A meeting of the Griffith Health Board will be held at 1.00 pm on Wednesday 21 November 2007 in Room 7.30, Centre for Medicine and Oral Health (GH1).

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25.0 OTHER BUSINESS

26.0 NEXT MEETING

Significant Committee Events

- This meeting of the Griffith Health Board (Faculty) will be held at 1.00 pm on Wednesday 21 November 2007 in Room 7.30, Centre for Medicine and Oral Health (GH1).
- The next meeting of the Griffith Health Board (Faculty) will be held at 1.00 pm on Wednesday 20 February 2008 in Room 2.02, The Chancellery, (G43) Gold Coast campus.

Deadlines

- Agenda items due with Secretary, Programs Committee for December meeting by 22 November 2007.

Committee QuickPlace Web Address

- [https://qplace01.domino.griffith.edu.au/QuickPlace/sec-university-committees/Main.nsf/h_Toc/dc93ed94a6ce679b4a256d040002e3f0/?OpenDocument](https://qplace01.domino.griffith.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 56465 for advice or if experiencing difficulties.
## GRIFFITH UNIVERSITY

### GRIFFITH HEALTH BOARD (FACULTY) MEETING

#### DISTRIBUTION LIST

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<tr>
<td>Director, Research Centre for Clinical Practice Innovation</td>
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**Information Copies** (without attachments unless stated)

- Deputy Heads of School
- Director, Teaching and Learning, Griffith Science & Technology
- School Administrative Officers – Griffith Health Group
- School Secretaries – Griffith Heath Group

**Other Copies**

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

[www.griffith.edu.au/committees](http://www.griffith.edu.au/committees)
GRiffith health board (Faculty) Meeting

A meeting of the Griffith Health Board will be held at 1:00 pm on Wednesday 21 November 2007 in Room 7.30, Centre for Medicine and Oral Health (GH1).

Michele Britton
Secretary

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

The minutes of the 9/2007 meeting have been circulated. To be taken as read and confirmed.

3.0 CHAIR’S REPORT

The Dean (Academic) will report on items of interest to the Board.

4.0 DEAN (LEARNING & TEACHING) REPORT

The Dean (Learning & Teaching) Health will report on Faculty Board items.

5.0 DEAN (RESEARCH) REPORT

The Dean (Research) Health will report on Faculty Board items.

6.0 INFORMATION SERVICES REPORT

Senior Librarian to report on items of interest to the Board.

7.0 HEALTH & SAFETY REPORT

The Health & Safety Risk Adviser 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

8.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING

8.1 The Griffith Awards for Excellence in Teaching have been established to:

- Demonstrate the University's commitment to the promotion of effective teaching and the enhancement of student learning;
- Create an environment which recognises and rewards achievement in teaching and learning activities;
- Support teaching collaboration, teamwork and the sharing of good practice.
8.2 There are two award categories:
  o Excellence in Teaching category (there are 11 x categories, each award comprises a certificate of recognition and a professional grant of $3,000. Applications (4 x A4 page statement), must address 5 x selection criteria and include 2 x referee reports, a copy of the teaching portfolio, and appropriate sources of documentary evidence to support claims); and
  o Programs that Enhance Learning category (one or more awards, valued at $3,000 may be granted and is to be used to maintain the service / activity for which the award was granted. Applications must address 4 x selection criteria and not exceed 4 x A4 pages).

8.3 The 2007 award round concluded on 26 October 2007 with the Deputy Vice Chancellor’s announcement of award winners. The Griffith Health Board (Faculty) is asked to reflect upon the annual Griffith Awards for Excellence in Teaching process in terms of the perceived benefit of the awards on a cost / benefit ratio and provide feedback to the Educational Excellence Committee.

For discussion

9.0 GRIFFITH HEALTH RESEARCH PLAN

9.1 The Dean (Research) will present the revised Research Plan.

9.2 The Griffith Health Board (Faculty) is asked to consider and approve the Research Plan for reference to the Deputy Vice Chancellor (Research).

For consideration

10.0 DECISIONS ON OCCUPATIONAL HEALTH & SAFETY IN THE ORGANISATION

10.1 The Dean (Academic) will introduce this discussion topic.

For discussion

11.0 HSV MAJOR CHANGE SUBMISSION (07/0012403)

5169 / 5171 M HUMAN SERVICES / WITH HONOURS
3049 G CERT DISABILITY STUDIES

11.1 The Griffith Health Board (Faculty) on the recommendation of the School of Human Services, is asked to consider major change submission (07/0012403) proposing to formally articulate the Graduate Certificate in Disability Studies (3049) with the Master of Human Services / with Honours (5169 / 5171) programs, effective Semester 1 2008.

