GRiffith University

Griffith Health Board (Faculty) Meeting

Minutes of Meeting 9/2005

A meeting of the Griffith Health Board (Faculty) was held at 2.30 pm on Wednesday 16 November 2005. Graham Jones Boardroom, G18_3.02, Gold Coast Campus.

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- The Board will next meet on Wednesday 15 February, 2006, 2.30 pm – 4.30 pm. The meeting will be conducted via videoconference at the following locations: Nathan N54_2.06, Southport GH1_7.30 and Gold Coast G10_3.29.

Deadlines

Committee QuickPlace Web Address

- [https://qplace02.domino.qu.edu.au/QuickPlace/sec-university-committees/Main.nsf/h_Toc/dc93ed94a6ce679b4a256d040002e3f0/?OpenDocument](https://qplace02.domino.qu.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.
A meeting of the Griffith Health Board (Faculty) was held on Wednesday 16 November 2005 at G18_3.02, Gold Coast Campus.

MINUTES

PRESENT: Professor Debra Creedy, (Chair)  
Dr Lewis Adams  
Dr Jayne Clapton  
A/Professor Peter Creed  
Mr Dave Edwards  
Professor Lyn Griffiths  
Professor Newell Johnson  
Dr Elizabeth Patterson  
Professor Stephanie Short  
Professor Nerida Smith

APOLOGIES: Professor Lex Brown  
Professor Gillian Bushell  
Professor Allan Cripps  
Professor Yew-Chaye Loo  
Dr Helen Massa  
Professor Judith Searle  
Professor Max Standage  

Secretary: Ms Michele Britton

Present by invitation:  
Dr Glenda Andrews, Deputy Head, School of Psychology  
Ms Veronica Dawson, Information Services  
A/Prof Peter Howard, School of Public Health  
Mr Peter Westwood, Executive Officer, Medical/Oral Health

1.0 CONFIRMATION OF MINUTES

The Minutes of the 8/2005 meeting of the Griffith Health Board (Faculty), having been circulated, were taken as read and confirmed.

SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES

2.0 AISRAP MAJOR CHANGE SUBMISSION (05/0037590)  
5365 M SUICIDOLOGY

2.1 The Griffith Health Board (Faculty) noted the Master of Suicidology is an extension to the Graduate Certificate in Suicide Prevention Studies. The Graduate Certificate in Suicide Prevention Studies is available to international and domestic students, externally, via online delivery, whereas the Master of Suicidology is only currently available on campus to domestic students.

2.2 The Board considered a Major Change Submission (05/0037590) seeking additional modes of offering of the Master of Suicidology. The Australian Institute for Suicide Research and Prevention seeks to offer the Master of Suicidology program to international and domestic students, externally, via online delivery from Semester 1, 2006.
2.3 The Board noted that since the introduction of the Master of Suicidology, the program has gained increased interest from potential international students. A significant number of enquiries have been received regarding accessibility to the program from several overseas countries. The Board agreed that delivery of the program online to international and domestic students is a positive strategy to increase enrolments and the ongoing viability of the program.

2.4 Under the current delivery mode, the Master of Suicidology program does not appropriately meet the needs of prospective students living overseas. In 2004, AISRAP successfully applied for a Flexible Learning Grant to develop the program in distance mode (on-line), modelled on the online delivery program for the Graduate Certificate in Suicide Prevention Studies. The online version of the Masters program will accordingly be ready for introduction from Semester 1, 2006. The Australian Institute for Suicide Research and Prevention has indicated, however, that additional resources will be sought to further improve upon the on-line program in 2006.

2.5 The Australian Institute for Suicide Research and Prevention has identified the following benefits of offering the Program in online/distance mode:

- Broadening the targeted population of students.
- Establishing a dominant position in the International marketplace.
- Increasing the attractiveness of the program to potential students.
- Increasing accessibility for those currently disadvantaged by distance.
- Increasing Griffith University relations with International countries.

Resolution

2.6 The Griffith Health Board (Faculty) resolved to recommend to Programs Committee the major change submission (05/0037590) proposing additional modes of offering of the Master of Suicidology, external delivery online to international and domestic students from Semester 1, 2006.

3.0 MED MAJOR CHANGE SUBMISSION (05/0037591)
1272 B MEDICINE / B SURGERY

3.1 The Griffith Health Board (Faculty) considered major change submission (05/0037591) proposing amendment of the three theme structure of the B Medicine / B Surgery to a four theme structure from Semester 1, 2006. The Board noted the B Medicine / B Surgery is based upon the Flinders University curriculum and currently comprises four courses, divided into three themes. The three themes are:

- Doctor and Patient (25% years 1 and 2 and 40% years 3 and 4)
- Doctor and Knowledge of Health and Illness (50% years 1 and 2 and 40% years 3 and 4)
- Doctor Profession and Society (25% years 1 and 2, 20% years 3 and 4).

