GRIFFITH UNIVERSITY

GRIFFITH HEALTH BOARD (FACULTY) MEETING

A meeting of the Griffith Health Board will be held at 2.30pm Wednesday 16 November 2005 in the Graham Jones Boardroom, G18_3.02, Gold Coast campus.

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Significant Committee Events
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- The Board will next meet on Wednesday 15 February 2006, 2.30pm, Gold Coast Campus.

Deadlines
- Agenda items due with Secretary, Programs Committee for December meeting by 17 November 2005.

Committee QuickPlace Web Address
- https://qplace02.domino.gu.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 28557 for advice or if experiencing difficulties.
GRIFFITH UNIVERSITY

GRIFFITH HEALTH BOARD (FACULTY) MEETING

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**Information Copies** (without attachments unless stated)
- Deputy Heads of 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 Michele Britton, Secretary, x56465, or by emailing m.britton@griffith.edu.au

2.0 CONFIRMATION OF MINUTES
Minutes of 8/2005 meeting have been circulated. To be taken as read and confirmed.

3.0 CHAIR’S REPORT
The Dean, Griffith Health, to report on items of interest to the Board.

4.0 DEAN, LEARNING & TEACHING (HEALTH) GROUP REPORT
The Dean, Learning & Teaching (Health) Committee to report on Faculty Board items.

5.0 HEALTH GROUP RESEARCH COMMITTEE REPORT
The Chairperson, Health Group Research Committee to report on Faculty Board items.

6.0 GRIFFITH HEALTH INTERNATIONALISATION COMMITTEE REPORT
The Chairperson, Griffith Health Internationalisation Committee to report on Faculty Board items.

7.0 HEALTH GROUP COORDINATOR ADMINISTRATIVE REPORT
Coordinator, Administrative Support to report on items of interest to the Board.

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

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

9.0 ACADEMIC WORK@GRIFFITH - FINALISATION OF FACULTY WORKLOAD FORMULAE
9.1 The Board will recall that, pursuant to the Academic Certified Agreement 2003-06, each Faculty is required to develop a formula for workload allocation that recognises the nature of the academic work within the Faculty. The formula will include agreed annual notional hours of work for a full time academic as a test of reasonableness.
agreed annual notional hours for a full time academic are included in the Guidelines for Workload Allocation and can only be changed with agreement of the Union. Total allocations within a Faculty for staff will be transparent and equitable.

9.2 The Board will recall at the 6/2005 meeting, it was agreed that Heads of School will work towards setting individual benchmarks for their School, and trial the model during the current semester. The model approved by the Board was submitted to the Deputy Vice Chancellor (Teaching and Learning). All models were reviewed for compliance with Academic Work@Griffith, the Academic Certified Agreement 2003-06 and Higher Education Workplace Relations Requirements.

9.3 In response to feedback received from the Deputy Vice Chancellor (Teaching and Learning), the Total Points summary page has been revised to include:

- a brief explanation of why Schools are encouraged to consider discipline parity with other Universities.
- Details of when staff may carry a profile of less than the standard 20% minimum in any of the three performance areas.

9.4 In relation to Research, on the ‘Research’ page, the University’s definition of research intensive has been adhered to in allocation of points in the areas of publications, research grants and commercialisation i.e.,

- Where 1 staff member publishes or obtains a grant they get all of the points available;
- Where there are 2 staff members, each gets 50% of the points, and
- Where there are 3 or more staff members, each gets a minimum of 33%.

9.5 The Board is requested to consider and discuss the feedback received and the revised model. The Executive Officer, for the Pro Vice Chancellor (Health) will speak to this item.

For consideration

10.0 PROPOSAL FOR DEFINITION OF RESEARCH ACTIVE

10.1 Under the proposed faculty workload allocation formula, staff categorised as research intensive will have a different teaching profile to other academic staff. The Board is asked to consider the following definitions of research active that have been proposed for use by Academic Groups in the paper ‘Definitions of Research Active at Griffith University’ dated October 2005. It should be noted that where the definitions are used in the allocation of workloads of staff, they should be seen as providing guidelines only, not as determining workload allocations for research. Some or all of the following definitions may be utilised as guidelines:

10.2 1. A threshold definition of research active, as an inclusive definition which attempts to capture all levels of research activity, used for the workload allocations process to determine initial eligibility for a 20% allocation for research and for current DEST reporting requirements.

The proposed requirement for the Research Threshold definition is:

Staff member has at least 1 output over a 3 year period in any of the following categories:
1. A DEST proxy publication
2. Named on a project that received external research income (as included in the HERDC income return).
3. Principal supervisor of a RHD student
4. Completed a Doctorate
2. A definition of research active to be used for the Griffith Strategic Plan goal and in the workload allocations process as guidance to determine requirements for a 40% time allocation for research and for initial assessment as to whether staff will be included in the University’s submission for the RQF. In the latter instance, additional considerations will be needed particularly around the quality of research outputs, impact of research etc, appropriate to the particular area.

The proposed requirement for the Research Active definition is:

Staff member has at least 3 outputs over a 3 year period in any of the following categories, but one of these must be from the first category:

1. A DEST proxy publication
2. Named on a project that received external research income (as included in the HERDC income return).
3. Principal supervisor of a RHD student

3. A definition of research intensive to be used in the workload allocations process as guidance as to staff who might be given a 6-% allocation for research. This definition will look at both quality and quantity of outputs. It will also be an important consideration in the Research Quality Framework processes for the University.

