Learning and Teaching Committee by Monday 28 May 2007.

8.3 The Dean (Research) has reviewed the honours statistics and prepared a report for the consideration of the Board (refer attached report together with relevant data).

For discussion)

9.0 FACULTY LEARNING & TEACHING CITATIONS

9.1 The Faculty Learning and Teaching Citation (FLATC) process recognises and rewards truly engaged teachers who are student-centred and respect students as active members of the Faculty’s learning community.

9.2 Health Group staff are invited to apply for a FLATC. Applications are to be submitted to Michele Britton, Secretary, Griffith Health Board (Faculty) by the due date of Friday 21 September 2007. Applications are to comprise a two-page (A4) statement of claim, addressing one or more of the selection criteria (presented in the attached citation template). The statement addressing the selection criterion/criteria should present a succinct, well-argued case referencing appropriate sources of evidence against the relevant criterion/criteria. In addition, applicants are asked to provide a 100-word citation (maximum), for Faculty Board’s consideration. Citation examples are provided in the attached citation template.

9.3 The number of citations to be awarded by the Griffith Health Board (Faculty), based on EFSTL, is four. Each citation is valued at $2,000.00, and is to be utilized for professional development as university teachers.

9.4 All academic staff (including casual academic staff) are eligible to receive a FLATC. An application for a FLATC may be made by individual teachers or by teaching teams. For the purpose of the citation process a teaching team is a group comprising two or more members of academic staff with complementary skills teaching collaboratively into a particular course or set of courses for at least two years. Past recipients of FLATCs are eligible to re-apply two years after the award of the original citation, provided that the application is for a different contribution to student learning. Past recipients of the Excellence in Teaching Awards and Innovation Across the Institution Awards of the Griffith Awards for Excellence in Teaching (GAET) are eligible to apply for the FLATCs. An applicant may be the recipient of both a FLATC and a GAET in the same year.

9.5 Citation recipients will be announced on Friday 26 October 2007. Citation recipients are invited to participate in the relevant Award presentation ceremony during the annual event to celebrate Griffith’s outstanding teachers and to contribute to the
Celebrating Teaching at Griffith program and other staff development programs in the role of mentors or workshop leaders.

9.6 Please encourage academic staff in your School or Centre to participate in the FLATC process.

9.7 Please refer to the attached policy, Faculty Learning and Teaching Citations, or contact Michele Britton, Secretary, Griffith Health Board (Faculty), x56465 or email m.britton@griffith.edu.au for further information on the process.

For discussion

10.0 HEALTH GROUP PROGRAMS PARTICIPATING IN HONOURS COLLEGE

10.1 The Griffith Health Board (Faculty) is asked to consider the proposed list of Health Group Honours College ‘friendly’ programs.

10.2 The following Schools have indicated interest in offering Honours College friendly programs:

1) School of Physiotherapy and Exercise Science
   • B Exercise Science with Honours - 320CP program (accelerated), to include Honours College content, and embedded Honours.

2) School of Public health
   • B Public Health with Honours - 320CP program (accelerated), to include Honours College content, and embedded Honours.

3) School of Human Services
   • B Human Services with Honours - 320CP program (accelerated), to include Honours College content, and embedded Honours for non-specialised program only (not the majors).
   • Bachelor of Human Services in Child & Family Studies with Honours - 320CP program (accelerated), to include Honours College content, and embedded Honours (for prescribed program only)
   • Bachelor of Human Services in Child & Family Studies – Child Protection & Family Support major to include Honours College stream (but not embedded Honours year).

10.3 The following Schools have indicated interest in participating in the select program:

1) School of Nursing and Midwifery
   • Bachelor of Nursing

2) School of Psychology
   • B Psychology
   • B Psychological Science

3) School of Medical Science
   • B Biomedical Science
   • B Health Science
10.4 The QTAC Guide for 2008 will not include separate entries or QTAC codes for these programs. The Honours College Project Manager will prepare a brochure to market programs to high schools upon receipt of formal advice from Groups regarding the list of Honours College ‘friendly’ programs.

10.5 Issues the Board may wish to discuss in relation to the Honours College ‘friendly’ programs include:

a) The proposed addition of the following extra programs to the Group’s Program Profile Plan from 2008:
   a. Bachelor of Exercise Science with Honours
   b. Bachelor of Public Health with Honours
   c. Bachelor of Human Services with Honours
   d. Bachelor of Human Services in Child & Family Studies with Honours together with the addition of the Griffith Health Group (end-on) Honours program

b) Potential market confusion due to the proliferation of similar Health programs on the program catalogue and in other marketing materials;

c) The Honours College ‘friendly’ programs will not be separately identified in the 2008 QTAC Guide;

d) The potential for very low or no enrolments in newly developed Honours College ‘friendly’ programs that require a high OP for entry.

e) Participation in Honours College ‘friendly’ programs versus Honours College ‘select’ programs.
   • Honours College ‘select’ programs do not require creation of additional programs or amendment to existing program structures whereas Honours College ‘friendly’ programs are required to incorporate the 30CP Honours College content.
   • The Honours College Project Manager has confirmed that all Honours College students, whether enrolled in ‘friendly’ or ‘select’ programs will be considered for one of the 70 x Sir Samuel Griffith Scholarships;
   • The differences between Honours College ‘friendly’ programs and Honours College ‘select’ programs are that students in the ‘friendly’ programs are required to complete 30CP Honours College content as part of their program, whereas select students can determine the extent that they wish to participate in Honours College courses. There is a lesser expectation for ‘select’ students to participate in forums and social activities associated with the Honours College.

f) Whether it may be preferable to offer a lesser number of ‘friendly’ programs in 2008 during the initial phase of the Honours College and promote Health Group student involvement in the ‘select’ experience.

For discussion

11.0 HEALTH GROUP PERFORMANCE AGAINST RESEARCH BASED LEARNING TARGETS

11.1 A key target under Academic Plan 2 is to have 70% of undergraduate programs with an identifiable research-based learning (RBL) component by 2010. For a program to contribute to meeting the University’s strategic performance indicator for research-based learning at least 20% of student course enrolments must be in courses identified as having significant elements of research-based learning.

11.2 Pursuant to the University’s definition of research-based learning, as detailed in the attached policy document, Course Convenors are asked to assess their courses against the following categories to determine whether the courses have a research-based learning component.
• Systematic introduction of a significant amount of current discipline related research into the course content and teaching.
  Or
• Use, as the primary pedagogical approach for the course, of inquiry-based processes that are modelled on the research approaches that are common in the discipline or field
  Or
• Research methodology courses are included in the undergraduate program.

11.3 The Group’s RBL performance for Semester 1, 2007 is detailed below:

<table>
<thead>
<tr>
<th>School/Centre</th>
<th>Total Courses 1 2007</th>
<th>Courses with RBL</th>
<th>% RBL</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSR</td>
<td>4</td>
<td>4</td>
<td>100.0</td>
</tr>
<tr>
<td>DOH</td>
<td>17</td>
<td>5</td>
<td>29.4</td>
</tr>
<tr>
<td>HSV</td>
<td>40</td>
<td>24</td>
<td>60.0</td>
</tr>
<tr>
<td>MSC</td>
<td>32</td>
<td>9</td>
<td>28.1</td>
</tr>
<tr>
<td>NRS</td>
<td>61</td>
<td>15</td>
<td>24.6</td>
</tr>
<tr>
<td>PBH</td>
<td>30</td>
<td>11</td>
<td>36.7</td>
</tr>
<tr>
<td>PES</td>
<td>30</td>
<td>12</td>
<td>40.0</td>
</tr>
<tr>
<td>PHM</td>
<td>13</td>
<td>5</td>
<td>38.5</td>
</tr>
<tr>
<td>PSY</td>
<td>85</td>
<td>24</td>
<td>28.2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>312</strong></td>
<td><strong>109</strong></td>
<td><strong>34.94%</strong></td>
</tr>
</tbody>
</table>

For discussion

12.0 HEALTH WEEK 2007

12.1 Health Week will be held during the month of August on the following dates:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Date</th>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold Coast</td>
<td>Tuesday 14 August</td>
<td>10-2</td>
<td></td>
</tr>
<tr>
<td>Logan</td>
<td>Wednesday 29 August</td>
<td>10-2</td>
<td></td>
</tr>
<tr>
<td>Mt Gravatt</td>
<td>Thursday 16 August</td>
<td>10-2</td>
<td></td>
</tr>
<tr>
<td>Nathan</td>
<td>Wednesday 22 August</td>
<td>10-2</td>
<td></td>
</tr>
<tr>
<td>South Bank - QCA</td>
<td>Thursday 7 August</td>
<td>11-1</td>
<td></td>
</tr>
<tr>
<td>South Bank - QCGU</td>
<td>Wednesday 8 August</td>
<td>11-1</td>
<td></td>
</tr>
</tbody>
</table>

12.2 Health Week promotes health and well-being to staff and students. External and internal agencies are involved in offering various activities including quizzes, competitions, health checks, give-aways, health promotion stalls etcetera.