3.2 The Faculty Board noted it is proposed that from Semester 1, 2006, the Doctor Profession and Society theme will be divided into two separate themes:

- Doctor and Health in the Community (15% years 1 and 2, 10% years 3 and 4)
- Doctor and Law, Ethics and Professional Practice (10% years 1 and 2, 10% years 3 and 4).

The current and proposed structure of the program themes are set out below in diagrammatic form.
<table>
<thead>
<tr>
<th>Themes</th>
<th>2005</th>
<th>2006</th>
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<tr>
<td>Doctor and Patient</td>
<td>Doctor and Patient (D&amp;P)</td>
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<td>Doctor and Knowledge of Health and Illness</td>
<td>Doctor and Knowledge of Health and Illness (DKHI)</td>
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<td>Components (DPS):</td>
<td>Components (DLEPP):</td>
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<td>Doctor and Law Ethics and Professional Practice</td>
<td>Law Ethics and Professional Practice (DLEPP): Components</td>
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<td>a. Law, ethics and professional practice</td>
<td>Law</td>
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<td>b. Population/Public Health</td>
<td>Ethics</td>
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<td>Epidemiology</td>
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<td>c. Health in the Community</td>
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<td>- Community visits</td>
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<td>- GP placement</td>
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<td>- Community research project</td>
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<td>d. Health psychology</td>
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<td>Health psychology will be integrated with DKHI</td>
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3.3 The Faculty Board noted that when approving the program for introduction in 2005, the Academic Committee 2/2004 was concerned that the Griffith identity should be imprinted within the program and also that the design of the program structure should address the specific needs of the region. The School of Medicine has advised that the proposed change is part of the process of adapting the course to make it more relevant to the Southeast Queensland context and setting, and to reflect the staffing structures and resources in the School of Medicine at Griffith. The School of Medicine has advised that there will be no change to content, assessment items or assessment weights, and no transition arrangements required.

3.4 The School of Medicine has advised that when the program began in January 2005, it lacked staff with sufficient expertise to provide overall leadership for the Doctor Profession and Society (DPS) theme. The School has had to await appointment of senior staff in the areas of epidemiology, population health and community medicine before revamping the DPS theme of the Flinders University curriculum.

3.5 The Faculty Board noted that there was no representative from the School of Medicine present at the meeting to speak to this item. The Board noted the absence of sociology and the social sciences in the Doctor and Health in the Community theme and agreed this should be reviewed.

Resolution

3.6 The Griffith Health Board (Faculty) resolved to recommend to Programs Committee the major change submission (05/0037591) seeking to amend the three theme structure of the B Medicine / B Surgery to a four theme structure from Semester 1, 2006 but noted the School of Medicine should review the Doctor and Health in the Community theme to include sociology and social sciences content.

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

4.1 The Griffith Health Board (Faculty) considered a Special Purpose Submission submitted by the School of Pharmacy (05/0037589), 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.

4.2 The Faculty Board noted that Leave of Absence and Readmission are usually undertaken administratively, without reference to the Head of School.

4.3 The Faculty Board noted that 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 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.

Resolution

4.4 The Griffith Health Board (Faculty) resolved to recommend to Programs Committee Special Purpose Submission (05/0037580) to amend the Leave of Absence and Readmission requirements for the B Pharmaceutical Science, for introduction in Semester 1, 2006.

5.0 AES SPECIAL PURPOSE SUBMISSION (05/0031053)
5422 M SCIENCE IN PUBLIC HEALTH (CCDC)
3159 G CERTIFICATE IN PUBLIC HEALTH (CCDC)
4134 G DIPLOMA OF PUBLIC HEALTH (CCDC)
5349 M SCIENCE IN PUBLIC HEALTH (INDONESIA)

5.1 The Griffith Health Board (Faculty) considered Special Purpose Submission (05/0031053) seeking to formalise change of host element for the above programs. The Board noted the Pro Vice Chancellor (Health) and the Pro Vice Chancellor (Science and Technology) have approved a transfer of the Centre for Environment and Population Health and its programs, 5422 M Science in Public Heath (CCDC), 3159 Graduate
Certificate in Public Health (CCDC), 4134 Graduate Diploma of Public Health (CCDC) and 5349 M Science in Public Health (Indonesia) from the School of Public Health to the Australian School of Environmental Studies. The transfer of the staff of the Centre for Environment and Population Health has already occurred. The transfer of the programs is to take effect from 1 January 2006.

