GRiffith Health Group Board Minutes 2/2011
Thursday 26 May 2011

GRiffith University

GRiffith Health Group Board

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

Minutes

Present:

Prof Debra Henly, Dean (Academic), Chair
Prof Nick Buys, Dean (Learning & Teaching)
Prof Lyn Griffiths, Dean (Research)
Prof Ward Massey, Head, School of Dentistry & Oral Health
Prof Tony Perkins, Head, School of Medical Science
Dr Neil Harris, Acting Head, School of Public Health
Prof Peter Milburn, Head, School of Physiotherapy & Exercise Science
Prof Andrew Davey, Head, School of Pharmacy
Prof Paul Martin, Head, School of Psychology

Elizabeth Hewitt (Secretary)

Present by invitation:

Mr Peter Westwood, Executive Officer
Mr Geoffrey van Geyzel, Group Resource Manager, Health
Mr Martin Teml, Human Resource Manager, Health
Ms Anita Hathaway, Marketing Manager, Health
Dr Shirley Morrissey, Deputy Head, School of Psychology
Dr Analise O’Donovan, Deputy Head, School of Psychology
Dr Liisa Laakso, Deputy Head, School of Physiotherapy & Exercise Science
Ms Diane Smith, Information Services
Mr Stephen O’Grady, Communications Officer, External Relations
Ms Heidi Piper, Griffith International
Ms Susie Head, Acting Manager, Technical Services

Apologies:

Prof Allan Cripps, Group Pro-Vice Chancellor
Prof Lesley Chenoweth, Acting Head, School of Human Services and Social Work
Prof Elaine Duffy, Head, School of Nursing and Midwifery
Prof Mark Forwood, Head of Discipline of Anatomy

Non-Members:

Ms Jenny McDonald, Director of Clinical Services, School of Dentistry & Oral Health

1.0 Confirmation of Minutes

The minutes of the 1/2011 meeting of the Griffith Health Group Board were taken as read and confirmed.

2.0 Actions Arising from Griffith Health Group Board 1_2011 Meeting

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Responsible Officer/s</th>
<th>Status / Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Year. Consult with Schools in the Health Group to solicit further feedback with respect to proposed model</td>
<td>Professor Tony Perkins and Associate Professor Jay Browning, MSC</td>
<td>WiP</td>
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www.griffith.edu.au/committees
SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES

3.0 PES FULL PROGRAM PROPOSAL (2011/0003783) (Agenda Item 17.0)
5567 MASTER OF SPEECH PATHOLOGY

3.1 On the recommendation of the Chair, the Griffith Health Group Board considered the Full Program Proposal, proposing the introduction of the Master of Speech Pathology, effective semester 1, 2012.

3.2 The Group Board recommended that under Section 1.2 of the Full Program Proposal, second paragraph, be amended to include more programs to the feeder pathways into the Master of Speech Pathology.

3.3 The Group Board also recommended that the typographical error be fixed, i.e. changing the program Bachelor of Medical Science to Bachelor of Biomedical Science throughout the proposal.

Resolution

3.4 On the recommendation of the Chair, the Group Board resolved to recommend to Programs Committee the Full Program Proposal (2011/000382) proposing establishment of the Master of Speech Pathology for introduction in semester 1, 2012, subject to the changes mentioned above.

Action: Secretary to amend the full program proposal for the Master of Speech Pathology (5567) and then forward to Programs Committee.

4.0 2010 ANNUAL PROGRAM MONITORING (Agenda Item 22.0)

4.1 The Board noted the Annual Program Review and Improvement Report (APIR) prepared by the Dean (L & T) for the Health Group.

Resolution

4.2 The Group Board resolved to forward the Annual Program Review and Improvement Report prepared by the Dean (Learning & Teaching) to Programs Committee.

Action: Secretary to forward the Annual Program Review and Improvement Report prepared by the Dean (Learning & Teaching) to Programs Committee.

SECTION B: ACTION UNDER DELEGATED AUTHORITY OR EXECUTIVE ACTION

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

5.0 MINOR CHANGE SUBMISSION (2011/0003778) (Agenda Item 20.0)
1098 BACHELOR OF HUMAN SERVICES

5.1 Minor change submission 2011/0003778 proposed to withdraw 3022HSV Youth Work Practice from offer effective Semester 2, 2011.

