GRiffith health board (Faculty) agenda 8/2007

Wednesday 19 September 2007

A meeting of the Griffith Health Board will be held at 1.00 pm on Wednesday 19 September 2007 in G34_1.05, The Chancellery, Gold Coast campus.

Contents

1.0 Apologies
2.0 Confirmation of Minutes
3.0 Chair’s Report
4.0 Dean (Learning & Teaching) Health Report
5.0 Dean (Research) Health Report
6.0 Information Services Report
7.0 Health & Safety Report

Section I: Matters for Debate and Decision

8.0 Final Draft Program Profile Plan Including Program Concept Proposals and FLAS Requests
9.0 Review of Course Offerings
10.0 Scheduled Plan of Course & Teaching Evaluations
11.0 Annual Program Monitoring Review Report
12.0 Griffith Health Preferred International Partner Institution Establishment Form
13.0 Partnership with Open Universities Australia
14.0 International Partners

Section II: Matters Requiring Ratification or Executive Action

15.0 HLS Special Purpose Submission (07/0012345)
   2080 Griffith Health Group Honours Program
16.0 NRS Minor Change Submission (07/0012328)
   1161 B Nursing (Aged Care Strand)
17.0 PBH Minor Change Submission (07/0012337)
   3082 G Cert Health Services Management
   3203 G Cert Health Services Management (QAIHC)
   5266 M Health Services Management
   5405 M Health Services Management with Honours
18.0 PBH Minor Change Submission (07/0012338)
   3147 G Certificate in Public Health
   4094 G Diploma in Public Health
   5263 M Public Health
19.0 PES MINOR CHANGE SUBMISSION (07/0012339)
1174 B PHYSIOTHERAPY / B EXERCISE SCIENCE
5320 M PHYSIOTHERAPY

20.0 PBH PROGRAM WITHDRAWALS
1169 B SCIENCE IN ENVIRONMENTAL HEALTH (07/0012335)
1283 B HEALTH PROMOTION (07/0012336)

21.0 CHANGE OF PROGRAM CONVENOR
5476 M SOCIAL WORK

22.0 CHANGE OF FIRST YEAR ADVISER
1165 B NURSING

23.0 COURSE OUTLINES

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

24.0 EXTERNAL REVIEW OF OFFICE OF FACILITIES MANAGEMENT

25.0 POLICY, PROCEDURE AND FORM UPDATES
- Procedure for Planning, Developing and Approving Transnational Programs
- Due Diligence Process for Transnational Program Partnerships
- Transnational Program Business Plan Template
- Staffing Delegations – Academic Groups
- Application for Admission to Honours Programs Form
- Cancellation of Enrolment/Leave of Absence Form
- Application for Direct Admission to Undergraduate Programs Form

26.0 OTHER BUSINESS

27.0 NEXT MEETING

Significant Committee Events
- This meeting of the Griffith Health Board (Faculty) will be held at 1.00 pm on Wednesday 19 September 2007 in Room G34_1.05, The Chancellery, Gold Coast campus.
- The next meeting of the Griffith Health Board (Faculty) will be held at 1.00 pm on Wednesday 24 October 2007 in Room G34_2.02, The Chancellery, Gold Coast campus.

Deadlines
- Agenda items due with Secretary, Programs Committee for October meeting by 27 September 2007.
- Agenda items due with Secretary, Programs Committee for November meeting by 25 October 2007.

Committee QuickPlace Web Address
- 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

<table>
<thead>
<tr>
<th>Faculty Board Members</th>
<th>Appointment Type</th>
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<tbody>
<tr>
<td>Professor Debra Creedy</td>
<td>ex officio (Chair)</td>
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<td>Dean (Academic)</td>
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<td>Professor Allan Cripps</td>
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<td>Pro-Vice Chancellor (Health)</td>
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<td>Associate Professor Nicholas Buys</td>
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<td>Professor Kim Halford</td>
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<td>Professor Wendy Chaboyer</td>
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<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 Health Group

Other Copies

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

GRIFFITH HEALTH BOARD (FACULTY) MEETING

A meeting of the Griffith Health Board will be held at 1.00 pm on Wednesday 19 September 2007 in the Chancellery, G34_1.05, 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 7/2007 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) HEALTH GROUP REPORT

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

5.0 DEAN (RESEARCH) HEALTH GROUP 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 FINAL DRAFT PROGRAM PROFILE PLAN INCLUDING PROGRAM CONCEPT PROPOSALS AND FLAS REQUESTS