5.2 The Health Faculty Board noted the Faculty of Environmental Sciences had approved the Special Purpose Submission to transfer the programs at its 4/2005 meeting held on 20 October 2005. The Health Faculty Board noted the Special Purpose Submission must also be approved by the Health Faculty Board to enable progress of the submission to Programs Committee.

5.3 The Health Faculty Board noted that the programs to be transferred from the School of Public Health to the Australian School of Environmental Studies are only offered to international students under specific arrangements, and are not offered to domestic students.

5.4 The Health Faculty Board discussed the submission and expressed the following concerns:

- The Board recommended that International students should meet the standard English language requirements for postgraduate study prior to commencing the programs.
- The Board noted the policy for off-shore teaching requires the University to put in place strategies to guarantee quality control of courses offered by overseas partners. The Board seeks assurance that this policy will be complied with.
- The Board noted it is unclear if students of the programs receive one degree or two and sought clarification in this regard.
- The Board noted that the CCDC programs were approved by Programs Committee for one year only. The Board noted the CCDC programs should be referred for review to Programs Committee before they can be extended.

Resolution

5.5 The Griffith Health Board (Faculty) resolved to recommend to Programs Committee Special Purpose Submission to formalise the transfer of the programs, as described in 05/0031053 and amend the program host from the School of Public Health to the Australian School of Environmental Studies, effective 1 January 2006, subject to the concerns outlined in 5.4.

SECTION B: ACTION UNDER DELEGATED AUTHORITY OR EXECUTIVE ACTION

6.0 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

6.1 The Griffith Health Board (Faculty) noted on the recommendation of the School of Dentistry and Oral Health, the Dean, Teaching and Learning, Griffith Health (26 October 2005) had 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.

6.2 The Griffith Health Board (Faculty) noted 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 Head of School in March 2005 and six appointments for key senior, clinical positions within the School in August 2005. 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.

6.3 The Board noted 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 existing courses.

Resolution:

6.4 The Griffith Health Board (Faculty) resolved to ratify the executive action of the Dean, Teaching and Learning, Griffith Health (26 October 2005), and to 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.

7.0 DOH MAJOR CHANGE SUBMISSION 2005/0037571
5402 MASTER OF DENTAL TECHNOLOGY IN PROSTHETICS

7.1 The Griffith Health Board (Faculty) noted, on the recommendation of the School of Dentistry and Oral Health, the Dean, Teaching and Learning, Griffith Health (26 October 2005) had 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.

7.2 The Board noted 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.

Resolution:

7.3 The Griffith Health Board (Faculty) resolved to ratify the executive action of the Dean, Teaching and Learning, Griffith Health (26 October 2005), and to 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.

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

8.1 The Griffith Health Board (Faculty) noted, on the recommendation of the School of Dentistry and Oral Health, the Dean, Teaching and Learning, Griffith Health (26 October 2005) had 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.

8.2 The Board noted 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 50CP-60CP for the prescribed courses; and
- gain 30CP-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.

Resolution:

8.3 The Griffith Health Board (Faculty) resolved to ratify the executive action of the Dean, Teaching and Learning, Griffith Health (26 October 2005), and to 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.

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

9.1 The Griffith Health Board (Faculty) noted, on the recommendation of the School of Human Services, the Dean, Teaching and Learning (Health), had executively approved the minor change submission (05/00037567) 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.

9.2 The Board noted 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 approval of the change, for ratification by the Faculty of Education Board.

Resolution

9.3 The Griffith Health Board (Faculty) resolved to ratify the executive action of the Dean, Teaching and Learning (Health) in approving the minor change submission, as described in 05/0037567 changing the course structure, and altering time and mode of offerings of School of Human Services Childhood Studies courses within 3166 G Certificate in Early Childhood. For reference to the Programs Accreditation Officer.

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

10.1 The Griffith Health Board (Faculty) noted, on the recommendation of the School of Nursing and Midwifery 8/2005, the Dean, Teaching and Learning (Health), had
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

10.2 The Faculty Board noted 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.

Resolution

10.3 The Griffith Health Board (Faculty) resolved to ratify the executive action of the Dean, Teaching and Learning (Health) in approving the minor change submission, as described in 05/0037586, to change the course titles of the three core 20CP Midwifery courses within the 5230 M Midwifery and 5244 M Midwifery with Honours programs. For reference to the Programs Accreditation Officer.

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

11.1 The Griffith Health Board (Faculty) noted, on the recommendation of the School of Nursing and Midwifery Committee 8/2005, the Dean, Teaching and Learning (Health), had 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

11.2 The Board noted 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).

Resolution

11.3 The Griffith Health Board (Faculty) resolved 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.
12.0 NRS NOTICE TO UNDERGRADUATE STUDENTS REGARDING TIMING OF CLINICAL PRACTICUM PLACEMENTS
1161 / 1162 / 1165 B NURSING

12.1 The Griffith Health Board (Faculty) noted, on the recommendation of the School of Nursing and Midwifery Committee 8/2005, the Dean, Teaching and Learning (Health), had executively 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.”

