A meeting of the Griffith Health Board will be held at 1.00 pm on Wednesday 22 October 2008 in Room 2.02, The Chancellery (G34) Gold Coast campus.

CONTENTS

1.0 APOLOGIES
2.0 CONFIRMATION OF MINUTES
3.0 PVC REPORT
4.0 CHAIR’S REPORT
5.0 DEAN (LEARNING & TEACHING) REPORT
6.0 DEAN (RESEARCH) REPORT
7.0 FINANCE AND BUSINESS SERVICES REPORT
8.0 INFORMATION SERVICES REPORT
9.0 HEALTH & SAFETY REPORT

SECTION I: MATTERS FOR DEBATE AND DECISION

10.0 QUALITY ISSUES DISCUSSION
   10.1 Low enrolment courses
11.0 2008 GRIFFITH HEALTH INTERNATIONAL PLAN – UPDATE (08/0004873)
12.0 GROUP STRATEGY TO ENHANCE STUDENT RETENTION.
13.0 HEALTH & SAFETY INCIDENTS: POLICY/PROCEDURE
14.0 2010 PROGRAM PLANNING ROUND

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

15.0 BPS MINOR CHANGE SUBMISSION (08/0004859)
   5080 M GENETIC COUNSELLING
16.0 HSV MINOR CHANGE SUBMISSION (08/0004861)
   5169 M HUMAN SERVICES
17.0 NRS SPECIAL PURPOSE SUBMISSION (08/0004857)
   1251 B NURSING (POST-REGISTRATION)
18.0 NRS SPECIAL PURPOSE SUBMISSION (08/0004858)
   1161 /1162 /1165 B NURSING
19.0 CHANGE OF PROGRAM CONVENOR
   NRS 5424 / 5425 M ADVANCED PRACTICE (COMMUNITY & PRIMARY HEALTH CARE)

SECTION III: MATTERS FOR NOTING AND WHERE APPROPRIATE, ACCEPTANCE OF RECOMMENDATIONS
20.0 HEADS OF SCHOOLS’ REPORTS

21.0 HSV NAME CHANGE

22.0 ONC MID-TERM REPORT FOR BACHELOR OF NURSING

23.0 GRIFFITH SUCCESS AT AUSTRALIAN AWARDS FOR UNIVERSITY TEACHING

24.0 2009 COMMUNITY PARTNERSHIP GRANT SCHEME

25.0 CELEBRATING TEACHING EXCELLENCE WEEK

26.0 POLICY, PROCEDURE AND FORM UPDATES
   - Research Centres Policy
   - Student Administration Policy
   - Class Timetabling Policy
   - Change to Open Enrolment Dates
   - Sports Scholarship Policy and Conditions
   - Business Continuity Framework

27.0 OTHER BUSINESS

28.0 NEXT MEETING

Significant Committee Events
- This meeting of the Griffith Health Board will be held at 1.00 pm on Wednesday 22 October 2008 in Room 2.02, The Chancellery (G34) Gold Coast campus.
- The next meeting of the Griffith Health Board will be held at 1.00 pm on Wednesday 19 November 2008 in Room 3.20, Business 2 (G27), Gold Coast campus.

Deadlines
- Agenda items due with Secretary, Programs Committee for 6 November meeting by 23 October 2008.

