A meeting of the Griffith Health Board (Faculty) was held on Wednesday 21 September 2005 at G18_3.02, Gold Coast Campus.

MINUTES

PRESENT:

Professor Stephanie Short – Dean, Learning & Teaching (Health) and HOS, School of Public Health (Acting Chair)
Professor David Prideaux, School of Medicine
Professor Lyn Griffith – HOS, School of Medical Science
Dr Elizabeth Patterson – Dean and HOS, School of Nursing and Midwifery
Associate Professor Peter Creed – HOS, School of Psychology

Dr Jayne Clapton – HOS, School of Human Services
Professor Nerida Smith – HOS, School of Pharmacy
Dr Lewis Adams – HOS, School of Physiotherapy & Exercise Science
Associate Professor Peter Howard – Chair, Griffith Health Internationalisation Committee
Dr Winsome St John – DHOS, School of Nursing & Midwifery, Gold Coast campus
Dr Glenda Andrews – DOH, School of Psychology, Gold Coast campus

Secretary: Ms Lorraine Lauriston

Present by invitation:
Mr Peter Westwood, Executive Officer, Medical/Oral Health
Ms Veronica Dawson, INS Advisor

1.0 CONFIRMATION OF MINUTES

Minutes of the 6/2005 meeting of the Griffith Health Board (Faculty) meeting, having been circulated, were taken as read and confirmed.

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

2.0 DISCUSSION PAPER – TOWARDS AN INTEGRATED STRATEGY FOR ACCESS, ENABLING, PREPARATION AND BRIDGING PROGRAMS (2005/0037545)

2.1 The discussion paper, Towards an Integrated Strategy for Access, Enabling, Preparation and Bridging Programs, has been considered by Executive Group and by the July meeting of Academic Committee. The Deputy Vice Chancellor (Teaching and Learning) has invited Schools and Faculties to comment on the recommendations and discussions points of the paper.
2.2 The Griffith Health Board (Faculty) reviewed the response prepared by the Learning & Teaching (Health) Committee, document 2005/0037548 tabled at the meeting, to the University’s discussion paper on a review of current activities in the area of preparatory, enabling, access and bridging programs.

2.3 Members were supportive of affirmative action and a student centred approach to attract the best students from equity target groups, low socio-economic or disadvantaged backgrounds, and local high schools for admission into undergraduate degrees.

2.4 The Board discussed a number of recommendations and discussion points and expanded upon the response from the Health Learning & Teaching Committee. The Board was eager to continue to be involved in the development of this initiative.

Resolution

2.5 The Griffith Health Board (Faculty) agreed that the Griffith Health response to the *Towards an Integrated Strategy for Access, Enabling, Preparation and Bridging Programs*, as outlined in document 2005/0037548, would be forwarded to the Academic Registrar for consideration.

3.0 FIRST YEAR ADVISORS REPORTS

3.1 The Student Orientation and Engagement Committee had requested First Year Advisors complete a Semester 1 2005 Program Feedback form that has been designed to provide useful information for future planning at the School, Faculty and Group level on the induction of commencing students.

3.2 The Dean, Learning & Teaching (Health) considered the feedback provided by First Year Advisors within the Health Group and a summary of responses, as outlined in document 2005/0037549, was tabled for the consideration of the Faculty Board.

3.3 The Board noted the Group’s commitment to engaging students and improving the first year experience and that attendance at orientation and transition activities was high.

3.4 The Griffith Health Learning & Teaching Committee will further consider strategies on how to best manage the on-going commitment to engaging students with direction from the Student Orientation and Engagement Committee.

3.5 The Board also noted that the role of the First Year Advisor statement was considered and approved at Academic Committee 4/2005 and would be published to the Policy Library and to the Learning and Teaching Web site.

Resolution

3.6 The Griffith Health Board (Faculty) agreed to forward the summary of First Year Advisors reports, as detailed in 2005/0037549, to the Student Orientation and Engagement Committee for noting and to continue to work towards best practice for orientation and transition activities at a Group level.

4.0 MSC NEW PROGRAM SUBMISSION 2005/0037542

4.1 The Griffith Health Board (Faculty), on the recommendation of the School of Medical Science, considered New Program submission proposing to establish 5433 Master of
Science in Medical Research, as described in submission 2005/0037542, for introduction from semester 1 2006.