12.2 The Board noted the School provided the following rationale for the proposed inclusion of the above statement in clinical course outlines:

‘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.’

12.3 The Faculty Board noted that 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.

12.4 The Board noted that 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.

Resolution

12.5 The Griffith Health Board (Faculty) resolved 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 the B Nursing programs 1161/1162/1165.

13.0 NRS AMENDMENT TO ASSESSMENT POLICY

13.1 The Griffith Health Board (Faculty) noted, on the recommendation of the School of Nursing and Midwifery Committee 8/2005, the Dean, Teaching and Learning (Health), had 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.”

13.2 The Faculty Board noted 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.’

13.3 The Faculty Board noted the change to the Assessment Policy will place the onus on the student to provide reference sources and materials. 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. Students will be educated regarding the School’s Referencing and Source Audit process by way of course outlines, at first lectures and via Blackboard.

Resolution:

13.4 The Griffith Health Board (Faculty) resolved 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.

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

14.1 The Griffith Health Board (Faculty) noted, on the recommendation of the School of Nursing and Midwifery, the Dean, Teaching and Learning (Health) had 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.

14.2 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 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:
Examination (2 hours)       40%
Clinical Challenge       60%

Proposed change to weighting of assessment items:
Examination (2 hours)       50%
Clinical Challenge       50%
Resolution

14.3 The Griffith Health Board (Faculty) resolved 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.

15.0 NRS COURSE OUTLINES (05/0037584 and 05/0037585)
7848NRS / 8848NRS HUMAN DIMENSIONS OF INFECTION CONTROL
7849NRS / 8849NRS CONTEMPORARY INFECTION CONTROL PRACTICE

15.1 The Griffith Health Board (Faculty) noted, on the recommendation of the School of Nursing and Midwifery, the Dean, Teaching and Learning (Health) had executively approved the course outlines for 7848NRS/8848NRS Human Dimensions of Infection Control and 7849NRS/8849NRS Contemporary Infection Control Practice. These courses will 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.

Resolution:

15.2 The Griffith Health Board (Faculty) resolved 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.

16.0 MED COURSE OUTLINE 05/0037574 and 05/0037585
7003MED LAW AND HEALTH PRACTICE 1
7005MED HEALTH CARE LITIGATION

16.1 The Griffith Health Board (Faculty) noted, on the recommendation of the School of Medicine, the Dean, Teaching and Learning (Health) had executively approved course outlines for 7003MED Law and Health Practice 1 and 7005MED Health Care Litigation.

16.2 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.

16.3 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.

Resolution

16.4 The Griffith Health Board (Faculty) resolved 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.
17.0 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

17.1 The Griffith Health Board (Faculty) noted, on the recommendation of the School of Human Services, the Dean, Teaching and Learning (Health) had 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

17.2 The Griffith Health Board (Faculty) resolved 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.

SECTION C: OTHER RECOMMENDATIONS AND REPORTS
[TO PERSONS/COMMITTEES OTHER THAN THE PARENT COMMITTEE]

18.0 ACADEMIC WORK@GRIFFITH - FINALISATION OF FACULTY WORKLOAD FORMULA

18.1 The Griffith Health Board (Faculty) referred to the requirement in the Academic Certified Agreement 2003-06 that each Faculty develop a formula for workload allocation that recognises the nature of academic work within the Faculty.

18.2 The Board noted and approved the revisions made to the formula in response to feedback from the Deputy Vice Chancellor (Teaching and Learning).

18.3 Following discussion, the Board agreed to a further revision to the formula, whereby research performance is based on an annual average of the last three years (previously two years), in line with the University’s research definitions model. Commercialisation was similarly amended, to also be based on an annual average of the last three years.

Resolution

18.4 The Griffith Health Board (Faculty) resolved to refer the revised Faculty Workload Allocation Formula to the Office of Human Resource Management to facilitate tabling and discussion with the NTEU, noting that in the interim, the formula will be utilised for work allocation purposes in 2006.
19.0 PROPOSAL FOR DEFINITION OF RESEARCH ACTIVE

19.1 The Griffith Health Board (Faculty) noted that under the proposed Faculty Workload Allocation Formula, staff categorised as research intensive will have a different teaching profile to other academic staff.

19.2 The Board considered the following definitions of research active, proposed for use by Academic Groups in the paper ‘Definitions of Research Active at Griffith University’ dated October 2005. The Board noted that where the definitions are used in the allocation of workloads of staff, they should not determine workload allocations for research, and should only be used as guidelines.

