A meeting of the Griffith Health Board (Faculty) was held on Wednesday 21 May 2008 between 1.00 and 3.00 pm in Room 2.02, The Chancellery (G34) Gold Coast campus.

MINUTES

PRESENT:

Members:
Professor Lewis Adams, acting Dean (Academic) (Chair)
Dr Belinda Beck, HoS, Anatomy
Professor Nick Buys, Dean (Learning and Teaching)
Professor Lesley Chenoweth, acting HoS, Human Services
Professor Lyn Griffiths, Dean (Research)
Professor Newell Johnson, HoS and Dean, Dentistry and Oral Health
Associate Professor Alf Lizzio, HoS, Psychology
Associate Professor Elizabeth Patterson, HoS and Dean, Nursing and Midwifery
Associate Professor Tony Perkins, HoS, Medical Science
Professor Claire Rickard, acting Director, Research Centre for Clinical Practice Innovation
(by teleconference)
Professor Nerida Smith, HoS, Pharmacy
Professor Don Stewart, HoS, Public Health

Secretary: Ms Michele Britton

Present by invitation:
Ms Veronica Dawson, Senior Librarian, INS
Associate Professor Michele Groves, DHoS, Medicine
Dr Saras Henderson DHoS, Nursing and Midwifery
Dr Shirley Morrissey, DHoS, Psychology
Dr Greg Reddan, School of Physiotherapy & Exercise Science for Item 18.0
Mr Grant Shepherdson, Manager, Technical Services, Health
Dr Peter Woods, Academic Fellow, GIHE, Professor Michelle Barker, Senior Fellow, GIHE and Professor Kerri-Lee Krause (by teleconference) for Item 8.0.

APOLOGIES:

Members:
Associate Professor Jayne Clapton, HoS, Human Services
Professor Allan Cripps, Group PVC (Health)
Associate Professor Norm Morris, acting HoS, Physiotherapy and Exercise Science
Professor Judy Searle, HoS and Dean, Medicine
<table>
<thead>
<tr>
<th>Name of Item (including Agenda Item Number and Attachment/s)</th>
<th>Brief Description</th>
<th>Resolution</th>
<th>Action to be Taken</th>
<th>Responsible Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apologies and Welcome (Agenda Item Number 1.0)</td>
<td>Apologies received by the Secretary were conveyed to the Griffith Health Board (Faculty).</td>
<td>Noted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirmation of Minutes (Agenda Item Number 2.0)</td>
<td>The minutes of the 2/2008 meeting of the Griffith Health Board (Faculty), having been circulated, were taken as read and confirmed.</td>
<td>Taken as read and confirmed</td>
<td>Forward to CARMS Secretary</td>
<td>(action taken)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name of Item (including Agenda Item Number and Attachment/s)</th>
<th>Brief Description</th>
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<th>Responsible Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSV Major Change Submission (08/0004809) 5169 M Human Services 3169 G Cert Community &amp; Youth Work (Agenda Item 14.0)</td>
<td>Major change submission proposing to formally articulate the Graduate Certificate in Community &amp; Youth Work (3169) with the Master of Human Services (5169) program effective Semester 1 2009.</td>
<td>Approved</td>
<td>Forward to Programs Committee Secretary</td>
<td>(action taken)</td>
</tr>
<tr>
<td>HSV Major Change / New Program Submission – OUA (08/0004810) M Social Work 5476 / 5505 M Social Work (Agenda Item 15.0)</td>
<td>Major change / new program submission proposing the introduction of the Master of Social Work through Open Universities Australia (OUA) from 2009.</td>
<td>Approved</td>
<td>Forward to Programs Committee Secretary</td>
<td>(action taken)</td>
</tr>
<tr>
<td>NRS New Program Submissions – OUA 5515 M Acute Care Nursing (08/0004803) 5517 M Infection Control &amp; Prevention (08/0004804) 5235 M Emergency Nursing (08/0004805) 5516 M Sexual Health (08/0004806) 5236 M Critical Care Nursing (08/0004807) (Agenda Item 15.0)</td>
<td>New program submissions proposing to offer Master of Acute Care Nursing, Master of Infection Control &amp; Prevention, Master of Emergency Nursing, Master of Sexual Health and Master of Critical Care Nursing programs through OUA, effective Semester 1 2009.</td>
<td>Approved</td>
<td>Forward to Programs Committee Secretary</td>
<td>(action taken)</td>
</tr>
<tr>
<td>NRS Major Change Submission (08/0004812) 5230/5244 M Midwifery / With Honours (Agenda Item 17.0)</td>
<td>Major change submission proposing changes to the structure and degree requirements of the Master of Midwifery and Master of Midwifery with Honours programs, effective Semester 2 2008.</td>
<td>Approved subject to clarification in the submission that the 20CP listed electives comprise a 10CP research listed elective and a 10CP non-research listed elective.</td>
<td>Forward to Programs Committee Secretary</td>
<td>(action taken)</td>
</tr>
<tr>
<td>PES Full Program Proposal (08/0004777) 3233 G Cert Sports Coaching 5508 M Sports Coaching</td>
<td>Full program proposal seeking introduction of the Graduate Certificate in Sports Coaching (3233), the Master of Sports Coaching (5508) and the Master of</td>
<td>Approved</td>
<td>Forward to Programs Committee Secretary</td>
<td>(action taken)</td>
</tr>
<tr>
<td>Name of Item (including Agenda Item Number and Attachment/s)</td>
<td>Brief Description</td>
<td>Resolution</td>
<td>Action to be Taken</td>
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<tr>
<td>5510 M Sports Coaching With Honours (Agenda Item 18.0)</td>
<td>Sports Coaching with Honours (5510) programs at Gold Coast campus from Semester 1, 2009.</td>
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</tr>
<tr>
<td>PES Program Withdrawal (08/0004778) 5270 / 5272 M Echocardiography / M Echocardiography with Hons (Agenda Item 19.0)</td>
<td>Withdrawal submission proposing to disestablish the 5270 Master of Echocardiography and 5272 Master of Echocardiography with Honours programs from Semester 2, 2008.</td>
<td>Approved</td>
<td>Forward to Programs Committee</td>
<td>Secretary (action taken)</td>
</tr>
<tr>
<td>HSV Special Purpose Submission (08/0004808) 1098 Bachelor Of Human Services 1095 Bachelor Of Human Services – Child &amp; Family Studies 1244 Bachelor Of Human Services/ Bachelor Of Education-Primary 1263 Bachelor Of Human Services/Bachelor Of Criminology And Criminal Justice 1282 Bachelor Of Social Work (Agenda Item 23.0)</td>
<td>Special purpose submission proposing changes to first year courses including semester of offer for undergraduate programs offered by the School of Human Services, and in 1098 Bachelor of Human Services and 1095 Bachelor of Human Services – Child &amp; Family Studies substitution of a free choice elective for a core course, effective Semester 1, 2009. Changes to the first year courses required updating of the degree requirements for 1098 Bachelor of Human Services and 1095 Bachelor of Human Services – Child &amp; Family Studies. These changes are to take effect from Semester 1 2009.</td>
<td>Approved</td>
<td>Forward to Programs Committee</td>
<td>Secretary (action taken)</td>
</tr>
</tbody>
</table>

**SECTION B: ACTION UNDER DELEGATED AUTHORITY**

| HLS GRIFFITH HEALTH STUDIES CERTIFICATE (08/0004819_08/0004815 revised) (Agenda Item 21.0) | The Griffith Health Board (Faculty) ratified the executive action of the Dean (Learning & Teaching) in approving the new non-award Griffith Health Studies Certificate, for introduction in Semester 1 2009. The Board noted the certificate provides a pathway to fast-track high-achieving Queensland Academic of Health Sciences students undertaking the International Baccalaureate with approved course options into specified Health programs with credit for the Foundation Year. This model will be extended to other Schools. The Board agreed this was a good model for achieving guaranteed entry of high- | Approved   | Refer to relevant Student Administration staff and CARMS. | Secretary (action taken) |
achieving students into Griffith Health programs. The Board noted the revisions to the submission circulated with the Faculty Board agenda and approved the final version tabled at the meeting (document no 08/0004819_08/0004815 revised).