6.0 PROGRAM CONVENOR CHANGES (Agenda Item 21.0)

6.1 Program Convenor changes for 2011:

Nursing and Midwifery
5553 Master of Nursing (Nurse Practitioner) Mr Ramon Shaban
SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES [TO PERSONS/COMMITTEES OTHER THAN THE PARENT COMMITTEE(S)]

NIL

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

7.0 PVC REPORT (Agenda Item 4.0)

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

8.0 CHAIR’S REPORT (Agenda Item 5.0)

8.1 The Chair reported on the following matters:

- **Sessional Staff**
  Members were advised that a Survey will be sent out shortly from the DVC (A) to sessional staff to evaluate how well Schools are meeting expectations with regards to recruitment, appointment, training and supporting sessional staff. Heads of Schools will receive the results during Semester 2. Schools will then be expected to implement quality improvement measures.

  Members were also advised that the Online Sessional System, currently being trialled by the Business School, will be available for the Health Group to trial next semester. This system provides a database of sessionals showing information on their qualifications, SET & SEC data, etc for Schools to review when selecting sessional staff. The School of Public Health and the School of Psychology both agreed to trial this system on behalf of the Health Group.

  Heads of School were asked to ensure that they are making full use of the additional hours built into sessional staff contracts. Although these additional hours cannot be used for non-contemporaneous marking, they can be used to enter marks, review, give feedback and support teaching in other courses.

- **ASRP**
  Members were advised that the University has tightened up the measurement of goals on the Academic Staff Review. Please ensure that goals are clear and realistic. Members were reminded that an ASRP needs to be completed before applying for ASP or promotion.

- **Marketing**
  The Health Group has moved locations for Open Day at both the Nathan and Gold Coast campuses. At Gold Coast the Health Group is being moved across the road to a larger site next to the Student Admin Centre. At Nathan the Health Group has moved from the location near the Goanna Lounge to an area near Security which is located on the Circuit, close to where the buses stop. At Southbank all Groups are located in one big tent.

  Members were reminded that as part of the standard service component of a staff profile, attendance at least one marketing event, i.e. open day, TSXPO, etc is expected.

- **Go Red for Women’s Health**
  Members were advised that on 15 June the Health Group is promoting Go Red for Women’s Health by giving out red apples and offering free health checks. Staff are encouraged to wear red on this day.
• **Staff Development**
Members were advised that currently Griffith is sourcing new mentors for the next round of Sir Samuel Griffith Lectureships. Sir Samuel Griffith Lectures will receive a 1/3 reduction in workload.

The Future Leaders program for 2010/2011 is coming to an end. The Health Group will be looking for a new cohort for 2011/2012. Heads of School are encouraged to identify staff who should be encouraged to nominate.

LH Martin program for Senior Leaders will be held on 6 & 7 June.

• **EBA**
Members were advised that the workload models will be reviewed by the NTEU.

9.0 **DEAN (LEARNING & TEACHING) REPORT (Agenda Item 6.0)**
The Dean (Learning & Teaching) Health highlighted items of interest from his report.

10.0 **DEAN (RESEARCH) REPORT (Agenda Item 7.0)**
The Dean (Research) Health highlighted points of interest from the report circulated with the agenda.

11.0 **PLANNING AND FINANCIAL SERVICES REPORT (Agenda Item 8.0)**
The Group Resource Manager tabled the report at the meeting and highlighted items of interest.

12.0 **INFORMATION SERVICES REPORT (Agenda Item 9.0)**
The Manager, Academic Services, INS tabled the report at the meeting and highlighted points of interest.

13.0 **EXTERNAL RELATIONS (Agenda Item 10.0)**
The Marketing Manager highlighted points of interest from the report circulated with the agenda.

The Chair thanked Sarah Harris, Web Officer (Health) and Tim Watkins-Dolley, Communications Officer, for their contribution to the Health Group. Sarah and Tim have both resigned from the Health Group.

14.0 **HUMAN RESOURCE MANAGEMENT (Agenda Item 11.0)**
The Human Resources Manager reported on the following items:

• **Promotion Round**
Members were advised that applications for promotion close 29 July.

• **Joint Appointments**
Members were advised that a template outlining the process to follow for joint appointments will be sent out to Heads of Schools in the near future. There will be a Conditions section on the appointment form whereby the Chair of the Selection Committee can tick which conditions should be put in the offer letter to employee.