8.1 The final draft of the Program Profile Plan, together with Program Concept Proposals and FLAS Requests, is attached for the consideration of the Board. In summary, the following program changes are proposed for Health Group programs, effective 2009:

New programs x 4

- M Mental Health Practice (HSV)
- B Exercise Science (Advanced) / D Physiotherapy (replacing 1174 B Physiotherapy / B Exercise Science program from 2009 and potentially 5320 M Physiotherapy from 2012, although the Masters program may be retained as an exit point from the D Physiotherapy
- M Medical Imaging (PES)
- M Sports Coaching (PES)

Major changes x 9

- 1259 B Oral Health in Dental Science
- 1260 B Oral Health in Dental Technology
- 1261 B Oral Health in Dental Technology (Post-Registration)
- 1262 B Oral Health in Oral Health Therapy
- 4136 G Dip Dentistry
- 5402 M Dental Technology in Prosthetics
- 3147 G Cert Public Health
- 4094 G Dip Public Health
- 5263 M Public Health

Articulations x 4

It is proposed to articulate 3 x Graduate Certificate programs with the Master of Human Services.

- 3049 G Cert Disability Studies
- 3140 G Cert Organisational Leadership (possible title change)
- 3169 G Cert Community & Youth Work
- 5169 / 5171 M Human Services / with Honours

Withdrawals x 5*

- 1174 B Physiotherapy / B Exercise Science
- 5272 M Echocardiography
- 5326 M Forensic Psychology
- 6014 D Forensic Psychology
- 6008 PhD Forensic Psychology

*In addition to 5 x withdrawals effective 2009, 5 other program withdrawals will occur in 2007 and 2008.

8.2 The Griffith Health Board (Faculty) is asked to consider the final draft of the Program Profile Plan, prior to the Plan progressing to the Health Executive. Following endorsement by the Health Executive, the Plan will be referred to Executive Group, by the due date of 3 October 2007. The Deputy Vice Chancellor (Academic) will consider
all proposals and convey his decision to the Health Group by no later than 30 November 2007.

9.0 REVIEW OF COURSE OFFERINGS

9.1 It was agreed at the 6/2007 Griffith Health Board (Faculty) meeting that initial progress reports regarding review of course offerings will be prepared and presented to Faculty Board by Heads of School.

9.2 The purpose of the review of course offerings is to ascertain collaborative opportunities with other Schools within the Health Group and within other Academic Groups with a view to reducing courses with low enrolments and / or reducing replication of courses, particularly for postgraduate programs.

For discussion

10.0 SCHEDULED PLAN OF COURSE & TEACHING EVALUATIONS

10.1 The Principles for the Griffith Framework for Evaluating Programs, Courses and Teaching state that Heads of School are responsible for ensuring course evaluation takes place, for gathering information relating to the quality of teaching and for ensuring evaluation outcomes are addressed.

10.2 Heads of School are required to establish a schedule of course evaluation (including evaluation of teaching), in conjunction with Course Convenors for approval by the Dean, that minimises the chance of over-surveying stakeholders. This schedule normally requires courses to be evaluated using the SEC and SET instruments a minimum of every second time they are taught or every two years.

10.3 The Deputy Vice Chancellor (Academic) wrote to all Heads of School and Deans on 22 June 2007 specifying a number of requirements regarding course and teaching evaluations, including the following:

Heads of Schools are to submit via Faculty Board a scheduled plan of course and teaching evaluations from semester 2, 2007 to semester 2, 2009 using the SEC and SET instruments for the approval of Programs Committee at its 11 October meeting 2007.

10.4 Accordingly, the Griffith Health Board (Faculty) is asked to consider the attached schedules, for recommendation to the October meeting of Programs Committee.

For discussion

11.0 ANNUAL PROGRAM MONITORING REVIEW REPORT

11.1 The Annual Program Monitoring Review Report for undergraduate programs for the years 2005 and 2006, prepared by the Dean (Learning & Teaching) is attached for discussion. In the interests of the environment, the individual annual program monitoring reports have not been attached to the agenda but will be forwarded to the University Learning & Teaching Committee with the Annual Program Monitoring Review Report. The individual reports are available, upon request, from the Group Academic Services Officer.

