GRiffith university
GRiffith Health Board (faculty) meeting
AGenda 9/2006

A meeting of the Griffith Health Board will be held at 2.30 pm on Wednesday 18 October 2006 in the Graham Jones Boardroom, G18_3.02, Gold Coast campus.

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**Significant Committee Events**

- This meeting of the Griffith Health Board (Faculty) will be held at 2.30 pm on Wednesday 18 October 2006 in the Graham Jones Boardroom, G18_3.02, Gold Coast campus.

**Deadlines**

- Agenda items due with Secretary, Programs Committee for November meeting by 19 October 2006.
- Agenda items due with Secretary, Programs Committee for December meeting by 23 November 2006.

**Committee QuickPlace Web Address**

- [https://gplace02.domino.gu.edu.au/QuickPlace/sec-university-committees/Main.nsf/h_Toc/dc93ed94a6ce679b4a256d040002e3f0/?OpenDocument](https://gplace02.domino.gu.edu.au/QuickPlace/sec-university-committees/Main.nsf/h_Toc/dc93ed94a6ce679b4a256d040002e3f0/?OpenDocument)

- Use the left navigation bar to select the relevant committee site. Username is your staff number and password is the same as your Novell login. Call the Secretary on 28557 for advice or if experiencing difficulties.
DISTRIBUTION LIST

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--- | ---  
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Dean (Academic)  
Professor Allan Cripps | ex officio  
Pro-Vice Chancellor (Health)  
Associate Professor Nicholas Buys | ex officio  
Dean (Learning & Teaching), Health  
Professor Donald Stewart | ex officio  
Acting Head of School, School of Public Health  
Professor Judith Searle | ex officio  
Head and Dean, Griffith Medical School  
Professor Newell Johnson | ex officio  
Head and Dean, School of Dentistry & Oral Health  
Associate Professor Elizabeth Patterson | ex officio  
Head and Dean, School of Nursing and Midwifery  
Dr Helen Massa | ex officio  
Head of School, School of Anatomy  
Dr Jayne Clapton | ex officio  
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Professor Peter Creed | ex officio  
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Professor Wendy Chaboyer | ex officio  
Director, Research Centre for Clinical Practice Innovation  
Information Copies (without attachments unless stated)
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A meeting of the Griffith Health Board will be held at 2.30 pm on Wednesday 18 October 2006 in the Graham Jones Boardroom, G18_3.02, Gold Coast campus.

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 8/2006 meeting have been circulated. To be taken as read and confirmed.

3.0 CHAIR’S REPORT

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

4.0 DEAN, (LEARNING & TEACHING) HEALTH GROUP REPORT

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

5.0 GRIFFITH HEALTH RESEARCH COMMITTEE REPORT

The Chair, Griffith Health Research Committee has conveyed apologies for this meeting. Members are referred to the Griffith Health Research Committee October 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 ANNUAL HONOURS REPORT 2004-2005

8.1 The Griffith Health Board (Faculty) is asked to consider the Annual Honours Report for 2004-2005. The Report has been prepared with reference to revised honours statistics data for the Group’s honours programs (data reports attached). The Annual Honours Report 2004 and 2005 is due to be submitted to the Griffith University Learning and Teaching Committee by 26 October 2006.

For consideration

9.0 2006 FACULTY LEARNING AND TEACHING CITATIONS

9.1 The Faculty Learning and Teaching Citation (FLATC) process has been designed to recognise and reward truly engaged teachers who are student-centred and respect students as active members of the Faculty’s learning community. All academic staff (including casual academic staff) are eligible to receive a FLATC. An application for a FLATC may be made by individual teachers or by teaching teams. The number of citations to be awarded by the Griffith Health Board (Faculty), based on EFSTU, is four. Each citation is valued at $2,000.00, and is to be utilized for professional development as university teachers. The Faculty Learning and Teaching Citation policy is attached.