15.0 **DEVELOPMENT AND ALUMNI (Agenda Item 12.0)**
The Development and Alumni Coordinator position has not been filled therefore a report was not submitted.
16.0 **GRiffITH INTERNATIONAL** *(Agenda Item 13.0)*

The Manager, Study Abroad & Exchange tabled the report and highlighted points of interest.

17.0 **IELTS** *(Agenda Item 14.0)*

17.1 The Group Board discussed the option of changing the IELTS for all Health Group programs to 7.0 with no subscore less than 7.0 (with the exception of Pharmacy, where this should be 7.5 with no subscore less than 7.5). This is in response to the Australian Health Practitioners Regulatory Agency (AHPRA) setting these scores as the new minimum requirement for Health Group disciplines.

17.2 The Group Board agreed that the Health programs should have the same English Language Requirement as their registering body.

Resolution

17.3 The Group Board resolved to change the IELTS score to 7.0 with no sub score less than 7.0 (with the exception of Pharmacy, where this should be 7.5 with no subscore less than 7.5) for only those programs that have registerable areas.

**Action:** Head of School to arrange for their relevant program/s to have their IELTS updated on the program catalogue by submitting a major change submission to the Secretary.

18.0 **IMPLICATIONS OF THE NEW AUSTRALIAN QUALIFICATIONS FRAMEWORK (AQF)** *(Agenda Item 15.0)*

18.1 The Group Board discussed how the Group will deal with the new AQF guidelines, especially with regards to ensuring that our Masters programs are compliant. All programs need to be compliant by 1 January 2015.

18.2 The Chair advised that the Group should have their programs finalised by Semester 1, 2013 in order to limit students’ transition from the current program to the new program.

18.3 The Chair asked Professor Peter Milburn to chair a working party to discuss how the Group will become AQF compliant. Members of this Working Party will be Heads of Schools from those Schools that are most affected.

Resolution

18.4 Professor Peter Milburn to Chair a Working Party with those Heads of Schools affected and to provide an interim report to the Health Group Board before the end of the year.

**Action:** Professor Peter Milburn to Chair a Working Party with Heads of Schools affected to discuss how the Group will become AQF compliant.

**Action:** Professor Peter Milburn to provide an interim report to the Health Group Board before the end of the year.

19.0 **PES FULL PROGRAM PROPOSAL (2011/000382)** *(Agenda Item 16.0)*

**4157 GRADUATE DIPLOMA OF EXERCISE SCIENCE**

19.1 On the recommendation of the Head of School, School of Physiotherapy and Exercise Science, the Group Board considered the Full Program Proposal, proposing the introduction of the Graduate Diploma of Exercise Science, effective semester 1, 2012.

19.2 The Group Board recommended that Professor Milburn check with Exercise Sports Science Australia with regards to their IELTS requirement.
19.3 The Group Board also recommended that Professor Milburn consider offering a Master of Exercise Science and Master of Exercise Science with Honours.

Resolution

19.4 The Griffith Health Group Board resolved to hold this submission until the IELTS requirement has been confirmed. Once the IELTS requirement has been confirmed this submission is to be brought back to Health Group Board for noting.

Action: Professor Peter Milburn to confirm with Exercise Sports Science Australia regarding the IELTS requirement and to amend the Full Program Proposal if applicable. Professor Milburn will advise whether the School wishes to expand the proposal to include Master of Exercise Science and Master of Exercise Science with Honours. If so, an extended program proposal will be brought forward for the Board’s consideration.

20.0 PES MAJOR CHANGE SUBMISSION (2011/0003777) (Agenda Item 18.0)
5320 MASTER OF PHYSIOTHERAPY

20.1 On the recommendation of the Dean (Learning & Teaching) the Group Board considered the major change submission proposing the following, effective Semester 2, 2011:

   a) increase the entry IELTS score to an academic level 7 or equivalent and no subscore less than 6.5 for students applying for entry to the MPhy program.

   b) change the admission requirements requesting that all applicants (regardless of entry pathway) be required to complete the application form as well as the Selection Supplement.

20.2 The Group Board recommended that the IELTS score be changed to level 7.0 with no subscore less than 7.0 in order to be consistent with their decision made in item 17.0 of these minutes.