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.
### DISTRIBUTION LIST

**Faculty Board Members**

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Nick Buys</td>
<td>ex officio (Chair)</td>
</tr>
<tr>
<td>Dean (Academic)</td>
<td></td>
</tr>
<tr>
<td>Professor Allan Cripps</td>
<td>ex officio</td>
</tr>
<tr>
<td>Pro-Vice Chancellor (Health)</td>
<td></td>
</tr>
<tr>
<td>Associate Professor Alf Lizzie</td>
<td>ex officio</td>
</tr>
<tr>
<td>Dean (Learning &amp; Teaching), Health</td>
<td></td>
</tr>
<tr>
<td>Professor Lyn Griffiths</td>
<td>ex officio</td>
</tr>
<tr>
<td>Dean (Research), Health</td>
<td></td>
</tr>
<tr>
<td>Professor Donald Stewart</td>
<td>ex officio</td>
</tr>
<tr>
<td>Head of School, School of Public Health</td>
<td></td>
</tr>
<tr>
<td>Professor Judith Searle</td>
<td>ex officio</td>
</tr>
<tr>
<td>Head and Dean, Griffith Medical School</td>
<td></td>
</tr>
<tr>
<td>Professor Newell Johnson</td>
<td>ex officio</td>
</tr>
<tr>
<td>Head and Dean, School of Dentistry &amp; Oral Health</td>
<td></td>
</tr>
<tr>
<td>Associate Professor Elizabeth Patterson</td>
<td>ex officio</td>
</tr>
<tr>
<td>Head and Dean, School of Nursing and Midwifery</td>
<td></td>
</tr>
<tr>
<td>Dr Belinda Beck</td>
<td>ex officio</td>
</tr>
<tr>
<td>Head of School, School of Anatomy</td>
<td></td>
</tr>
<tr>
<td>Associate Professor Jayne Clapton</td>
<td>ex officio</td>
</tr>
<tr>
<td>Head of School, School of Human Services</td>
<td></td>
</tr>
<tr>
<td>Associate Professor Tony Perkins</td>
<td>ex officio</td>
</tr>
<tr>
<td>Head of School, School of Medical Science</td>
<td></td>
</tr>
<tr>
<td>Professor Nerida Smith</td>
<td>ex officio</td>
</tr>
<tr>
<td>Head of School, School of Pharmacy</td>
<td></td>
</tr>
<tr>
<td>Professor Peter Milburn</td>
<td>ex officio</td>
</tr>
<tr>
<td>Head of School, School of Physiotherapy &amp; Exercise Science</td>
<td></td>
</tr>
<tr>
<td>Professor Kim Halford</td>
<td>ex officio</td>
</tr>
<tr>
<td>Acting Head of School, School of Psychology</td>
<td></td>
</tr>
<tr>
<td>Professor Claire Rickard</td>
<td>ex officio</td>
</tr>
<tr>
<td>Acting Director, Research Centre for Clinical Practice Innovation</td>
<td></td>
</tr>
</tbody>
</table>

**Information Copies** (without attachments unless stated)
- Deputy Heads of School
- Director, Learning and Teaching, 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
GRiffith Health Board Agenda 7/2008
Wednesday 22 October 2008

GRiffith University
GRiffith Health Board Meeting

A meeting of the Griffith Health Board will be held at 1.00 pm on Wednesday 22 October 2008 in Room 2.02 The Chancellery (G34) 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 6/2008 meeting have been circulated. To be taken as read and confirmed.

3.0 PVC’S REPORT

The Group Pro Vice Chancellor (Health) has forwarded apologies for this meeting.

4.0 CHAIR’S REPORT

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

5.0 DEAN (LEARNING & TEACHING) REPORT

The Dean (Learning & Teaching) Health will report on items of interest to the Board.

6.0 DEAN (RESEARCH) REPORT

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

7.0 FINANCE AND BUSINESS SERVICES REPORT

The Group Resource Manager will report on items of interest to the Board.

8.0 INFORMATION SERVICES REPORT

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

9.0 HEALTH & SAFETY REPORT

The Manager, Technical Services (Health) will 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

10.0 QUALITY ISSUES DISCUSSION

10.1 REPORT ON LOW ENROLMENT COURSES

Under Academic Plan 3, each Group is to achieve a reduction in courses, especially low enrolment courses. By 2008:

- at least 85% of undergraduate courses are to have an enrolment of at least 10 students and 75% are to have an enrolment of at least 20 students
- at least 70% of postgraduate courses must have an enrolment of at least 10 students

The preliminary report on 2008 course enrollments is attached for consideration. Please note this report details courses by mode of offer (e.g. on and off campus). Accordingly there are some duplications and the data is yet to be thoroughly screened and finalised. Dissertation courses etc are also included in the list of courses, however, please note these are excluded from the summary figures regarding low-enrolments per Academic Plan 3 criteria.

Heads of School are required to provide a regular report to the Board on progress towards decreasing low enrolment courses (particularly postgraduate programs with <10 enrolments). It was decided at the 5/2008 meeting that the reports to the Board will be due following census date each semester. The next report is now due.

