GRiffith Health Group Board Meeting

AGENDA 3_2010

A meeting of the Griffith Health Group Board will be held at 12.30 pm on Wednesday 26 May 2010 in Room 1.05/1.06, The Chancellery (G34) Gold Coast campus.

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26.0 2010 BOARD MEETING DATES AND VENUES

Significant Committee Events
- This meeting of the Griffith Health Board will be held at 12.30 pm on Wednesday 26 May 2010 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 23 June in Room 1.05/1.06, The Chancellery (G34) Gold Coast campus.

Deadlines
- Agenda items due with Secretary, Programs Committee for July meeting by Thursday 1 July 2010.

Committee TeamPlace Web Address
- Use the left navigation bar to select the relevant committee site. Username is your staff number and password is the same as your Novell login. Call the Secretary on 56465 for advice or if experiencing difficulties.
### DISTRIBUTION LIST

#### Faculty Board Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointment Type</th>
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<tbody>
<tr>
<td>Professor Debra Henly</td>
<td>ex officio (Chair)</td>
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<tr>
<td>Dean (Academic)</td>
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<td>Professor Allan Cripps</td>
<td>ex officio</td>
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<td>Pro-Vice Chancellor (Health)</td>
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<tr>
<td>Professor Nick Buys</td>
<td>ex officio</td>
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<tr>
<td>Dean (Learning &amp; Teaching), Health</td>
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<tr>
<td>Professor Lyn Griffiths</td>
<td>ex officio</td>
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<td>Dean (Research), Health</td>
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<td>Professor Donald Stewart</td>
<td>ex officio</td>
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<td>Head of School, School of Public Health</td>
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<td>Professor Simon Broadley</td>
<td>ex officio</td>
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<td>Head of School, School of Medicine</td>
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<td>Professor Ward Massey</td>
<td>ex officio</td>
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<tr>
<td>Head of School, School of Dentistry &amp; Oral Health</td>
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<td>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>Associate Professor Jayne Clapton</td>
<td>ex officio</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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<tr>
<td>Professor Nerida Smith</td>
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<td>Head of School, School of Pharmacy</td>
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<td>Associate Professor Alf Lizzio</td>
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<td>Professor Wendy Chaboyer</td>
<td>ex officio</td>
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<tr>
<td>Director, Research Centre for Clinical Practice Innovation</td>
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<tr>
<td>Professor Mark Forwood</td>
<td>Co-opted</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
- Dean (Learning and Teaching), SEET Group
- School Administrative Officers – Griffith Health Group
- School Secretaries – Griffith Health Group

#### Other Copies

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

1.0 APOLOGIES

Apologies may be recorded by contacting Marianne Mengel, Secretary, x56465, or by emailing m.mengel@griffith.edu.au

2.0 CONFIRMATION OF MINUTES

The minutes of the 2_2010 meeting have been circulated.

To be taken as read and confirmed

3.0 ACTIONS ARISING FROM GRIFFITH HEALTH GROUP BOARD 2_2010 MEETING

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Responsible Officer/s to address in reports to the Board</th>
<th>Comments / Feedback</th>
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<tbody>
<tr>
<td>Evaluations@Griffith. Provide feedback to DVC(A) re: Group’s concerns</td>
<td>Dean (L&amp;T)</td>
<td>Policy is currently being revised and updated by Secretariat</td>
</tr>
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4.0 PVC REPORT

The Group Pro Vice Chancellor (Health) tendered apologies for this meeting.

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 will report on items of interest to the Board.

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
The Manager, Academic Services 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) will report on items of interest to the Board.

13.0 GRIFFITH INTERNATIONAL
The Director, International Business and Marketing will report on items of interest to the Board.

14.0 PRESENTATION:
Ms Suzanne Wilkinson, Principal Adviser and Ms Judy Hartley, Manager of Student Equity Services will attend the meeting to discuss the new Griffith University Equity Plan. Feedback will be sought around a number of topics including:
- significant changes in the equity agenda over the past few years
- the optimal environment for social inclusion at Griffith University
- factors affecting the development of equitable work and study environments over the next three years
- potential barriers to achieving greater improvements in staff and student equity areas
- key factors within Griffith University that affect achievement of equity goals.

A discussion paper has been circulated with the agenda.

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

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 consideration

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

16.0 MSC SPECIAL PURPOSE SUBMISSION (2010/001109)

1280 1306 BACHELOR OF MEDICAL SCIENCE

16.1 The Griffith Health Board is asked to ratify the executive action of the Dean (Learning & Teaching) Health in approving the special purpose submission, effective 2011.