4.2 It was noted that the Master of Science in Medical Research would provide graduates with high level research and problem-solving skills in medical science. The program would allow students graduating from the Medical Science programs within Griffith Health and from other relevant Health and Biological Science degree programs to undertake research at an advanced level in a variety of medical science disciplines. It was further noted that the research topic would not be restricted to a medical discipline and could be taken from other disciplines across the Group.

4.3 The program will consist of 30CP of course work involving research methods and evaluation and presentation of research. The 50CP Research Thesis will require students to execute a research project and report results and conclusions from their studies in seminar and thesis format. It is noted that courses will be adapted from 2056 Bachelor of Biomedical Science with Honours and 2018 Bachelor of Health Science with Honours programs and will be coded at a Masters level with amended content and assessment.

4.4 To be eligible for the award of the Master of Science in Medical Research (MSc), a student must acquire 80CP as prescribed below:

- gain 30CP of prescribed coursework;
- gain 50CP for the dissertation/thesis component; and
- the grade of Pass Conceded (PC) will not be allowed in this program.

4.5 Applicants to the Master of Science in Medical Research must hold a Bachelors degree in an appropriate Medical Science program within Griffith Health or a relevant Health and Biological Science degree from another university or institution that is of equivalent standard.

4.6 The English language requirements for admission of international students are according to the standard requirements for all postgraduate programs for 2006, that is:

- 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.

4.7 The Board noted comments from the School of Medical Science that the desired outcome of this program was to increase the number of potential students in the research PhD area and that fees had been set that should attract students. The structure of the program would provide an alternate pathway for research higher degree study.

Resolution

4.8 The Griffith Health Board (Faculty), on the recommendation of the School of Medical Science, agreed to recommend to the Programs Committee the establishment of 5433 Master of Science in Medical Science, as described in 2005/0037542, for introduction in semester 1 2006.
5.0 **NRS MINOR CHANGE SUBMISSION 2005/0037540**  
**1161 BACHELOR OF NURSING**

5.1 The Griffith Health Board (Faculty) considered the Minor Change Submission to 1161 Bachelor of Nursing, as outlined in document 2005/0037540, from semester 1 2006.

5.2 The School of Nursing and Midwifery proposed the withdrawal of 7945NRS Critiquing an Issue in Aged Care offered in the Aged Care Strand as a consequent of the refocus of content in core course 3978NRS Adapting to Health Changes in the Older Adult. It is noted that the Aged Care strand will comprise 30CP of specified study.

**Resolution**

5.3 The Griffith Health Board (Faculty), on the recommendation of the School of Nursing & Midwifery, agreed to recommend the change to program structure to 1161 Bachelor of Nursing, as described in 2005/0037540, for introduction in semester 1 2006 to the Program Accreditation Officer for action.

6.0 **NRS WITHDRAWAL OF PROGRAM 2005/0037538**  
**9272 CONTINUING EDUCATION CERTIFICATE IN HEALTH CARE**

6.1 The Griffith Health Board (Faculty) resolved to ratify the executive action of the Dean, Griffith Health Learning & Teaching in approving the Withdrawal of a Program submission to withdraw 9272 Continuing Education Certificate in Health Care, as outlined in document 2005/0037538, from semester 1 2006.

6.2 It was noted that the submission to offer a Continuing Education Certificate in Aged Care, approved Griffith Health Board (Faculty) 6/2005, noted that this certificate would replace 9272 Continuing Education Certificate in Health Care offered from the Nathan campus.

**Resolution**

6.3 The Griffith Health Board (Faculty), on the recommendation of the School of Nursing & Midwifery, resolved to recommend Withdrawal of Program submission to 9272 Continuing Education Certificate in Health Care, as detailed in 2005/0037538, to take effect from semester 1 2006.

7.0 **NRS SPECIAL PURPOSE SUBMISSION 2005/0037536**  
**1161, 1162, 1165 BACHELOR OF NURSING**

7.1 The Griffith Health Board (Faculty) resolved to ratify the executive action of the Dean, Griffith Health Learning & Teaching in approving Special Purpose Submission to 1161, 1162, 1165 Bachelor of Nursing, as outlined in document 2005/0037536, from semester 1 2006.

7.2 The School of Nursing and Midwifery has proposed to not offer the Re-entry/Registration Strand within the Bachelor of Nursing programs in 2006 to enable the School to re-work the requirements of this strand.

7.3 It was noted that problems have arisen when students are expected to undertake off-camps clinical placements and also attend second year classes that are offered over a full teaching semester.
7.4 It was noted that the International Office has made a small number of offers for 2006 and any students taking up those offers will be managed on a case-by-case basis.