9.2 The Griffith Health Board (Faculty) forms the selection panel for Faculty Learning and Teaching Citations. All applicants are assessed solely on the basis of the submitted application. The Dean (Learning and Teaching) formed a working party to assess the 16 applications received for the 2006 round, and will table an order of merit. The order of merit ranks the applications on the basis of how effectively the applicants have demonstrated the development of an approach that improves student learning. The Board may choose not to award a citation or may choose joint citation winners. In the latter case the available funds shall be shared. The Board may choose to award a Dean’s Certificate of Commendation to recognise teachers who are contributing to quality student learning.

9.3 The Board will provide a 100 word citation based on the submitted applications for those academic staff being awarded the Faculty Learning and Teaching Citation. The Deputy Vice Chancellor (Academic) will announce the citation winners on Friday 27 October 2006.

For consideration

10.0 HEALTH GROUP: PROGRAM DEVELOPMENT AND PLANNING UPDATE

10.1 Executive Group considered the Group Program Profile Plans (PPP) on 20 September 2006, as part of the Group Operational Plans.

10.2 All Groups have been requested to revise respective PPPs, and to provide a strategic covering statement to address areas of concern or issues raised by the DVC (A) by 10 November 2006.

10.3 Approval to Advertise forms for 2008 program initiatives are to be prepared and submitted with the revised PPP. This advice will inform the DVC (A) decision, to be made by 30 November, which may include:

- Approval for program development to proceed;
• Approval for program development to proceed subject to the development of a business plan and/or further considerations of resources and/or further consultation with other Groups or support areas;
• Approval for program discontinuation;
• Rejection of a proposed program review and development activity.

10.4 Excluding 2007 initiatives and off-shore proposals, the Health Group's program profile plan proposed nine new programs for 2008: The Deputy Vice Chancellor (Academic) has requested that the Health Group prioritise its program planning and development for 2008 and 2009. Accordingly, the 2008 proposals have been reprioritised as follows:

2008
M Mental Health Practice (HSV)
M Social Work (grad-entry) (HSV)
D Physiotherapy
G Dip Pharmacy (grad-entry)
Pharmacy Pre-Registration Training
Griffith Health Group Honours program

2009
Doctor of Clinical Dentistry
M Medical Imaging (PES) (2009 to 2010)
M Coaching Science (PES)

For discussion

11.0 PRACTICUM GUIDELINES - APPEALS

11.1 There have been recent instances of guidelines not being adhered to when students have failed practicum courses. It is important to ensure that the all guidelines in practicum manuals are followed in relation to appeals. The Dean (Learning & Teaching) will introduce this item for discussion.

For discussion

12.0 ENGLISH LANGUAGE REQUIREMENTS FOR HEALTH GROUP PROGRAMS

12.1 The Admission Policy for Undergraduate Programs (Section 11.0) and the Admission Policy for Postgraduate Coursework Programs (Section 3.0) (policies attached) detail exceptions to the prescribed minimum proficiency standards in English language to be considered eligible for admission to the University’s undergraduate and postgraduate programs. The exceptions apply to all programs. Approval by the Programs and Academic Committees is required to establish exemptions to the policy for specific programs.

12.2 The School of Pharmacy, by way of special purpose submission (06/0003105) sought exemption for Pharmacy programs from the exceptions detailed in the relevant policies. Programs Committee considered the submission at its 7/2006 (October) meeting and has sought further information in relation to professional accreditation and registration requirements of the Australian Pharmacy Examining Council (APEC) and the Pharmacist's Board before recommending the submission to Academic Committee.

12.3 Griffith Health Board (Faculty) is asked to consider the issue of exemptions from prescribed English language requirements in the context of Health Group programs generally. The Dean (Learning & Teaching) will lead discussion in relation to this item.

For discussion
13.0 DOH MAJOR CHANGE SUBMISSION (06/0003108)
1259 B ORAL HEALTH IN DENTAL SCIENCE

13.1 The Griffith Health Board (Faculty) on the recommendation of the School of Dentistry and Oral Health is asked to recommend to Programs Committee the major change submission (06/0003108) proposing to introduce a new Medical Doctor strand to 1259 B Oral Health in Dental Science, effective Semester 1, 2007.