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 a given a 60% 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.
19.3 The Board agreed that the definitions of research active are very useful but noted equation with the workload model is problematic as they each are a measure of different things.

19.4 The Board noted that the Faculty Workload Formula recognises associate supervision as an activity, and provision should also be made in the definitions of research active for associate supervision according to allocated supervisory load of RHD students. The Board noted that Academic staff are required to successfully complete supervision as an associate, prior to progressing to the role of principal supervisor.

Resolution

19.5 The Griffith Health Board (Faculty) agreed to provide feedback to the Deputy Vice Chancellor (Research) that provision should be made for associate supervision according to allocated supervisory load of RHD students, in addition to principal supervision.

20.0 POLICY FOR REMOVAL OF STUDENT FROM CLINICAL PRACTICE

20.1 The Griffith Health Board (Faculty) referred to the Inability to Complete Required Components of Professional Qualification policy. This policy 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.

20.2 The Board noted that 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.

20.3 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.

20.4 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.

20.5 The Board discussed the possible development of a generic health program or other alternatives for students to achieve an award in circumstances where, although the student is of good academic standing, they are prohibited from completion of the professional practice component of their program. The Board noted that, in cases where
a justification can be made, there are precedents in the University of the Dean approving the award of a qualification, as an exit point from a program.

Resolution

20.6 The Griffith Health Board (Faculty) agreed to return this issue to the Faculty Teaching and Learning Committee to investigate an appropriate award for Health Group students of good academic standing, who are unable to complete the professional practice component of their program.

21.0 STAFF AVAILABILITY AND STUDENT CONSULTATION HOURS

21.1 The Griffith Health Board (Faculty) noted the Deputy Vice Chancellor (Teaching and Learning) requires each Faculty to ensure staff availability to students during office hours to help address concerns contained in the report on the First Year Experience at Griffith University.

21.2 The Faculty Board noted that, pursuant to the Student Charter, students should be afforded reasonable access to academic, general and support staff, by email, in person or by telephone. The Faculty Board agreed to endorse the following policy in relation to staff availability and consultation hours:

_Students on and off campus should be afforded reasonable access to academic, general and support staff, by email, in person or by telephone. Student consultation times must be included on Learning@Griffith websites and otherwise made known to students at the commencement of semester. Staff will ensure that they are available for consultations with students at stated times, and will negotiate and/or communicate alternative contact times, as necessary._

Resolution

21.3 The Griffith Health Board (Faculty) resolved that the Faculty policy in relation to staff availability and consultation hours, as described in 21.2 above, should be placed on the agenda of every School Committee and communicated to all Health Group staff for implementation in 2006.

22.0 MSC NEW PROGRAM CONCEPT PROPOSAL

B MEDICAL SCIENCE (05/0037578)

22.1 The Griffith Health Board (Faculty) considered the 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 Board noted it is proposed that the School of Medical Science will co-host the program at Gold Coast and Nathan campuses with the School of Biomolecular and Biomedical Sciences. 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.

22.2 The Faculty Board noted that 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.
22.3 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:

22.4 The minimum English language requirements for 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.

22.5 The Faculty Board noted the proposed program structure is to be adapted from the B Health Science and B Biomedical Science programs, with the addition of courses on epidemiology and neurobiology. Students will be able to undertake 40CP in electives. It has been determined that no significant resources will be required for program development at this stage.

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

**Gold Coast:**
- 10 domestic students
- 5 international students

**Nathan**
- 10 domestic students
- 5 international students

22.7 The Board noted the proposed planning team is as follows:

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

22.8 The Faculty Board noted that the Academic Registrar has advised that the Health Group must use existing student load to create the 30 places.

22.9 The Faculty Board referred to the entry requirements for the proposed B Medical Science and recommended the planning team review requirements to ensure they compare favourably with similar programs offered by other Universities.

**Resolution**

22.10 The Griffith Health Board (Faculty) resolved to approve the new program concept proposal (05/0037578) for forwarding to the Pro Vice Chancellor (Health), recommending the introduction of the Bachelor of Medical Science in Semester 1, 2007, subject to revision of entry requirements.
23.0 MSC NEW PROGRAM CONCEPT PROPOSAL
B MEDICAL SCIENCE WITH HONOURS (05/0037579)

23.1 The Griffith Health Board (Faculty) considered the 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 Board noted it is proposed that the School of Medical Science will co-host the program at the Gold Coast and Nathan campuses with the School of Biomolecular and Biomedical Sciences. The primary purpose of the proposed program is to provide students with the training and skills required to pursue a career in medical research.

23.2 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. This will give students the option of pursuing a research pathway, or improve their GPA to the required GPA 5.0 for direct entry into Griffith Medicine.

23.3 The Board noted 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 $700 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.