**HLS Minor Change Submission (08/0004776)**

3221 G Cert Health Professional Education
5424/5425 M Advanced Practice / With Honours (Health Professional Education)
*(Agenda Item 22.0)*

The Griffith Health Board (Faculty) ratified the executive action of the Dean (Learning & Teaching) in approving minor change submission proposing to replace 7003HLS Education in the Clinical Setting 1 with 7901NRS Teaching for Learning in Clinical Settings in program 3221 Graduate Certificate in Health Professional Education from semester 1, 2009. This change also affects the Health Professional Education strand in the Master of Advanced Practice / with Honours programs.

**NRS Minor Change Submission (08/0004772)**

9323 Cont Ed Certificate Aged Care
*(Agenda Item 24.0)*

The Griffith Health Board (Faculty) ratified the executive action of the Dean (Learning & Teaching) in approving minor change submission proposing to replace 7944NRS The Art & Skill of Dementia Care with 3981NRS Informing Decision Making in Dementia Care, effective Semester 2, 2008.

<table>
<thead>
<tr>
<th>HLS Minor Change Submission (08/0004776)</th>
<th>The Griffith Health Board (Faculty) ratified the executive action of the Dean (Learning &amp; Teaching) in approving minor change submission proposing to replace 7003HLS Education in the Clinical Setting 1 with 7901NRS Teaching for Learning in Clinical Settings in program 3221 Graduate Certificate in Health Professional Education from semester 1, 2009. This change also affects the Health Professional Education strand in the Master of Advanced Practice / with Honours programs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRS Minor Change Submission (08/0004772)</td>
<td>The Griffith Health Board (Faculty) ratified the executive action of the Dean (Learning &amp; Teaching) in approving minor change submission proposing to replace 7944NRS The Art &amp; Skill of Dementia Care with 3981NRS Informing Decision Making in Dementia Care, effective Semester 2, 2008.</td>
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</tbody>
</table>

**SECTION C: OTHER RECOMMENDATIONS AND REPORTS**

[to persons/committees other than the parent committee(s)]