11.2 The proposed changes are summarised as follows:

- The existing stand-alone Graduate Certificate in Disability Studies program (3049) will be incorporated as an entry and exit point into the Master of Human Services/ Master of Human Services with Honours program suite. Changes to the admission and degree requirements, and program structure of the Graduate Certificate in Disability Studies are required to facilitate this change.
- Restructuring of the Disability Studies major within the Master of Human Services and Master of Human Services (Honours). Changes to admission and degree requirements are required to accommodate the introduction of the Graduate Certificate in Disability Studies as an entry and exit point.
- Change of Admission Requirements for the Graduate Certificate in Disability Studies to include applicants who hold a minimum relevant Certificate IV qualification from the VET/TAFE sector qualification.
Change of Admission Requirements to the Master of Human Services (Disability Studies) to allow entry for past Griffith University students who have:
- completed a Graduate Certificate in Disability Studies since 2002 and
- attained a GPA of at least 5.5 and
- successfully demonstrated attributes suited to a career in Disability Studies through an interview with the Disability Studies convenor.

Graduates who have previously completed the Griffith University Graduate Certificate in Disability Studies (3049) between 2002 and 2006 may apply for 30CP credit towards the Master of Human Services (Disability Studies) program.

Students who commenced the Griffith University Graduate Certificate in Disability Studies (3049) in 2007, as a transitional arrangement, will be eligible for 40CP advanced standing into the Master of Human Services (Disability Studies).

Recommendation

11.3 The Griffith Health Board (Faculty) is asked to recommend the major change submission (07/0012403) proposing to formally articulate the Graduate Certificate in Disability Studies (3049) with the Master of Human Services / with Honours (5169 / 5171) programs, effective Semester 1 2008 to Programs Committee.

For consideration

12.0 NRS MAJOR CHANGE SUBMISSION (07/0012406)
5424 / 5425 M ADVANCED PRACTICE / WITH HONOURS

12.1 The Griffith Health Board (Faculty) on the recommendation of the School of Nursing and Midwifery 6/2007, is asked to consider major change submission (07/0012406) proposing to add a Health Professional Education specialisation to the Master of Advanced Practice program suite and articulation from the Graduate Certificate in Health Professional Education to the Master of Advanced Practice (Health Professional Education) from Semester 1 2008 at the Gold Coast campus.

12.2 It is proposed that eligible students may enrol in the 5424 /5425 Master of Advanced Practice (Health Professional Education) program and upon completion of the 40CP core specialisation courses have the option to continue to complete the Masters program or exit with the Graduate Certificate in Professional Education.

12.3 The Graduate Certificate in Health Professional Education (3221), a Faculty hosted program, was approved by the University for introduction in Semester 1 2008 at the Gold Coast campus. Following consultation it has been agreed students who are registered nurses and graduates from the Graduate Certificate in Health Professional Education program may apply for admission to the Master of Advanced Practice where they will be awarded 40CP of advanced standing (towards the Health Professional Education specialisation) on the basis of their previous studies. Upon completion of a further 40 credit points they will graduate with a Master of Advanced Practice (Health Professional Education).

Recommendation

12.4 The Griffith Health Board (Faculty) is asked to recommend the major change submission (07/0012406) proposing to introduce a Health Professional Education specialisation to the Master of Advanced Practice program suite from Semester 1 2008 at the Gold Coast campus and approve the articulation from the Graduate Certificate in Health Professional Education to the Master of Advanced Practice (Health Professional Education) to Programs Committee.

For consideration
SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

13.0 HSV WITHDRAWAL SUBMISSION (07/0012409)  
9114 CONT ED CERTIFICATE IN HUMAN SERVICES

13.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving withdrawal submission (07/0012409) proposing to withdraw Continuing Education Certificate in Human Services (9114) effective Semester 1, 2008. There were no enrolments in the Certificate in 2007, and this pathway has been effectively replaced by pathways developed by the School in conjunction with TAFE.

For ratification

14.0 MSC MINOR CHANGE SUBMISSION (07/0012395)  
1093 B HEALTH SCIENCE  
1094 B BIOMEDICAL SCIENCE  
1280 B MEDICAL SCIENCE

14.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving minor change submission proposing withdrawal of 2018PHM Pharmacology from the Bachelor of Medical Science, Bachelor of Health Science and Bachelor of Biomedical Science programs and replacement with 3002PHM Pharmacology.