Resolution

7.5 The Griffith Health Board (Faculty), on the recommendation of the School of Nursing and Midwifery, resolved to recommend Special Purpose Submission to 1161, 1162, 1165 Bachelor of Nursing, as detailed in 2005/0037536, to take effect from semester 1 2006, to the Programs Committee for consideration.

8.0 NRS MINOR CHANGE SUBMISSION 2005/0037541
1162 BACHELOR OF NURSING
1164 BACHELOR OF NURSING (POST-REGISTRATION)

8.1 The Griffith Health Board (Faculty), on the recommendation of the School of Nursing & Midwifery, resolved to ratify the executive action of the Dean, Griffith Health Learning & Teaching, in approving Minor Change Submission to 1162 Bachelor of Nursing and 1164 Bachelor of Nursing (Post-Registration), as detailed in document 2005/0037541, from semester 1 2006.

8.2 Confirmation by the Pro Vice Chancellor (Health) (memorandum 18/1/2005) that as a result of the transfer of Dr Kim Forrester from the School of Nursing & Midwifery to the School of Medicine the teaching of 2972NRS Health Law & Ethics in Gold Coast programs would be managed by the School of Medicine was noted. The teaching of this course in 1093 Bachelor of Health Science and 1094 Bachelor of Biomedical Science at the Gold Coast campus would also be affected by this change.

8.3 It was noted that 2972NRS Health Law & Ethics (Gold Coast offering) would be recoded to 2972MED Health Law & Ethics.

Resolution

8.4 The Griffith Health Board (Faculty), on the recommendation of the School of Nursing & Midwifery, resolved to recommend Minor Change Submission 2005/0037541, to take effect from semester 1 2006, to the Program Accreditation Officer for action.

9.0 NRS MINOR CHANGE SUBMISSION 2005/0037537
3072 GRADUATE CERTIFICATE IN INFECTION CONTROL
5424 MASTER OF ADVANCED PRACTICE
5425 MASTER OF ADVANCED PRACTICE WITH HONOURS

9.1 The Griffith Health Board (Faculty), on the recommendation of the School of Nursing & Midwifery, resolved to ratify the executive action of the Dean, Griffith Health Learning & Teaching in approving Minor Change Submission to 3072 Graduate Certificate in Infection Control, 5424 Master of Advanced Practice (Infection Control strand) and 5425 Master of Advanced Practice with Honours (Infection Control strand), as outlined in document 2005/0037537, from semester 1 2006.

9.2 The School of Nursing & Midwifery has proposed the re-coding of courses, where necessary, in the Infection Control strand to reflect the level of performance required of the two groups of students undertaking courses at the Graduate Certificate and Masters level.

9.3 The changes are noted as –
7013HSC Microbiology in Infection Control to 7013MSC Microbiology in Infection Control; 7014HSC Prevention of Infection to 7014MSC Prevention of Infection, and to 8014MSC Prevention of Infection.

9.4 The proposal also notes the change of course code acronym for HSC to MSC courses.

Resolution

9.5 The Griffith Health Board (Faculty), on the recommendation of the School of Nursing & Midwifery, resolved to recommend Minor Change Submission to 3072 Graduate Certificate in Infection Control, 5424 Master of Advanced Practice and 5425 Master of Advanced Practice with Honours, as detailed in 2005/0037537, to take effect from semester 1 2006, to the Program Accreditation Officer for action.

10.0 PES SPECIAL PURPOSE SUBMISSION 2005/0037533
1173 BACHELOR OF EXERCISE SCIENCE/BACHELOR OF EDUCATION

10.1 The Griffith Health Board (Faculty) resolved to ratify the executive action of the Dean, Griffith Health Learning & Teaching in approving Special Purpose Submission to 1173 Bachelor of Exercise Science/Bachelor of Education, as outlined in document 2005/0037533, from semester 1 2006.

10.2 The School of Physiotherapy and Exercise Science, on the recommendation of the School of Education and Professional Studies, will not offer an intake into this combined degree in 2006 because of changes to teacher registration requirements. The School of Education and Professional Studies will offer a one year Graduate Diploma teaching qualification from 2006.

10.3 From 2006 students will be advised to commence study in 1171 Bachelor of Exercise Science and graduates wishing to pursue a career in secondary teaching, may be offered a place in the Graduate Diploma program.