Reports received from Heads of School in advance of the meeting are detailed below:

<table>
<thead>
<tr>
<th>School</th>
<th>Semester 2 Progress Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>PBH</td>
<td>In Semester 2, 2008 the following PBH courses have &lt;10 enrolments:</td>
</tr>
<tr>
<td></td>
<td>2205PBH - Hlth Systems &amp; Hlth Economic = 7 students (this course is at present in the Health Promotion Transition arrangements) - next year it will have a larger cohort as it is offered into the BPH and Medical Sciences.</td>
</tr>
<tr>
<td></td>
<td>2209PBH Health Challenges &amp; Eff Responses = 8 students (same situation as above - presently only in transition arrangements - next year will be offered into BPH and have more students).</td>
</tr>
<tr>
<td></td>
<td>3133PBH Public Health Pract = 9 students. Also in transition program but will expand when BPH students take it in year 3.</td>
</tr>
<tr>
<td></td>
<td>7706PBH - Health Project (a research 20CP elective in Masters program = 9 students).</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>COURSE</td>
</tr>
<tr>
<td>---------</td>
<td>--------</td>
</tr>
<tr>
<td>2018PHM Pharmacology</td>
<td>YES</td>
</tr>
<tr>
<td>2015PHM Pharmaceutical Science I</td>
<td>YES</td>
</tr>
<tr>
<td>3025PHM Chemical Pharmacology II</td>
<td>YES</td>
</tr>
<tr>
<td>3026PHM Pharmaceutical Analysis</td>
<td>YES</td>
</tr>
<tr>
<td>3028PHM Human Pharmacology II</td>
<td>YES</td>
</tr>
<tr>
<td>3034PHM Drug Information &amp; Evaluation II</td>
<td>YES</td>
</tr>
<tr>
<td>7005PHM Pharmacotherapeutics II</td>
<td>YES</td>
</tr>
<tr>
<td>7006PHM Prof Pharmacy Practice II</td>
<td>YES</td>
</tr>
<tr>
<td>7007PHM Specialised Dosage Forms II</td>
<td>YES</td>
</tr>
<tr>
<td>7008PHM Advanced Practical Experience</td>
<td>YES</td>
</tr>
<tr>
<td>7013PHM Dissertation</td>
<td>No: 1 enrolled</td>
</tr>
</tbody>
</table>
Unlikely enrolments will exceed 10 for some years; provides pathway to PhD

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>YES</th>
<th>YES</th>
<th>Semester 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>3035PHM</td>
<td>Topics in Pharmacy Practice</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3036PHM</td>
<td>Topics in Pharmaceutical Science</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For discussion

11.0 2008 GRIFFITH HEALTH INTERNATIONAL PLAN - UPDATE

11.1 The updated 2008 Griffith Health International Plan (08/0004873) is attached for consideration and discussion.

For discussion

12.0 GROUP STRATEGY TO ENHANCE STUDENT RETENTION.

12.1 The Dean (Learning & Teaching) will lead a discussion in relation to the Health Group’s strategy to enhance student retention.

For discussion

13.0 HEALTH & SAFETY INCIDENTS: POLICY/PROCEDURE

13.1 The Manager, Technical Services (Health) and the Head of School Anatomy will report to the Board on consistent Health Group policy and procedure regarding health and safety incidents occurring in the shared anatomy/pathology facility.

For discussion

14.0 2010 PROGRAM PLANNING ROUND

14.1 The Health Executive has approved the attached program profile plan for reference to the University Executive. The Deputy Vice Chancellor (Academic) will consider the plan, together with program concept proposals and curriculum resource requests. Decisions regarding initial program planning approval and resource requests will be conveyed as soon as possible.

14.2 The DVC (A) will meet with the Health Executive in early November 2008 to finalise program planning decisions for 2010. Following receipt of final approval from the DVC (A) approved new programs and major changes to existing programs will proceed for further program development and can be advertised in University publications and the QTAC Guide.

For discussion
SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

15.0 BPS MINOR CHANGE SUBMISSION (08/0004859) 5080 M GENETIC COUNSELLING

15.1 The Griffith Health Board is asked to ratify the executive action of the Dean (Learning & Teaching) in approving the minor change submission proposing introduction of new course 7010HSV Applied Counselling for Genetic Counsellors to replace 7002HSV Applied Counselling course within the Master of Genetic Counselling program. The Master of Genetic Counselling program is hosted by the School of Biomolecular & Physical Sciences. The core course in applied counselling is service taught by the School of Human Services. This change is to take effect from Semester 1 2009.