13.2 Under current legislation, entry into the specialist field of Oral and Maxillofacial Surgery requires completion of both a medical degree and a dental degree. Throughout Australia, dental schools offer a fast-tracked dental program for qualified medical doctors. There is a pressing need to produce a program to meet community demand, particularly in the Gold Coast region, for qualified Oral and Maxillofacial Surgeons. The Queensland branch of the Australian and New Zealand Oral and Maxillofacial Surgeons approached the School of Dentistry and Oral Health with the request that the School introduce a fast-tracked dental program for qualified medical practitioners. Accordingly, it is proposed to introduce a Medical Doctor strand within the existing Bachelor of Oral Health in Dental Science.

13.3 It is proposed that qualified medical practitioners who are eligible for entry into the program will, in accordance with the Credit Transfer policy, receive the maximum credit for a bachelors degree program (160CP advanced standing) and will undertake the balance 80CP required under the program via completion of the following two (new) year-long courses:

3020DOH_Y1 and Y2 Clinical Practice (50CP)
3021DOH_Y1 and Y2 Integrated Oral Health (30CP)

13.4 The School submits that the two new courses will not impact current School resources, as components of existing courses will be utilised and the new courses will be timetabled as ‘same time activity’ with various other practical components in other established dentistry courses. Much of the learning material for 3021DOH_Y1 and Y2 Integrated Oral Health will be provided on-line. Students in the qualified medical practitioner entry strand will be required to commence the program in January to attend a laboratory and clinical skills intensive. Admission will be by way of direct entry and the planned intake is between 1-5 students annually. The intake for 2007 has already been identified and these students are aware of the requirement to start the program in January in order to undertake the intensive. The students will be full fee paying. At this time an international intake into the program is not proposed. Upon successful completion of the requirements of the Bachelor of Oral Health in Dental Science, graduates will be eligible for entry into the Graduate Diploma of Dentistry.

Recommendation

13.5 The Griffith Health Board (Faculty) on the recommendation of the School of Dental and Oral Health is asked to recommend to Programs Committee the major change submission (06/0003108) proposing to introduce a new Medical Doctor strand to 1259 B Oral Health in Dental Science, effective Semester 1, 2007.

For consideration

14.0 PBH MAJOR CHANGE / NEW PROGRAM SUBMISSION (06/0003109)
3082 G CERTIFICATE IN HEALTH SERVICES MANAGEMENT
3203 G CERTIFICATE IN HEALTH SERVICES MANAGEMENT (QAIHC)

14.1 The Griffith Health Board (Faculty) on the recommendation of the School of Public Health is asked to recommend to Programs Committee the major change submission (06/0003109) proposing to offer the Graduate Certificate in Health Services
Management to Indigenous senior managers of the Queensland Aboriginal and Islander Health Council (QAIHC), from Semester 1, 2007.

14.2 This initiative is in response to an approach made by QAIHC to the School of Public Health to provide the Graduate Certificate in Health Services Management program to its senior managers. A fixed price two year contract is currently being finalised with QAIHC for the development, delivery and evaluation of the Graduate Certificate in Health Services Management for approximately $238,500 based on a maximum attendance of 20 students.

14.3 The program will be taught off campus at the location of QAIHC, Spring Hill, Brisbane in intensive face to face mode. A new program code (3203) has been established to identify the different program for the QAIHC students. The program will be completed on a part-time basis over four semesters, face-to face intensive, at the rate of one course per semester.

14.4 The acting Head of School, Public Health will oversee the delivery of the program and facilitate the moderation process. The courses to be taught in the program will be shared between School of Public Health course convenors at different times, depending on the course, plus an external consultant with specialised skills in Indigenous teaching. Therefore each teaching semester there will be two staff members involved in the teaching team.