20.3 Members were concerned with the wording of the entry requirements with regards to the completion of the Selection Supplement for the Bachelor of Exercise Science (Pre-Physiotherapy) graduates due to them already being given guaranteed entry. The requirement to complete the Selection Supplement could be misconstrued that graduates with a Bachelor of Exercise Science (pre-physiotherapy) may not be given guaranteed entry.

Resolution

20.4 The Griffith Health Group Board resolved to hold this submission until the Secretary liaises with Sharon Clifford to clarify the wording for admission requirements and then bring the submission back to the Group Board for noting.

21.0 HEALTH GROUP, HEALTH & SAFETY MINUTES (Agenda Item 23.0)

21.1 The Board noted the minutes of the Health Group, Health & Safety Committee meeting 1/2011 (April).

22.0 GOVERNANCE OF ASSESSMENT AND ACADEMIC ACHIEVEMENT STANDARDS (Agenda Item 24.0)

22.1 The Board noted that at its 2/2011 (April) meeting, Academic Committee approved revisions to Student Evaluation of Courses (SEC) and Teaching (SET), ), as described in 2011/0002756, including:

   a) Commencing from Semester 2, 2011, the SET/SEC surveys take place between weeks 12-14, and that the effect of this shift is monitored;
b) that requests for earlier survey periods are made through the Dean (Learning and Teaching);
c) that Heads of School encourage greater use of the Course Review and Improvement Report.

23.0 SCHOOL COMMITTEE CONSTITUTION (Agenda Item 25.0)

23.1 The Board noted that at its 2/2011 meeting, Council approved revisions to the School Committee Constitution to remove the reference to ‘Dean’ in the membership provisions.

24.0 OTHER BUSINESS

Nil

25.0 BOARD MEETING DATES AND VENUES

25.1 The next meeting of the Griffith Health Board will be held on Thursday 16 June 2011 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.

25.2 The confirmed 2011 dates for Griffith Health Group meetings will be held at 12.30pm on the following dates:

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Campus</th>
<th>Venue</th>
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<tbody>
<tr>
<td>16 June</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
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<tr>
<td>21 July</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
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<td>25 August</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
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<td>22 September</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
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<td>27 October</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
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<td>24 November</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
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Noted

26.0 SUMMARY OF ACTION ITEMS

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<tr>
<td>Amend the full program proposal for the Master of Speech Pathology (5567) and then forward to Programs Committee.</td>
<td>Secretary</td>
<td></td>
</tr>
<tr>
<td>Forward the Annual Program Review and Improvement Report prepared by the Dean (Learning &amp; Teaching) to Programs Committee.</td>
<td>Secretary</td>
<td>Action taken</td>
</tr>
<tr>
<td>Arrange for relevant Health postgraduate program/s to have their IELTS updated on the program catalogue by submitting a major change submission to the Secretary.</td>
<td>Head of School</td>
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</tr>
<tr>
<td>Chair a Working Party with Heads of Schools affected to discuss how the Group will become AQF compliant.</td>
<td>Professor Peter Milburn</td>
<td></td>
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<tr>
<td>Confirm with Exercise Sports Science Australia regarding the IELTS requirement and to amend the</td>
<td>Professor Peter Milburn</td>
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<tr>
<td>Full Program Proposal if applicable. Consider extending Proposal to include Masters and Masters with Honours.</td>
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Confirmed:  
(Chair – Professor Debra Henly)

Date:  
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### 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>
</tr>
<tr>
<td>Dean (Academic)</td>
<td></td>
</tr>
<tr>
<td>Professor Allan Cripps</td>
<td>ex officio</td>
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<tr>
<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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<tr>
<td>Dean (Research), Health</td>
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<tr>
<td>Dr Neil Harris</td>
<td>ex officio</td>
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<tr>
<td>Acting Head, School of Public Health</td>
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<tr>
<td>Professor Simon Broadley</td>
<td>ex officio</td>
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<tr>
<td>Head, School of Medicine</td>
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<td>Professor Ward Massey</td>
<td>ex officio</td>
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<tr>
<td>Professor Tony Perkins</td>
<td>ex officio</td>
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<tr>
<td>Head, School of Medical Science</td>
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<td>Professor Andrew Davey</td>
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<td>Head, School of Psychology</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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**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**