11.2 Feedback received from Faculty Board will be forwarded with the Annual Program Monitoring Report to the Deputy Vice Chancellor (Academic) via the Secretary to the Learning & Teaching Committee. Should

For discussion
12.0 GRIFFITH HEALTH PREFERRED INTERNATIONAL PARTNER INSTITUTION ESTABLISHMENT FORM

12.1 The attached Preferred International Partner Institution Establishment form has been developed with input from Griffith International.

For discussion

13.0 INTERNATIONAL PARTNERS

13.1 The Dean (Academic) has provided the list of Universities that Griffith Health currently has agreements with.

For discussion

14.0 PARTNERSHIP WITH OPEN UNIVERSITIES AUSTRALIA

14.1 The Deputy Vice Chancellor (Academic) has established an Open Universities Australia Committee at Griffith. The Committee will meet quarterly and will address the following:

- Strategically plan Griffith University's profile with OUA
- Look at issues regarding staff workloads, funding
- Incentives – funding from OUA to develop proposals for new courses
- Funding for staffing
- Fee setting
- Bringing course approvals in line with Griffith (quality control)
- Offering OUA courses externally through Griffith University
- Technology – using Blackboard as a tool in all offerings

14.2 There is increasing demand for OUA courses and Griffith University will benefit through increasing its offerings, particularly in postgraduate courses. The current course fees for OUA are: Postgraduate: $1500; Undergraduate: $595. OUA takes 29% of course fees and the remainder is split between INS and the relevant School.

14.3 The Dean (Academic) will provide an update in relation to Griffith University and its partnership with Open Universities Australia.

For discussion

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

15.0 HLS SPECIAL PURPOSE SUBMISSION (07/0012345)

2080 GRIFFITH HEALTH GROUP HONOURS PROGRAM

15.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving a special purpose submission proposing the program will be offered at Nathan campus, in addition to Logan and Gold Coast campuses. This change will coincide with the first offering of the program (Summer Semester, February, 2008).

15.2 The 5/2007 (July) Programs Committee approved the introduction of the Griffith Health Group Honours program. The 80CP Griffith Health Group Honours program will replace existing end-on Honours programs offered by respective Schools in the Health Group.
15.3 The program development team responsible for developing the generic end-on Honours program envisaged a Logan and Gold Coast offering of the honours program. This decision was reached on the basis the only Health Group undergraduate program offered at Nathan is the Bachelor of Nursing and, historically, the number of nursing students who proceed to an honours year is very limited. All other Health Group undergraduate programs are offered at either Logan or Gold Coast and accordingly, it was agreed this is where the honours year program should be based. It was always intended, however, that the program be available to Nathan students, and the structure of the program ensures the coursework may be undertaken by students based at other campuses.

15.4 The School of Nursing and Midwifery have advised there will be 3-4 honours scholarships offered next year to encourage B Nursing students to proceed to honours. If the program is not advertised as available to Nathan students, it is unlikely any students from Nathan will apply. Accordingly, it has been agreed within the Health Group that the program will be formally offered at all three campuses, Nathan, Logan and Gold Coast, from Semester 3, 2008 (February intake). There are no resource issues associated with offering the program at Nathan. This change will be processed administratively.

For ratification

16.0 NRS MINOR CHANGE SUBMISSION (07/0012328)
1161 B NURSING (AGED CARE STRAND)

16.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving a minor change submission for 1161 Bachelor of Nursing (Aged Care strand) seeking to replace existing course 3004NRS End of Life Studies with new course 3981NRS Informing Decision Making in Dementia Care in the Aged Care strand of the B Nursing, effective Semester 1 2008. This change is proposed following feedback from students regarding relevance of content.

For ratification

17.0 PBH MINOR CHANGE SUBMISSION (07/0012337)
3082 G CERT HEALTH SERVICES MANAGEMENT
3203 G CERT HEALTH SERVICES MANAGEMENT (QAIHC)
5266 M HEALTH SERVICES MANAGEMENT
5405 M HEALTH SERVICES MANAGEMENT WITH HONOURS

17.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving a minor change submission proposing a number of changes to courses in the Health Services Management program suite from Semester 1, 2008, as follows:

- Replace core Semester 1 course 7322PBH Change Management in Dynamic Healthcare Systems with 7304PBH Healthcare Systems (currently a Semester 2 elective). 7304PBH Healthcare Systems will provide a broad health care delivery foundation, leading to further study in aspects of health care systems or allow candidates to satisfy requirements for core study in the program before pursuing alternative aspects of public health in advanced electives.
- 7322PBH Change Management in Dynamic Healthcare Systems will be offered as a Semester 1 elective.
- 7304PBH Healthcare Systems will no longer be offered as a Semester 2 elective.
- Replace elective Semester 1 or 2 course 7320PBH Statistics with new Health Group course 6002HLS Quantitative Research.
- Withdraw Semester 2 elective 7315PBH Health Services Managers and the Law.
For ratification

18.0  **PBH MINOR CHANGE SUBMISSION (07/0012338)**

3147 G CERTIFICATE IN PUBLIC HEALTH
4094 G DIPLOMA IN PUBLIC HEALTH
5263 M PUBLIC HEALTH

18.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving a minor change submission proposing a number of changes to courses in the Public Health program suite from Semester 1, 2008, as follows:

- Replace core Semester 1 course 7322PBH *Change Management in Dynamic Healthcare Systems* with 7304PBH *Healthcare Systems* (currently a Semester 2 elective). 7304PBH *Healthcare Systems* will no longer be offered as an elective in Semester 2. 7304PBH *Healthcare Systems* will provide a broad health care delivery foundation, leading to further study in aspects of health care systems or allow candidates to satisfy requirements for core study in the program before pursuing alternative aspects of public health in advanced electives.
- Offer 7322PBH *Change Management in Dynamic Healthcare Systems* as a Semester 1 elective.
- Replace elective Semester 1 or 2 course 7320PBH *Statistics* with new Health Group course 6002HLS *Quantitative Research*. The 5/2007 Program Committee approved the introduction of the Griffith Health Group Honours program, from Semester 3, 2007. The 80CP Griffith Health Group Honours program will replace existing end-on Honours programs offered by respective Schools in the Health Group and the Faculty hosted courses will also replace existing research courses in the postgraduate programs offered by the Group, as appropriate, creating efficiencies through reduction of the number of research and dissertation courses delivered across the Health Group.
- Withdraw Semester 2 elective 7315PBH *Health Services Managers and the Law*. This course has not been offered in the program for over 4 years and the School does not presently have the teaching expertise to run this course.

For ratification

19.0  **PES MINOR CHANGE SUBMISSION (07/0012339)**

1174 B PHYSIOTHERAPY / B EXERCISE SCIENCE
5320 M PHYSIOTHERAPY

19.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving a minor change submission for 1174 Bachelor of Physiotherapy / Bachelor of Exercise Science and 5320 Master of Physiotherapy programs seeking the following changes:

- Withdraw 6001PES Scientific Investigations in Health II and replace with 6002HLS Quantitative Research from Semester 1, 2008 in the Bachelor of Physiotherapy / Bachelor of Exercise Science program.
- Withdraw 4007PES Research Thesis I and replace with 6001HLS Dissertation Preparation from Summer Semester 2008 (February).

19.2 These changes are a result of the introduction of the new Griffith Health Group Honours program from Summer Semester 2008 (February). The School of Physiotherapy and Exercise Science seeks to utilise courses offered in the Griffith Health Group Honours program to gain efficiencies and reduce duplication of research methodology courses within the Health Group.
• Change to credit point value of courses within the Bachelor of Physiotherapy / Bachelor of Exercise Science and Master of Physiotherapy programs, effective Semester 1 2008, as follows:

Clinical Sciences I (4001PES/7015PES) currently 10CP proposed change to 15CP
Practice of Physiotherapy II (4002PES/7017PES) currently 20CP proposed change to 15CP. There will be no change in the overall credit point in these programs.

19.3 Following removal of the 4 week orthopaedics clinical placement from Practice of Physiotherapy II (4002PES/7017PES) and its inclusion in Clinical Sciences I (4001PES/7015PES) (previously approved) it is proposed that the credit points be changed to reflect the change/swap in the clinical placement component between these courses.

For ratification

20.0 PBH PROGRAM WITHDRAWALS

1169 B SCIENCE IN ENVIRONMENTAL HEALTH (07/0012335)
1283 B HEALTH PROMOTION (07/0012336)

20.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving the withdrawal of 1169 Bachelor of Science in Environmental Health (07/0012335) and Bachelor of Health Promotion 1283 effective Semester 1 2008.