NIL
### SECTION D: MATTERS NOTED, CONSIDERED, OR REMAINING UNDER DISCUSSION

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Details</th>
<th>Action</th>
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<tbody>
<tr>
<td>Dean (Academic) Report</td>
<td>The Chair reported as follows:</td>
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</table>
| (Agenda Item 3.0)                 | • The Group PVC is currently overseas, and will visit India to investigate development of a Sports College and subsequently, Abu Dhabi to discuss administrative requirements.  
• The structural reorganisation of the Health Group has been approved by Executive Group and will shortly be distributed for comment. |        |
<p>|                                  | Noted                                                                                       |        |
| Dean (Learning &amp; Teaching) Report | The Dean (Learning &amp; Teaching) commented on the following:                                 |        |
| (Agenda Item 4.0)                 | • Authority to approve aberrant degrees resides with the Dean (Learning &amp; Teaching), not the program convenor. | Noted |
|                                  | • The results of the Starting at Griffith survey will be distributed shortly. It is clear the activities of First Year Advisers and orientation days have a positive impact on improving the student experience. |        |
|                                  | • Two Groups in the University are currently trialling the new academic integrity process. The new process will be implemented across the University in Semester 2 2008. Support materials will be available to assist staff. |        |
|                                  | • Professor Buys will be on leave between 29 May and 29 June 2008. Associate Professor Alf Lizzio will be acting Dean (Learning &amp; Teaching) during this period. | Noted |
|                                  | Noted                                                                                       |        |
| Dean (Research) Report            | The Dean (Research) reported to the Board on items of interest (see report circulated with agenda). | Noted |
| (Agenda Item 5.0)                 |                                                                                             |        |
| Senior Librarian, Information     | The Senior Librarian, Information Services reported to the Board on items of interest (see report circulated with agenda). | Noted |
| Services Report                   |                                                                                             |        |
| (Agenda Item 6.0)                 |                                                                                             |        |
| Health &amp; Safety                   | The Manager, Technical Services (Health) reported to the Board.                             | Noted |
|                                  |                                                                                             |        |</p>
<table>
<thead>
<tr>
<th>Agenda Item 7.0</th>
<th>Board on items of interest (see report circulated with agenda).</th>
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<tbody>
<tr>
<td>Briefing: GIHE Support for Internationalisation / Blended Learning (Agenda Item 8.0)</td>
<td>Dr Peter Woods, Academic Fellow, GIHE, Professor Michelle Barker, Senior Fellow, GIHE and Professor Kerri-Lee Krause (by teleconference) were welcomed by the Board. In relation to GIHE support for internationalisation, the Board was advised: Dr Woods and Professor Barker are available for workshops, to provide information and materials, and provide assistance to lecturers to design interventions intended to improve communication in a multicultural classroom. In relation to blended learning, the Board was advised: * The Pro Vice Chancellor (Learning &amp; Student Outcomes) has overall responsibility for ensuring implementation of the blended learning strategy. * Implementation of the blended learning strategy reflects the international shift of focus away from technology to pedagogy. * Blended learning is a continuum and contains many options for curricula design that include media and technology. * GIHE is available to provide professional development for staff. Professor Krause welcomes the opportunity to discuss blended learning in greater detail, to be arranged by the Health Group for a later date.</td>
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<tr>
<td>AQUA / Quality Issues Discussion</td>
<td>Program for the AUQA visit</td>
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<tr>
<td>- Program for the AUQA Visit</td>
<td>The Board noted the program for the AQUA visit.</td>
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<tr>
<td>- Australian Graduate Survey Comments</td>
<td>The Chair advised:</td>
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<tr>
<td>- Course and Teaching Evaluation</td>
<td>- Staff who will be interviewed by the AUQA panel have been to preparatory briefing sessions.</td>
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<tr>
<td>- Framework for Quality Assurance Policy</td>
<td>- The Bachelor of Nursing (Post-Registration) has been selected as a sample program by the AUQA panel.</td>
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<tr>
<td>- Academic Plan 3 Progress Report</td>
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<tr>
<td>(Agenda Item 9.0)</td>
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<tr>
<td>Australian Graduate Survey (AGS) Comments</td>
<td>Noted</td>
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<tr>
<td>The Dean (Learning &amp; Teaching) requested Heads of School review AGS survey results pertaining to their School’s programs with a view to ‘closing the loop’ on comments made by graduates, making use of the PIRI cycle. There is also the opportunity to address issues</td>
<td>Noted</td>
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<tr>
<td>Topic</td>
<td>Notes</td>
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<td>----------------------------------------------------------------------</td>
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<tr>
<td><strong>Course and Teaching Evaluation</strong></td>
<td>Noted</td>
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<td>The Dean (Learning &amp; Teaching) reminded the Board of the requirement to undertake SEC and SET for Semester 1 courses.</td>
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<tr>
<td><strong>Framework for Quality Assurance Policy</strong></td>
<td>Noted</td>
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<td>The Dean (Learning &amp; Teaching) advised all staff should be familiar with this policy, and in particular the PIRI cycle – plan-implement-review-improve.</td>
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<td><strong>Academic Plan 3 Progress Report</strong></td>
<td>Noted</td>
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<tr>
<td>The Board acknowledged the efforts of Professor Buys, who primarily prepared this report, in consultation with Mr Peter Westwood, Executive Officer and Professor Adams, acting Dean (Academic). The Chair advised the Deputy Vice Chancellor (Academic) has endorsed the report.</td>
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<tr>
<td><strong>Domestic and International Student Recruitment Strategy</strong></td>
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<td><em>(Agenda Item 10.0)</em></td>
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<tr>
<td>The Group Resource Manager will meet with Schools in the near future to discuss student load. Schools are commended on efforts to date, however, the Group’s intake remains under target. The Group’s promotional budget will be fully expended and work will continue with External Relations and Griffith International to maximise the impact of marketing strategies to increase domestic and international intake into Health programs.</td>
<td>Noted</td>
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<tr>
<td><strong>Academic Staff Review</strong></td>
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<td><em>(Agenda Item 11.0)</em></td>
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<td>o The Deputy Vice Chancellor (Academic) will attend the Gold Coast campus on 30 May 2008 to provide advice regarding changes to the academic staff review process. The Chair recommends all academic staff attend this session if possible. Staff will have the opportunity to provide feedback directly to the DVC (A). The acting Dean (Academic) will subsequently attend School Committee meetings to also provide advice regarding the changes.</td>
<td>Noted</td>
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<tr>
<td>o Reviews of senior managers will occur in June.</td>
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<td>o A review of the workload model is underway and options are currently being discussed.</td>
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<tr>
<td>Agenda Item</td>
<td>Description</td>
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<tr>
<td>12.0</td>
<td>General Staff Performance Review</td>
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<tr>
<td>13.0</td>
<td>Griffith Awards for Excellence in Teaching &amp; Faculty Learning &amp; Teaching Citations – Applications Invited</td>
</tr>
<tr>
<td>20.0</td>
<td>PHM Initial Program Proposal (08/0004775) 1352 B Clinical Pharmacy</td>
</tr>
<tr>
<td>25.0</td>
<td>Invitation to Celebrating Teaching Seminar on Peer Assisted Study Sessions</td>
</tr>
<tr>
<td>26.0</td>
<td>Programs Committee Annual Report 2007</td>
</tr>
<tr>
<td>27.0</td>
<td>Abu Dhabi: Process for Program Changes</td>
</tr>
<tr>
<td>28.0</td>
<td>Policy, Procedure and Form Updates</td>
</tr>
</tbody>
</table>