Recommendation

14.5 The Griffith Health Board (Faculty) on the recommendation of the School of Public Health is asked to recommend to Programs Committee the major change submission (06/0003109) proposing to offer the Graduate Certificate in Health Services Management (3203) to Indigenous senior managers of the Queensland Aboriginal and Islander Health Council (QAIHC), from Semester 1, 2007.

For consideration

15.0 NRS SPECIAL PURPOSE SUBMISSION (06/0003107)

3072 GRADUATE CERTIFICATE IN INFECTION CONTROL
5424 M ADVANCED PRACTICE (INFECTION CONTROL)
5425 M ADVANCED PRACTICE (INFECTION CONTROL) HONOURS

15.1 The Griffith Health Board (Faculty) on the recommendation of the School of Nursing and Midwifery is asked to recommend to Programs Committee the special purpose submission (06/0003107) proposing a change to the title of the Graduate Certificate in Infection Control and the Infection Control specialty strands within the Master of Advanced Practice and Master of Advanced Practice with Honours. It is proposed that from Semester 1, 2007 the respective titles will be changed to:

3072 – Graduate Certificate in Infection Control and Prevention;
5424 – Master of Advanced Practice (Infection Control and Prevention);
5425 – Master of Advanced Practice (Infection Control and Prevention) with Honours.

15.2 The School of Nursing and Midwifery has provided the following rationale for the title change:

- The term 'infection control' historically reflects a discipline where practice was focussed exclusively on the control of infection with little or no regard to prevention.
- In the contemporary context, infection control practice is inclusive of both control and prevention. The explication of prevention as a strategy is essential to the practice of infection control. The programs on offer by the School of Nursing and
Midwifery reflect the importance of both control and prevention by way of specific courses that address both aspects of practice in an integrated manner. 

- An amendment to the title of the award would better reflect the contemporary context and practice and acknowledge explicitly to current and potential students the value of both control and prevention in the discipline.

Recommendation

15.3 The Griffith Health Board (Faculty) on the recommendation of the School of Nursing and Midwifery is asked to recommend to Programs Committee the special purpose submission (06/0003107) proposing to change the title of the Graduate Certificate in Infection Control and the Infection Control specialty strands within the Master of Advanced Practice and Master of Advanced Practice with Honours to ‘Infection Control and Prevention,’ effective Semester 1, 2007.

For consideration

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

16.0 PHM SPECIAL PURPOSE SUBMISSION (06/0003105)
1242 B PHARMACEUTICAL SCIENCE
5369 M PHARMACY
5423 M PHARMACY WITH HONOURS

16.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the acting Dean (Academic) in approving a special purpose submission (06/0003105) proposing to amend the English Language Requirement for entry to all Pharmacy programs, to clarify that the exceptions detailed in the English Language Requirements sections of the Admission Policy for Undergraduate Programs and the Admission Policy for Postgraduate Coursework Programs do not apply to Pharmacy programs.

16.2 A summary of the rationale provided by the School of Pharmacy is as follows: Patient care cannot be put at risk as a result of a student’s inability to communicate effectively on clinical placement. The University and the School of Pharmacy has a professional responsibility to ensure that patient care and safety remains a priority when students are placed on clinical placement. This responsibility includes assuring Preceptors that the students on placement are competent in communication skills.

16.3 Accordingly, all international applicants seeking admission to Pharmacy programs will be required to demonstrate minimum IELTS 7.0, no sub-score of less than 6.0, with no exceptions. This requirement is consistent with the current English language requirements specified by the Australian Pharmacy Examining Council (APEC), for placements and registration. The APEC requirements are adhered to by the Pharmacist Registration Board.

