A meeting of the Health Group Board was held at 12.30pm on Thursday 3 May 2012 in Room 1.05/1.06, The Chancellery (G34), Gold Coast campus.

MINUTES

PRESENT:

Professor Debra Henly, Dean (Academic) (Chair)
Professor Nicholas Buys, Dean (L&T)
Professor Patrick O’Leary, HoS – HSV
Professor Simon Broadley, HoS – MED
Professor Andrew Davey, HoS – PHM
Professor Paul Martin, HoS – PSY
Professor Ward Massey, HoS - DOH
Professor Tony Perkins, Hos – MSC
Professor Elaine Duffy, HoS - NRS
Mr Tristan Damen – Secretary

Present by invitation:

Mr Peter Westwood, EO
Associate Professor Jenny Gamble, DHoS - NRS
Dr Liisa Laakso, DHoS - PES
Dr Shirley Morrissey, DHoS – PSY
Dr Analise O’Donovan, DHoS - PSY
Ms Jenny McDonald, Director of Clinical Services – DOH
Ms Gillian Rumpf, Development & Alumni Manager (Health)
Ms Anita Hathaway – ER
Ms Heidi Piper, GI
Mr Geoffrey van Geyzel, GRM
Mr Phillip McDonald, INS
Ms Susie Head, TS
Mr Hamish Townsend, ER
Ms Louise Durack, ER
Ms Karen Van Haerigen, Head of the Secretariat

APOLOGIES:

Professor Allan Cripps, PVC (Health)
Professor Lyn Griffiths, Dean (Research)
Professor Mark Forwood, Head of the Discipline of Anatomy
Professor Ros Sorensen, HoS – PBH
Professor Peter Milburn, HoS – PES

Non-Members:

Ms Melanie Wickel, HR
Professor Peter Reher, DHoS – DOH
Dr Louise Ward, DHoS – NRS
Assoc Professor Gary Rogers, DHoS – MED

1.0 MEMBERSHIP

The Board welcomed the following staff to their first meeting:

- Mr Hamish Townsend, Communications Officer, Health
- Ms Louise Durack, Communications Officer, External Relations
- Mr Tristan Damen, Secretary, Griffith Health Group Board

The Board acknowledged that Professor David Shum will assume the role of Dean (Research) on 7 May, 2012.

The Board acknowledged Professor Lyn Griffiths would continue in the role of Director, Griffith Health Institute and would remain a member of the Health Group Board.

2.0 CONFIRMATION OF MINUTES

The minutes of the 1/2012 (March) meeting of the Griffith Health Group Board were taken as read and confirmed.
3.0 ACTIONS ARISING FROM GRIFFITH HEALTH GROUP BOARD 7_2011 MEETING

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Responsible Officer/s</th>
<th>Status / Feedback</th>
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<tbody>
<tr>
<td>Forward questions to be asked of non-continuing students to the Dean (Learning &amp; Teaching) for inclusion in future surveys being prepared by the Office of Student Success as soon as possible.</td>
<td>Board Members</td>
<td>Action taken</td>
</tr>
<tr>
<td>Compile a copy of the Head of School, Medicine’s paper (as provided at the Group Board 1_2012) along with a copy of the relevant policy and a one-page cover sheet to Executive Group.</td>
<td>PVC (Health) Executive Officer</td>
<td>WIP</td>
</tr>
<tr>
<td>When available place on the Health Group Board Agenda the GIHE Terms of Reference for their five year review being held in 2012</td>
<td>Secretary</td>
<td>Action taken</td>
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SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES

4.0 PROGRAM CHANGES DISCUSSION PAPER (Agenda Item 15.0)

4.1 The Board noted that at the 1/2011 (April) meeting of the Health Group Board, a proposal to limit the amount and timing of program changes was not supported.

4.2 The Board noted the discussion paper regarding the number of program changes processed between 2009 and 2011.

4.3 The Dean (Learning and Teaching) noted that multiple changes to degree structures potentially create barriers for students and can affect retention of students.

4.4 The Board noted that, in relation to the timing of program changes, it is important for the Group to be able to initiate program changes in response to advances that impact upon the content of its programs. There is also a need to remain responsive to the mandatory requirements of external accreditation bodies. Limits around the timing and type of program change could reduce this responsiveness, and jeopardise accreditation.

4.5 The Board acknowledges the desirability of having stability in the structure of its programs, the possible disadvantages that frequent changes may have for students and the workload involved for the University Administration in implementing major changes.