23.4 The proposed planning team is as follows:

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

23.5 The Board expressed concern that students with a GPA of only 4.5 will be eligible for entry into the Honours program, as this is not consistent with the standard requirement of GPA 5.0 for entry into the University’s Honours programs.

Resolution

23.6 The Griffith Health Board (Faculty) resolved to approve the new program concept proposal (05/0037579) for forwarding to the Pro Vice Chancellor (Health), recommending the introduction of the Bachelor of Medical Science with Honours in Semester 1, 2009, subject to revision of entry requirements to the Honours program and monitoring of the number of students accepted into the program.

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

24.1 The Griffith Health Board (Faculty) considered the 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. It is proposed that 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.

24.2 The Faculty Board noted the Health Group must use existing student load to create the 20 places.

24.3 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:

24.4 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.

24.5 The Board noted 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 $700 per student per annum for laboratory based projects will be required to ensure adequate consumables are available for completion of the project.

24.6 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

Resolution

24.7 The Griffith Health Board (Faculty) resolved to approve the new program concept proposal (05/0037580) for forwarding to the Pro Vice Chancellor (Health), recommending the introduction of the Bachelor of Medical Research with Honours in Semester 1, 2007.

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

25.0 MEMBERSHIP OF THE GRIFFITH HEALTH GROUP BOARD

25.1 The Griffith Health Board (Faculty) reviewed and discussed the current Constitution and membership arrangements of the Griffith Health Group Board established by Council in
December 2004. The Board noted that 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 & Technology) (ex officio)
(5) portfolio Deans from the Health Group and Science and Technology 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
   (a) Deputy Heads of School
   (b) Directors of Research Centres.

Resolution

25.2 The Griffith Health Board (Faculty) agreed that should the opportunity for input into the membership of the Health Group Board arise, the following amendments are recommended:

   o Portfolio Deans from the Science and Technology Group should have reciprocal membership of the Learning and Teaching Committee and the Research Committee, but not the Health Group Board.
   o Provision for co-opted members should be retained under the Constitution, however, the statement contained in (6)(a) there shall be provision for co-opted members to ensure appropriate gender balance, should be removed.
   o Deputy Heads of School should have rights of audience and debate.

26.0 UNDERGRADUATE AND POSTGRADUATE PROGRAM PLANNING FOR 2007

26.1 The Griffith Health Board (Faculty) noted advice from the Deputy Vice Chancellor (Teaching and Learning) 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:

   o academic and research strengths;
   o prospective student demand;
   o employment prospects, and
   o emerging fields of study.

26.2 The Faculty Board noted that 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.

26.3 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.

26.4 The Griffith Health Faculty Board noted that 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.

Noted

27.0 INDIGENOUS RECRUITMENT STRATEGY FOR HEALTH

27.1 The Griffith Health Board (Faculty) noted 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 was advised that further clarification in relation to the extent of available funding had been obtained. Members noted that, in addition to funding for internships, funding is also available to attract indigenous staff to mainstream positions ranging from Level A to the start of Level B positions. Staff should also be alert to opportunities to second GUMURRII staff to positions in the Health Group.

27.2 By way of example, the Board noted that should staff identify an Indigenous third year student with aspirations for an academic career, that person could be employed as a Level A intern, with a standard five year probationary period, and the expectation of a continuing position upon successful completion of probation.

Noted

28.0 2005 RECIPIENTS OF THE GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING AND FACULTY LEARNING AND TEACHING CITATIONS

28.1 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. The Griffith Health Board (Faculty) congratulated 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**
Circles of Change – School of Human Services
Kym Macfarlane
Dr Karen Noble
Jennifer Cartmel

**Faculty Learning and Teaching Citations**
Dr Paula Brough, School of Psychology
Ms Kym MacFarlane, Dr Karen Noble, Ms Jennifer Cartmel, School of Human Services

**Associate Professor Margaret McAllister, School of Nursing and Midwifery**

**Certificates of Commendation**
Dr David Neumann, School of Psychology

Dr Gary Grant, School of Pharmacy
Dr Heather Alexander, A/Prof Ray Tedman, Mr Robert Loudon, Mr Manish Savsani, Ms Samantha Kelly, School of Medicine and Educational Products and Services

Noted

29.0 COURSE OUTLINES PROJECT – CHANGE MANAGEMENT GROUP MEMBERSHIP

29.1 The Board noted that Dr Glenda Andrews has agreed to replace Dr Purcell as Griffith Health's academic representative to the Change Management Group. The Board warmly thanked Dr Andrews for agreeing to take up this role.

For noting

30.0 2006 PROPOSED MEETING DATES

30.1 Members noted the proposed schedule of 2006 Griffith Health Group Board dates, to take place on Wednesdays 2.30 – 4.30 pm, by videoconference where possible.