The proposed requirement for the Research Intensive definition is:

Over a three year period, staff members will have:

1. 3 DEST points in publications, and
2. External research funding, and
3. Principal supervisor of an RHD completion, and
4. Principal supervisor of at least one other RHD student
OR
Exemplary performance in one or more category of the above categories.

Recommendation

10.3 The Faculty Board is asked to consider and discuss the proposed definitions of research active, as described in the ‘Definitions of Research Active at Griffith University’ paper dated October 2005

For consideration

11.0 MEMBERSHIP OF THE GRIFFITH HEALTH GROUP BOARD

11.1 The Constitution of the Griffith Health Group Board was established by Council at its 7/04 meeting held on 6 December 2004. Under the Constitution, the membership of the Board comprises:

(1) the Pro-Vice Chancellor (Health) (ex officio)
(2) the Dean of Health (ex officio)
(3) Heads of School directly associated with the Group
(4) Pro-Vice-Chancellor (Science) (ex officio)
(5) portfolio Deans from the Health Group and Science Group
(6) Co-opted members
(a) there shall be provision for co-opted members to ensure appropriate gender balance
(7) The Group Pro-Vice-Chancellor may approve as members
11.2 The Board is asked to review and discuss the current membership arrangements established by Council, in terms of ongoing appropriateness and relevance to the functioning of the Griffith Health Group Board. The Chair will lead discussion in relation to this item.

For consideration

12.0 POLICY FOR REMOVAL OF STUDENT FROM CLINICAL PRACTICE

12.1 The Board is alerted to the Inability to Complete Required Components of Professional Qualification policy that prescribes the process that should be used to address situations where, in the opinion of the responsible academic staff member, a student should be prevented from undertaking or completing the required professional practice component of a professional qualification.

12.2 Pursuant to the Inability to Complete Required Components of Professional Qualification policy, the responsible academic staff member may make a recommendation to the Dean that the student should not continue or undertake the professional practice component. The basis for the recommendation may include, but is not limited to, legal, health and safety, and professional conduct matters. The staff member may only make this recommendation if it is not possible to make a reasonable accommodation of the student’s circumstances, without compromising the professional standard of the program, the University’s duty of care, or the relationship between the University and the agency involved in providing the professional practice. On receipt of the recommendation, the Dean will advise the student of the recommendation and provide the student with an opportunity to respond, either in writing or by personal interview.

12.3 Under the Inability to Complete Required Components of Professional Qualification policy, should the Dean decide to restrict the student from undertaking or continuing a professional practice activity, the student must be advised in writing. The student’s enrolment in the professional practice course is terminated as an administrative withdrawal without academic or financial penalty. Should the Dean determine that the student’s enrolment in the program will be terminated due to the inability to complete the professional practice component of the program, a notation will be made that an administrative withdrawal has been made for professional practice reasons. This notation does not appear on the student’s transcript. The student has the right of appeal, to the University Appeals Committee.

12.4 The Policy provides that where the student’s enrolment in the program is terminated and the student is in good academic standing in the program, every effort will be made to facilitate the transfer of the student to another program where the restriction on professional practice is not a barrier to completing the degree requirements, with maximum credit for the study the student has completed in the professional program.

12.5 In addition to referring to the appropriate policy and process for removal of a student from clinical practice, the Board is also asked to consider possible development of a generic health program or other alternatives for students to achieve an award in circumstances where the student is prohibited from completion of the professional practice component of their program.

For consideration
13.0 STAFF AVAILABILITY AND STUDENT CONSULTATION HOURS

13.1 The Deputy Vice Chancellor (Teaching and Learning) has noted the Centre for the Study of Higher Education (CSHE) survey of first year experience at Griffith suggested a number of areas in which Griffith First Year students reported experiences significantly worse than the national average. These included:
- teaching staff good at explaining things
- staff availability to discuss work
- staff giving helpful feedback on progress
- staff taking an interest in progress

13.2 The Deputy Vice Chancellor (Teaching and Learning) suggests that ensuring staff availability to students during office hours may help to address or improve these issues. Further, the LTPF data suggests that dispersion of student load is a significant factor in University performance on LTPF indicators. The Deputy Vice Chancellor (Teaching and Learning) has advised that Student Services continue to report student dissatisfaction with staff availability either during office hours or by email. Accordingly, it is important for Griffith, the second most dispersed University in Australia, to ensure that staff who teach on a campus other than their home campus, are available to students on the campus at which the teaching takes place.

13.3 Pursuant to the Student Charter, students should be afforded reasonable access to academic, general and support staff, by email, in person or by telephone. Faculty Boards are asked to urgently ensure that clear expectations of staff concerning their availability to students, either in person or by email, are stated and adhered to. These clearly stated expectations should also address the multi-campus issue, as far as practicable. The following policy in relation to staff availability and consultation hours is proposed for consideration:

13.4 Students should be afforded reasonable access to academic, general and support staff, by email, in person or by telephone. Student consultation times must be included in course outlines and otherwise made known to students at the commencement of semester. Staff should ensure that they are available for consultations with students at stated times.