16.4 This change is to take effect from Semester 1, 2007.

Recommendation

16.5 The Griffith Health Board (Faculty) is asked to ratify the executive action of the acting Dean (Academic) in approving the special purpose submission (06/0003105) clarifying that the exceptions detailed in the English Language Requirements sections of the Admission Policy for Undergraduate Programs and the Admission Policy for Postgraduate Coursework Programs do not apply to Pharmacy programs, effective Semester 1, 2007 (considered by Programs Committee 7/2006 and decision deferred pending further information in relation to professional accreditation and registration requirements with APEC and PSA).
For ratification

17.0 HSV MINOR CHANGE SUBMISSION (06/0003095)
5169 M HUMAN SERVICES
3049 GRADUATE CERTIFICATE IN DISABILITY STUDIES

17.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean 
(Learning & Teaching) in approving minor change submission 06/0003095 proposing 
the following changes to 5169 Master of Human Services (Disability and Orientation & 
Mobility majors) and 3049 Graduate Certificate in Disability Studies, effective Semester 
1, 2007:

- Replace core course 7003HSV Introduction to Rehabilitation & Disability Studies 
with new course 7003HSV Disability: Theory and Philosophy
- Change title of 7003HSV to Introduction to Rehabilitation Counselling to reflect 
change to course content. This course will continue to be offered in the 
Rehabilitation Counselling major and as a listed elective in some other majors in 
the M Human Services.
- The submission includes a clarification statement to guide students regarding 
undertaking practicum placement (to be undertaken in the final semester of study).
- The submission corrects a course title error for course 7032HSV Human Services: 
Knowledge & Practice (incorrectly listed as Professional & Organisational 
Integration).

Recommendation

17.2 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean 
(Learning & Teaching) in approving the minor change submission (06/0003095) 
proposing changes to 5169 Master of Human Services (Disability and Orientation & 
Mobility majors) and 3049 Graduate Certificate in Disability Studies, effective Semester 
1, 2007.

For ratification

18.0 HSV MINOR CHANGE SUBMISSION (06/0003106)
1244 B HUMAN SERVICES IN CHILD AND FAMILY STUDIES / B EDUCATION (PRIMARY)

18.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean 
(Learning & Teaching) in approving minor change submission 06/0003106 proposing 
the following changes to 1244 Bachelor of Human Services in Child and Family Studies 
/ Bachelor of Education (Primary), requested by the School of Cognition, Language and 
Special Education, and the School of Curriculum, Teaching and Learning, and 
recommended by the School of Human Services, effective Semester 1, 2007:

- Replace 4062CTL Curriculum Development in Society and the Environment 2 with 
4014CLS Assessing Student Learning in Semester 1, Year 5 of the program 
structure for students who commenced in 2003. This change is required as the 
content of 4062CTL Curriculum Development in Society and the Environment 2 is a 
repetition of 2020CTL Social Studies Education, previously undertaken by this 
cohort in Year 4, Semester 2.
- Advisory information for students to be included on the program catalogue 
regarding the sequencing of professional experience courses contained in the 
education component of the degree program.

Recommendation

18.2 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean 
(Learning & Teaching) in approving the minor change submission (06/0003106)
proposing changes to 1244 Bachelor of Human Services in Child and Family Studies / Bachelor of Education (Primary) effective Semester 1, 2007.

For ratification

19.0  PBH CHANGE OF PROGRAM CONVENOR
5263 M PUBLIC HEALTH

19.1  The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning and Teaching) in approving a change of program convenor for 5263 Master of Public Health. Professor Don Stewart is now the program convenor, replacing Professor Stephanie Short.

For ratification

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

20.0  2007 CALENDAR OF PRINCIPAL COMMITTEE MEETING DATES

20.1  The 2007 Calendar of Principal Committee Meeting Dates has now been finalised (attached). Members are asked to note key dates on the 2007 Calendar. Venues are yet to be confirmed.

For noting

21.0  2007 HEALTH GROUP MEETING DATES

21.1  The 2007 Health Group Board meeting dates have been scheduled (attached). Members are asked to note meeting dates for Faculty Board, Strategic Board, Learning & Teaching Committee, Senior Staff Review Committee, Staff Committee and Promotions Committee.