20.2 Programs Committee 5/2007 (July) approved the introduction of new program Bachelor of Public Health, from Semester 1 2008. The Bachelor of Public Health will replace the existing undergraduate programs offered by the School of Public Health, specifically 1169 Bachelor of Science in Environmental Health and 1283 Bachelor of Health Promotion. From Semester 1 2008 students enrolled in the Bachelor of Public Health program will be able to choose from one of four majors; Environmental Health, Health Promotion, Nutrition or Workplace Health and Rehabilitation.

20.3 Students currently enrolled in the Bachelor of Science in Environmental Health or Bachelor of Health Promotion programs will have the option of remaining in their program or transferring to the new program Bachelor of Public Health with full credit.

For ratification

21.0 CHANGE OF PROGRAM CONVENOR

5476 M SOCIAL WORK

21.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving change of program convenor for new program 5476 Master of Social Work from Professor Lesley Chenoweth to Dr Donna McAuliffe, with immediate effect.

For ratification

22.0 CHANGE OF FIRST YEAR ADVISER

1165 B NURSING

22.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving change of first year adviser for 1165 Bachelor of Nursing from Ms Carrie Fairweather to Dr Liz Emmanuel, effective Semester 1 2008.

For ratification
23.0 COURSE OUTLINES

23.1 The Griffith Health Board (Faculty) is asked to ratify the executive action of the Dean (Learning & Teaching) in approving the following Semester 2 2007 course outlines. http://www.griffith.edu.au/ua/aa/pccat/courseoutlines.html

7424PSY Psychology Law and the Justice System

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

24.0 EXTERNAL REVIEW OF OFFICE OF FACILITIES MANAGEMENT

24.1 The University will be reviewing Griffith International from Monday, 29 October 2007 to Thursday, 1 November 2007. The key objectives are as follows:

Key Objectives:

- Ensuring the alignment of resources and activities with the University's future directions and strategic priorities;
- Assuring the Vice Chancellor and the University community that services are of a high quality and are efficient and effective;
- Promoting continuous improvement of services; and
- Contributing to the staff development of the relevant Directors and their staff.

Specific key objectives for OFM:

- The role of OFM in providing, directly or indirectly, advice on current trends in best practice teaching and research facilities; and
- The role of OFM in providing, directly or indirectly, advice on optimal use of the University’s property and facilities.

24.2 Staff who wish to make a submission to the Review Committee, should provide their comments on Office for Facilities Management and their activities based on the staff member’s own experience or knowledge. The closing date for written submissions or seeking an interview is 5 October 2007. All submissions should be sent to Ms Sue Nagle, Review and Quality Coordinator, Office of Quality, Planning and Statistics, N54_2.34K or Email: reviews@griffith.edu.au

For noting

25.0 POLICY, PROCEDURE AND FORM UPDATES

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

Procedure for Planning, Developing and Approving Transnational Programs

This document outlines the process the University uses to assure itself that:
- A new transnational program proposed by an Academic group is consistent with the University's Strategic Plan and its international objectives,
- That the partner with whom the program is to be offered will add value to the University by increasing international opportunities for staff and students in teaching and research, and
- The program is viable and sustainable.
The Program Planning, Development and Approval Policy is the instrument that governs this procedural document. This procedure is to be implemented in accordance with that policy.


Due Diligence Process for Transnational Program Partnerships
The purpose of this document is to provide sufficient information to establish the probity, financial viability and professional standards of any potential partner prior to partner selection and the establishment of any agreement.

URL: http://www62.gu.edu.au/policylibrary.nsf/mainsearch/cdf7856c03210ad34a25733d0063cec4?opendocument

Transnational Program Business Plan Template
The purpose of this document is to provide sufficient information to assess the viability and sustainability of transnational program proposals.


Staffing Delegations – Academic Groups
This schedule provides a list of officers with delegated authority to make staffing decisions within academic Groups. Officers may only exercise the relevant delegation within their allocated budget. A Group PVC may suspend or cancel the delegated authority of an officer who exceeds his/her allocated budget. Staffing delegations must be exercised in accordance with the Recruitment and Selection Policy and Procedures, and other relevant policies.


Application for Admission to Honours Programs Form

Cancellation of Enrolment/Leave of Absence Form

Application for Direct Admission to Undergraduate Programs Form

26.0 OTHER BUSINESS

27.0 NEXT MEETING

27.1 The next meeting of the Griffith Health Board (Faculty) will be held on Wednesday 24 October 2007 at 1.00 pm in G34 2.02, The Chancellery, Gold Coast campus.