Resolution

10.4 The Griffith Health Board (Faculty), on the recommendation of the School of Physiotherapy and Exercise Science, resolved to recommend Special Purpose Submission to 1173 Bachelor of Exercise Science/Bachelor of Education, as detailed in 2005/0037533, to take effect from semester 1 2006, to the Programs Committee for consideration.

11.0 DOH SPECIAL PURPOSE SUBMISSION 2005/0037535
1259 BACHELOR OF ORAL HEALTH IN DENTAL SCIENCE
1260 BACHELOR OF ORAL HEALTH IN DENTAL TECHNOLOGY
1262 BACHELOR OF ORAL HEALTH IN ORAL HEALTH THERAPY

11.1 The Griffith Health Board (Faculty) resolved to ratify the executive action of the Dean, Griffith Health Learning & Teaching in approving Special Purpose Submission to 1259 Bachelor of Oral Health in Dental Science, 1260 Bachelor of Oral Health in Dental Technology and 1262 Bachelor of Oral Health in Oral health Therapy, as outlined in document 2005/0037535, from semester 1 2006.

11.2 The School of Dentistry and Oral Health will offer each of the above programs to international students from 2006. The School has places and resources to take in 5 international students each year in each program.
11.3 It was noted that the fee structure has been modelled through a process that mirrors the established fee-paying domestic structure and have been set at a course level using three categories –

General health science course
Shared oral health or non-dentistry course
Dentistry-specific course.

11.4 It was further noted that the English Language Entry Requirements (ELER) will be the same as the approved ELER for the School of Medicine at –

- A minimum score of 580 on TOEFL (Test of English as a Foreign Language); or
- A computerized TOEFL score of 237
- A minimum overall band score of 7 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

Resolution

11.4 The Griffith Health Board (Faculty), on the recommendation of the School of Dentistry and Oral Health, resolved to recommend Special Purpose Submission to 1259 Bachelor of Oral Health in Dental Science, 1260 Bachelor of Oral Health in Dental Technology, and 1262 Bachelor of Oral Health in Oral Health Therapy, as detailed in 2005/0037535, to take effect from semester 1 2006, to the Programs Committee for action.

12.0 PHM MINOR CHANGE SUBMISSION 2005/0037534
BACHELOR OF PHARMACEUTICAL SCIENCE (1242)

12.1 The Griffith Health Board (Faculty) resolved to ratify the executive action of the Dean, Griffith Health Learning & Teaching in approving Minor Change Submission to 1242 Bachelor of Pharmaceutical Science, as outlined in document 2005/0037534, from semester 1 2006.

12.2 The School of Pharmacy will swap the semester of offer of two core courses in the Pre-Pharmacy major study as follows:

3033PHM Quality Use of Medicines from Year 3 Semester 2 to Year 3 Semester 1
3034PHM Drug Information & Evaluation from Year 3 Semester 1 to Year 3 Semester 2.

12.3 It was noted that the change would provide students with a more sound understanding of drugs and their effects before undertaking 3034PHM Drug Information & Evaluation.

12.4 Students commencing study in 2004 and 2005 will follow the amended structure and there will be no transitional arrangements necessary for earlier cohorts.

Resolution

12.5 The Griffith Health Board (Faculty), on the recommendation of the School of Pharmacy, resolved to recommend Minor Change Submission to 1242 Bachelor of Pharmaceutical Science, as detailed in 2005/0037534, to take effect from semester 1 2006, to the Program Accreditation Officer for action.
SECTION B: ACTION UNDER DELEGATED AUTHORITY

13.0 COURSE OUTLINE

The Griffith Health Board (Faculty), ratified the executive approval of the Dean, Griffith Health Learning and Teaching of new course 7901NRS Teaching for Learning in Clinical Settings to be offered as an elective postgraduate course from semester 1 2006.

Noted

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

14.0 GRIFFITH HEALTH STRATEGIC PAPER 2 – RESEARCH 2006-2010

14.1 The Board noted the draft Griffith Health Strategic Paper 2 – Research 2006-2010 that is the second in a series of planning papers developed to guide the future strategic directions of the Group. The paper was distributed with the Griffith Health Board (Strategic) 7/2005 Agenda and held over for consideration by the 7/2005 Griffith Health Board (Faculty).

14.2 It was noted that the paper focuses on the development of the Group’s research activities over the next 5 years and will form the basis of the Group’s research submission for the Operational Plan that will be finalised by the end of October.