For noting

22.0  CARRICK GRANTS SCHEME

22.1  The Deputy Vice Chancellor (Academic) strongly encourages Griffith staff to apply for the Carrick Grants Scheme. The Scheme has a value of $28 million for the period 2006-08 and comprises the following three programs:


22.2  The Carrick Institute is interested in receiving grant applications for projects that are to be undertaken collaboratively with other institutions and that have a benefit to other institutions and the sector as a whole. For these reasons, staff interested in making an application should discuss their proposal with the Dean (Learning and Teaching) and seek assistance from him in identifying appropriate cross-institutional partners. GIHE is also available to provide guidance to staff in the development of grant applications.
22.3 All grant applications are to be lodged with Ms Trish MacElroy in the Secretariat in accordance with the relevant Griffith deadline. Details of each Grant program and the relevant closing dates are listed below:

**Priority Projects Program** - grant applications addressing academic standards, assessment practices and reporting in particular fields of study (Law, Economics, Business and related studies, Biological Sciences and Agriculture, Social Sciences including Education), teaching and learning spaces, peer review.

*Griffith Deadline* - 5 February 2007
*Carrick Deadline* - 26 February 2007

**Leadership for Excellence in Learning and Teaching Program** - grant applications addressing Institutional leadership - enhancement of learning and teaching through leadership capacity building; and Disciplinary and Cross-Disciplinary Leadership - enhancement of learning and teaching through capacity building in disciplinary structures, communities of practice and cross-disciplinary networks. A National Carrick Leadership Forum is open to those interested in applying for grants under the Leadership for Excellence in Learning and Teaching program. The National Carrick Leadership Forum will be held in Sydney, at the Sydney Masonic Centre, on 9 February 2007.

*National Carrick Leadership Forum* - 9 February 2007
*Griffith Deadline* - 27 February 2007
*Carrick Deadline* - 19 March 2007

**Competitive Grants Program** - research and development focusing on issues of emerging and continuing importance (e.g. the nexus between teaching and research; performance indicators for learning and teaching); strategic approaches to learning and teaching that address the increasing diversity of the student body; development of robust methods of identifying and rewarding excellence in teaching, innovation in learning and teaching, particularly in relation to the role of new technologies.

*Griffith Deadline* - 26 March 2007
*Carrick Deadline* - 23 April 2007

For noting

23.0 **2007 COMMUNITY PARTNERSHIP GRANTS**

23.1 The Pro Vice Chancellor (Community Partnerships) has called for applications for funding for the 2007 round of Community Partnership Grants. Applications are sought for projects that enhance the University's engagement with the communities it serves and builds community understanding of the University's capacity to contribute. The 2007 Guidelines and application forms can be accessed via [http://www3.griffith.edu.au/01/ocp/](http://www3.griffith.edu.au/01/ocp/). Applications close on Tuesday, 31 October 2007. Further information can be obtained from Ms Julie McDonald x21015 or email Julie.McDonald@griffith.edu.au.

For noting

24.0 **POLICY UPDATES**

The Board is advised of the following policy updates:

**Change to Course Enrolment Form**

Schedule A: English Language Qualifications

This schedule outlines the English language requirements and/or qualifications accepted by Griffith University for students from Norway, Sweden, Denmark, Finland, Austria, Germany, and the Netherlands for the purpose of exemption from English language testing.


Request to Withdraw After the Census Date Due to Special Circumstances

URL: http://domdoc03.domino.gu.edu.au/policylibrary.nsf/76BE8738BAE04D5F4A256AEC007E2B25/5EC3C5D8459932BF4A256F940063F54D?OpenDocument

Request for Reinstatement


Notification of Change in Residency Status - form


Change to Course Enrolment - form


Application for Articulation Arrangement – form


Request to Withdraw After the Census Date Due to Special Circumstances - form

URL: http://domdoc03.domino.gu.edu.au/policylibrary.nsf/76BE8738BAE04D5F4A256AEC007E2B25/5EC3C5D8459932BF4A256F940063F54D?OpenDocument

Request for Reinstatement - 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 22 November 2006 at 1.30 pm in G18_3.02, Graham Jones Boardroom, Gold Coast campus.