12.3 Student Services wish to involve academic elements in Health Week. The active involvement of Health Group as participants and attendees is encouraged.

For discussion
13.0 DOH NEW PROGRAM SUBMISSION (07/0012268)
D CLINICAL DENTISTRY

13.1 The Griffith Health Board (Faculty), on the recommendation of the School of Dentistry and Oral Health, is asked to consider the new program submission (07/0012268) proposing the introduction of a three-year, full-time, 240CP coursework Doctor of Clinical Dentistry, effective Semester 1 2008.

13.2 The full fee paying Doctor of Clinical Dentistry will allow students to specialise in a chosen discipline, leading to specialist registration with the Dental Board of Queensland. Periodontology will be the first discipline stream offered, however, it is intended that an additional 10 streams will be subsequently introduced. Professor Saso Ivanovski will coordinate the Periodontology stream. The Periodontology stream is modelled on the accredited University of Queensland program, formerly coordinated by Professor Ivanovski. University of Queensland is currently not accepting any applications for the Periodontology stream. The Griffith University Periodontology stream within the Doctor of Clinical Dentistry program will be the only one available in Queensland, and is being developed with the full knowledge and support of the University of Queensland.

13.3 The School of Dentistry and Oral Health has advised that a Stage 1 accreditation document was submitted to the Australian Dental Council last year. This document was considered of a sufficiently high standard to be accepted as both a Stage 1 and Stage 2 submission. An accreditation visit is currently being organized.

13.4 The program will be available to domestic and international students. The proposed admission requirements are as follows:

**Australian and New Zealand Students must**

- Hold a Bachelor's degree in Dentistry or equivalent (5 year program)
- Have a minimum of two years postgraduate clinical experience
- Hold current registration with the Dental Board of Queensland
- Have an Honours degree; or
- A graduate level diploma; or
- Have successfully completed the Primary Examinations of the Royal Australasian College of Dental Surgeons or equivalent.

**International Students must:**

- Hold a Bachelor's degree in Dentistry or equivalent (from a 5 year program)
- Have a minimum of two years of postgraduate clinical experience
- Demonstrate written and spoken proficiency in the English language
- Have an Honours degree; or
- A graduate level diploma; or
- Have successfully completed the Primary Examinations of the Royal Australasian College of Dental Surgeons or equivalent.
Students must register with the Dental Board of Queensland.

13.5 Dental Board of Queensland policy prevents registration and practice by dentists carrying blood-borne viruses. Students are therefore required to provide serological evidence of their status with respect to blood-borne transmissible viruses (Hepatitis B, Hepatitis C and HIV). Carriers of blood-borne transmissible viruses will not be permitted to be enrolled in the Doctor of Clinical Dentistry.

13.6 English language requirements for international students will be consistent with the current requirements for School of Dentistry and Oral Health programs, i.e. A minimum overall band score of 7.0 on IELTS (International English Language Testing System) with no sub-score of less than 6.5 or equivalent.

13.7 Students must register with the Dental Board of Queensland. The Dental Board of Queensland policy prevents registration and practice by dentists carrying blood-borne viruses. Students are therefore required to provide serological evidence of their status with respect to blood-borne transmissible viruses (Hepatitis B, Hepatitis C and HIV). Carriers of blood-borne transmissible viruses will not be permitted to be enrolled in the Doctor of Clinical Dentistry.

13.8 The proposed degree requirements are as follows:

- gain 240CP for the prescribed courses; and
- be registered throughout in a suitable category with the Dental Board of Queensland; and
- hold a Queensland Health Radiation User license; and
- complete a recognised senior first aid certificate with CPR (at their own expense) by the end of teaching week 1 - certificates that expire during the program must be renewed.
- The Dental Board of Queensland policy prevents registration and practice by dentists carrying blood-borne viruses. Students are therefore required to provide serological evidence of their status with respect to blood-borne transmissible viruses (Hepatitis B, Hepatitis C and HIV). Carriers of blood-borne transmissible viruses will not be permitted to be enrolled in the Doctor of Clinical Dentistry.

13.9 The proposed structure of the Periodontology stream is as follows:

<table>
<thead>
<tr>
<th>Year, Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 1</td>
<td>8000DOH</td>
<td>Clinical Sciences I</td>
<td>20</td>
</tr>
<tr>
<td>1, 1</td>
<td>8001DOH_Y1</td>
<td>Advanced Clinical Practice I (Periodontics)</td>
<td>20</td>
</tr>
<tr>
<td>1, 2</td>
<td>8002DOH</td>
<td>Clinical Sciences II</td>
<td>20</td>
</tr>
<tr>
<td>1, 2</td>
<td>8001DOH_Y2</td>
<td>Advanced Clinical Practice I (Periodontics) (cont)</td>
<td>20</td>
</tr>
<tr>
<td>2, 1</td>
<td>8003DOH_Y1</td>
<td>Advanced Clinical Practice II (Periodontics)</td>
<td>20</td>
</tr>
<tr>
<td>2, 1</td>
<td>8004DOH_Y1</td>
<td>Research Project</td>
<td>20</td>
</tr>
<tr>
<td>2, 2</td>
<td>8003DOH_Y2</td>
<td>Advanced Clinical Practice II (Periodontics) (cont)</td>
<td>20</td>
</tr>
<tr>
<td>2, 2</td>
<td>8004DOH_Y2</td>
<td>Research Project (cont)</td>
<td>20</td>
</tr>
<tr>
<td>3, 1</td>
<td>8005DOH_Y1</td>
<td>Advanced Clinical Practice III (Periodontics)</td>
<td>20</td>
</tr>
<tr>
<td>3, 1</td>
<td>8006DOH_Y1</td>
<td>Research Project (cont)</td>
<td>20</td>
</tr>
<tr>
<td>3, 2</td>
<td>8005DOH_Y2</td>
<td>Advanced Clinical Practice III (Periodontics) (cont)</td>
<td>20</td>
</tr>
<tr>
<td>3, 2</td>
<td>8006DOH_Y2</td>
<td>Research Project (cont)</td>
<td>20</td>
</tr>
</tbody>
</table>

13.10 The School of Dentistry and Oral Health is currently developing the financial proposal for this program with the assistance of the Group Resource Manager, Health. The School anticipates an intake of 1-4 students per discipline stream. The School believes the program will be viable, and is preparing financial estimates based on predicted demand, demonstrated need, student fees, market comparisons in Australian
and New Zealand, anticipated industrial grants, patient load and patient fee income taking into account clinic consumables and other expenses.

Recommendation

13.11 The Griffith Health Board (Faculty) is asked to recommend the new program submission (07/0012268) to Programs Committee, proposing introduction of the Doctor of Clinical Dentistry in Semester 1, 2008.

For consideration

14.0 HLS NEW PROGRAM SUBMISSION (07/0012283)
G CERT IN HEALTH PROFESSIONAL EDUCATION

14.1 The Griffith Health Board (Faculty) is asked to consider the new program submission (07/0012283) proposing to establish the Graduate Certificate in Health Professional Education in Semester 1, 2008. The development of this 40CP program has been funded by a Griffith University Learning and Teaching Grant ‘Enhanced graduate outcomes through work placements in health: a suite of interdisciplinary courses for developing skills of clinically based educators’. It is proposed that the program will be hosted at Faculty level by the Health Group.