14.2 The new course 3002PHM Pharmacology will be convened and taught by the School of Pharmacy, while 2018PHM Pharmacology will be convened and taught by the School of Pharmacy.

14.3 This change to School of Medical Science undergraduate programs is the outcome of negotiations between the Schools of Pharmacy and Medical Science, facilitated by the Dean (Learning & Teaching) and endorsed by the Pro Vice Chancellor (Health).

14.4 Consultations have been undertaken with the SEET Group given the proposed change will affect the Gold Coast offering of the Bachelor of Medical Science program. The equivalent course to 2018PHM Pharmacology within the Nathan offering of the Bachelor of Medical Science program is 3019BBS Pharmacology. SEET have been advised of the details of the replacement course 3002MSC Pharmacology and its equivalency.

14.5 This change will take effect from Semester 2 2008.

For ratification

15.0 MSC/BPS SPECIAL PURPOSE SUBMISSION (07/0012393)  
1280 B / 1306 B MEDICAL SCIENCE

15.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving special purpose submission for the Bachelor of Medical Science proposing to amend the program and degree requirements by reducing the elective choice in the program from 60CP to 50CP, and replace the 10CP elective in Summer Semester with a choice of either of two core courses: 3001MSC Science of Infection Control or 3003MSC Research Project. This change will enable Bachelor of Medical Science students to undertake all of their Summer Semester courses (20CP) on a HECS rather than full-fee paying basis.
15.2 Consultations have been undertaken with the SEET Group and necessary approvals have been obtained.

For ratification

16.0 PBH SPECIAL PURPOSE SUBMISSION (07/0012405)
3147/ 4094 / 5263 G CERT / G DIP / M PUBLIC HEALTH

16.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving special purpose submission for the Master of Public Health program suite seeking to amend the admission requirements for the program to improve marketability to the international and domestic market, to reflect the current practice for Consortium partners and national trends and to be consistent with the Master of Science in Public Health program, a similar degree offered by the Science, Environment, Engineering & Technology Group. The change is to take effect from Semester 1, 2008.

For ratification

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

17.0 HSV INITIAL PROGRAM PROPOSAL
BACHELOR OF HUMAN SERVICES / MASTER OF REHABILITATION COUNSELLING

17.1 The Griffith Health Board (Faculty) is asked to note initial program proposal for the Bachelor of Human Services / Master of Rehabilitation Counselling to be offered by the School of Human Services at Logan campus from 2009 (subject to approval of the Deputy Vice Chancellor (Academic)/

17.2 This is a 320CP combined bachelor/masters program that may be completed in 4 years (standard track) or 3.5 years (fast-track). Students will be enrolled in a combination of undergraduate and postgraduate courses from Year 2, Semester 1. This is a low resource impact proposal in that existing courses, staff, facilities, equipment, library and IT resources will be utilised. The program is intended for domestic and international students.

For noting

18.0 NRS MID-TERM EVALUATION REPORT TO QNC – M ADVANCED PRACTICE (MENTAL HEALTH NURSING) (07/0012369 / 070012402)

18.1 The Griffith Health Board (Faculty) is asked to note the mid-term evaluation report to the Queensland Nursing Council in relation to the Master of Advanced Practice (Mental Health Nursing) program.

For noting
WINNERS ANNOUNCED: GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING AND
FACULTY LEARNING & TEACHING CITATIONS

19.1 The Deputy Vice Chancellor (Academic) announced the winners of the 2007 Griffith
Awards for Excellence in Teaching and the Faculty Learning and Teaching Citations on
World Teachers’ Day, 26 October 2007. The Board will wish to extend congratulations
to the following staff:

GRIBFFITH AWARDS FOR EXCELLENCE IN TEACHING

Individual Teacher Awards

Biological Sciences, Health and Related Studies
Dr Gregory Reddan, School of Physiotherapy and Exercise Science

Highly Commended
Dr Ricardo Simeoni, School of Physiotherapy and Exercise Science

Humanities and the Arts
Mr Matt Hitchcock, Queensland Conservatorium

Highly Commended
Dr Margaret Gibson, School of Arts

Law, Economics, Business and Related Studies
Dr Ngaire Bissett, Griffith Business School

Highly Commended
Mr Brett Freudenberg, Griffith Business School

Physical Sciences and Related Studies
Dr Martin Bridgstock, School of Biomolecular and Physical Sciences

Highly Commended
Dr Hong Guan, Griffith School of Engineering

Social Sciences, including Education – Joint Winners
Dr Analise O’Donovan, School of Psychology
Dr L Michaud Tomson, School of Education and Professional Studies