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

Noted

31.0 CHAIR’S REPORT

The Dean, Griffith Health, advised as follows:

31.1 Restructure

As part of the Streamline Project the PhillipsKPA Report identified serious problems flowing from the current variability in our structural arrangements and senior management roles in Groups. Accordingly, Groups will be required to conform to one of two standard structural templates – a single faculty Group template, and a multi-faculty Group template. Within each template, roles and accountabilities of senior managers will be clarified and clearer lines of responsibilities and accountability will be established. These changes will be tabled at the December meeting of Council for approval. In anticipation of this, all positions in the Group will be shed and an opportunity provided for staff to consider applying, there will be changes to the committee structure and membership.

31.2 Research

The Chair extended congratulations to the 2006 ARC Discovery grant winners – Associate Professor Peter Creed, Professor Drew Nesdale, and Dr Jiri Neuzil.
With the advent of the Research Quality Framework it is becoming increasingly important to capture all research activity at Griffith. With this in mind, the Deputy Vice Chancellor (Research) is asking for help to ensure staff submit all research grant applications through the Office for Research to be entered on the database. At present quite a number of academic staff are not submitting their applications through OR, and consequently, their activity is not captured. Grants through other institutions also need to be captured.

The Deputy Vice Chancellor (Research) is sponsoring a project to develop a database of Griffith research expertise that can be used to promote our research and training capability to potential research partners and higher degree students. As well, the database will support a ‘guide to the experts’ for the media. Staff have been asked to check their entry or profile for accuracy. You will then need to approve profiles for the staff you supervise.

31.3 External Relations

Michelle Wear has been appointed to the role of Manager Student Recruitment. Michelle will be responsible for implementing the new Student Recruitment Strategy focused on developing stronger partnerships with schools, particularly in the South Brisbane to Gold Coast corridor.

31.4 Teaching & Learning

A number of Griffith Health staff were honoured through Griffith Awards for Excellence in Teaching. Dr Keithia Wilson (PSY) won the Individual Teacher Award; Dr Paula Brough (PSY) was winner of the Honours and Postgraduate Coursework Supervision Award and Kym McFarlane, Dr Karen Noble and Jennifer Cartmel (HSV) were awarded the Innovation Across the Institution Award.

31.5 GIHE Fellowships in the Development of Scholarly Publications and Research

GIHE is offering 4 Fellowships in the Development of Scholarly Publications and Research. The intention is that each Fellow will be attached to one of the four Academic Groups. The Fellowships are 50% positions, tenable over two years, commencing in early 2006. Each Fellow must be highly motivated and suitably qualified to assist Griffith academic staff who are as yet relatively inexperienced in publishing in journals of high international repute.

Academic performance has been, until now, governed predominantly by the Academic Staff Review Policy. This policy was negotiated as part of the 2000 Certified Agreement, and was intended to cover all aspects of performance throughout a staff member’s employment. In practice, application of the policy has proven to be confusing and difficult, with no clear pathway for managing aspects of performance at various stages of an academic career. A review of this policy has been initiated for three key reasons:

1. Academic Work@Griffith

A review of the Academic Staff Review Policy was identified as one of three critical elements in introducing the changes required to fully implement Academic Work@Griffith. The two other elements, relating to the allocation of individual work profiles and academic promotion, have already been considered by Executive Group.

2. Academic Staff Certified Agreement 2003-2006
During the negotiation of the current certified agreement, an undertaking was given by the parties that the Academic Staff Review Policy (amongst others) would be reviewed during the life of the Agreement.

3. Higher Education Workplace Reform Requirements

The policy will require reform by 30 August 2006 as a result of Government requirements.

A consultation process is currently underway and staff are urged to consider these changes and express their views on these important developments.

32.0 DEAN, TEACHING & LEARNING (HEALTH) GROUP REPORT

The Dean, Teaching & Learning (Health) reported as follows:

32.1 Discipline Review

A Discipline Review of Anatomy, Physiology and Biochemistry was undertaken to review the learning needs in the three disciplines for all programs across the Group, how they are taught into the professional programs and to advise how this might be done more effectively and efficiently. A report has now been prepared and is currently under consideration of the Pro Vice Chancellor (Health).

If the proposals in the report are approved for implementation, it is proposed that the Dean, Teaching & Learning (Health) will oversee the implementation and an academic staff member will work off-line to develop the foundation first year courses. The first half of 2006 will focus on consultation and course development. The intention is to streamline first year through reduction of duplication and course administration. This should result in increased capacity for research, in addition to strengthening the fundamental disciplines. There will also be the opportunity for students to move between programs after completion of first year.

A Discipline Review will be conducted in 2006 and will focus on research methodology courses across the Group.