14.2 The program is specifically intended for health professionals involved in delivering clinical education to students undertaking new and established programs offered by the Health Group. The aim of the program is to provide clinical educators with essential skills to facilitate effective learning in clinical settings. Intake is estimated at between 10 and 15 domestic students per annum.

14.3 The program will only be offered on a part-time basis, taken over either one year at the rate of 20CP per semester, or over two years at the rate of 10CP per semester. The mode of delivery will be a mix of on-campus intensive workshops (6 x 3 hour workshops per course) and on-line and paper based materials.

14.4 The admission requirements for the program are as follows:

Applicants for the program are required to:

- be teaching higher education students or about to commence teaching higher education students within a health setting AND

- have relevant professional qualifications in their own health field or otherwise be suitably qualified (e.g. doctoral students with access to sessional teaching duties).

Applicants will require access to a clinical learning environment.

14.5 The degree requirements are as follows:

- To be eligible for the award of Graduate Certificate in Health Professional education, a student must acquire 40 CP of prescribed courses.

- There are no designated courses.

14.6 The resource requirements for the program are limited in terms of teaching and laboratory space, and library resources. The FLAS requirements for course development are covered by the Learning and Teaching Grant (see attached application). Resources will be required for one staff member to deliver the workshops plus additional session time for communication with students.
Recommendation

14.7 The Griffith Health Board (Faculty) is asked to recommend to Programs Committee the new program submission (07/0012283) proposing to establish the Graduate Certificate in Health Professional Education in Semester 1, 2008.

For discussion

15.0 MED NEW PROGRAM / MAJOR CHANGE SUBMISSION (07/0012280)
5239 M LEGAL MEDICINE
3218 G CERT IN LEGAL MEDICINE (NEW)

15.1 The Griffith Health Board (Faculty), on the executive recommendation of the Head of School, Medicine is asked to consider the major change submission (07/0012280) proposing to establish the Graduate Certificate in Legal Medicine in Semester 2, 2007 and changes to the admission requirements, content, and program structure of 5239 Master of Legal Medicine for implementation in Semester 1, 2008.

15.2 The proposed changes arise from a review of the Master of Legal Medicine program conducted earlier this year. The attached review paper was submitted by the School of Medicine and considered at the 2/2007 meeting of Griffith Health Board (Faculty).

15.3 The Graduate Certificate in Legal Medicine will be offered as a stand alone qualification that articulates with 5239 Master of Legal Medicine and as an exit point from the Master of Legal Medicine program for students who seek an early exit. To accommodate currently enrolled students who wish to exit from the Master of Legal Medicine this year with the Graduate Certificate in Legal Medicine, it is proposed that this program be established in Semester 2, 2007.

15.4 To be eligible for the award of Graduate Certificate in Legal Medicine, students who commenced the program prior to 2008 must acquire 40CP as prescribed below:

- gain 40CP for the prescribed courses.

15.5 To be eligible for the award of Graduate Certificate in Legal Medicine, students who commence the program from 2008 must acquire 40CP as prescribed below:

- gain 40CP for the prescribed courses;
- successfully complete 7300LAW Introduction to Law & Legal Reasoning and 7002MED Bioethics before undertaking the two remaining courses.

15.6 The program structure for the Graduate Certificate in Legal Medicine is as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Sem</th>
<th>Catalog Nbr</th>
<th>Course</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I</td>
<td>7300LAW</td>
<td>Introduction to Law &amp; Legal Reasoning</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>I</td>
<td>7002MED</td>
<td>Bioethics</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>II</td>
<td>7004MED</td>
<td>Advanced Medical Law</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7005MED</td>
<td>Health Care Litigation (offered biennially only from 2009);</td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td>7006MED</td>
<td>Industrial &amp; Employment Law;</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td>7008MED</td>
<td>Advanced Legal Issues</td>
<td></td>
</tr>
</tbody>
</table>
15.7 The proposed changes to the Master of Legal Medicine arising from the review conducted by the School of Medicine are summarised as follows:

- Amend the admissions criteria to require a minimum GPA of 5 (or equivalent) in a health or health-related undergraduate Bachelor degree or Australian Government approved equivalent bachelor degree.
- Replace Introduction to Law (7001MED) with Introduction to Law & Legal Reasoning (7300LAW);
- Specify Introduction to Law & Legal Reasoning (7300LAW) and Bioethics (7002MED) as pre-requisites for all subsequent courses.
- Offer Health Care Litigation (7005MED) biennially from 2009;
- Offer all courses over Semesters 1 and 2 of the academic year, rather than over Semesters 2 and 3, as per the current program structure.
- Change the name of 7003MED Law & Health Practice I to 7003MED Clinical Forensic Medicine; and 7004MED Law & Health Practice II (which builds on Introduction to Law) to 7004MED Advanced Medical Law. These new names more accurately reflect the course content and will enable students to make more informed course selection and identification.

15.8 From Semester 1/2008, the Master of Legal Medicine program suite will be offered part-time in external mode for all courses, with the following exceptions:

- 7300LAW Introduction to Law & Legal Reasoning is an intensive 5 day intensive course offered on-campus at the Gold Coast in semester 1.
- 7005MED Health Care Litigation will be offered biennially commencing 2009 in Semester 2 as a five day (Monday to Friday) intensive, on-campus course to allow for practical experience and assessment in a moot court.

15.9 To be eligible for the award of 5239 Master of Legal Medicine students who commence the program from 2008 must acquire 80CP as prescribed below:

- gain 80CP for the prescribed courses;
- successfully complete 7300LAW Introduction to Law & Legal Reasoning and 7002MED Bioethics before proceeding to complete remaining courses.

Recommendation

15.10 The Griffith Health Board (Faculty) is asked to recommend to Programs Committee the major change submission (07/0012280) proposing to establish the Graduate Certificate in Legal Medicine from Semester 2, 2007 and changes to the Master of Legal Medicine (5239) for implementation in Semester 1, 2008.

For discussion

16.0 PHM NEW PROGRAM SUBMISSION (07/0012285)
4146 G DIP PHARMACEUTICAL SCIENCE

16.1 The Griffith Health Board (Faculty), on the executive recommendation of the acting Head, School of Pharmacy (11.05.07), is asked to consider the new program submission (07/0012285) proposing to establish a 120CP Graduate Diploma of Pharmaceutical Science (4146) from Semester 1, 2008.

16.2 The Graduate Diploma of Pharmaceutical Science will provide health / science graduates with an entry pathway to the Master of Pharmacy. The combined programs (Graduate Diploma of Pharmaceutical Science and the Master of Pharmacy) provide a registrable pharmacy qualification for entry to the 48 weeks of supervised practice and
pre-registration training program offered by the Pharmaceutical Society of Australia that must be completed before applying for registration as a pharmacist.

16.3 The proposed structure of the program is as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Sem</th>
<th>Catalog Nbr</th>
<th>Course</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I</td>
<td>3023PHM</td>
<td>Chemical Pharmacology 1</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>I</td>
<td>3024PHM</td>
<td>Human Pharmacology 1</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>I</td>
<td>3027PHM</td>
<td>Pharmaceutical Science 2</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>I</td>
<td>3033PHM</td>
<td>Quality Use of Medicines</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>II</td>
<td>3025PHM</td>
<td>Chemical Pharmacology 2</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>II</td>
<td>3028PHM</td>
<td>Human Pharmacology 2</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>II</td>
<td>3026PHM</td>
<td>Pharmaceutical Analysis</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>II</td>
<td>3034PHM</td>
<td>Drug Information &amp; Evaluation 2</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>III</td>
<td>3035PHM</td>
<td>Topics in Pharmacy Practice</td>
<td>20</td>
</tr>
<tr>
<td>1</td>
<td>III</td>
<td>3036PHM</td>
<td>Topics in Pharmaceutical Sciences</td>
<td>20</td>
</tr>
</tbody>
</table>

16.4 The 120CP Graduate Diploma of Pharmaceutical Science program will be undertaken in one full-time year over three semesters. The program will only be offered in accelerated mode, and must be undertaken full-time. The courses offered in Semester 1 and 2 of the program comprise the courses currently taught in Semesters 1 and 2 of Year 3 of the Bachelor of Pharmaceutical Science. The courses offered in Semester 3 cover pharmacy specific content and topics not covered in a general health / science degree.