Griffith Health Board (Faculty) Minutes 3/2008  
Wednesday 21 May 2008  

| | The Chair reminded the Board of the requirement to undertake performance reviews of general staff. HRM have circulated details of the process and the list of staff to be reviewed. | Noted |
| | The Dean (Learning & Teaching) requested that Heads of School identify and encourage eligible staff to apply for the awards and citations. The Dean's office will review applications and provide guidance, on request, for either a Griffith Award for Excellence in Teaching application or a Faculty Learning & Teaching Citation. | Noted |
| | The Board noted the proposal to introduce the Bachelor of Clinical Pharmacy program for international students who meet admission requirements for advanced standing, effective Semester 2 2008. The Head of School, Pharmacy advised although it is not expected there will be any further scholarships for Saudi students, the program will be extended to the Canadian market and it will be available to the current cohort of students from Saudi Arabia. The Board commended the Head of School, Pharmacy on development of this innovative proposal. | Noted |
| | The Board noted the invitation from the Pro Vice Chancellor (Learning & Student Outcomes) to attend the Celebrating Teaching Seminar on Peer Assisted Study Sessions on Friday 23 May 2008 at the Eco Centre, Nathan campus from 1.00 pm to 2.00 pm. | Noted |
| | The Board noted the Programs Committee Annual Report for 2007. | Noted |
| | The Board noted the agreed process for seeking approval of program changes for Abu Dhabi programs. | Noted |
| | The Board noted the policy, procedure and form updates. | Noted |
Other Business
(Agenda Item 28.0)  
NIL

Next Meeting
(Agenda Item 29.0)  
The next meeting of the Griffith Health Board (Faculty) will be held on Wednesday 18 June 2008 at 1.00 pm, Room 2.02, the Chancellery (G34) Gold Coast campus.  
Noted

Confirmed: ____________________________  
(Chair)

Date: ____________________________
### DISTRIBUTION LIST:

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

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

Deputy Heads of School

Dean, Learning and Teaching, Griffith Science, Environment, Engineering & Technology

School Administrative Officers – Griffith Health Group

School Secretaries – Griffith Health Group

**Other Copies**

Corporate Archives & Records Management copy (attachments)

Binding copy (attachments)