Early Career Award
Dr David Neumann, School of Psychology

Highly Commended – Joint Commendations
Mr Ramon Shaban, School of Nursing and Midwifery
Dr Julie Clark, School of Human Services

Casual Academic Staff Award
Ms Angela Morgan, School of Psychology

Highly Commended
Ms Nicole Wall, School of Information Communication Technology

Honours and Postgraduate Coursework Supervision Award
Associate Professor Margaret Greenway, Griffith School of Engineering

Higher Degree Research Supervision Award
Dr Vladimir Estivill-Castro, School of Information and Communication Technology

First Year Advisor Award
Dr Merrelyn Bates, School of Criminology and Criminal Justice

Highly Commended
Dr Stephen Larmar, School of Human Services

Programs that Enhance Learning Award – Joint Winners
A Student-Industry Conference: Making the Penny Drop for Students
Mark Brimble, Victoria Vyvyan, Brett Freudenberg, David Corby and Jo McConnell
Griffith Business School – Department of Accounting Finance & Economics

Dual Degree School of Nursing and Midwifery (SoNM) Logan and Metropolitan South
Institute of TAFE (MSIT)
Dr Marion Mitchell - School of Nursing and Midwifery, Logan campus

Highly Commended
Dr Julie Dunn, Communicative Performance team, School of Education and Professional Studies

FACULTY LEARNING AND TEACHING CITATIONS

Arts
Dr Jock MacLeod, School of Arts
Dr Merrelyn Bates, School of Criminology and Criminal Justice
Dr Margaret Gibson, School of Arts

Education
Mr Mark Freakley, School of Education and Professional Studies
Ms Donna Couzens, School of Education and Professional Studies
Ms Roslyn Franklin jointly with Julie Dunn, School of Education and Professional Studies

Law
Associate Professor Mary Keyes

Queensland College of Art
Mr David Lloyd
Ms Liz Shaw

Griffith Business School
Dr Mark Brimble, Mr Brett Freudenberg, Mr David Corby and Ms Victoria Vyvyan
Ms Helen Roobottom
Associate Professor Bradley Bowden and Dr Rebecca Loudoun
Dr Scott Weavan

Griffith Health
Dr Rod Barrett, School of Physiotherapy and Exercise Science
Associate Professor Keithia Wilson, School of Psychology
Mr Ramon Shaban, School of Nursing and Midwifery
Dr Alison Haywood, School of Pharmacy
Dean’s Certificate of Commendation
Ms Nicola Shapland, School of Pharmacy
Mr Ramon Shaban, School of Nursing and Midwifery
Dr Ricardo Simeoni, School of Physiotherapy and Exercise Science
Dr Shawn Somerset, School of Public Health

Science, Environment, Engineering & Technology
Dr Vallipumar Muthukkumrasamy, School of Information and Communication Technology
Dr Susan Lee, School of Biomolecular and Physical Sciences
Dr Kristen Lyons, School of Biomolecular and Physical Sciences
Dr Martin Bridgstock, School of Biomolecular and Physical Sciences

Dean’s Certificate of Commendation
Dr Giovanna Di Trapani, School of Biomolecular and Physical Sciences

For noting

20.0 CARRICK FELLOWSHIP SCHEME 2008

20.1 Carrick’s Fellowship Scheme has the aim of advancing learning and teaching in higher education by supporting leading educators to undertake strategic, high-profile fellowship activities in areas that support the Mission of the Institute. Carrick's Mission is outlined in detail at [www.carrickinstitute.edu.au/carrick/go/home/about](http://www.carrickinstitute.edu.au/carrick/go/home/about)

20.2 Fellows are expected to develop a program that explores and addresses a significant educational issue; develop their personal skills and profile and to be ongoing advocates for excellence in learning and teaching in higher education. Fellowships emphasise collaborative activities and the building of national and international partnerships. Carrick Fellows become part of a national group of experts and leaders in learning and teaching in higher education.

20.3 There are two programs in the Carrick Fellowship Scheme:

Senior Fellowship Program
Four Carrick Senior Fellowships are available. Senior Fellows will undertake a full time program of highly strategic fellowship activities over one year. Senior Fellows are expected to be outstanding scholars in their fields. The maximum funding available for each Senior Fellowship is $330,000.

Associate Fellowship Program
Ten Carrick Associate Fellowships are available. Associate Fellows will undertake fellowship activities that address an identified learning and teaching issue within their institution or in a discipline over a one year period. Nominees for Associate Fellowships who wish to undertake collaborative activities may choose to nominate as a partnership. The maximum funding available for each Associate Fellowship is $90,000.

