A meeting of the Griffith Health Board will be held at 12.30 pm on Wednesday 27 May 2009 in Room 1.05/1.06, The Chancellery (G34) Gold Coast campus.

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29.0 OTHER BUSINESS

30.0 NEXT MEETING

Significant Committee Events
  ▪ This meeting of the Griffith Health Board will be held at 12.30 pm on Wednesday 27 May 2009 in Room
  1.05/1.06, The Chancellery (G34) Gold Coast campus.
  ▪ The next meeting of the Griffith Health Board will be held at 12.30 pm on Wednesday 24 June 2009 in
  Room 2.02, The Chancellery (G34), Gold Coast campus.

Deadlines
  ▪ Agenda items due with Secretary, Programs Committee for June meeting by May 28 2009.

Committee QuickPlace Web Address
  ▪ https://qplace01.domino.griffith.edu.au/QuickPlace/sec-university-committees/Main.nsf/h_Toc/dc93ed94a6ce679b4a256d040002e3f0/?OpenDocument
  ▪ Use the left navigation bar to select the relevant committee site. Username is your staff number and
  password is the same as your Novell login. Call the Secretary on 56465 for advice or if experiencing
difficulties.
## GRIFFITH UNIVERSITY

### GRIFFITH HEALTH BOARD MEETING

#### DISTRIBUTION LIST

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<tr>
<th>Faculty Board Members</th>
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<tbody>
<tr>
<td><strong>Name</strong></td>
<td><strong>ex officio</strong></td>
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<tr>
<td>Professor Debra Henly</td>
<td>(Chair)</td>
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<td>Dean (Academic)</td>
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<td>Professor Allan Cripps</td>
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<td>Pro-Vice Chancellor (Health)</td>
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<td>Professor Nick Buys</td>
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<td>Dean (Learning &amp; Teaching), Health</td>
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<td>Professor Lyn Griffiths</td>
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<td>Dean (Research), Health</td>
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<td>Professor Donald Stewart</td>
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<td>Associate Professor Simon Broadley</td>
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<td>Head and Dean, School of Medicine</td>
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<td>Professor Newell Johnson</td>
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<td>Head and Dean, School of Dentistry &amp; Oral Health</td>
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<td>Professor Elizabeth Patterson</td>
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<td>Head and Dean, School of Nursing and Midwifery</td>
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<td>Associate Professor Jayne Clapton</td>
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<td>Head of School, School of Human Services and Social Work</td>
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<td>Associate Professor Tony Perkins</td>
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<td>Professor Nerida Smith</td>
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<td>Professor Peter Milburn</td>
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<td>Head of School, School of Physiotherapy &amp; Exercise Science</td>
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<td>Head of School, School of Psychology</td>
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<td>Professor Wendy Chaboyer</td>
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<tr>
<td>Director, Research Centre for Clinical Practice Innovation</td>
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<tr>
<td>Head of School, School of Anatomy</td>
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<tr>
<td>Professor Mark Forwood</td>
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<tr>
<td>Head of the Discipline of Anatomy</td>
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</tbody>
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**Information Copies** (without attachments unless stated)
- Deputy Heads of School
- Director, Learning and Teaching, Griffith Science & Technology
- School Administrative Officers – Griffith Health Group
- School Secretaries – Griffith Heath Group

**Other Copies**
- Corporate Archives & Records Management copy (attachments)
- Binding copy (attachments)
- Spare copy
AGENDA

1.0 APOLOGIES AND WELCOME

Apologies

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

Welcome

The Board will wish to welcome the following guests invited by the Chair to regularly attend meetings to provide a brief report and hear discussion regarding current issues:

Prof Lesley Chenoweth, Griffith Health Professoriate
Prof Drew Nesdale, Griffith Health Professoriate (apology for May meeting)
Ms Hilarie Dunn, Director, External Relations
Ms Kate Cuskelley, Marketing Manager (Health) External Relations
Ms Brenda Tischendorf, Development and Alumni Coordinator (Health)
Mr Martin Teml, Human Resource Manager (Health)
Mr Thomas Toh, Griffith International

2.0 CONFIRMATION OF MINUTES

The minutes of the 3/2009 meeting have been circulated. To be taken as read and confirmed.