Recommendation

13.5 The Board is asked to consider the proposed policy, and if approved, to adopt and implement the policy.

For consideration

14.0 MSC NEW PROGRAM CONCEPT PROPOSAL
B MEDICAL SCIENCE (05/0037578)

14.1 The Board is asked to consider a new program concept proposal for the introduction of a fast-track, five full-time semester undergraduate program, B Medical Science in Semester 1, 2007. The School of Medical Science will host the program at Gold Coast and Nathan campuses. Successful completion of 240CP in five full-time semesters, and maintenance of a GPA of 5 or achievement of an honours level 2A or above, will enable direct entry of B Medical Science students into Griffith Medicine. It is anticipated there will be very high demand from high achieving students to undertake this program. The University of Queensland, Flinders University, the University of Tasmania and Monash University offer similar, intensive programs.
14.2 The program is intended for secondary school leavers. Students must apply for the program within two years of completing year 12 studies. Griffith students may not apply for the degree by submitting an internal transfer. The proposed entry requirements are English (4SA), plus one of Biological Science, Chemistry, Physics or Maths B (4SA). The proposed admission criteria includes performance on the Undergraduate Medicine and Health Sciences Admission Test (UMAT) (50% weighting), interview performance (50%) and OP score.

14.3 English language requirements apply to international applicants and other applicants whose previous study was undertaken in a language other than English. It is proposed that the requirements will be consistent with the requirements for entry into Griffith Medicine, as follows:

14.4 The minimum English language requirements for such applicants for entry to all coursework programs are as follows:

- A minimum score of 580 on TOEFL (Test of English as a Foreign Language); or
- A computerised TOEFL score of 237;
- A minimum overall band score of 7.0 on IELTS (International English Language Testing System) with no sub-score of less than 6.5; or
- No score less than 3+ in each skill of the ISLPR (International Second Language Proficiency Rating).
- English test results must be no more than two years old.

14.5 The proposed program structure is to be adapted from the B Health Science and B Biomedical Science programs. It has been determined that no significant resources will be required at this stage.

14.6 Planned intakes for the program are 30 full time students, comprised as follows:

- Gold Coast:
  - 15 domestic students
  - 5 international students

- Nathan
  - 15 domestic students
  - 5 international students

14.7 The Academic Registrar has advised that the Health Group must use existing student load to create the 30 places.

14.8 The proposed planning team is as follows:

- Dr Roselyn Rose-Meyer (Convenor) MSC
- Prof Michelle Groves, MED
- Prof Frank Clarke, BBS
- A/Prof Denis Crane, BBS
- Prof Lyn Griffiths, MSC
- Ms Sassy Braisby, SAO, MSC

Recommendation

14.9 On the recommendation of the School of Medical Science, the Faculty Board is asked to approve the new program concept proposal (05/0037578) for the introduction of the B Medical Science in Semester 1, 2007.
15.0 MSC NEW PROGRAM CONCEPT PROPOSAL  
B MEDICAL SCIENCE WITH HONOURS (05/0037579)

15.1 The Board is asked to consider a new program concept proposal for the introduction of a one year full-time, or two year part-time undergraduate program, B Medical Science with Honours in Semester 1, 2009. The School of Medical Science will host the program at the Gold Coast and Nathan campuses. The primary purpose of the proposed program is to provide students with the training and skills required to pursue a career in medical research.

15.2 There is growing demand from internal and external graduates for research training in medical science. The Honours program will be the first step in meeting this demand. Completion of the Honours program will prepare students for either professional employment or further postgraduate studies at the PhD level. Introduction of the program in 2009 will allow graduates from the medical science field within Griffith Health to undertake the Honours program. To be eligible for admission, a person must hold a B Medical Science degree from Griffith University, with a GPA of 4.5 or above. Planned intakes for the program are 10 full time and 6 part time students, comprised of domestic and international students.

15.3 The proposed program structure is to be adapted from the B Health Science and B Biomedical Science Honours programs. Academic researchers within the School of Medical Science and the Griffith Health Group will support the program. It is anticipated a minimum of $2000 per student per annum for laboratory based projects will be required to ensure adequate consumables are available for completion of the project. Additionally, suitable office space allocation will be required for students, as close as practicable to their supervisor, the School and laboratory to generate data for inclusion in a final thesis.

15.4 The proposed planning team is as follows:

Dr Roselyn Rose-Meyer (Convenor) MSC  
Prof Michelle Groves, MED  
Prof Frank Clarke, BBS  
A/Prof Denis Crane, BBS  
Prof Lyn Griffiths, MSC  
Ms Sassy Braisby, SAO, MSC

Recommendation

15.5 On the recommendation of the School of Medical Science, the Faculty Board is asked to approve the new program concept proposal (05/0037579) for the introduction of the B Medical Science with Honours in Semester 1, 2007.

16.0 MSC NEW PROGRAM CONCEPT PROPOSAL  
B MEDICAL RESEARCH WITH HONOURS (05/0037580)

16.1 The Board is asked to consider a new program concept proposal for the introduction of an intensive eight full-time semester, undergraduate program, B Medical Research with Honours in Semester 1, 2007. The School of Medical Science will host the program at the Gold Coast campus. The program has embedded Honours, and is designed to provide students with thorough training in applied scientific research and methodology. Completion of the degree will prepare students for higher degree studies and professional employment. Planned intakes for the program are 20 full time students, comprised of domestic and international students.