16.5 The proposed admission requirements for the program are as follows:

a. Holds a bachelor degree from a university or a similar qualification from an approved institution in a science or health science discipline within the past ten years and meets all of the essential pre-requisites at a minimum level of pass;

<table>
<thead>
<tr>
<th>Essential Pre-requisites</th>
<th>Recommended equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Biology</td>
<td>One semester duration or equivalent</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Two semesters duration or equivalent</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>One semester duration or equivalent</td>
</tr>
<tr>
<td>Microbiology</td>
<td>One semester duration or equivalent</td>
</tr>
<tr>
<td>Physiology</td>
<td>One semester duration or equivalent</td>
</tr>
<tr>
<td>Statistics</td>
<td>One semester duration or equivalent</td>
</tr>
</tbody>
</table>

High school level studies in the above pre-requisites are not acceptable. They must have been undertaken at a tertiary level.

Detailed curriculum documents must be provided for all courses where a pre-requisite status is claimed.

b. Has a GPA greater than or equal to 5 (credit average) and a continued satisfactory performance through the Bachelor’s degree. Academic transcripts, including grades achieved for previous degrees must be provided.

c. Provides curriculum vitae (maximum 2 pages).

d. Provides an introductory statement of no more than 250 words explaining why the applicant wishes to pursue a career in pharmacy, including any other information believed to be relevant to the application.

e. Provides two confidential appraisal reports from self-selected referees. These must be sent directly to the School from the referees. It should be noted that all referees will be contacted.
16.6 The proposed degree requirements are as follows:

To be eligible for the award of Graduate Diploma of Pharmaceutical Science a student must acquire 120 CP as prescribed below:

- Gain 120CP for first year courses, consisting of 120CP of academic plan. There are no electives in this program.
- This program is incompatible with the Bachelor of Pharmaceutical Science offered at Griffith University.
- The program specifies 2 x 3 hours of placement in a community pharmacy and 3 site visits to pharmaceutical industries.
- Students are required to complete a 25 minute English Communications Screening test. The test is administered through the School of Pharmacy normally in the second week of semester one, of the program.
- A Pass Conceded (PC) is not accepted as a passing grade in this program.
- This program must be taken full time.

16.7 The program will be full-fee paying and available to domestic and international students. The undergraduate fee structure, consistent with the B Pharmaceutical Science program (FPUG Band 6 and FPOS INT_UG_3B) is proposed for the following reasons:

- The Graduate Diploma of Pharmaceutical Science students will be studying the same courses as the Bachelor of Pharmaceutical Science students (Year 3 content) and will study pharmacy specific content in summer semester not undertaken in a general health science degree. It would be inequitable to charge postgraduate course fees for undergraduate courses.
- To maintain competitiveness, the combined fee for the Graduate Diploma of Pharmaceutical Science and Master of Pharmacy should equate to the total fee charged by other Pharmacy schools for their graduate entry six semester M Pharmacy program.

16.8 English language requirements for international students will be consistent with the requirements for other Pharmacy programs offered by Griffith University, that is, a minimum overall band score of 7.0 at the academic level of the IELTS with a minimum score of 6.0 in each of the four components, or equivalent.

Recommendation

16.9 The Griffith Health Board (Faculty) is asked to recommend the new program submission (07/0012285) proposing to establish a 120CP Graduate Diploma of Pharmaceutical Science (4146) from Semester 1, 2008 to Programs Committee.

For discussion

17.0 HSV MAJOR CHANGE SUBMISSION (07/0012282) 1282 B SOCIAL WORK

17.1 The Griffith Health Board (Faculty), on the executive approval of the Head of School, Human Services (30.04.07) is asked to recommend major change submission (07/0012282) to Programs Committee. The submission proposes the following changes to (1282) Bachelor of Social Work:
• Introduce new third year elective course 3002HSV Practice Research in Semester 2/2007.
• Change the Honours requirements to reflect that students who enter the third year of the program from 2008 will be required to complete elective 3002HSV Practice Research to be eligible for an Honours classification. Students entering fourth year in 2008 will NOT be required to complete 3002HSV Practice Research to be considered for the award of Honours
• Replace core Semester 2 course 1016HSV Introduction to Change with a free choice elective. The status of 1016HSV Introduction to Change will change from core to elective within the B Social Work program, effective Semester 2, 2007.

17.2 The School of Human Services seek to change the Honours requirements to enable Bachelor of Social Work Honours graduates to be more competitive when applying for admission to RHD programs and for Commonwealth postgraduate research scholarships. Even though Griffith University policy allows for the award of Honours in a 4-year program to be made on the basis of the GPA in the standard program, eligibility for enrolling in RHD programs and scholarship award opportunities are enhanced when the Honours degree contains a significant research component. This proposed change will make the award of Honours in the Bachelor of Social Work similar to the award of Honours in 5-year Griffith Law combined degrees.

17.3 The School of Human Services seek to replace core course 1016HSV Introduction to Change with a free choice elective to provide greater flexibility and choice for students. This will make the program consistent with university policy on multidisciplinary options, as 30CP of courses will be able to be taken in other areas of the university (currently there are only 20CP free choice electives in the program structure).

Recommendation

17.4 The Griffith Health Board (Faculty), on the executive approval of the Head of School, Human Services (30.04.07) is asked to recommend major change submission (07/0012282) proposing changes to Honours requirements and replacement of a core first year courses with a free choice elective to Programs Committee.

For discussion

18.0 NRS MAJOR CHANGE SUBMISSION (07/0012287)
B NURSING (POST-REGISTRATION) ABU DHABI

18.1 The Griffith Health Board (Faculty), on the executive approval of the Head of School, Nursing and Midwifery, is asked to consider major change submission (07/0012287) proposing the following changes to the Bachelor of Nursing (Post-Registration) Abu Dhabi program recently approved for introduction by 9/2006 Programs Committee.

1) Commencement of the program in Semester 1 2007 (September, Abu Dhabi) rather than Semester 1 2008, as previously approved, to coincide with the availability and expertise of teaching staff in Abu Dhabi.
2) Part-time offering of the program only, rather than part-time offering (from Semester 1, 2008 (September, Abu Dhabi) and full-time offering (from Semester 1 2009 (September, Abu Dhabi) as previously approved. The full-time offering is no longer required. This change reflects the wishes of the industry partner for a part-time offering only.
3) A change to the ordering of the courses in the program structure to coincide with the availability and expertise of teaching staff in Abu Dhabi.

Recommendation
18.2 The Griffith Health Board (Faculty), is asked to recommend the major change submission (07/0012287) proposing changes to the Bachelor of Nursing (Post-Registration) Abu Dhabi, effective Semester 1, 2007 (September, Abu Dhabi).

For discussion

19.0 NRS MAJOR CHANGE SUBMISSION (07/0012289)
5424/5425 M ADVANCED PRACTICE (UNSPECIFIED)

19.1 The Griffith Health Board (Faculty), on the recommendation of the School of Nursing and Midwifery, is asked to consider major change submission (07/0012289) proposing to restructure the Master of Advanced Practice and Master of Advanced Practice with Honours (unspecified strand), effective Semester 2, 2007.

19.2 Currently, students undertaking the Master of Advanced Practice (unspecified strand) are required to complete 60CP core courses and 20CP free choice electives in order to meet degree requirements. Students undertaking the Master of Advanced Practice with Honours (unspecified strand) are required to complete 60CP core courses, 20CP free choice electives and 40CP dissertation. In order to allow greater flexibility for students and to more closely align the unspecified structure to the structure of other strands in the Master of Advanced Practice and Master of Advanced Practice with Honours, it is proposed that students who commence in the unspecified strand from Semester 2, 2007 will be required to complete the following courses:

Master of Advanced Practice (unspecified strand)
1 x 10CP research course
3 x 10CP listed electives
4 x 10CP free choice electives

Master of Advanced Practice with Honours (unspecified strand)
2 x 10CP research course
3 x 10CP listed electives
3 x 10CP free choice electives
40CP dissertation

19.3 Students enrolled in the program prior to Semester 2, 2007 will continue to undertake their current program. No courses will be withdrawn as a consequence of this change.