4.6 The Board asked for clarification as to why certain changes could not be processed at a School level. The Head of the Secretariat advised that minor changes usually involve making changes to highly-configured data in PeopleSoft. Minor change submissions are rarely considered by Programs Committee, however, the data within these submissions needs to be checked by Academic Administration and other elements.

Resolution

4.7 The Group Board resolved to provide its feedback to Programs Committee on the discussion paper regarding the amount and frequency of program changes across the University.

Action: Secretary to forward feedback regarding discussion paper for consideration of Programs Committee.
5.0 CHANGES TO ASSESSMENT BOARD PROCESSES (Agenda Item 16.0)

5.1 The Head of the Secretariat addressed the Board to advise members of the recommendations of the 2008 AUQA audit and recent TEQSA legislation that guided changes to the following policy documents:

- 5.1.1 Assessment Policy
- 5.1.2 Assessment Submission and Return Procedures
- 5.1.3 Governance of Assessment and Academic Achievement Standards
- 5.1.4 Brief for School Assessment Boards

5.2 The Head of the Secretariat advised the Board of the revised process and provided a brief for the running of Assessment Board meetings.

5.3 The Dean (Learning and Teaching) advised members that it was at the discretion of the respective Head of Schools in their role as Chair of Assessment Board to decide whether a sample of, or all courses are examined at the meeting.

5.4 The Head of the Secretariat advised the Board that there has been an increase in appeals regarding the award of grade and Schools were at risk if they did not maintain an accurate record of Assessment Board meetings and resulting action.

5.5 The Board asked for clarification as to who School Administration staff could contact if they had questions regarding the new process. The Head of the Secretariat and Dean (Learning and Teaching) advised that all questions should be directed to the Group Academic Services Officer, Mr Tristan Damen and Learning and Teaching Advisor, Ms Robin Callander.

5.6 The Dean (Learning and Teaching) advised that Grades Summary Sheets (referred to as “coversheets”) should still be sent to the Dean (Learning and Teaching) for approval prior to the upload of results in addition to a copy of the minutes from the Assessment Board meeting. The minutes for each School’s Assessment Board meeting did not need to be approved by the Dean (Learning and Teaching).

Resolution

5.7 The Group Board resolved to commit to the trial of the revised Assessment Board process for Semester 1, 2012.

6.0 MED OTHER CHANGE SUBMISSION (2012/0007516) (Agenda Item 19.0)

1272 BACHELOR OF MEDICINE / BACHELOR OF SURGERY – CONCURRENT OFFERING WITH 6001 DOCTOR OF PHILOSOPHY

6.1 On the recommendation of the Dean (Learning and Teaching), the Group Board was asked to consider the change submission proposing a concurrent offering of the 1272 Bachelor of Medicine / Bachelor of Surgery degree and 6001 Doctor of Philosophy programs.

6.2 The Dean (Learning and Teaching) asked the Board to note that this was not a double degree program. The submission proposes a concurrent offering of two programs at different career levels.

6.3 The Board resolved to ratify the proposal noting that the application process for the concurrent offering has been clarified and that admission should be restricted to high achieving students.

Resolution
6.4 On the recommendation of the Dean (Learning and Teaching), the Group Board resolved to recommend the concurrent offering to Programs Committee.

7.0 PHM MAJOR CHANGE SUBMISSION (2012/0007514) (Agenda Item 20.0)

5369 MASTER OF PHARMACY – IELTS REQUIREMENTS
5423 MASTER OF PHARMACY WITH HONOURS – IELTS REQUIREMENTS

7.1 The Griffith Health Group Board resolved to ratify the executive action of the Dean (Learning and Teaching) in approving the major change submission proposing an update to the English language requirements for admission into the program so that they are in closer alignment with those requirements specified by the Pharmacy Board of Australia for the purposes of registration.

7.2 The Board noted that the English language requirements suggested in the proposal were lower than that required for registration with the Pharmacy Board of Australia.

7.3 The Board noted that professional bodies change their requirements for registration (including English language requirements) regularly, and that it was not the responsibility of the university to align admission requirements with registration requirements.

7.4 The Executive Officer, Health advised that significant work had been undertaken to ensure that Griffith Health was not exposed to risk as a result of wording regarding professional accreditation and professional recognition in AHEGS statements and the Programs and Courses website.

7.5 The Head of School, School of Pharmacy advised that affected students are required to take IELTS exams after completing the 48 week pharmacy training internship program, which students are required to complete after having graduated from the 5369 Master of Pharmacy and 5423 Master of Pharmacy with Honours programs.