16.2 The entry requirements for the program are English (4SA), plus one Biological Science, Chemistry, Physics or Maths B (4SA) and a minimum OP score of 5. English language requirements apply to international applicants and other applicants whose previous
study was undertaken in a language other than English. It is proposed that the requirements will be consistent with the requirements for entry into Griffith Medicine, as follows:

16.3 The minimum English language requirements for such applicants for entry to all coursework programs are as follows:

- A minimum score of 575 on TOEFL (Test of English as a Foreign Language); or
- A computerised TOEFL score of 237;
- A minimum overall band score of 6.5 on IELTS (International English Language Testing System) with no sub-score of less than 6.0; or
- No score less than 3+ in each skill of the ISLPR (International Second Language Proficiency Rating).

English test results must be no more than two years old.

16.4 The proposed program structure is to be adapted from the B Health Science and B Biomedical Science Honours programs. Academic researchers within the School of Medical Science and the Griffith Health Group will support the program. It is anticipated a minimum of $2000 per student per annum for laboratory based projects will be required to ensure adequate consumables are available for completion of the project.

16.5 The proposed planning team is as follows:

Dr Roselyn Rose-Meyer (Convenor) MSC
Dr Victoria Korolik, MSC
Dr Darren Grice, MSC
Dr Ian Peak, MSC
Mr Ganeshan Rao, INS
Prof Lyn Griffiths, MSC
Ms Sassy Braisby, SAO, MSC

Recommendation

16.6 On the recommendation of the School of Medical Science, the Faculty Board is asked to approve the new program concept proposal (05/0037580) for the introduction of the B Medical Research with Honours in Semester 1, 2007.

17.0 PHM SPECIAL PURPOSE SUBMISSION (05/0037589)
1242 B PHARMACEUTICAL SCIENCE

17.1 The Faculty Board is asked to consider a Special Purpose Submission submitted by the School of Pharmacy, seeking amendment to the Leave of Absence and Readmission requirements into the B Pharmaceutical Science program, as follows:

Interrupting & Resuming your Studies:

The following provides specific information on interrupting and resuming your studies in this program:

Leave of Absence-
From Semester 1/2006, students will require approval from the Head of School, School of Pharmacy or nominee to take a leave of absence and the maximum period of leave will normally be two semesters.

Readmission-
From Semester 1/2006, a student who has discontinued enrolment in a Pharmacy program and who is not on approved leave of absence is required to seek approval for
readmission to the program from the Head of School, School of Pharmacy or nominee. Readmission to a Pharmacy program is not guaranteed and will be considered on a case-by-case basis.

17.2 Leave of absence and readmission are usually undertaken administratively, without reference to the Head of School. Section 9.2 of the Student Administration Policy specifies that requests for leave of absence will be accepted and noted on the student's academic record except where:

(a) the period of absence would not allow the student sufficient time to complete the program within the maximum period for obtaining credit;
   · where the program is being phased out by the University.

(b) Notwithstanding 9.1 and 9.2 (a), students in Honours programs require approval to take leave of absence, and the maximum period of leave is two semesters. (see - Honours Programs - Requirements and Administration).

(c) Notwithstanding 9.1 and 9.2 (a), students in specific programs as designated in the Program Catalogue require approval to take leave of absence, and the maximum period of leave is two semesters.

Section 9.3 of the Student Administration Policy specifies that:

At the end of the period of leave of absence the student is required to re-enrol in the program. If the student fails to enrol by the due date, the student's enrolment in the program will be terminated.

17.3 The School of Pharmacy has provided the following rationale for amendment to the Leave of Absence and Readmission requirements:

- It is essential that Pharmacy students retain currency of knowledge and skills, to enable them to progress satisfactorily through the Pharmacy programs and to work within the Accreditation guidelines, therefore an absence longer than one year would impact on these requirements.
- The School of Pharmacy has a limited number of Clinical Placement positions within both Hospital and Community Pharmacy sites, which dictates a need to keep constant control over number of students within each cohort.
- Students taking Leave of Absence and requiring readmission will cause this number to fluctuate and therefore impact on the number of places required for Clinical Placement in any particular year. It is essential that the school be able to oversee these leaves of absence and readmissions to prevent an unmanageable number of students requiring on site training.
- This submission will align policy with respect to leave of absence and readmission to Pharmacy programs with policies already in place within Griffith Medical School and the School of Dentistry and Oral Health.

Recommendation

17.4 The Faculty Board is asked to approve the Special Purpose Submission to amend the Leave of Absence and Readmission requirements for the B Pharmaceutical Science, for introduction in Semester 1, 2006.

For consideration
SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

18.0 DOH MAJOR CHANGE SUBMISSIONS

1259 BACHELOR OF ORAL HEALTH IN DENTAL SCIENCE 2005/0037568
1260 BACHELOR OF ORAL HEALTH IN DENTAL TECHNOLOGY 2005/0037569
1262 BACHELOR OF ORAL HEALTH IN ORAL HEALTH THERAPY 2005/0037570

18.1 On the recommendation of the School of Dentistry and Oral Health, the Dean, Teaching and Learning, Griffith Health (26 October 2005) has approved executively major change submissions proposing changes to the Bachelor of Oral Health in Dental Science (1259), Bachelor of Oral Health in Dental Technology (1260), Bachelor of Oral Health in Oral Health Therapy (1262), as detailed in 2005/0037568, 2005/0037569 and 2005/0037570, for implementation in semester 1 2006.