Recommendation

19.4 The Griffith Health Board (Faculty), is asked to recommend the major change submission (07/0012289) proposing to restructure the Master of Advanced Practice and Master of Advanced Practice with Honours (unspecified strand), effective Semester 2, 2007.

For discussion

20.0 NRS SPECIAL PURPOSE SUBMISSION (07/0012288)
5230/5244 M MIDWIFERY / M MIDWIFERY WITH HONOURS

20.1 The Griffith Health Board (Faculty), on the recommendation of the School of Nursing and Midwifery, is asked to consider special purpose submission (07/0012288) proposing to change admission and clinical placement arrangements for the Master of Midwifery and Master of Midwifery with Honours programs, effective Semester 2 2007.
20.2 Change to Admission Requirements

The University’s partner hospitals have moved to an ‘all paid’ model of clinical placements for student midwives. Accordingly, the School can no longer offer unpaid clinical placements to students. It is proposed that from Semester 2, 2007 applicants will be offered conditional entry to the Master of Midwifery and Master of Midwifery with Honours programs pending confirmation of obtaining a paid student midwifery position at one of the University’s partner hospitals.

20.3 Change to Clinical Placement Arrangements

Currently students are required to complete their clinical practice by Week 15 of second semester (usually mid November). It is proposed that, from Semester 2 2007, commencing and continuing students will now have until the end of December to complete the clinical component of their program. This change will be advantageous to students as they will be permitted more time to complete clinical practice requirements, and will also accommodate constraints of industry in relation to availability of clinical placements for students. Students will not be prevented from completing their clinical placement early than the end of December, where possible.

Recommendation

20.4 The Griffith Health Board (Faculty), is asked to recommend special purpose submission (07/0012288) proposing to change admission and clinical placement arrangements for the Master of Midwifery and Master of Midwifery with Honours programs, effective Semester 2 2007.

For discussion

21.0 NRS SPECIAL PURPOSE SUBMISSION (07/0012291)

1167 B NURSING (POST-REGISTRATION) NISSOKEN OFF-SHORE)

21.1 The Griffith Health Board (Faculty), on the recommendation of the School of Nursing and Midwifery, is asked to consider special purpose submission (07/0012291) proposing a change to the degree requirements of the Bachelor of Nursing (Post-Registration) (Nissoken off-shore) program, effective Semester 1, 2008. Currently students are required to attend a one-week Schooling Week held at Griffith University's Gold Coast campus and consisting of workshops, lectures and presentations culminating in a Graduation ceremony, as part of the degree requirements.

21.2 The School of Nursing and Midwifery seeks to remove this requirement for the following reasons:

- Some students within the program have successfully completed all courses in the program but have not graduated as they have been unable to travel to Australia to attend the compulsory one-week Schooling Week program;
- While attendance at Schooling Week is a cultural experience for the student and an opportunity to view the Australian health care system, it does not provide any additional learning benefits to students.

21.3 It is proposed that a final Schooling Week and graduation ceremony will be held in August 2007. All potential graduands will be advised of the change to degree requirements by way of mail-out from the Nissoken Group. Students currently enrolled in the program will have the opportunity, on successful completion of the program, to graduate at an official Griffith graduation ceremony in Australia. Graduands unable to
attend the ceremony will receive their Testamur by mail, in accordance with usual practice.

Recommendation

21.4 The Griffith Health Board (Faculty), is asked to recommend the special purpose submission (07/0012291) proposing a change to the degree requirements of the Bachelor of Nursing (Post-Registration) (Nissoken off-shore) program, effective Semester 1, 2008.

For discussion

22.0 NRS SPECIAL PURPOSE SUBMISSION (07/0012290)
5424/5425 M ADVANCED PRACTICE (MENTAL HEALTH NURSING)

22.1 The Griffith Health Board (Faculty), on the recommendation of the School of Nursing and Midwifery, is asked to consider special purpose submission (07/0012290) proposing a change of home campus for the Master of Advanced Practice and Master of Advanced Practice with Honours (Mental Health Nursing strand) program and on-campus courses from the Nathan campus to the Gold Coast campus, effective Semester 2, 2007.

22.2 The change to home campus is proposed for the following reasons:

- From Semester 1, 2007 a Gold Coast based staff member with expertise in mental health assumed responsibility for the mental health strand, following the resignation of Nathan based staff members with expertise in mental health. The School of Nursing and Midwifery seeks to improve the delivery of this program through relocating the home campus to the Gold Coast where staff with qualifications in mental health nursing and a strong academic profile in mental health practice, education and research are based.
- Commencing enrolments in the mental health strand declined in 2007. It is anticipated a larger potential student base will be sourced from the Gold Coast Hospital and for this reason it is appropriate to relocate the strand to the Gold Coast campus.

22.3 The program is available in on-campus and off-campus modes. Accordingly, the program will remain available to students residing in the greater Brisbane area. Students who commenced the Mental Health Nursing strand at Nathan in Semester 1 2007 have been undertaking the core mental health specialty courses in off-campus mode only and it is anticipated these students will continue in the program in off-campus mode. There are no Nathan students currently studying on-campus.

Recommendation

22.4 The Griffith Health Board (Faculty), is asked to recommend the special purpose submission (07/0012290) proposing a change of home campus and on-campus courses for the Master of Advanced Practice and Master of Advanced Practice with Honours (Mental Health Nursing strand) from the Nathan campus to the Gold Coast campus, effective Semester 2, 2007.

For discussion

23.0 PES SPECIAL PURPOSE SUBMISSION (07/0012286)
5270/5272 M ECHOCARDIOGRAPHY / WITH HONOURS
23.1 The Griffith Health Board (Faculty) is asked to consider the special purpose submission (07/0012286) proposing that intake into the M Echocardiography programs continue to be suspended in 2008. Programs Committee 5/2005 approved suspension of intake into the Master of Echocardiography (5270) and Master of Echocardiography with Honours (5272) for 2006 and 2007. The School of Physiotherapy and Exercise Science proposes that the suspension of intake continue in 2008. The program has not had an intake of students since it inception due to resource and financial limitations.

23.2 The Health Group will review its program profile later this year and as part of this process, will consider the future of the Master of Echocardiography (5270) and Master of Echocardiography with Honours (5272) programs.

Recommendation

23.3 The Griffith Health Board (Faculty) is asked to recommend the special purpose submission (07/0012286) proposing that intake into the M Echocardiography programs continue to be suspended in 2008.

For discussion

24.0 PES PROGRAM WITHDRAWAL (07/0012278)

24.1 The Griffith Health Board (Faculty), on the executive recommendation of the Head of School, Physiotherapy and Exercise Science is asked to consider the submission to withdraw the Continuing Education Certificate in Anatomy (07/0012278), effective Semester 2, 2007. There are no students currently enrolled in the Certificate. Total EFTSL = 1.2 for the period 2004-2006.

Recommendation

24.2 The Griffith Health Board (Faculty) is asked to approve the withdrawal of 9222 Continuing Education Certificate in Anatomy, effective Semester 2, 2007.

For consideration

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

25.0 PES SPECIAL PURPOSE SUBMISSION (07/0012284 07/0012273 REVISED)

25.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Academic) in approving special purpose submission (07/0012284_07/0012273 revised) proposing that the Master of Musculoskeletal and Sports Physiotherapy suite of programs be offered biennially, in odd years and subject to sufficient enrolments, in addition to proposing changes to admission requirements for the program.

25.2 The Board will recall that a decision was deferred in relation to the submission at the 3/2007 meeting as the Board was concerned that the proposed changes to admission requirements were too restrictive. The Head of School, Physiotherapy and Exercise Science was requested to consult further with relevant staff within the School. The School of Physiotherapy and Exercise Science subsequently provided a more expansive rationale for the change to admission requirements, as follows:
25.3 The intention of the proposed change to admission requirements is to make access to the program easier for physiotherapy graduates who wish to pursue postgraduate training in the musculoskeletal and sports physiotherapy specialty.