16.2 The submission proposes that performance in UMAT and at interview be removed as admission criteria and that the program be available to international students.

16.3 For domestic students, admission to the programs will be determined by applicants’ academic performance in their senior secondary studies.

16.4 For international students, admission to the programs will be determined by applicants’ prior academic performance and demonstration of English language proficiency.

16.5 A 10CP communications course titled Human Skills for Medicine will be offered to students in semester 2 year 2 of the curriculum replacing one of the existing free choice electives. The course will be a ‘designated course’ designed specifically to assess the qualities and skills necessary for safe and effective practice in medicine.

16.6 The Deputy Vice Chancellor (Academic) approved this change on 5 March 2010 to meet publishing deadlines in the Student Programs Guide and QTAC Guides.

16.7 The HoS Biomedical and Physical Sciences and Dean (L&T) SEET approved this change on 15 April and 23 April 2010 respectively.

For ratification

17.0 PBH SPECIAL PURPOSE SUBMISSION (2010/0011011)

4094 GRADUATE DIPLOMA OF PUBLIC HEALTH

5263 MASTER OF PUBLIC HEALTH

17.1 The Griffith Health Board is asked to ratify the executive action of the Dean (Learning & Teaching) in approving the special purpose submission proposing to extend the offering from semester 1 to include semester 2.

For ratification
18.0 PSY MINOR CHANGE SUBMISSION (2010/0011012)
5279 MASTER OF CLINICAL PSYCHOLOGY
6011 DOCTOR OF PSYCHOLOGY (CLINICAL)

18.1 The Griffith Health Board is asked to ratify the executive action of the Dean (Learning & Teaching) in approving the minor change submission proposing to change the semester and/or year of offering of a number of courses in the part-time structure, effective 2010.

18.2 These proposed changes will enable students to participate in coursework that is directly relevant to their practicum experiences. Thus, part-time students complete ‘adult-related’ coursework in the same year that they are assigned to an ‘adult-based’ practicum and vice versa with regard to ‘child-related’ work.

18.3 These changes will not have any implications for the progression of continuing and commencing students.

For ratification

19.0 PROGRAM CONVENOR CHANGES

19.1 The Griffith Health Board is asked to ratify the executive action of the Dean (Learning & Teaching) in approving the following changes of Program Convenors for the Health Group effective semester 1 2010.

6013 Doctor of Psychology (Organisational)
Dr Liz Conlon to Associate Professor Liz Jones

For ratification

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

20.0 HEADS OF SCHOOL / HEAD OF ELEMENT REPORTS

20.1 Reports received from Heads of School and Head of Element are attached for noting.

For noting

21.0 2010 ALTC NATIONAL TEACHING FELLOWSHIP

21.1 The Board will wish to congratulate Professor Keithia Wilson from the School of Psychology for being awarded a 2010 National Teaching Fellowship by the Australian Learning and Teaching Council (ALTC), only one of three awarded this year.

21.2 The role of the ALTC Fellowship Scheme is to support a group of leading educators to undertake strategic, high profile activities in an area of importance to the sector.

21.3 Professor Wilson, as part of the National Teaching Fellowship will undertake a two year program of strategic activities in the First Year Experience that provides Practical Leadership for Developing and Sustaining First Year Learning Environments that Facilitate the Success of a Diverse Student Population.

For noting
22.0 2011 PROGRAM DEVELOPMENT TEAMS
The following program development teams have been approved by the Dean (Learning & Teaching) for introduction in 2011:

**Master of Nursing - Nurse Practitioner**
Associate Professor Winsome St John: Project Manager, SONM
Dr Jennie Barr: Bachelor of Nursing Program Convenor, SONM
Dr Ursula Kellett: Postgraduate Program Convenor, SONM
Ms Tracey Harvey: Postgraduate SAO, SONM

**Master of Clinical Dentistry in Implant Dentistry**
Associate Prof Nikos Mattheos: Project Manager, DOH
Professor Ward Massey: Head of School, DOH
Professor Saso Ivanovski: Listerine Chair of Periodontology, DOH
Associate Professor Jeroen Kroon; Deputy Head of School, DOH
Ms Tanya Stephenson: SAO, DOH

For noting

23.0 COURSE PROFILE PUBLISHING – SEMESTER 2, 2010

23.1 The Deputy Vice Chancellor (Academic) has advised that the new Course Profile System, trialled in Semester 1, 2010 will be implemented university-wide in Semester 2 (phase 2).