7.6 The Head of School, School of Pharmacy advised that the proposal would raise the English language requirements for the Master of Pharmacy programs to a level higher than that of competing institutions.

Ratified and Noted

Action: The Chair to follow-up with Executive Officer, Health to progress implementation of generic statements regarding accreditation for use in AHEGS statements and the Programs and Courses website.

SECTION B: ACTION UNDER DELEGATED AUTHORITY OR EXECUTIVE ACTION

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

8.0 HSV MAJOR CHANGE SUBMISSION (2012/0007502) (Agenda Item 19.0)
5476/5505 MASTER OF SOCIAL WORK – IELTS REQUIREMENTS

8.1 Major change submission proposing an update to the English language requirements for admission into the program so that they are in alignment with those requirements specified by the Australian Association of Social Workers for the purposes of registration.

9.0 DOH MINOR CHANGE SUBMISSION (2012/0007513) (Agenda Item 21.0)
5402 MASTER OF DENTAL TECHNOLOGY IN PROSTHETICS – 7015PHM
9.1 Minor change submission proposing the re-coding of 7007DOH to 7015PHM as the course is now hosted by the School of Pharmacy.

10.0 HSV MAJOR CHANGE SUBMISSION (2012/0007510) (Agenda Item 22.0)
1282/1372 BACHELOR OF SOCIAL WORK – IELTS REQUIREMENTS

10.1 Major change submission proposing an update to the English language requirements for admission into the program so that they are in alignment with those requirements specified by the Australian Association of Social Workers for the purposes of registration.

11.0 HSV MINOR CHANGE SUBMISSION (2012/0007511) (Agenda Item 23.0)
5475 MASTER OF MENTAL HEALTH PRACTICE – 7007HSV, 7048HSV

11.1 Minor change submission proposing a Semester 1 offering for 7048HSV Mental Health Placement and 7007HSV Independent Study 1.

12.0 NRS MINOR CHANGE SUBMISSION (2012/0007515) (Agenda Item 24.0)
5424 MASTER OF ADVANCED PRACTICE – 8941 NRS

12.1 Minor change submission proposing to a change to the semester of offer of 8941NRS to Semester 1 only.

13.0 DOH MAJOR CHANGE SUBMISSION (2012/0007509) (Agenda Item 25.0)
1261 BACHELOR OF ORAL HEALTH (POST-REGISTRATION) – INTERNATIONAL INTAKE

13.1 Major change submission proposing an international intake for the 1261 Bachelor of Oral Health in Dental Technology (Post-Registration) program.

14.0 DOH MINOR CHANGE SUBMISSION (2012/0007507) (Agenda Item 26.0)
1260 BACHELOR OF ORAL HEALTH IN DENTAL TECHNOLOGY – 2015MSC AND INSTRUMENT FEES

14.1 Minor change submission proposing a change in code to 2008DOH to 2015MSC as the course is now run by the School of Medical Science.

15.0 DOH MINOR CHANGE SUBMISSION (2012/0007508) (Agenda Item 27.0)
1259 BACHELOR OF ORAL HEALTH IN DENTAL SCIENCE – 2015MSC AND INSTRUMENT FEES

15.1 Minor change submission proposing a change in code to 2008DOH to 2015MSC as the course is now run by the School of Medical Science.

16.0 NRS MAJOR CHANGE SUBMISSION (2012/0007506) (Agenda Item 28.0)
1161 BACHELOR OF NURSING – MENTAL HEALTH STRAND

16.1 Major change submission proposing the establishment of a Mental Health Strand.

17.0 PROGRAM CONVENOR, SCHOOL HONOURS ADVISOR AND FIRST YEAR ADVISOR CHANGES (Agenda Item 29.0)
17.1 The Griffith Health Group Board resolved to ratify the following Program Convenor change for 2012:

School of Dentistry and Oral Health
1262 Bachelor of Oral Health in Oral Health Therapy Ms Urvashnee Govender

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

18.0 CHAIR’S REPORT (Agenda Item 4.0)

The Chair reported on the following matters:

Mini Budget
The mini budget for the Health Group would be finalised within the next two weeks as a matter of urgency. The Chair thanked Heads of School for their recent contributions to this process.

Recruitment of high citation scholars
The Board was asked to forward names of high citation scholars for appointment to the university. This is a university-wide initiative with potential for considerable investment.