18.2 As a result of developments within the School of Dentistry and Oral Health and its ongoing process of accreditation with the Australian Dental Council, along with changes in the School of Medical Science, the School of Dentistry and Oral Health seeks to make the proposed changes to its courses and program structures, as detailed in the submissions. They have been implemented following the appointment of a permanent Dean and Head of School in March 2005 and the offering, in August 2005, of six ongoing appointments for key senior, clinical positions within the School. The new staff appointments are being made to provide the expertise for curriculum development in the third year of the Oral Health programs and in the two years of the Graduate Diploma in Dentistry.

18.3 The proposal to withdraw and introduce courses reflects the School's commitment to the ongoing accreditation process and to provide students with a quality program. New courses have been introduced to streamline courses within the program and provide students with a more solid clinical, practical and academic foundation. Name changes to courses reflect a re-branding of the existing course.

Recommendation:

18.4 The Faculty Board is asked to ratify the executive action of the Dean, Teaching and Learning, Griffith Health (26 October 2005), and recommend to the Programs Committee the Major Change Submissions proposing changes to the Bachelor of Oral Health in Dental Science (1259), Bachelor of Oral Health in Dental Technology (1260), Bachelor of Oral Health in Oral Health Therapy (1262), as contained in 2005/0037568, 2005/0037569 and 2005/0037570, for implementation in semester 1 2006.

For ratification

19.0 DOH MAJOR CHANGE SUBMISSION 2005/0037571

5402 MASTER OF DENTAL TECHNOLOGY IN PROSTHETICS

19.1 On the recommendation of the School of Dentistry and Oral Health, the Dean, Teaching and Learning, Griffith Health (26 October 2005) has approved executively a major change submission proposing changes to the Master of Dental Technology in Prosthetics, as detailed in 2005/0037571, for implementation in semester 1 2006.

19.2 The proposed changes, as detailed in the submission, have come about as a result of developments within the School of Dentistry and Oral Health (DOH) and its ongoing dedication to the process of course and program enhancement.

Recommendation:

19.3 The Faculty Board is asked to ratify the executive action of the Dean, Teaching and Learning, Griffith Health (26 October 2005), and recommend to the Programs
Committee the Major Change Submission proposing changes to the Master of Dental Technology in Prosthetics, as contained in 2005/0037571, for implementation in semester 1 2006.

For ratification

20.0 DOH SPECIAL PURPOSE SUBMISSION 2005/0037563
1261 BACHELOR OF ORAL HEALTH IN DENTAL TECHNOLOGY (POST-REGISTRATION)

20.1 On the recommendation of the School of Dentistry and Oral Health, the Dean, Teaching and Learning, Griffith Health (26 October 2005) has approved executively a Special Purpose Submission proposing changes to the Bachelor of Oral Health in Dental Technology (Post-Registration) (1261), as detailed in 2005/0037563, for implementation in 2006.

20.2 It is proposed to amend the degree requirements for this program. According to the program structure, there are 60CP for prescribed courses and 20CP for specified electives. The Program Convenor has confirmed this is correct, and therefore the degree requirements should read:

- gain 60CP for the prescribed courses; and
- gain 20CP from the specified electives; and
- the grade of Pass Conceded (PC) will not be allowed for any DOH courses within this program (a student who fails a DOH course will be required to repeat that course in order to progress through the program); and
- gain no more than 10CP for non-DOH courses in which a grade of Pass Conceded (PC) has been attained.

Recommendation:

20.3 The Faculty Board is asked to ratify the executive action of the Dean, Teaching and Learning, Griffith Health (26 October 2005), and recommend to the Programs Committee the Special Purpose Submission proposing changes to the Bachelor of Oral Health in Dental Technology (Post-Registration) (1261), as contained in 2005/0037563, for implementation in semester 1 2006.

For ratification

21.0 CLS MINOR CHANGE SUBMISSION (05/0037567)
3166 G CERTIFICATE IN EARLY CHILDHOOD

21.1 On the recommendation of the School of Human Services, the Dean, Teaching and Learning (Health), has executively approved the minor change submission (05/0037567) for the above program, proposing changes to the course structure, altering time and mode of offerings of School of Human Services Childhood Studies courses, as follows:

7040HSV Reconceptualising Practice with Young Children moved from Semester 3 to Semester 1, effective Semester 1, 2006. Additionally, the course will be entirely web-based, rather than the current combination of web-based delivery and face-to-face delivery.

7041HSV Advocacy, Leadership and Management moved from Winter Semester to Semester 2, effective Semester 1, 2006. Additionally, the course will be entirely web-based, rather than the current combination of web-based delivery and face-to-face delivery.

7042HSV Contemporary Issues for Children and Families moved from Winter Semester to Semester 2, effective Semester 1, 2006. Additionally, the course will be
entirely web-based, rather than the current combination of web-based delivery and face-to-face delivery.

21.2 These changes are necessary to maximise the opportunity for student participation, as attendance of on campus (face-to-face) delivery in Summer and Winter semesters has made this difficult. The Dean, Education has provided executive ‘in principle’ approval of the change, for ratification by the Faculty of Education Board.

Recommendation

21.3 The Faculty Board is asked to ratify the executive action of the Dean, Teaching and Learning (Health) in approving the minor change submission, as described in 05/0037567.