14.3 The paper identifies a number of topics with specific targets aimed to grow the Group’s research outputs, establish itself as one of the University’s research-intensive units and become a national and international leader in research.

14.4 It was noted that research targets set in the paper relate back to the Academic Plan and the Board agreed that they may be ambitious for the Group. Whilst targets to be set in the Group Operational Plan will be more achievable there will be parity with the Academic Plan expectations. Concerns were expressed that if targets were not reasonable to meet goals there would be a negative effect on staff.

14.5 Members discussed the variance of published articles required across discipline areas and queried if a minimum requirement was needed.

14.6 The Board was invited to communicate additional comments to Mr Peter Westwood by the 30 September 2005 so that changes can be taken into account in the preparation of the Group Operational Plan.

Noted

15.0 COURSE OUTLINE PROJECT

15.1 The Board noted that a nominee to replace Dr Chris Purcell as the Group’s academic representative to the Change Management Group had not been forthcoming. Heads of Schools were asked to consult with staff within their School to determine interest.

15.2 Heads of Schools were asked to note the Course Outline introductory sessions for Course Convenors to be held at each campus in the week beginning 19 September and repeated in the weeks beginning 10 October and 6 January. All convenors should be encouraged to attend.
15.3 It was also noted that specific training could be organised and Schools interested in this should contact the Change Manager, Ms Liz O’Brien.

15.4 The Board noted the suggestions from the Change Manager for the approval process for new courses and major changes to existing courses and that the Group evaluate the process after the first implementation semester to determine what changes may be suggested to the Learning and Teaching Committee.

**Noted**

16.0 **2006 FIRST YEAR ADVISORS 2005/0037544**

16.1 The Board considered the 2006 First Year Advisors nominated by Heads of Schools for undergraduate programs. It was noted that missing data would be confirmed when staff arrangements within the Schools have been finalised.

**Resolution**

16.2 The Griffith Health Board (Faculty) approved the nominated 2006 First Year Advisors, as shown in 2005/0037544, for notification to the Student Orientation and Engagement Committee and the Web Program Catalogue Officer for noting.

17.0 **PLANNED ARTICULATION ARRANGEMENT 2005/0037543**

17.1 The Griffith Health Board (Faculty) resolved to ratify the executive action of the Dean, Griffith Heath, in approving the Planned Articulation Arrangement Approval Schedule with the Southbank Institute of TAFE into 1095 Bachelor of Human Services in Child & Family Studies, as outlined in 2005/0037543, from semester 1 2006.

17.2 It was noted that students who successfully complete the first year of the Diploma of Children’s Services through Southbank TAFE will be awarded 60 credit points of specified credit into 1095 Bachelor of Human Services in Child & Family Studies program. Students will study concurrently in their second year at Griffith University and Southbank TAFE and upon the completion of specified GU courses and TAFE courses will be awarded the Diploma of Children’s Services. Students will complete a further three semesters of study to graduate with the Bachelor of Human Services in Child & Family Studies.

17.3 Direct admission into the program will be managed by Student Administration and the first intake of students should commence 2007.

**Noted**

18.0 **HEALTH GROUP WEB SITE**

18.1 Griffith Health is developing a Health Group web site which was presented at the Griffith Health Board (Strategic) 6/2005 meeting for consideration and comment.

18.2 Griffith Health Board (Faculty) was asked to consider and approve the suggested format for implementation.

18.3 The Board queried how the site would be maintained once it was established and it was agreed that each School and Centre would be responsible to update and amend information for their individual site.
18.4 Mr Peter Westwood confirmed that a template would be provided to relevant areas to populate data and the web developer will be available for advice in the establishment of the site.

18.5 The Griffith Health Board (Faculty) agreed that the development of the site should proceed and that Schools would be required to work towards the timelines to be established in completing the task of uploading the information to the site.

Noted

19.0 CHANGE OF COURSE ELEMENT CODE

The Board noted that courses managed by the School of Medical Science would change their element code from HSC to MSC from 2006 to reflect the change of School name.

Noted

20.0 WEB PROGRAM CATALOGUE 2005/0037539

1161, 1162, 1165 BACHELOR OF NURSING

The Board noted the amendment to the mid-year entry into the Bachelor of Nursing programs to restrict the intake of international students. Mid-year entry is offered on a part-time basis which contravenes an international student visa requirement for full-time study.