Equity Champions
The Principal Advisor, Equity, Diversity & Leadership, Ms Heather Cameron is retiring next week. The Board was asked to forward nominations for Equity Champions who would report equity issues to academic managers.

Cancellation of Program Convenor Leadership Program
The Program Convenor Leadership Program has been cancelled due to lack of interest.

Opening of the Centre of Research Excellence in Nursing (NCREN)
The opening of the Centre of Research Excellence in Nursing (NCREN) was a great success. The Governor General, Ms Quentin Bryce AC CVO was in attendance and the Chair congratulated the School of Nursing and Midwifery for their efforts.

19.0 DEAN (LEARNING & TEACHING) REPORT (Agenda Item 5.0)

The Dean (Learning & Teaching), Health reported on the following matters:

Retention
Retention has been highlighted as a key issue on the university’s agenda. A First Year Experience Working Party (FYEWP) has been established to address this issue and is chaired by Professor Alf Lizzio and has membership of the Deans (Learning and Teaching), Director (Learning and Teaching - INS) and the Academic Registrar. Operation Student Success has been an initiative of the FYEWP and is being trialled in the School of Nursing & Midwifery and School of Human Services and Social Work.

Reports on the Starting@Griffith survey have been distributed to Heads of School in addition to members of the Health Group Learning and Teaching Committee and First Year Advisors with the aim of promoting discussion within Schools about findings and action to be taken.

Postgraduate Research Courses Review Working Party (PRCRWP)
The PRCRWP has the aim of reducing the number of postgraduate research courses offered by the Health Group. School representatives were encouraged to attend to ensure that their suggestions were considered.

**Graduate Diploma in Health Research**
The PRCRWP is also developing the structure of the Graduate Diploma in Health Research which would allow graduates guaranteed entry into PhD programs subject to achieving specific grades. The program is currently composed of 40CP coursework (exit point) and a 40CP dissertation.

**Guidelines for staff engagement with Learning@Griffith**
Heads of School were encouraged to discuss the attached policy at School Learning and Teaching committees. Most Schools exceed requirements outlined in the policy.

**Review of Postgraduate Programs and Courses**
A review of postgraduate programs and courses is currently being undertaken so that Health Group offerings are in line with the Australian Qualifications Framework and so the number programs with low enrolment loads are reduced. The School of Nursing and Midwifery was commended for its recent review, reducing their offering by approximately eighty courses.

**Removal of Admission Prerequisites**
The University plans to remove admission prerequisites for undergraduate programs and adopt an approach where programs list fields of “assumed knowledge.” Members were asked for feedback on the proposal.

**Action:** The Dean (Learning and Teaching) is to forward a program proposal for the Graduate Certificate / Diploma in Health Research for consideration of the next meeting of the Health Group Board.

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20.0 **DEAN (RESEARCH) REPORT (Agenda Item 6.0)**

The Dean (Research) tendered apologies for the meeting. The Board noted the report submitted by the Dean (Research).

21.0 **PLANNING AND FINANCIAL SERVICES REPORT (Agenda Item 7.0)**

The Group Resource Manager tabled the report at the meeting and highlighted items of interest.

22.0 **INFORMATION SERVICES REPORT (Agenda Item 8.0)**

The Acting Manager, Academic Services tabled the report at the meeting and highlighted items of interest.

23.0 **EXTERNAL RELATIONS (Agenda Item 9.0)**

The Marketing Manager (Health) tabled the report at the meeting and highlighted points of interest.

24.0 **HUMAN RESOURCE MANAGEMENT (Agenda Item 10.0)**

The Human Resources Manager (Health) tendered apologies for the meeting.
25.0 DEVELOPMENT AND ALUMNI (Agenda Item 11.0)

The Development and Alumni Coordinator reported on the following matters:

Hope 4 Health Events
The Development and Alumni Coordinator is liaising with Hope 4 Health to organise upcoming events including a Jazz Dinner Dance and a Race Day.

Availability
The Development and Alumni Office is now fully staffed and the Development and Alumni Coordinator will now work on Fridays.

Upcoming appeal and publications
The Development and Alumni Office are preparing to launch their annual appeal for the Students’ Future Fund. A new Bequests brochure will also be available in the near future.

26.0 GRIFFITH INTERNATIONAL (Agenda Item 12.0)

The Deputy Director (International) reported on the following matters:

Student Recruitment
Student recruitment figures for Semester 2, 2012 are similar to those for this time last year. Griffith International is working on more effective reporting methods for Groups to assist with strategic planning.