For ratification

22.0 NRS MINOR CHANGE SUBMISSION 05/0037586
5230 M MIDWIFERY
5244 M MIDWIFERY WITH HONOURS

22.1 On the recommendation of the School of Nursing and Midwifery 8/2005, the Dean, Teaching and Learning (Health), has executively approved the minor change submission (05/0037586) for the above programs, proposing changes to course titles of the three core 20CP Midwifery courses within the 5230 M Midwifery and 5244 M Midwifery with Honours programs, as follows:

7951NRS Prenatal Midwifery to 7951NRS Pre and Postnatal Midwifery
7952NRS Scope of Normal Childbirth to 7952NRS Promoting Normal Childbirth
7954NRS Complexities of Childbirth to 7954NRS Complications of Childbearing

22.2 The title changes are made on the basis that the proposed titles more accurately reflect the content and objectives of the courses and the role midwives are required to play in contemporary maternity services.

Recommendation

22.3 The Faculty Board is asked to ratify the executive action of the Dean, Teaching and Learning (Health) in approving the minor change submission, as described in 05/0037586.

For ratification

23.0 NRS CHANGES TO PREREQUISITES FOR REVISED CURRICULUM 05/0037587
1161/ 1162 / 1165 B NURSING

23.1 On the recommendation of the School of Nursing and Midwifery Committee 8/2005, the Dean, Teaching and Learning (Health), has executively approved the proposed changes to the prerequisite/corequisite arrangements for the Bachelor of Nursing, for implementation in Semester 1 2006, as follows:

1974NRS/MSC Anatomy & Physiology 1 prerequisite or corequisite for 2973NRS/MSC Pathophysiology & Pharmacology 1
2973NRS/MSC Pathophysiology & Pharmacology 1 corequisite for 2971NRS Acute Nursing
2973NRS/MSC Pathophysiology & Pharmacology 1 prerequisite for 2975NRS Complex Clinical Practice
23.2 It is considered these arrangements will facilitate students’ continuing nursing practice learning without long breaks and will also ensure sufficient foundational knowledge in sciences: anatomy and physiology and pathophysiology and pharmacology, to undertake learning in nursing practice courses. As well, these arrangements will help ensure that students completing the Bachelor of Nursing program graduate with a comprehensive knowledge in these science concepts without their progress being impeded (as was with the previous prerequisite arrangements, particularly the 1975NRS for 2973NRS and 2973NRS for 2974NRS prerequisites in the pre 2006 program).

Recommendation

23.3 The Faculty Board is asked to ratify the executive action of the Dean, Teaching and Learning (Health) in approving the changes to prerequisites for the B Nursing (1161 / 1162 /1165), as described in 05/0037587.

For ratification

24.0 NRS NOTICE TO UNDERGRADUATE STUDENTS REGARDING TIMING OF CLINICAL PRACTICUM PLACEMENTS
1161 / 1162 / 1165 B NURSING

24.1 On the recommendation of the School of Nursing and Midwifery Committee 8/2005, the Dean, Teaching and Learning (Health), has executed approved the inclusion of the following statement in the clinical course outlines, for introduction in Semester 1 2006.

“Students may be required to undertake clinical placement and/or coursework outside the published university semester timetables.”

24.2 The School have provided the following rationale for the proposed inclusion of the above statement in clinical course outlines:

24.3 The School of Nursing and Midwifery (SONM) faces ever-increasing difficulties in the placing of Bachelor of Nursing students on clinical placements. The reasons for these difficulties are many and include: reduction in the number of available facilities, growing competition with other nurse education providers, the inability of placement providers to take students at our designated times, requests from placement providers for students at times of the year than those currently planned for, a lack of centralised and coordinated approach to placements at Qld Health facilities, increasing numbers of students, and last-minute cancellations of facilities.

24.4 To assist in overcoming these difficulties, the University has already approved the School’s request for extensions to the teaching timetable with the inclusion of clinical placements and/or coursework for students outside the traditional University semester timetables.

24.5 However, course outlines at present do not reflect this policy decision to provide clinical placements and/or coursework outside the traditional University semester timetables. Inclusion of a statement will inform undergraduate students of this policy.

Recommendation

24.6 The Faculty Board is asked to ratify the executive action of the Dean, Teaching and Learning (Health) in approving the inclusion of a statement regarding timing of clinical placement in clinical course outlines.

For ratification
25.0 **NRS AMENDMENT TO ASSESSMENT POLICY**

25.1 On the recommendation of the School of Nursing and Midwifery Committee 8/2005, the Dean, Teaching and Learning (Health), has executively approved the proposed amendment to the School of Nursing and Midwifery Assessment Policy, for implementation in Semester 1 2006. It is proposed to include the following statement in the School of Nursing and Midwifery Assessment Policy, and in all course outlines for courses offered by the School of Nursing and Midwifery:

“A percentage of assessments submitted may be selected for ‘Referencing and Source Audit’ where an audit of references cited and the originality of the work be conducted. If selected you must provide an electronic copy of your assignment, and a hard and/or electronic copy of all references cited in your assignment to the Examiner for inspection.”

25.2 The School have provided the following rationale for the proposed amendment to the Assessment Policy:

Academic misconduct, typically plagiarism, is a significant contemporary issue for the tertiary education sector. With the advent of information communication technologies, the challenges for academics in maintaining academic standards are growing. SONM academics continue to experience allegations of academic misconduct, typically plagiarism, by students in both undergraduate and postgraduate programs. This has led to an increased assessment workload for academic staff in investigating allegations of academic misconduct where academics have to themselves conduct reference and source searches.