20.4 Nominations for Carrick Fellowships must be supported by the University and received by the Carrick Institute no later than 8 February 2008. Fellows will be announced by May 2008 and it is anticipated that Fellows will undertake their fellowship for a 12-month period between May 2008 and May 2009.

20.5 Applications from Griffith staff members
Staff interested in applying for a Carrick Fellowship should contact the secretary of the Educational Excellence Committee at R.Locke@griffith.edu.au to receive details about
internal deadlines for processing applications. Applications will be processed through the Academic Secretariat and forwarded by the Deputy Vice Chancellor (Academic).

20.6 **Support for Applicants**  
To assist you in the development of your application, the GIHE offers mentoring support for Fellowship applicants and formative feedback on draft applications. Requests for feedback on draft applications should be forwarded to the GIHE by 9 January, 2008. All enquiries about GIHE support for Carrick Fellowships should be directed to the Manager, Teaching Quality Enhancement at C.Grimmer@griffith.edu.au by 3 December.

20.7 Further information on the Carrick Fellowship Scheme can be found in the Guidelines at [http://www.carrickinstitute.edu.au/carrick/go/home/fellowships/pid/72](http://www.carrickinstitute.edu.au/carrick/go/home/fellowships/pid/72)

20.8 The GIHE is offering workshops to assist staff who are considering applying for 2008 Carrick Grants. The workshops will be held at Gold Coast campus on 30 November (from 10.00 am to 12.00 am in Business 3, Room GO6_1.03) and at Nathan campus on 3 December (from 1.00 pm to 3.00 pm in Council Chambers, Bray Centre, Room N54_2.02). The workshops will address Carrick objectives and priorities and may also be of assistance for Fellowship applicants. Registrations for the workshops should be forwarded to gih-projects@griffith.edu.au

For noting

21.0 **DECEMBER 2007 GRADUATION CEREMONIES**  
21.1 Staff are invited to attend Griffith's December graduation ceremonies for all campuses. To register, visit [www.griffith.edu.au/graduations](http://www.griffith.edu.au/graduations) and select the Staff registration menu link on the left hand side of the page. The Staff Information Brochure, available at this website, includes details about arrival time, guest tickets and academic dress. Registration closes for all ceremonies on Monday 3 December 2007.

For noting

22.0 **UNIVERSITY COMMITTEE CALENDAR 2008**  
22.1 The University Committee Calendar for 2008 has been finalised and is attached for noting.

For noting

23.0 **HEALTH GROUP MEETING DATES 2008**  
23.1 The summary of Health Group meeting dates and venues for 2008 for Faculty Board, Strategic Board, Research Committee, Learning & Teaching Committee and Staff / Promotions / Senior Staff Review Committees is attached.

23.2 The Griffith Health Board (Faculty) will meet on Wednesdays between 1.00 and 3.00 pm as follows:

- 20 February Room 2.02, The Chancellery (G34), Gold Coast
- 19 March Room 2.02, The Chancellery (G34), Gold Coast
- 16 April Room 7.30, Centre for Medicine & Oral Health (GH1)
- 21 May Room 2.02, The Chancellery (G34), Gold Coast
- 18 June Room 2.02, The Chancellery (G34), Gold Coast
- 23 July Room 7.30, Centre for Medicine & Oral Health (GH1)
20 August Room 1.04, The Chancellery (G34), Gold Coast
17 September Room 2.02, The Chancellery (G34), Gold Coast
22 October Room 2.02, The Chancellery (G34), Gold Coast
19 November Room 7.30, Centre for Medicine & Oral Health (GH1)

For noting

24.0 POLICY, PROCEDURE AND FORM UPDATES

24.1 The Board is advised of the following policy / form updates:

**Internationalisation of the Curriculum Definition**
This document defines and exemplifies ways in which internationalisation of the curriculum may take place across programs and courses across Griffith University.

**Academic Integrity Closure Form for Use by Course Convenors**

**Concern about a Possible Breach of Academic Integrity Form**

**Academic Integrity Closure Form for Use by the Chair of the Assessment Board**

**Internal Transfer Form**

**Application for Direct Admission to Undergraduate Programs Form**

25.0 OTHER BUSINESS

26.0 NEXT MEETING

26.1 The next meeting of the Griffith Health Board (Faculty) will be held on Wednesday 20 February 2008 at 1.00 pm in Room 2.02, The Chancellery, (G34) Gold Coast campus.