Noted

21.0 CHANGE OF PROGRAM CONVENOR

The Board noted the executive approval of the change of Program Convenor of 1095 Bachelor of Human Services in Child & Family Studies to Ms Kym MacFarlane.

Noted

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

22.0 CHAIR’S REPORT

In the absence of the Chair there was no report presented.

23.0 DEAN, GRIFFITH HEALTH LEARNING & TEACHING COMMITTEE REPORT

Professor Stephanie Short, Chair, Griffith Health Learning & Teaching briefed members on learning and teaching items of interest.

Dr Debra Bath, School of Psychology, Gold Coast, has been awarded a Griffith Teaching Fellowship for semester 2 2005. Dr Alf Lizzio, School of Psychology, Mt Gravatt, has been appointed Chair of the Student Orientation and Engagement Committee. Heads of Schools were asked to consider a First Year Advisor Group representative to this committee as Dr Jane Fowler will be on academic leave.

Nine students from the Schools of Human Services, Nursing & Midwifery and Public Health were presented prizes and awards at the recent Awards Ceremony. It was noted that the Gold Coast campus conduct a separate ceremony to that of the Nathan campus. The Board discussed prizes and awards and agreed that the timing was not always conducive to
attendance by students who may have already graduated and may not be living and working in the area. The importance of the attendance of the recipient to meet with the sponsor was acknowledged and it was agreed that the Group should work with Ms Patricia Wrathall, Development Executive Officer, Health/Medicine, to review how to better manage this important event. It was noted that the School of Pharmacy is involved with the Pharmaceutical Society in an industry awards initiative.

The Discipline Review of Anatomy, Psychology and Biochemistry will occur on 24-28 October. Professor Peter Dunkley, Newcastle University will chair the review with Professor Simon Manley, formerly of QIMR and Dr Ron Swann, University of Western Australia as panel members. The following academics will chair the Discipline Teams to provide information and undertake a consultation process leading up to the review – Dr Jay Browning, Physiology; Dr Helen Massa, Anatomy; Dr Dean Pountney, Biochemistry.

The inaugural Griffith University Learning and Teaching Committee, chaired by the Deputy Vice Chancellor (Teaching and Learning) Professor John Dewar was held on 5 September. Health Group representatives to this committee are Professor Stephanie Short, Dr Heather Alexander and Dr Alf Lizzio. The Committee is currently developing definitions of and indicators for work integrated learning and research based learning. The draft version of the Griffith Academic Plan 2 is being considered before Academic Committee approval in October. The essence of the original Academic Plan has been retained highlighting the progress that has been made on the Academic actions; drawing the links to the Strategic Plan; and setting out a clear, revised set of strategies and targets for the next phase of the Academic Plan.

The Carrick Institute for Learning and Teaching in Higher Education has taken responsibility for the coordination of the new Australian Awards for University Teaching (refer Agenda item 30). The Government has also announced that the Australian Awards for University Teaching would be enhanced to heighten the status of teaching and support the centrality of teaching in institutional missions. From 2006 the annual Awards for University Teaching will be 210 awards valued at $10000, 40 awards at $25000 and the Prime Minister’s award valued at $50000. Griffith University has introduced the Faculty Learning and Teaching Citations (FLATC) process as an additional scheme to the Griffith Awards for Excellence in Teaching (GAET). The Health Group has four citations to be awarded within the Group and applications will be considered at the 5 October meeting of the Griffith Health Learning & Teaching Committee.

The Griffith Health Group is scheduled for an organisational review in the period February – August 2007. The Board will be kept informed of progress.

The Board noted that the draft Academic Plan 2 had been distributed by the Deputy Vice Chancellor (Teaching and Learning) to academic managers on the 19 September. Academic Plan 2 has been revised to align with the goals of the Strategic Plan. Major themes of the Academic Plan have not changed and performance indicators and targets have been approved in the Strategic Plan. The draft Academic Plan 2 has been considered by Academic Committee, Learning and Teaching Committee and Executive Group. The University community may provide feedback on this draft before its final approval. Please address any feedback to Professor Stephanie Short by Friday 30 September for a Faculty response to the Secretary of Academic Committee by Monday 3 October.

**Noted**

24.0 **HEALTH GROUP RESEARCH COMMITTEE REPORT**

Dr Lyn Griffiths reported on items of interest to the Board.

Members were reminded of the Griffith Institute of Health and Medical Research workshop to be held on Wednesday 28 September at the Logan Campus. The workshop has been
designed to define the mission, goals, synergies and vision for the development of research in the Health Group. Confirmation of attendance to date has been encouraging.