23.2 **Change in Course Profile Approval and Publishing Deadline**
The deadline for publishing Course Profiles for Semester 2, 2010 has been extended by 3 weeks and will be Friday 9 July 2010. After a Course Profile is published in accordance with this date no further changes can be made to the profile, with the exception of updating teaching staff details in the Course Staff section. Publishing deadlines for future semesters will revert to the dates specified in the University’s Course Profile Requirements document.

23.3 Access to the Course Profile System will be available via the Griffith Portal from Monday 24 May 2010.

23.4 **Training and Support**
Hands-on training workshops are available. Bookings can be made via the web. ([https://apps01.domino.griffith.edu.au/apps/ins/eagle-training.nsf/home](https://apps01.domino.griffith.edu.au/apps/ins/eagle-training.nsf/home))

A range of self-paced resources is also available and can be accessed via Program EAGLe blog ([http://apps01.domino.griffith.edu.au/apps/blogs/eagle.nsf/](http://apps01.domino.griffith.edu.au/apps/blogs/eagle.nsf/))

All course convenors are strongly encouraged to attend the training provided; experience during phase 1 of implementation showed that those staff who attended training were able to complete their Course Profiles far more quickly and with significantly less trouble than those who didn't attend.

Contact Program EAGLe at <eagle@griffith.edu.au> with any queries.

For noting
24.0 POLICY, PROCEDURE AND FORM UPDATES

24.1 ACADEMIC AWARDS, PROGRAMS, NOMENCLATURE AND ABBREVIATIONS POLICY

24.1.1 The Board is advised of Council’s approval of the new Academic Awards, Programs, Nomenclature and Abbreviations policy (2010/0011520) which replaces the Awards, Nomenclature and Abbreviations Policy (91/1217).

24.1.2 Council noted the key aspects of the new policy, which specifies:

- the academic awards that may be conferred or granted by the Council;
- the processes associated with the conferral of awards;
- the provision of transcripts, testamurs and the Australian Higher Education Graduation Statement;
- the University’s approach to naming its programs and awards.

24.2 REVISED PROGRAM PROPOSAL TEMPLATE

24.2.1 The Griffith Health Group Board is asked to note the revised Program Proposal template (2010/0011267) as approved by the 2/2010 Academic Committee.

24.2.2 The Program Proposal template has been designed to document proposals from Academic Groups to offer new programs or make changes to existing programs and to assist Programs Committee to assess the quality of new and revised program submissions.

24.2.3 The Program Proposal template has also been amended to incorporate fields to gather Australian Higher Education Graduation Statement (AHEGS) data requirements.

24.2.4 The revised Program Proposal template should be implemented for all new proposals seeking the introduction of new programs, major and minor changes. The current Program Withdrawal template will continue to apply.

24.2.5 The Program Proposal template and Instructions for completing a Program Proposal have been attached for reference. All queries can be directed to the Learning and Teaching Project Advisor or the Academic Services Officer, Health Group.

24.3 STUDENT RECORDING OF LECTURES AND OTHER CLASSES

24.3.1 The Health Group Board is asked to note Academic Committee’s approval of the Policy on Student Recording of Lectures and other Classes, as described in 2010/0011529.

24.3.2 The policy outlines the requirement for students to request permission to record a lecture, and the conditions under which they may do so.

For noting

25.0 OTHER BUSINESS
26.0 BOARD MEETING DATES AND VENUES

26.1 The next meeting of the Griffith Health Board will be held on Wednesday 23 June 2010 at 12.30 pm in Room 1.05/1.06, The Chancellery (G34), Gold Coast campus. A light lunch will be available from 12 noon.

26.2 The remaining dates for Griffith Health Board meetings in 2010 are detailed below. All meetings will take place at the Gold Coast campus and are scheduled to commence at 12.30 pm and conclude at 3.00 pm, with a light lunch available from 12 noon.

<table>
<thead>
<tr>
<th>Date</th>
<th>Venue</th>
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<tbody>
<tr>
<td>Wednesday 23 June</td>
<td>Room 1.05/1.06, The Chancellery (G34)</td>
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<tr>
<td>Wednesday 21 July</td>
<td>Room 1.05/1.06, The Chancellery (G34)</td>
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<tr>
<td>Wednesday 18 August</td>
<td>Room 1.05/1.06, The Chancellery (G34)</td>
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<td>Wednesday 15 September</td>
<td>Room 1.05/1.06, The Chancellery (G34)</td>
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<td>Wednesday 13 October</td>
<td>Room 1.05/1.06, The Chancellery (G34)</td>
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<td>Wednesday 17 November</td>
<td>Room 1.05/1.06, The Chancellery (G34)</td>
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