3.0 ACTIONS ARISING FROM GRIFFITH HEALTH GROUP BOARD 3/2009 MEETING (APRIL)

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Responsible Officer/s to address in reports to the Board</th>
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<tbody>
<tr>
<td>Convene International Advisory Group</td>
<td>Dean (A)</td>
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<tr>
<td>Follow up SET reports with Heads of School and implement improvement strategies.</td>
<td>Dean (L&amp;T)</td>
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<tr>
<td>Hold workshop to progress Health IDEAS</td>
<td>Dean (L&amp;T)</td>
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<td>Determine cut-off for award of Dean (Learning &amp; Teaching) commendation for first year courses.</td>
<td>Dean (L&amp;T)</td>
</tr>
<tr>
<td>Coordinate a working party to develop a suitable ELE course for Health Group programs.</td>
<td>Dean (L&amp;T)</td>
</tr>
<tr>
<td>Coordinate a workshop to develop the detail of the postgraduate coursework strategy.</td>
<td>Dean (L&amp;T)</td>
</tr>
<tr>
<td>Form working party to progress discussions regarding model for mid-year entry.</td>
<td>Dean (A)</td>
</tr>
</tbody>
</table>
4.0 PVC’S REPORT
The Group Pro Vice Chancellor (Health) will report on items of interest to the Board.

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

6.0 DEAN (LEARNING & TEACHING) REPORT
The Dean (Learning & Teaching) Health will report on items of interest to the Board.

7.0 DEAN (RESEARCH) REPORT
The Dean (Research) Health has tendered apologies for this meeting. A written report will be circulated for members’ consideration.

8.0 FINANCE AND BUSINESS SERVICES REPORT
The Group Resource Manager will report on items of interest to the Board.

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

10.0 EXTERNAL RELATIONS
The Director, External Relations or nominee will report on items of interest to the Board.

11.0 HUMAN RESOURCE MANAGEMENT
The Human Resources Manager (Health) will report on items of interest to the Board.

12.0 DEVELOPMENT AND ALUMNI
The Development and Alumni Coordinator (Health) has tendered apologies for this meeting. A written report will be circulated for members’ consideration.

13.0 PRESENTATION: ACADEMIC INTEGRITY
In Semester 2, 2008 the *Institutional Framework for Promoting Academic Integrity among Students* was trialled across the university. Dr Lyn Holman has just completed an independent evaluation of this trial. In addition the Academic Integrity Manager (Ms Jenny Martin) and the Academic Integrity Change Management Group have developed a number of new resources to supplement the framework. Associate Professor Anna Stewart will give a brief overview of the trial, the evaluation and the new developments.

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

14.0 REVIEW OF SCHEDULE OF AWARDS – MEDAL FOR ACHIEVEMENT IN THE BACHELORS DEGREE

14.1 The Medal for Achievement in the Bachelors Degree may be awarded annually to the graduate with the highest academic achievement within each bachelors degree program listed in the Schedule of Awards and which is at least three years full-time (or equivalent) in duration. Normally, only one graduate in each medal category will be given the award in any year. The Medal for Achievement in the Bachelors Degree policy, together with the Schedule of Awards, are attached for reference.

14.2 Currently over 100 medals are awarded pursuant to the Schedule of Awards each year. The Health Group Board is asked to review the Schedule with a view not only to updating the information, but also to rationalising the number of medals available for Health Group programs. For example, there are currently three Nursing medals; one for each offering of the Bachelor of Nursing at the Nathan, Gold Coast and Logan campuses. In Psychology, there are currently three medals, one for each campus of offer and another primarily for double degree programs, but also including the three-year Bachelor of Psychological Science program. Therefore, the Board is asked to consider whether the number of medals awarded for certain discipline areas may be reduced or combined.

14.3 In summary the Board is asked to review the Schedule of Awards to:

a) determine any amendments, deletions, or additions (for example, for new discipline areas),
b) rationalise the available number of medals.

14.4 Feedback received from all Academic Groups will be incorporated into the Schedule of Awards and referred to the University’s Learning and Teaching Committee for consideration. Please provide feedback to Ms Michele Britton, Secretary, Griffith Health Board m.britton@griffith.edu.au by Friday 5 June 2009.

For discussion

15.0 HEALTH GROUP PROGRAM CHANGES

15.1 The program changes processed for the Health Group since the previous Griffith Health Group Board meeting are detailed in Section II of this agenda. All program changes have been considered and approved executively by the Dean (Learning and Teaching). Details of the submissions are contained in Section II of this agenda and all submissions are attached for reference. Members are asked to consider the list of program changes for information and to flag any submissions they wish to bring forward to Section I of this agenda for discussion.