To counter this, at least 2 academic staff have trialled a policy in their courses where students are notified in the assessment criteria and assessment guide that they may be selected at random (or otherwise) for a ‘Reference and Source Audit’. In this system a percentage of papers is selected, randomly or otherwise, where the authors are required to submit hard copies of all reference and source materials used in the preparation of their paper.

25.3 The School submits that amendment of the Assessment Policy will allow the assessor to review the work of the student and compare it directly with reported sources claimed by the student with great ease. The School advises that this process will save considerable time in having to locate sources, and will expedite the assessment process, particularly in instances where the assessor raises an allegation of academic misconduct with the Dean.

Recommendation:

25.4 The Faculty Board is asked to ratify the executive action of the Dean, Teaching and Learning (Health) in approving the amendment to the School of Nursing and Midwifery Assessment Policy, effective Semester 1, 2006.

For ratification

26.0 **NRS CHANGE OF WEIGHTING OF ASSESSMENT ITEMS 05/0037573 1161 / 1162 / 1165 B NURSING**

26.1 On the recommendation of the School of Nursing and Midwifery, the Dean, Teaching and Learning (Health) has approved executively the change of weighting of assessment items for 2971NRS Acute Nursing, a second year course in the 1161 /1162 / 1165 B Nursing programs.

26.2 The course provides students with the opportunity to practice nursing and experience a range of clinical settings. The proposed change (to be effective from semester 1 2006)
is to better reflect student ability in the course. The clinical challenge is a set task with minimal area for the student to demonstrate theoretical knowledge and insight. The examination does, however, allow the student to demonstrate advanced knowledge yet this assessment item holds the lesser weighting. The clinical assessment (Med Calcs and CAT) allows all students to equally demonstrate clinical skills with assessment.

**Current weighting of assessment items:**

<table>
<thead>
<tr>
<th>Assessment Item</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examination (2 hours)</td>
<td>40%</td>
</tr>
<tr>
<td>Clinical Challenge</td>
<td>60%</td>
</tr>
</tbody>
</table>

**Proposed change to weighting of assessment items:**

<table>
<thead>
<tr>
<th>Assessment Item</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examination (2 hours)</td>
<td>50%</td>
</tr>
<tr>
<td>Clinical Challenge</td>
<td>50%</td>
</tr>
</tbody>
</table>

**Recommendation**

26.3 The Faculty Board is asked to ratify the executive action of the Dean, Teaching and Learning (Health) in approving the change of weighting of assessment items for 2971NRS Acute Nursing, as described in 05/0037573.

**For ratification**

27.0 **NRS COURSE OUTLINES (05/0037584 and 05/0037585)**

- 7848NRS / 8848NRS HUMAN DIMENSIONS OF INFECTION CONTROL
- 7849NRS / 8849NRS CONTEMPORARY INFECTION CONTROL PRACTICE

27.1 On the recommendation of the School of Nursing and Midwifery, the Dean, Teaching and Learning (Health) has executively approved the course outlines for 7848NRS/8848NRS Human Dimensions of Infection Control and 7849NRS/8849NRS Contemporary Infection Control Practice. These courses are to be offered in the 3072-Graduate Certificate in Infection Control and the 5424/5425-Master of Advanced Practice/Honours (Infection Control) programs from the Logan campus, effective Semester 1, 2006.

**Recommendation:**

27.2 The Faculty Board is asked to ratify the executive action of the Dean, Teaching and Learning (Health) in approving the course outlines for 7848NRS/8848NRS Human Dimensions of Infection Control and 7849NRS/8849NRS Contemporary Infection Control Practice, to be offered from Semester 1, 2006.

**For ratification**

28.0 **MED COURSE OUTLINE 05/0037574 and 05/0037585**

- 7003MED LAW AND HEALTH PRACTICE 1
- 7005MED HEALTH CARE LITIGATION

28.1 On the recommendation of the School of Medicine, the Dean, Teaching and Learning (Health) has executively approved course outlines for 7003MED Law and Health Practice 1 and 7005MED Health Care Litigation.

28.2 7003MED Law and Health Practice 1 is a 10CP postgraduate course, offered in Summer Semester 2005/06. This course covers core topics relevant to the practice of clinical forensic medicine.
28.3 7005MED Health Care Litigation is a 10CP postgraduate course, offered in Summer Semester 2005/06. This course is designed to provide students with a hands-on perspective of the legal process and litigation as relevant to health professionals and the provision of health care services.

Recommendation

28.4 The Faculty Board is asked to ratify the executive action of the Dean, Teaching and Learning (Health) in approving the course outlines for 7003MED Law and Health Practice 1 and 7005MED Health Care Litigation.

For ratification

29.0 HSV COURSE OUTLINES 05/0037572; 05/0037576 and 05/0037577
3039HSV WORKING IN HUMAN SERVICES
3012HSV SOCIAL WORK FIELD PLACEMENT 1
3036HSV SOCIAL WORK 1

29.1 On the recommendation of the School of Human Services, the Dean, Teaching and Learning (Health) has executively approved course outlines for 3039HSV Working in Human Services, 3012HSV Social Work Field Placement 1 and 3036HSV Social Work 1.