25.4 Two years recent clinical experience in the area of musculoskeletal or sports physiotherapy is too difficult for some graduates to achieve. The standard set by the Physiotherapy profession for professional postgraduate programs has been, in general, a minimum of two years clinical experience, with a varying minimum requirement for relevant experience in a specialty area. Specifying a minimum of one year in the musculoskeletal or sports area, will ensure the admission requirements for this program are similar to other postgraduate professional programs in Australia.

25.5 The requirement for two years clinical experience overall is important and standard for this type of professional program as sound clinical skills based on experience as a practicing physiotherapist is assumed for students participating in this program.

25.6 The submission has now been approved executively by the Dean (Academic) and referred to Programs Committee.

For ratification

26.0 HSV MINOR CHANGE SUBMISSION (07/0012277)
1282 B SOCIAL WORK

26.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Academic) in approving a minor change submission (07/0012276) proposing the following changes to information contained on the program catalogue for 1282 B Social Work program, effective Semester 2, 2007:

- Delete 7923NRS from the listed electives, as this course has previously been withdrawn from offer by NRS;
- Include semester of offer for each course in the elective list
- Provide advice to students regarding incompatibility of two electives in the list: 2001HSV Disability: Theory and Philosophy and 2015HSV Introduction to Rehabilitation Counselling. Accordingly, students are advised that they can complete either 2015HSV or 2001HSV but cannot complete both as part of their program.

For ratification

27.0 NRS MINOR CHANGE SUBMISSION (07/0012276)
5424 / 5425 M ADVANCED PRACTICE / WITH HONOURS

27.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Academic) in approving a minor change submission (07/0012276) proposing withdrawal of an elective course 8015MSC Issues in Infectious Diseases from the Master of Advanced Practice / with Honours, effective Semester 2, 2007. The Group Pro Vice Chancellor (Health) recently approved transfer of host of this course from the School of Medical Science to the School of Nursing and Midwifery.

27.2 The School of Nursing and Midwifery is currently reviewing all postgraduate infection control and prevention courses. The School envisages the course will be offered as a core course (8852NRS Issues in Infectious Diseases) as part of the revised program structure for the Infection Control and Prevention to be offered from Semester 2, 2008.

For ratification
28.0 PES MINOR CHANGE SUBMISSION (07/0012279)  
9221 CONTINUING EDUCATION CERTIFICATE IN EXERCISE SCIENCE

28.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Academic) in approving a minor change submission (07/0012276) proposing the following changes to 9221 Continuing Education Certificate in Exercise Science, effective Semester 2, 2007.

- Delete 1016MSC Anatomy and Physiology Systems I from the list of electives. The deletion of 1016MSC Anatomy and Physiology Systems I is necessary following foundation year changes, approved in 2006.
- Delete 1004PES Mathematics for Clinical Sciences and replace it with new course 2013PES Mathematics and Statistics for Clinical Sciences (2013PES replaces 1004PES from 2008, per foundation year changes).
- Delete mid year entry, effective Semester 2, 2007. This change will ensure the certificate falls ‘in line’ with the degree programs, ie start in semester 1 and finish in semester 2, to enable a smooth articulation for certificate students.
- Schedule next intake for Semester 1 2008. PES has advised the Office for Commercialisation of this proposed change. The Office for Commercialisation has advised no students will be affected.

For ratification

29.0 COURSE OUTLINES

29.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving the course outline for 7008MED Advanced Legal Issues offered by the School of Medicine and 6003APY Counselling Psychology A offered by the School of Psychology. The published course outlines may be viewed at http://www.griffith.edu.au/ua/aa/pccat/courseoutlines.html

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

30.0 FACULTY REVIEW – PUBLIC HEALTH

30.1 The School of Public Health was reviewed in August 2006. The independent review committee was comprised of three external members and two internal members. The review report (07/0000026) was approved by Council at its May meeting. Also attached for information is the formal response to the review report from the School of Public Health (07/0000027).

For noting

31.0 HSV APPROVAL TO ADVERTISE / PROGRAM PLANNING TEAM

31.1 The Deputy Vice Chancellor (Academic) has approved the Graduate Certificate in Community Rehabilitation for advertising purposes. The Graduate Certificate in Community Rehabilitation will be introduced in Semester 1, 2008. Queensland Health will provide $100K to fund the development of the program and will encourage student enrolments through its postgraduate scholarship program.
31.2 The program will be open to domestic and international students, in addition to Queensland Health staff. The program will be offered full time or part time, on-campus or off-campus (flexible delivery).

31.3 The home campus for the program is Logan. The 2008 intake is estimated at 20 students. This estimate is based on the fact that Qld Health will offer (and actively market) 20 very generous scholarships to any person currently working in the community rehabilitation area in Queensland (private and public sectors and not for profit).

31.4 The Dean (Learning & Teaching) has approved the following program planning team for this program development:

<table>
<thead>
<tr>
<th>Name</th>
<th>Organisation</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Jayne Clapton</td>
<td>School of Human Services Griffith University</td>
<td>Head of School</td>
</tr>
<tr>
<td>Dr Pat Dorsett</td>
<td>School of Human Services Griffith University</td>
<td>Post Graduate Program Convenor</td>
</tr>
<tr>
<td>Eliane Van Puyvelde</td>
<td>USANA Health Services</td>
<td>Physiotherapist/ Exercise Physiology / Associate Lecturer</td>
</tr>
<tr>
<td>Dr Liisa Laakso</td>
<td>School of Physiotherapy Griffith University</td>
<td>Senior Lecturer</td>
</tr>
<tr>
<td>Associate Professor Winsome St John</td>
<td>School of Nursing &amp; Midwifery Griffith University</td>
<td>Deputy Head</td>
</tr>
<tr>
<td>Delena Amsters</td>
<td>Queensland Health</td>
<td>Senior Project Officer</td>
</tr>
<tr>
<td>Allana Clark</td>
<td>Spiritus Care Services</td>
<td>Project Officer</td>
</tr>
</tbody>
</table>

For noting

32.0 HSV PROGRAM PLANNING TEAM

32.1 The Dean (Learning & Teaching) has approved the following program planning team for this program development:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesley Chenoweth</td>
<td>Professor of Social Work</td>
<td>School of Human Services Griffith University</td>
</tr>
<tr>
<td>Dr Jayne Clapton</td>
<td>Head of School</td>
<td>School of Human Services Griffith University</td>
</tr>
<tr>
<td>Dr Clare Tilbury</td>
<td>Senior Lecturer</td>
<td>School of Human Services Griffith University</td>
</tr>
<tr>
<td>Dr Donna McAuliffe</td>
<td>Senior Lecturer</td>
<td>School of Human Services Griffith University</td>
</tr>
<tr>
<td>Assoc Prof Nicholas Buys</td>
<td>Dean – Teaching and Learning</td>
<td>Griffith Health Executive Griffith University</td>
</tr>
<tr>
<td>Boni Robertson</td>
<td>Professor – Indigenous Policy</td>
<td>Office of Community Partnerships – Griffith University</td>
</tr>
<tr>
<td>Sue Cummings</td>
<td>President</td>
<td>Australian Association of Social Workers QLD Branch</td>
</tr>
<tr>
<td>Michelle Daly</td>
<td>Director of Social Work</td>
<td>Gold Coast Health Services District Queensland Health</td>
</tr>
</tbody>
</table>
For noting

33.0 SUBMISSION TO AUSTRALIAN ASSOCIATION OF SOCIAL WORK (AASW) ACCREDITATION OF B SOCIAL WORK AND M SOCIAL WORK (07/0012293)

33.1 The Dean (Academic) on behalf of the Health Group executive, has endorsed the draft submission to the Australian Association of Social Workers for accreditation of the Bachelor of Social Work and the proposed Master of Social Work programs. The School of Human Services received preliminary accreditation in 2005. The full review will be conducted in 2007. A visit from the accreditation panel is scheduled for June.

For noting

34.0 PSY STUDENT LOAD SHIFT TO CCJ

34.1 The acting Group Pro Vice Chancellor (Health) has approved a student load shift (EFTSL = 6.9) from the School of Psychology to the School of Criminology and Criminal Justice, in relation to course 1004CCJ Introduction to Human Behaviour. This course was previously co-taught by the two Schools, but from Semester 2 2007 will be taught solely by the School of Criminology and Criminal Justice.