The Board discussed the impact factors of journal rankings and agreed that the tiered criteria would be detrimental for the Group as the Nursing and Psychology journals look to have no impact on the research quality framework. It was suggested that the demarcation for health should be at a discipline level rather than a health level. It was also noted that the rankings discriminate against Australian journals. A secondary negative result of the ranking system was the escalating price of journals.

It was noted that the journal rankings are one part of the process initiated by RAPS in preparation for the Research Quality review.

It was suggested that research quality for the Gold Coast campus should be treated differently as the campus is in a growth state with new disciplines and new academic staff in a development stage.

Noted

25.0 GRIFFITH HEALTH INTERNATIONALISATION COMMITTEE REPORT

Associate Professor Peter Howard reported that the committee is due to meet next week.

It was reported that discussions had taken place with Indian and Chinese institutions in the areas of tourism and public health and a summary of these will be circulated.

Discussion on the process for following up requests from overseas institutions to Schools or individual academic staff to discuss possible relationships indicated the need for the development of Group guidelines.

The School of Nursing & Midwifery advised that their School has a nominated convenor for international negotiations and have prepared a standard response that invites the institution to visit Griffith University or alternately suggests that a GU staff member may be funded to travel to that institution for discussions.

It was suggested that the School representative to the Griffith Health Internationalisation Committee bring any such requests to the attention of the Committee for consideration.

The Board considered the merits of preparing a powerpoint presentation promoting the Health Group that academic staff could take with them when travelling overseas for use when appropriate. Such a presentation could be amended as needed so that it could focus on particular disciplines relevant to the area of travel.

Noted

26.0 HEALTH GROUP COORDINATOR ADMINISTRATIVE REPORT

Ms Carmel Johnson was unable to attend the meeting but requested Heads of Schools be reminded of the audit being conducted on the requirement that all course outlines for semester 2 2005 offerings are posted to the Web.

Noted
27.0 INFORMATION SERVICES REPORT

Ms Veronica Dawson advised the Board that the Division of Information Services would be reviewed from 10 October to 14 October and that individual submissions from members of the University Community on the performance of the Division in relation to key objectives and performance indicators can be made to the Director, Quality, Planning and Statistics, by 7 October.

The Board agreed the following comments from the Health Group should be forwarded to the Director –

- The need to increase video conferencing facilities in meetings room to reduce the need for staff to travel between campuses;
- INS staff are responsive and timely;
- IT Assist, 55555, is useful in directing enquiries;
- External persons to the University acknowledge the quality service of IT staff;
- Suggested the library should be named Library.

It was agreed that any reduction in travelling between campuses would not only save time for individuals but would improve the occupational and health safety issues associated with driving on a busy highway.

Noted

28.0 ACADEMIC STAFF RECRUITMENT INITIATIVE

28.1 Professor Stephanie Short briefed the Board on an equity initiative to improve Indigenous academic positions across the University through the Office for Community Partnerships.

28.2 The initiative will allow for the appointment of 3 post-graduate Indigenous Australian students to be appointed at Associate Lecturer A level for 5 years to complete PhD studies while gaining academic experience in a School.

28.3 The criteria and funding support from the Office for Community Partnerships for such an appointment was noted.

28.4 The Board noted that there will be a number of vacancies in Schools across the Group and Heads of Schools were encouraged to consider taking advantage of this initiative. The School of Nursing & Midwifery advised they might be in a position to identify a suitable applicant for appointment within their School.

28.5 Members discussed the advantages of the appointment of two persons to the Group to provide a mutual support base and to assist in managing the demands that may be made upon such an appointment. It was also agreed that future advertisements should clearly encourage applications from Indigenous persons.

Noted

29.0 POSTGRADUATE PROGRAM PLANNING AND APPROVAL PROCESS

29.1 The Board noted advice from the DVC (Teaching & Learning) and Dean, Graduate Studies that the process for coordinating and reviewing proposed postgraduate program offerings will be fashioned on the current process and timeline for managing undergraduate programs.

29.2 It was noted that the Academic Registrar coordinates the collection of proposals for new or modified undergraduate programs in October/November for consideration by
the Vice Chancellor’s Executive Group to allow for the preparation of recruitment materials.

29.3 The Office of Graduate Studies will advise details of the process and timeline for the review of postgraduate offerings and Schools are asked to consider 2007 initiatives in preparation for this gathering of information.