For discussion

16.0 2009 ACADEMIC REVIEW

16.1 The Deputy Vice Chancellor (Academic) has announced the commencement of the 2009 Academic Review round. The purpose of the review is to:

- support the continued high performance of staff, their career development and the advancement of the University's strategic objectives; and;
- set specific annual goals and targets in the context of the University's strategic objectives and to review progress towards previously agreed goals and targets.
16.2 The completed Part 1 and draft of Part 3 of the Academic Staff Review and Plan (ASRP) must be submitted to HR Advisers by **5:00 pm, FRIDAY, 29th June 2009**. It is expected that all completed ASRPs will be submitted by no later than 31 July 2009, i.e., that all performance interviews have taken place and documentation completed.

16.3 The Human Resource Manager (Health) will introduce this item, and will detail minor changes to previous processes.

For discussion

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

17.0 DOH SPECIAL PURPOSE SUBMISSION (20090002527)

4136 G DIP DENTISTRY

17.1 The Griffith Health Board is asked to ratify the executive approval of the Dean (Learning & Teaching) in approving a special purpose submission detailing changed professional placement requirements for final year students undertaking the Graduate Diploma of Dentistry.

For ratification

18.0 HSV MINOR CHANGE SUBMISSION (20090002528)

3050 G CERT REHABILITATION CASE MANAGEMENT

18.1 The Griffith Health Board is asked to ratify the executive approval of the Dean (Learning & Teaching) in approving a minor change submission proposing the following changes to take effect from Semester 2, 2009:

a) change semester of offer of core course 7021HSV Rehabilitation Case Management from Semester 1 to Semester 2 to enable students to undertake popular elective course 7410PBH Managing Workplace Health & Safety in Semester 1.

b) offer a mid year entry into the program which will provide greater flexibility for students, incurs no additional resources, and creates no academic disadvantage.

For ratification

19.0 HSV MAJOR CHANGE SUBMISSION (20090002530)

3049 G CERT DISABILITY STUDIES

5169 M HUMAN SERVICES (ORIENTATION & MOBILITY)

19.1 The Griffith Health Board is asked to ratify the executive approval of the Dean (Learning & Teaching) in approving a major change submission proposing the following changes to the Graduate Certificate in Disability Studies and the Master of Human Services (Orientation & Mobility) programs, effective Semester 2 2009:

- Articulation of the Graduate Certificate in Disability Studies with the Master of Human Services (Orientation & Mobility). Students who articulate from the Graduate Certificate will be eligible for 30CP credit towards the Master.

- Amendment of admission requirements for the Graduate Certificate in Disability Studies to enable applicants without tertiary or sub-tertiary qualifications but with minimum 2 years full-time professional experience in the disability, rehabilitation or related human services fields to gain entry to the Graduate Certificate in Disability Studies.

- Introduction of a mid-year entry into the Graduate Certificate in Disability Studies.
• Changes to the semester of offer of courses within the Master of Human Services (Orientation & Mobility).

• Master of Human Services (Orientation & Mobility) to be offered in even years only from 2010 (currently offered in odd years only).

For ratification

20.0 NRS MINOR CHANGE SUBMISSION (20090002521)
5424/5425 M ADVANCED PRACTICE (MENTAL HEALTH NURSING)

20.1 The Griffith Health Board is asked to ratify the executive approval of the Dean (Learning & Teaching) in approving a minor change submission proposing changes to courses within the Master of Advanced Practice (Mental Health Nursing) strand, effective Semester 1 2010.

For ratification

21.0 PES MINOR CHANGE SUBMISSION (20090002522)
1174 B PHYSIOTHERAPY / B EXERCISE SCIENCE

21.1 The Griffith Health Board is asked to ratify the executive approval of the Dean (Learning & Teaching) in approving a minor change submission proposing students undertaking Honours within the Bachelor of Physiotherapy / Bachelor of Exercise Science program, with program convenor approval, may undertake 6003HLS Advanced Research Statistics in Summer Semester rather than 6002HLS Quantitative Research in Semester 1 of the program. This change is to take effect for students commencing Honours in 2010.

For ratification

22.0 PES MINOR CHANGE SUBMISSION (20090002523)
1171 B EXERCISE SCIENCE

22.1 The Griffith Health Board is asked to ratify the executive approval of the Dean (Learning & Teaching) in approving a minor change submission proposing the addition of elective courses 3003MSC Research Project and 3138PBH Exercise and Sports Nutrition in Year 3 of the program, effective Semester 2 2009.

For ratification

23.0 PSY MINOR CHANGE SUBMISSION (20090002529)
5070/5279 M PSYCHOLOGY (CLINICAL)
6010/6011 D PSYCHOLOGY (CLINICAL)
6013 D PSYCHOLOGY (ORGANISATIONAL)

23.1 The Griffith Health Board is asked to ratify the executive approval of the Dean (Learning & Teaching) in approving a minor change submission proposing to replace existing 20CP (final) dissertation courses with 2 x 10CP dissertation courses in the Master of Clinical Psychology, Doctor of Psychology (Clinical) and Doctor of Psychology (Organisational) programs, effective Semester 2 2009.