For noting

35.0 CREDIT FOR FOUNDATION YEAR STUDENTS - GRIFFCHEM

35.1 The Science, Environment, Engineering & Technology (SEET) Group is currently trialling GriffChem, a university level chemistry course with local Gold Coast high schools and will provide credit for 1001EAS Chemistry I to students who successfully complete the course. An example of the (standard) GriffChem Agreement is attached.

The agreement between SEET and the participating Schools is not legal in nature but rather ‘only a definite expression and record of the purpose of the partnership to which parties are bound in honour only.’

35.2 In relation to guaranteed acceptance into Griffith University programs, the Agreement states:

Students who achieve a pass for laboratory sessions and a percentage of 65% or higher for the end of course examination in 1001EAS Chemistry, and who meet the entry admission pre-requisites into a nominated Science program, will be eligible for guaranteed acceptance into their selected program on the proviso that the selected program is listed as the student’s first QTAC preference. Students will be granted specified credit for 1001EAS Chemistry.

35.3 The Health Group wishes to extend credit to GriffChem students for 1013EAS Chemistry in Biological Systems I, on the basis that the two courses 1001EAS Chemistry I and 1013EAS Chemistry in Biological Systems I have > 80% equivalence and are already listed on the University’s credit precedent database as equivalent courses.

35.4 This is a simple credit arrangement that does not involve guaranteed entry into Health programs. The Dean (Academic) has endorsed this credit arrangement.

For noting
36.0 NRS CREDIT ARRANGEMENTS FOR ENROLLED NURSES

36.1 The School of Nursing and Midwifery Committee meeting 1/2007 approved the following credit arrangements for enrolled nurses who have not completed the Diploma of Nursing Pre-Enrolment. Student Administration, and the Manager, Credit Transfer & Articulations have been notified.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma of Nursing (TAFE/Shafston) 39037/39040 and Cert IV in Health/Nursing + 39041</td>
<td>80CP for 1st year</td>
</tr>
<tr>
<td>QLD Course in Medication Practice for EN’s 39041* or CHNEA002 (TAFE)</td>
<td>40CP 1971NRS, 1972NRS, 1976NRS + 1977PBH/1978NRS</td>
</tr>
<tr>
<td>Hospital trained EN’s with QNC enrolment</td>
<td>10CP - 1976NRS Nursing Practices</td>
</tr>
<tr>
<td>Cert IV in Health/Nursing only</td>
<td>sent for individual assessment in line with QNC requirements</td>
</tr>
</tbody>
</table>

For noting

37.0 EDU SPECIAL PURPOSE SUBMISSION (2007/0000265) 3166 G CERT IN EARLY CHILDHOOD

37.1 The 3/2007 Programs Committee (May), on the recommendation of the Faculty of Education Board (2/2007, 20 April 2007), recommended to Academic Committee the Special Purpose Submission proposing changes to reinstate the Graduate Certificate in Early Childhood (3166) as a stand alone program, as detailed in 2007/0002026, for introduction in semester 1 2008.

For noting

38.0 PROGRAMS COMMITTEE REPORT (2007/0000020)

38.1 As a sub-committee of the Academic Committee, Programs Committee advises the Academic Committee on issues of educational policy or practices either on its own initiative or on referral from the Academic Committee or from a Group Pro Vice Chancellor, or a Dean.

38.2 Attached for the information of the Griffith Health Board (Faculty) is the 2006 Programs Committee Annual Report (2007/0000020) prepared by the Chair and Secretary of Programs Committee. This report details the functions, membership and activities of the Programs Committee over the previous 12 months. It also proposes future changes and highlights potential issues for the Committee.

38.3 One recommendation of the 2003 Australian Universities Quality Agency (AUQA) Audit Report was that in due time Academic Committee would commission a review of Programs Committee, first established in June 2003, to ensure that it is effective and that its delegated responsibilities for overseeing the quality assurance of teaching activities are being appropriately fulfilled. The attached report is the first stage of such a review of Programs Committee.

For noting

39.0 NEW GRADUATE DIPLOMA OF EDUCATION PROGRAMS

39.1 The Arts, Education and Law Group will (subject to University approval) introduce the following programs from 2008:
39.2 Information for prospective applicants to the programs is attached.

For noting

40.0 GRIFFITH EVIDENCE PORTFOLIO

40.1 The Deputy Vice Chancellor (Research) has advised that the new Griffith Evidence Portfolio (GEP) is now operational and will be open until midnight on Sunday 1 July. This new version of the GEP is consistent with the final model for the RQF adopted by the Federal Minister at the end of 2006. Information collected via these individual evidence portfolios will be essential to prepare comprehensive and convincing group RQF evidence portfolios in the second half of this year, for submission to DEST in April 2008.

40.2 The GEP also serves as the standard reporting document on research performance within Griffith. Staff will be asked to present this portfolio for yearly review of performance, to accompany the Academic Report on Progress Form. The information contained in the portfolio is confidential and protected by staff ID and password.

40.3 The portfolio is accessed via the Griffith Portal (https://www81.secure.griffith.edu.au/psp/GP88PD/?cmd=login), and following the links ‘About Research’, ‘Collections’ and ‘Evidence Portfolio (2007)’.

40.4 The RQF Project Team will be available to assist staff to enter data and complete the GEP. Please contact Karen Moorehead on ext. 54277 or rqf-enquiries@griffith.edu.au with any queries.

For noting

41.0 HEALTH AND SAFETY FORUM

41.1 Health and Safety will hold a forum "Towards a Health and Safety Risk Management Culture" on June 26th at the Logan campus.

41.2 The forum will include presenters from external organisations discussing their experiences in managing health and safety and strategies to move towards a health and safety culture.

41.3 All staff wanting to improve health and safety within their work area should consider attending this free event. For more information or to register your attendance contact Ross Hansen. ross.hansen@griffith.edu.au

For noting

42.0 POLICY, PROCEDURE AND FORM UPDATES

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

42.1 Revised Program Development, Approval, Monitoring and Review Process

42.1.1 In November 2005, as part of Project Streamline, Phillips KPA conducted a review of the University’s Program Approval process. As the first step in responding to Phillips KPA review recommendations, Academic Committee considered and approved the
revised policies and guidelines for program planning and approval at its July 2006 meeting.

42.1.2 Changes to the program planning and approval process approved by Academic Committee in July 2006 included:

- Adopting a ‘project management’ approach to program development and implementation;
- Clarifying roles and responsibilities of academic managers and committees;
- Strengthening quality assurance and attention to program development; and
- Enhancing communication, tracking, and administrative efficiency.

42.1.3 The program planning process has been further refined following a review undertaken by Phillips KPA in December 2006. The revisions are intended to achieve the following specific outcomes not achieved through previous approaches:

- Integration of program planning to operational planning and strategic planning;
- Streamlining, simplifying and improving the academic integrity of the program planning and development process with the potential outcome of higher quality programs;
- Capturing and clearly linking the process with the University’s quality assurance model – plan, implement, review and improve; and
- Future development of a program outline system to simplify and track the development and approval processes and enable information sharing between the University’s other systems such as PeopleSoft and the Program Catalogue.

42.1.4 The revised program development and approval process is detailed in the attached diagram (20070000040). The program development and approval process is preceded and informed by the sequence of higher-level strategic and operational planning. This is followed by parallel processes of development and approval. Finally, programs enter an ongoing monitoring and review stage. This activity feeds back into the strategic planning and operational planning process – thereby closing the loop on program quality assurance and quality enhancement. The model reflects the University’s commitment to the Plan – Implement – Review – Improve (PIRI) model of quality management.

42.1.5 The 2/2007 Academic Committee, on the recommendation of the 1/2007 Learning and Teaching Committee resolved to:

- approve the following documents for use in the 2007 round of operational planning:
  - Group Program Profile Plan (2007/0012011)
  - Program Concept Proposal (2007/0000038) revised
  - Initial Program Proposal (2007/0000039) revised
  - Request for FLAS Resources Supporting Program Development (2007/0012017)
  - Program Planning, Development and Approval Policy (2007/0000037) revised

- approve the disestablishment of the Approval to Advertise form (2006/0003827).