3039HSV Working in Human Services is a 15CP intensive, two-week, third year course specifically designed for accelerated entry students entering 3rd year social work. The course is undertaken prior to Orientation week 2006 and is a pre-requisite for the Semester 1 course, 3012 Social Work Field Placement 1.

3012HSV Social Work Field Placement 1 is a 30CP initial field placement course that provides students undertaking the B Social Work degree with the opportunity to apply their University based learning to practice situations. The course is complemented by 3036HSV Social Work 1.

3036HSC Social Work 1 is a 10CP course that provides an introduction to social work theory and practice.

Recommendation

29.2 The Faculty Board is asked to ratify the executive action of the Dean, Teaching and Learning (Health) in approving the course outlines for 3039HSV Working in Human Services, 3012HSV Social Work Field Placement 1 and 3036HSV Social Work 1.

For ratification

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

30.0 UNDERGRADUATE AND POSTGRADUATE PROGRAM PLANNING FOR 2007

30.1 The Deputy Vice Chancellor (Teaching and Learning) has advised that planning for 2007 undergraduate and postgraduate programs is underway. As the Strategic Plan 2006-2010 has set ambitious targets for growth in student load, the program profile needs to be enhanced. The key factors guiding the enhancement of the program profile are:

- academic and research strengths;
- prospective student demand;
- employment prospects, and
- emerging fields of study.
30.2 In addition to engaging in the review of undergraduate programs, Academic Groups are specifically asked to engage in the review and renewal of the postgraduate program profile, with a view to improving student numbers.

30.3 To facilitate the planning and marketing of new programs, and the management of program changes, a list of undergraduate and postgraduate programs (proposed, amended and withdrawn) has been prepared for the consideration of Group Pro Vice Chancellors, based on current, available information.

30.4 All new program concept proposals and requests for resources to support program development were due by 31 October 2005. Deans, Heads of School and Deputy Deans of School have been reminded to submit requests for resources to support program development. Between 1 November and 30 November, the Group Pro Vice Chancellor will determine which proposals and requests for resources will be forwarded to the Executive Group for approval. The Executive Group will then determine the academic profile for 2007.

For noting

31.0 INDIGENOUS RECRUITMENT STRATEGY FOR HEALTH

31.1 The Board will recall at the 7/2005 meeting, it was advised of an equity initiative to improve Indigenous academic positions across the University through the Office for Community Partnerships. The Board is advised that clarification in relation to extend of available funding has been obtained. Members are asked to note that, in addition to funding for internships, funding is also available to attract indigenous staff to mainstream positions and for the secondment of GUMURRII staff.

For noting

32.0 2005 RECIPIENTS OF THE GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING AND FACULTY LEARNING AND TEACHING CITATIONS

32.1 The Deputy Vice Chancellor (Teaching and Learning) has announced the recipients of the Griffith Awards for Excellence in Teaching and the Faculty Learning and Teaching Citations for 2005. Congratulations to the following Health Group recipients:

**Individual Teacher Award**
- Dr Keithia Wilson
  - School of Psychology, Mt Gravatt

**Honours and Postgraduate Coursework Supervision Award**
- Dr Paula Brough
  - School of Psychology

**Innovation Across the Institution Award**
- Kym Macfarlane
  - Circles of Change
- Dr Karen Noble
- Jennifer Cartmel
  - School of Human Services

**Faculty Learning and Teaching Citations**
- Dr Paula Brough, School of Psychology
- Ms Kym MacFarlane, School of Human Services
- Associate Professor Margaret McAllister, School of Nursing and Midwifery
Dr David Neumann, School of Psychology  
**Certificates of Commendation**  
Dr Gary Grant, School of Pharmacy  
Dr Heather Alexander, School of Medicine

For noting

33.0 COURSE OUTLINES PROJECT – CHANGE MANAGEMENT GROUP MEMBERSHIP

33.1 The Board will recall at the 8/2005 meeting, the Chair sought a nomination for an academic staff representative to the Change Management Group to replace Dr Chris Purcell. The Board is asked to note that Dr Glenda Andrews has agreed to replace Dr Purcell as Griffith Health’s academic representative to the Change Management Group.

For noting

34.0 2006 PROPOSED MEETING DATES

34.1 Members are asked to note the proposed schedule of 2006 Griffith Health Group Board dates. The proposed dates are in line with the continuation of meeting free weeks across the University, which were first introduced as a quality enhancement initiative in 2004, and in accordance with a set of specified parameters rolled over from 2005 calendar, and the interdependences of various committees.

34.2 Taking into account the 8 meeting free weeks in 2006 (Weeks 2, 3 & 4 of January, Weeks 2 & 3 of April, Week 4 of July, Week 5 of September and Week 4 of December), it is proposed to schedule the 2006 Griffith Health Group Board meetings on Wednesdays 2.30–4.30 pm. Where possible, venues will have the capacity for videoconferencing facilities.

- 15 February
- 15 March
- 26 April
- 24 May
- 21 June
- 26 July
- 23 August
- 20 September
- 18 October
- 22 November

For noting

35.0 OTHER BUSINESS

36.0 NEXT MEETING

The next meeting of the Griffith Health Board (Faculty) will be held on Wednesday, 15 February 2006, 2.30pm, Gold Coast Campus.