For ratification

16.0 HSV MINOR CHANGE SUBMISSION (08/0004861) 5169 M HUMAN SERVICES

16.1 The Griffith Health Board is asked to ratify the executive action of the Dean (Learning & Teaching) in approving the minor change submission proposing changes to the following course titles, effective Semester 1 2009:

- 7001HSV change name from Research Methods to Applied Research Methods and offer this course in both Semester I and II.
- 7012HSV change name from Influencing Policy and Legislation to Human Services: Law and Social Policy.

For ratification

17.0 NRS SPECIAL PURPOSE SUBMISSION (08/0004857) 1251 B NURSING (POST-REGISTRATION)

17.1 The Griffith Health Board is asked to ratify the executive action of the Dean (Learning & Teaching) in approving the special purpose submission proposing the following changes to the program in accordance with Singapore Nursing Board requirements, effective Semester 1 2010:

a) Amendment to content of program via withdrawal of existing courses and replacement with alternative courses, as detailed in rationale below.

b) Amendment to admission requirements.

For ratification

18.0 NRS SPECIAL PURPOSE SUBMISSION (08/0004858) 1161/1162/1165 B NURSING

18.1 The Griffith Health Board is asked to ratify the executive action of the Dean (Learning & Teaching) in approving the special purpose submission proposing to advise students that teaching weeks for NRS-coded clinical courses may include the mid-semester and between-semester vacation period, effective Semester 1 2009.

For ratification
19.0 CHANGE OF PROGRAM CONVENOR
NRS 5424 / 5425 M ADVANCED PRACTICE (COMMUNITY & PRIMARY HEALTH CARE)

19.1 The Griffith Health Board is asked to ratify the executive action of the Dean (Learning & Teaching) in approving change of convenor for the Master Advanced Practice (Community & Primary Health Care) strand to Associate Professor Winsome St John from Ms Julie Shaw, with immediate effect.

For ratification

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

20.0 HEADS OF SCHOOLS’ REPORTS

20.1 Reports received from Heads of School are attached for consideration.

For noting

21.0 HSV NAME CHANGE

21.0 University Council approved a change of name of the School of Human Services to the School of Human Services and Social Work with effect from 1 January 2009.

22.0 QNC MID-TERM REPORT FOR BACHELOR OF NURSING

22.1 The School of Nursing and Midwifery has submitted the attached mid-term reports to the Queensland Nursing Council for the Bachelor of Nursing program.

For noting

23.0 GRIFFITH SUCCESS AT AUSTRALIAN AWARDS FOR UNIVERSITY TEACHING

23.1 The Board will wish to extend congratulations to Associate Professor Alf Lizzio for his success in winning the Social Sciences category of the individual teacher Awards for Teaching Excellence. The Australian Awards for University Teaching are the nation's most prestigious awards that acknowledge significant contributions to the quality of students’ learning.

For noting

24.0 2009 COMMUNITY PARTNERSHIP GRANT SCHEME

24.1 Applications are invited for grants under the University's Community Partnership Grants Scheme. 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 Community Partnership Grants Scheme is administered by the Office of the Provost, Logan campus (previously the Office for Community Partnerships). The 2009 Guidelines and Application Form can obtained from URL http://www.griffith.edu.au/about-griffith/partnerships/community-partnership-grants-scheme.html

Please note Applications close on 7 November 2008. Contact Ms Jeanette Soriano on email J.Soriano@griffith.edu.au or Ms Julie McDonald on email Julie.McDonald@griffith.edu.au if you require any further information.

For noting
25.0 CELEBRATING TEACHING EXCELLENCE WEEK

25.1 All Griffith staff are invited to participate in the inaugural Celebrating Teaching Excellence Week to be held in study week from 3 to 7 November 2008. The following events particularly pertaining to the Health Group on Friday 7 November are detailed below.

Health Group Assessment: A tool for transition through first year

Associate Professor Janet Taylor,
University of Southern QLD

9.45am-12.30pm

Health Group Celebratory Lunch

12.30pm-2.00pm
(L07 4.07 Hub Link Conference Venue, Logan Campus)

The full program for the entire week can be viewed at:

For noting

26.0 POLICY, PROCEDURE AND FORM UPDATES

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

Research Centres Policy

Academic Committee (September 2008) approved changes to the Research Centres Policy, summarised as follows:

- Externally funded centres (XFCs) are included as a separate category of research centre and are equivalent to University Centres. The Policy is amended to specify internal funding of how XFCs report within the University, annual reporting requirements, and procedures for fitting in with the Policy once external funding ceases. Emphasis is on enabling the XFC to use the obligations imposed by the funding body through the funding agreement as their obligations to the University, eg the XFCs annual report to the University is the same as the one submitted to the funding body but with the option of providing additional information, or if requested by the University. (See sections 5.3, 8.0, 12.3, 15.4 and 17.0)

- Consideration was given to the addition of a category for Institutes to accommodate the merger of the Health Centre into the Griffith Institute for Health and Medical Research, but was rejected. Instead the Policy sets out flexible arrangements and structures to enable the reorganisation of existing centres. (See sections 5.1, 12.1)
- Procedures for the appointment of Research Centre Directors have been included. (See section 12.1)

- Further clarification of the shared responsibility for academic performance and the management of support for staff and students have been included. (See section 12.3, 13.0, 14.0)

- Clarification on the payment of Responsibility Allowances to Directors of all types of Research Centres has been included (See section 12.4)

- Processes for establishing new Centres and reorganising existing Centres have been significantly amended from an application to a negotiation process. (See section 19.0)

- 4 Yearly Research Centre Strategic Plans introduced (See section 20.1)

- A number of changes have been made to the method of allocation of Centre performance funding:
  - Input and output are of equal value. In the previous policy the split was 60/40.
  - ‘Research Income’ has replaced ‘research grants’ as an indicator.
  - The weighting for ‘RHD load’ has been reduced from 15% to 10%.
  - ‘External grant submissions’ has been removed as an input. It was previously 5% of the total.
  - The weighting for output indicator ‘Publications’ has increased from 20% to 30%.
  - The qualitative indicator will be based on the quality of the Centre’s strategic vision as demonstrated in the Centre Strategic Plan.

- Modeling of the proposed changes to the method of allocation showed that a number of centres would be adversely affected, largely because of the change to using income as an input quantitative indicator instead of $ value of grants, and the removal of the ‘external grant submissions’ input. To moderate the affect of the introduction of the change, a further amendment to the method of allocation is proposed for 2009 and 2010, whereby the maximum decrease or increase in a Centre’s performance funding is capped at 10%.

**Student Administration Policy**

Academic Committee (September 2008) approved minor changes to paragraphs 7.3, 7.4 and 7.6 of this Policy to accommodate Logan campus GBS tri-semester courses.

**Class Timetabling Policy**

Academic Committee (September 2008) approved minor changes to Section 4: inclusion of a statement to provide the opportunity for academic elements to request a day or a timeslot to be free of teaching; and Section 6.3: amendment to statements about staff availability.

**Change to Open Enrolment Dates**

Academic Committee (September 2008) approved the date for opening of enrolment to be the week following the release of results.

**Sports Scholarship Policy and Conditions**

Academic Committee (September 2008) approved the following changes:

The Sports Development Scholarships be discontinued and the funds absorbed into Sports Excellence Scholarships, allowing for more Sports scholarships to be paid at a higher rate. Existing Sports
development recipients will continue to be paid under the existing policy until their Scholarship entitlements are fulfilled.

Pro-rata ruling discontinued. Existing sports scholarship recipients will be paid based on their academic work load. Full time load will receive full payment. Part time load will receive half payment, no longer paid on a credit point enrolled basis. Consideration will be given to a Postgraduate Sports applicant. Allocation of budget would allow for the additional Scholarship focussing on an athlete undertaking a postgraduate program. Cash benefit and payment of the Student Contribution Charge and study package options to be continued.

Business Continuity Framework

This document describes the University's Business Continuity Framework and approach to the management of incidents that disrupt normal academic and business processes and provides templates for individual Offices to prepare specific Business Continuity and Business Resumption Plans for the critical business functions for which they are responsible.


Electrical Safety Policy
URL: http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/dac0686be4e73f724a256efc0063dfab?opendocument

This document outlines the Griffith University policy for ensuring electrical safety within the workplace.

Electrical Safety Guidelines for Teaching, Research, Accommodation and Office Areas
URL: http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/1927d8718a0d2a264a256f100063df7e?opendocument

These guidelines provide a basic summary of the electrical safety requirements for teaching, research, accommodation and office areas.

27.0 OTHER BUSINESS

28.0 NEXT MEETING

28.1 The next meeting of the Griffith Health Board will be held on Wednesday 19 November 2008 at 1.00 pm in Room 3.20, Business 2 (G27), Gold Coast.