For noting

42.2 Change to Course Outline Template
Academic Committee 3/2007 approved the inclusion of the following statement in Section C of the Course Outline Template:

PLAGIARISM DETECTION SOFTWARE
In semester 2, 2007 the University is piloting the use of plagiarism detection software. Students should be aware that your Course Convenor may use this software to check submitted assignments. If this course is included in the pilot your Course Convenor will provide more detailed information about how the detection software will be used.

42.3 Class Timetabling Policy and Procedures (20070000041)

Academic Committee 2/2007 approved the introduction of a new Class Timetabling Policy and Procedures. The purpose of this policy is to identify the objectives, scheduling principles and organisational arrangements that define the production of the University-wide class timetable and use of central teaching space for teaching activities and ad hoc room use. The primary objective is to produce a timetable that is equitable, takes into account the needs of both students and Academic Staff, is student focused and maximises the efficient use of University space and resources. The needs of students will be given highest priority, reflecting the University strategic goal to enhance the student experience and learning outcomes. The needs of Academic Staff will be considered where possible. Activities will be scheduled in patterns that produce manageable teaching times for Academic Staff and provide staff appropriate time for other responsibilities such as research and administrative commitments.

42.4 Revised Guidelines for the Griffith Awards for Excellence in Teaching

42.4.1 The Griffith Awards for Excellence in Teaching were established in 1999 to:
   - demonstrate the University's commitment to the promotion of effective teaching and the enhancement of student learning;
   - create an environment which recognises and rewards achievement in teaching and learning activities; and
   - support teaching collaboration, teamwork and the sharing of good practice.

42.4.2 The 2/2007 Learning and Teaching Committee (8 May 2007) considered a proposal from the Educational Excellence Committee to substantially revise the Griffith Awards for Excellence in Teaching for two reasons: (1) to provide more opportunities across the Groups for staff recognition; and (2) to provide closer alignment with new guidelines for national teaching awards released by the Carrick Institute for Learning and Teaching in Higher Education.

42.4.3 A number of amendments were recommended by the 2/2007 Learning and Teaching Committee which have now been incorporated into the revised Griffith Awards for Excellence in Teaching Guidelines (2007/0000049) and forwarded for the consideration of the 3/2007 (May) meeting of Academic Committee.

42.4.4 Major changes from the original Guidelines include:

9.1.1 replacement of the Innovation across the Institution Award category with the new Programs that Enhance Learning Award;
9.1.2 introduction of 5 new discipline categories under the Individual Teacher Award of the Teaching Excellence Category;
9.1.3 in future years, the Team Teaching Award will be one of a number of activities to recognise strategic priorities;
9.1.4 introduction of a new First Year Advisor category;
9.1.5 reduction of the award amount from $5,000 to $3,000 to enable an increase in the number of outstanding initiatives and teachers recognised across the Groups;
9.1.6 revision of selection criteria to take account of the new categories; and
9.1.7 addition of guidelines to further assist applicants in responding to the selection criteria.
42.5 Absence on Official University Business

42.5.1 The Absence on Official University Business Policy [http://www62.gu.edu.au/policylibrary.nsf/mainsearch/19bdd89069bc45004a2572cd0063d719?opendocument](http://www62.gu.edu.au/policylibrary.nsf/mainsearch/19bdd89069bc45004a2572cd0063d719?opendocument) has been established to facilitate business related absences. The policy replaces the Conference Leave, Research Leave and Special Duties Leave policies, all of which have now been rescinded. The policy does not cover Academic Studies Program which is the subject of a separate approval process.

42.5.2 The simplified process for staff absences on official University business requires an email request and approval process as set out below prior to the absence occurring.

**Periods up to and including twenty (20) working days**
- Staff must request approval for an absence from the immediate supervisor by email.
- The request should include the purpose and duration of the absence.
- The supervisor will ensure that any on-campus commitments of the staff member, particularly teaching duties, are satisfactorily covered.
- The supervisor will approve the absence (or not) by return email.
- The supervisor will retain the emailed approval at least until the staff member returns from his/her absence (in case an insurance issue arises).

**Periods Greater Than Twenty (20) Working Days**
- Staff must request approval for an absence from the immediate supervisor by email.
- The request should include the purpose and duration of the absence.
- The supervisor will ensure that any on-campus commitments of the staff member, particularly teaching duties, are satisfactorily covered.
- The supervisor will endorse the absence (or not) to the relevant Dean or Office Director.
- The relevant Dean/Office Director will advise the supervisor and staff member whether the absence has been approved.
- The supervisor will retain the emailed approval at least until the staff member returns from his/her absence (in case an insurance issue arises).

45.5.3 Travel

The revised Travel Policy [http://www.griffith.edu.au/fbs/travel-policy-2007.doc](http://www.griffith.edu.au/fbs/travel-policy-2007.doc) sets out the new requirements for staff travel funded by the University while on official University business. The policy does not require staff to seek financial approval or approval for the absence from a supervisor prior to booking either domestic or international travel. However, any non refundable travel expenses incurred for which absence on official University business is not approved will be borne by the relevant account as explained in the policy.

45.5.4 Domestic Travel

Following a competitive tender process World Travel Professionals (WTP) has been appointed the University’s sole supplier for domestic travel with effect from 1 May. However transitional arrangements are in place with our current travel providers until the end of May.

The service delivery for domestic travel will be via the introduction of an online booking engine, ‘e-res’, with electronic access provided from the Griffith Portal. The system will enable staff to view competitive airfares for all domestic carriers (Qantas, Virgin Blue and Jetstar) simultaneously and book the best option directly online. As this is a significant development, access to ‘e-res’ will be progressively rolled out to the University community over the next few months commencing with a pilot group on 1
May. The pilot group consists of staff from all elements that indicated a willingness to participate when the system was demonstrated at both the Gold Coast and Nathan campuses.

Until the ‘e-res’ system is rolled out to all staff the process for domestic travel bookings will be to contact WTP directly http://www.griffith.edu.au/fbs/secure/pdf/world-travel-professionals.pdf or the FBS Travel Co-ordinators http://www.griffith.edu.au/fbs/secure/services_travel/content_travel.html. These bookings will require staff to lodge a Travel Request via the Griffith Portal.

45.5.5 International Travel
Following a competitive tender process STA Travel http://www.griffith.edu.au/fbs/secure/pdf/sta_travel.pdf and World Travel Professionals (WTP)http://www.griffith.edu.au/fbs/secure/pdf/world-travel-professionals.pdf have been appointed the University’s preferred suppliers for international travel with effect from 1 May. However transitional arrangements are in place with our current travel providers until the end of May.

Travellers should contact either of the University’s preferred suppliers to obtain a costing and itinerary and then follow the current practice of completing a Travel Request via the Griffith Portal for an order to be issued. A copy of the itinerary and Travel Request Print Summary must be forwarded to the FBS Travel Co-ordinator.

45.5.6 Please direct any queries relating to the new arrangements as follows:

Absence on Official University Business - HRM Group HR Staff http://www.griffith.edu.au/hrm/people/contacts.html
Travel (domestic and international) - FBS by email to mailto:FBSTravel@griffith.edu.au.

- Request to Undertake a Restricted Course – Form
URL: http://domdoc03.domino.gu.edu.au/policylibrary.nsf/76BE8738BAE04D5F4A256AEC007E2B25/E0D362409B0D1CC04A256C1D0064088F?OpenDocument

- Probation Procedures for Academic Staff Fixed Term Appointments
This document sets out the procedures for assessing the performance of academic staff on fixed term appointments during their period of probation.

- Probation Procedures for Academic Staff, Continuing Appointments
This document sets out the procedures for assessing the performance of academic staff on continuing appointments during their period of probation.

- Academic Staff Review Performance Improvement Plan

- Academic Professional Development Plan
43.0  OTHER BUSINESS

44.0  NEXT MEETING

44.1  The next meeting of the Griffith Health Board (Faculty) will be held on Wednesday 20 June 2007 at 1.00 pm in G34 2.02, Gold Coast campus.