Outbound Mobility
13 Griffith Health students participated in exchange study in Semester 1, 2012. This figure has doubled since Semester 1, 2011. There has been a growth in short-term exchange study requests given the structure and requirements of most Health Group programs.

27.0 GLOBAL CORPORATE CHALLENGE (Agenda Item 33.0)

27.1 The Chair encouraged the Board to form teams for the Global Corporate Challenge program. The Board noted the attachment detailing the program.

Noted

28.0 HEALTH & SAFETY OPERATIONAL PLAN (Agenda Item 13.0)

28.1 The Chair noted that the Health Group enacted a Health and Safety Operational Plan for the first time in 2010. This initiative has been commended by the University and the Chair thanked the Manager, Technical Services (Health) and Technical Services (Health) staff for their efforts.

28.2 The Board noted that areas for improvement included “Training Students” and “Training Staff”.

28.3 The Board noted completing Health and Safety training would become part of ASRP requirements for academic staff.

28.4 The Board noted workplace inspections need to be considered in a more “formal” sense.

28.5 The Chair noted significant increases in risk and chemical registers and a high rate of equipment tagging. The Chair thanked staff for their efforts in regards to this aspect of the Operational Plan.

Noted
Action: Heads of School are to present the Health & Safety Operational Plan to their respective School Committees and highlight requirements of staff to complete Health and Safety training.

29.0 HUMAN RESOURCE POLICY REVIEW (Agenda Item 14.0)

29.1 The Chair advised the Board that requirements for the Academic Staff Review and Plan (ASRP) had not changed with the exception that all documentation was to be accessed and lodged online.

29.2 The Chair advised that staff applying for an Academic Studies Program (ASP) would need to provide academic portfolios in addition to completing standard documentation.

29.3 The Chair advised the Board that academic staff should start developing an academic portfolio in preparation for its implementation as a requirement for ASRP from next year.

29.4 The Chair advised the Board to encourage academic staff that are applying for promotions to contact the Dean (Research) or the Dean (Academic) if they were applying from promotion to Level B, C, D or E.

Noted

30.0 HEADS OF SCHOOL/HEAD OF ELEMENT REPORTS (Agenda Item 30.0)

30.1 The Board noted reports received from Heads of Schools.

Noted

31.0 GRIFFITH HEALTH AQF COMPLIANCE WORKING PARTY MINUTES (Agenda Item 31.0)

31.1 The Board noted the minutes of the Griffith Health AQF Compliance Working Party meeting 1/2012 (March).

Noted

32.0 TERMS OF REFERENCE – 5 YEAR REVIEW OF GRIFFITH INSTITUTE OF HIGHER EDUCATION (Agenda Item 32.0)

32.1 The Board noted the Terms of Reference for the 5 year review of the Griffith Institute of Higher Education.

Noted

33.0 OTHER BUSINESS

Nil

34.0 BOARD MEETING DATES AND VENUES

34.1 The next meeting of the Griffith Health Board will be held on Thursday 24 May 2012 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.
34.2 The confirmed 2012 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>
</tr>
</thead>
<tbody>
<tr>
<td>24 May</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
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<tr>
<td>21 June</td>
<td>Gold Coast</td>
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<tr>
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<tr>
<td>20 September</td>
<td>Gold Coast</td>
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<tr>
<td>25 October</td>
<td>Gold Coast</td>
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<tr>
<td>22 November</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
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Noted

35.0 SUMMARY OF ACTION ITEMS

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Confirmed:  
(Chair – Professor Debra Henly)

Date: ________________________________
**DISTRIBUTION LIST**

**Faculty Board Members**

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Debra Henly</td>
<td>Dean (Academic)</td>
</tr>
<tr>
<td>Professor Allan Cripps</td>
<td>Pro-Vice Chancellor (Health)</td>
</tr>
<tr>
<td>Professor Nick Buys</td>
<td>Dean (Learning &amp; Teaching), Health</td>
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<td>Dean (Research), Health</td>
</tr>
<tr>
<td>Professor Ros Sorensen</td>
<td>Head, School of Public Health</td>
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<td>Professor Simon Broadley</td>
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<td>Professor Peter Milburn</td>
<td>Head, School of Physiotherapy &amp; Exercise Science</td>
</tr>
<tr>
<td>Professor Paul Martin</td>
<td>Head, School of Applied Psychology</td>
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<tr>
<td>Professor Mark Forwood</td>
<td>Head of the Discipline of Anatomy</td>
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</tbody>
</table>

**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 Heath Group

**Other Copies**

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

**Spare copy**