23.2 The proposed change will create flexibility for students, for example, enable final year students to spread their enrolment over two semesters (ie enrol in 10CP per semester rather than 20CP in one semester) if this arrangement works better for them.

For ratification
24. COURSE OUTLINES

24.1 The Griffith Health Board is asked to ratify the executive approval of the Dean (Learning & Teaching) in approving the following Semester 2 2009 course outline:

2028HSV Socially Inclusive Practice

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

25.0 5424/5425 M ADVANCED PRACTICE (MENTAL HEALTH NURSING) QNC RE-ACCREDITATION DOCUMENTATION

25.1 The Griffith Health Board is asked to note the Health Group Executive’s endorsement of the Master of Advanced Practice (Mental Health Nursing) re-accreditation documentation submitted to the Queensland Nursing Council. Due to the size of the submission, the documentation has not been circulated with the agenda. The endorsed accreditation documentation can be viewed at the Griffith Health Group repository Quickplace site.

https://qplace01.domino.griffith.edu.au/QuickPlace/health-group-repository/Main.nsf?Login&RedirectTo=%2FQuickPlace%2Fhealth-group-repository%2FMain.nsf%2Fh_Toc%2F4df38292d748069d0525670800167212%2F%3FOpenDocument

For noting

26.0 1345 BACHELOR OF HUMAN SERVICES/ MASTER REHABILITATION COUNSELLING – ASORC ACCREDITATION

26.1 The Griffith Health Board will wish to congratulate the School of Human Services and Social Work on the accreditation of the Bachelor of Human Services / Master of Rehabilitation Counselling program by the Australian Society of Rehabilitation Counsellors. The period of accreditation is from 2009 – 2013. The accreditation document has been posted to the Griffith Health Group repository Quickplace site.

https://qplace01.domino.griffith.edu.au/QuickPlace/health-group-repository/Main.nsf?Login&RedirectTo=%2FQuickPlace%2Fhealth-group-repository%2FMain.nsf%2Fh_Toc%2F4df38292d748069d0525670800167212%2F%3FOpenDocument

For noting

27.0 3248 G CERT SOCIAL GERONTOLOGY PROGRAM DEVELOPMENT TEAM

27.1 The Griffith Health Board is asked to note the program development team for the Graduate Certificate in Social Gerontology approved by the Dean (Learning & Teaching). The new program is scheduled for introduction in Semester 1 2010.

Assoc Prof Jayne Clapton, Head, School of Human Services and Social Work
Ms Sandra Woodbridge, Program Convenor, School of Human Services and Social Work
Ms Margaret Buckridge, Griffith Institute for Higher Education
Ms Carolyn Ovens, Starategy & Research Manager, Health & Community Services Workforce Council Inc
Ms Orma Ringberg, Project Manager, Health & Community Services Workforce Council Inc
Ms Melinda Flynn, General Manager, Flexi Care Inc
Ms Robin Callander, Project Officer, School of Human Services and Social Work

For noting

28.0 POLICY, PROCEDURE AND FORM UPDATES

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

Guideline on Student Email
This policy provides the framework within which all areas of the University Community can proceed to use email as an effective method of communication with the University's students.
http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/54ab1580e79f3ebc4a256bc0006307ce?opendocument

University Medal Policy
This policy prescribes the condition for the award of the University Medal which is the highest award in recognition of academic excellence in Bachelors Degree Honours graduates.

Medal for Achievement in Bachelors Degree
This policy describes the Medal for Achievement in the Bachelor's Degree which is awarded annually to the highest achieving graduate in a particular bachelor's degree or a set of related bachelors degrees.
http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/440d5be85467eeab4a256bc80063124f?opendocument

Full Program Proposal
To be used, in conjunction with Guidelines, when teaching elements are proposing the introduction of a new program or major changes to an existing program.
http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/34a8fd1aa3e4fe414a2574520063e290?opendocument

Griffith Awards for Excellence in Teaching Guidelines
This document describes the annual nomination, application and selection processes for the Excellence in Teaching awards and Programs that Enhance Learning awards.

29.0 OTHER BUSINESS

30.0 NEXT MEETING

30.1 The next meeting of the Griffith Health Board will be held on Wednesday 24 June 2009 at 12.30 pm in Room 2.02 The Chancellery (G34), Gold Coast.