Noted

30.0 LEARNING AND TEACHING UPDATE

The Board noted current developments in the learning and teaching area –

• Carrick Institute of Learning and Teaching in Higher Education
• Learning and Teaching Performance Fund
• Griffith Faculty Learning and Teaching Citation Process
• Chairs of newly established Learning and Teaching Committees

Heads of Schools were reminded that Learning and Teaching Citation applications will be considered by the Learning & Teaching (Health) Group Committee at its 5 October meeting for recommendation to the 19 October Faculty Board meeting.

Noted

31.0 THE CHSE FIRST YEAR EXPERIENCE SURVEY

A hard copy of the First Year Experience at Griffith University (2005/0035257) was tabled for noting at the School level.

The report provides a database on the changing character of first year students’ attitudes, expectations, study patterns and overall experiences on campus. A summary of conclusions and implications of the survey results can be found from page 48 onwards.

Members were requested to consider ways in which they might respond to the findings that relate to areas over which they have control. Feedback should be provided to Professor Stephanie Short, Learning & Teaching (Health) Committee by Monday 3 October for consideration at its 6/2005 meeting.

Noted

32.0 COMMUNITY PARTNERSHIPS PROJECT

Members noted that applications for the 2006 Community Partnership Project funds should be submitted by 20 October by email to Cathy Wallace, c.wallace@griffith.edu.au, with a hard copy to follow. Application guidelines and form can be downloaded from the Office for Community Partnerships web site, http://www3.griffith.edu.au/01/ocp/

Funds are available for projects that enhance the University’s engagement with the communities it serves and builds community understanding of the University’s capacity to contribute.

Noted
33.0 **UNIVERSITY PRIVACY PLAN**

The Board noted the revised Privacy Plan that is available at http://www.griffith.edu.au/ua/aa/vc/pp/ and were requested to encourage staff to familiarise themselves with the policy.

*Noted*

34.0 **WORK INTEGRATED LEARNING SYMPOSIUM**

The Board noted the invitation from the Deputy Vice Chancellor (Teaching & Learning) to staff to attend a Work Integrated Learning Symposium, Wednesday 2 November, Club 88, Webb Centre, QCA, South Bank. Heads of Schools were asked to promote the symposium within their Schools.

*Noted*

35.0 **COURSE EVALUATION@Griffith University**

The Board noted that the Learning and Teaching Committee may request that all semester 2 2005 courses are evaluated in line with the semester 1 requirement to ensure that the University has a complete set of data. Schools will be advised in the near future.

*Noted*

36.0 **PROGRAM MATRIX**

The Board noted the Program Matrix of proposed new programs.

*Noted*

37.0 **NEXT MEETING**

The next meeting of the Griffith Health Board (Faculty) will be held on Wednesday, 19 October, 2.30pm, Boardroom, G18_3.02, Gold Coast campus.

Confirmed: ……………………………………….   Date………………………………..

(Chair)
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Faculty Board Members

Dean of Health
Professor Debra Creedy
Pro-Vice Chancellor (Health)
Professor Allan Cripps
Pro-Vice Chancellor (Science & Technology)
Professor Max Standage
Dean, Learning & Teaching (Health), Head of School, School of Public Health
Professor Stephanie Short
Portfolio Dean, Research, Commercialisation & Intellectual Property (Health & Science & Technology)
Professor Gillian Bushell
Portfolio Dean, Teaching & Learning (Science & Technology)
Mr David Edwards
Dean and Head, Griffith Medical School
Professor Judith Searle
Dean and Head, School of Dentistry & Oral Health
Professor Newell Johnson
Dean and Head, School of Nursing & Midwifery
Dr Elizabeth Patterson
Head of School, School of Anatomy
Dr Helen Massa
Head of School, School of Human Services
Dr Jayne Clapton
Head of School, School of Medical Science
Professor Lyn Griffiths
Head of School, School of Pharmacy
Professor Nerida Smith
Head of School, School of Physiotherapy & Exercise Science
Dr Lewis Adams
Head of School, School of Psychology
Associate Professor Peter Creed

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Ms Carmel Johnson, Coordinator, Administrative Support – Griffith Health Group
Mr Geoffrey van Geyzel – Group Resource Manager
Ms Jan Edwards – Marketing Manager, Health
Ms Kirsten Ferguson, Human Resources Manager
Mr Peter Westwood - Executive Officer, Medicine/Oral Health

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