32.2 Orientation and Retention

The Learning and Teaching Committee will host a half day workshop at Logan campus in November, chaired by Dr Alf Lizzio, to be attended by First Year Advisers and School Administrative Officers in relation to orientation and retention of first year students.

32.3 Undergraduate and Postgraduate Program Planning 2007

Staff are reminded to submit requests for resources for program development as part of the undergraduate and postgraduate program planning process for 2007. Resources can be sought in relation to FLAS or GIHE assistance.

32.4 Space

An Honours room is required for PSY Honours at Mt Gravatt and Gold Coast campuses. This issue will be referred to the Teaching and Learning Committee, and will be brought to the attention of the Pro Vice Chancellor (Health).
33.0 HEALTH GROUP RESEARCH COMMITTEE REPORT

The Chair, Health Group Research Committee reported on items discussed at the meeting held on 9 November, 2005

33.1 Research Quality Framework

The Research Committee have noted that incentive funds will be available for papers in preparation and for those that are published in Tier 1-3 journals in 2006. The Committee has welcomed this scheme and are relatively happy with the guidelines for the Publications Incentive Scheme guidelines. However, the Committee have expressed some concern regarding the Preparation Fund deadline. The Committee would like to see the date for Preparation Funds extended to 30 June, 2006 to allow the preparation of more research publications. The Committee would also like to see the Incentive Funds be awarded to articles that are not only published but also to those that are ‘in-press’ by the due date of 31 December, 2006.

The Griffith Health Journal Tier Ranking document has been finalised. This document contains the collated information from all Schools and Research Centres in the Health group regarding the ranking of journals into Tiers 1, 2 and 3. This document can be viewed on the web at www.gu.edu.au/or/grants/content_grants.html#InternalGrants along with the guidelines for the Publications Support Scheme and application proformas.

The Committee was also reminded that for those filling out Draft RQF Portfolios that these should be submitted as soon as possible.

33.2 Griffith University Response to the PhillipsKPA Report on Research Centres

The University recently commissioned the consultants PhillipsKPA to review Research Centre policies. The report can be found at www.griffith.edu.au/vc/key_issues/pdf/streamline1.pdf along with the University response to the recommendations in the report.

The Research Committee discussed and has responded to the University recommendations regarding this report. The Research Committee noted that line management issues regarding Deans, Heads of Schools and Centre Directors have still not been clearly defined in the proposed changes. The Committee also flagged the question of how lines of management could be defined in relation to the Griffith Institute of Health and Medical Research.

The Committee also noted that the Health Group currently aligns well with the Single-Faculty Group Model discussed in the document. However, the Committee stressed the need for a dedicated Dean of Research rather than a shared Dean to fit with this model.

33.3 BioMed Central Subscription

BioMed Central is an independent publishing house that provides online access to hundreds of journals, many of which have a high impact. The Committee is currently in negotiation with Library Services to purchase an international subscription to BioMed Central that would allow free
publication of articles in any of their journals for staff in the Health Group. It should be noted that both the Health and Science Groups via their Research Committees are pushing for institutional membership of BioMed Central, as many of their 30 or so journals have relevance to both groups and have increasingly high impact factors.

34.0 GRIFFITH HEALTH INTERNATIONALISATION COMMITTEE REPORT

The Chairperson, Griffith Health Internationalisation Committee reported on the following:

- Strategies to achieve an increase in international students enrolments in the Health Group to equal or exceed the University average are currently being examined.
- The Internationalisation Committee will investigate and report to the Faculty Board on the effectiveness of language support provided to international students by the University.

35.0 HEALTH GROUP ADMINISTRATIVE COORDINATOR REPORT

The Group Administrative Coordinator was absent from the meeting, and there was no report.

36.0 INFORMATION SERVICES REPORT

Ms Veronica Dawson reported as follows on items of interest to the Board:

- INS hope to introduce cardless printing by February 2006. Cardless printing operates like a bank account in that credits and debits are made to the account.
- Cardless printing will facilitate an automated assignment submission process. The cost of printing the assignment will be deducted from the student’s printing account. More information will be available in relation to this process at the next meeting.
- Members were reminded about the Student Laptop Purchase Scheme. Griffith University has an arrangement with their preferred computing suppliers to provide students and staff members with the option to purchase a laptop computer pre-configured to the Griffith University student computing environment and with a full 3 year warranty at a competitive price.

37.0 NEXT MEETING

The next meeting of the Griffith Health Board (Faculty) will be held on Wednesday, 15 February 2006, 2.30 pm. The meeting will be conducted via videoconference at the following locations: Nathan N54_2.06, Southport GH1_7.30 and Gold Coast G10_3.29

Confirmed: ................................................
(Chair)

Date: ................................................
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