A meeting of the Health Group Board was held at 12.30pm on Thursday 26 July 2012 in Room 1.05/1.06, The Chancellery (G34), Gold Coast campus.

MINUTES

PRESENT:

Professor Tony Perkins, Dean (Academic) (Chair)
Professor Nicholas Buys, Dean (L&T)
Professor David Shum, Dean (Research)
Professor Andrew Davey, HoS – PHM
Professor Mark Forwood, HoS – MSC
Professor Elaine Duffy, HoS - NRS
Professor Ros Sorensen, HoS – PBH
Professor Peter Milburn, HoS – PES
Professor Allan Cripps, PVC (Health)
Professor Simon Broadley, HoS – MED
Mr Tristan Damen – Secretary

Present by invitation:
Ms Gillian Rumpf, Development & Alumni Manager (Health)
Mr Geoffrey van Geyzel, GRM
Ms Susie Head, TS
Mr Hamish Townsend, ER
Professor Peter Reher, DHoS – DOH
Ms Annette McCarthy, GI
Ms Anita Hathaway – ER
Ms Leigh Pointon, QIBT
Ms Heather Tinsley, QIBT
Mr Peter Westwood, EO
A/Prof Shirley Morrissey, DHoS – PSY

APOLOGIES:

Professor Lyn Griffiths, Director – GHI
Professor Ward Massey, HoS – DOH
Professor Patrick O’Leary, HoS – HSV
Professor Paul Martin, HoS – PSY

Non-Members:
Dr Louise Ward, DHoS – NRS
A/Prof Analise O’Donovan, DHoS – PSY
Ms Heidi Piper, GI
Ms Jenny McDonald, Director of Clinical Services – DOH
Associate Professor Jenny Gamble, DHoS - NRS
Mr Phillip McDonald, INS
A/Prof Lisa Laakso, DHoS - PES
Ms Louise Durack, ER
Ms Melanie Wickel, HR
A/Prof Gary Rogers, DHoS – MED

1.0 WELCOME

The Board welcomed the following guest speakers:
- Ms Annette McCarthy, Senior Manager, International Admissions, Griffith International
- Ms Leigh Pointon, Director, Academic Programs and Student Services, Queensland Institute of Business Technology
- Ms Heather Tinsley, College Director and Principal, Queensland Institute of Business Technology

2.0 CONFIRMATION OF MINUTES (Agenda Item 3.0)

The minutes of the 3/2012 (June) meeting of the Griffith Health Group Board were taken as read and confirmed.

3.0 ACTIONS ARISING FROM GRIFFITH HEALTH GROUP BOARD 7_2011 MEETING (Agenda Item 4.0)
Heads of School are to present the Health & Safety Operational Plan to their respective School Committees and highlight requirements of staff to complete Health and Safety training.

Heads of School

Ongoing – Items will be distributed to Heads of School for action after 02/2012 meeting of the Griffith Health Group, Health & Safety Committee.

Confirm whether Deputy Heads of School are required to complete ASRP and AMRP.

Human Resource Manager (Health)


Investigate process for implementing generic accreditation statement on the Programs and Courses website for all Health Group programs where professional accreditation information is listed.

Secretary

WiP

Distribute revised CIP to Course Convenors for use with courses run in Semester 1, 2012.

Heads of School

Completed

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

4.0 PBH FULL PROGRAM PROPOSAL (2012/0007599) (Agenda Item 19.0)
1386 BACHELOR OF ENVIRONMENTAL HEALTH

4.1 On the recommendation of the Dean (Learning and Teaching), the Group Board was asked to consider the full program submission proposing the establishment of a Bachelor of Environmental Health program in Semester 1, 2013.

4.2 The Head of School, School of Public Health spoke to item.

4.3 The proposed program of 3 years duration was developed as a response to student concerns that the School’s current offering of the Bachelor of Public Health (Environmental Health and Sustainability major) did not contain sufficient foundation science content. Industry feedback also indicated that the program should be of 3 years duration and contain more content specific to Environmental Health and associated career outcomes.

4.4 The School of Public Health will still offer the Bachelor of Public Health program. The program will be offered with a single major (Nutrition and Health Promotion) in 2013 with additional majors to be introduced from 2014. A proposal to remove the Environmental Health and Sustainability major from the Bachelor of Public Health program will be considered at the next meeting of the Health Group Board.

4.5 Members queried how many students would be recruited for the initial cohort. The Head of School, School of Public Health advised that School hoped to recruit 40 students for the first run of the program.

4.6 Members queried why the School did not opt to develop a postgraduate program given the projected cohort size. The Head of School, School of Public Health advised that industry had indicated that a 3 year undergraduate degree was the preferred training pathway for Environmental Health Officers.

4.7 Members queried whether students who complete the first year of the Bachelor of Public Health (Environmental Health and Sustainability major) would be able to transfer to Year 2 of the proposed program in 2013. The Head of School, School of Public Health advised that this would not be possible, as new courses for Year 2 and Year 3 of the program will not be introduced until 2014 and 2015 respectively.
4.8 Members queried whether the English language requirements for the program should be raised. Members agreed that the English language requirements for the program should be raised to a minimum overall band score of 6.5 on IELTS (Academic) with no sub-score of less than 6.0 (or equivalent). Members also agreed that the English Learning Enhancement Course needed to be included in the program and that a first year course would be displaced to Year 3 in lieu of 10CP listed elective.

4.9 The Board resolved to ratify the proposal subject to the following revisions:
- Information regarding projected student numbers to be added.
- Justification for the inclusion of 10 credit points of listed electives to be added.
- Transition arrangements for the program were to be expanded with additional information for students currently enrolled in Bachelor of Public Health (Environmental Health and Sustainability major).
- A statement regarding course availability to be added.
- Revised English language requirements to be added.
- The English Learning Enhancement Course (ELEC) to be included in the program structure.
- Degree requirements to be revised due to the inclusion of the ELEC course.

Resolution

4.10 On the recommendation of the Dean (Learning and Teaching), the Health Group Board resolved to recommend the establishment of the Bachelor of Environmental Health in Semester 1, 2013 to Programs Committee subject to revisions to the proposal document.

SECTION B: ACTION UNDER DELEGATED AUTHORITY OR EXECUTIVE ACTION

The Griffith Health Group Board resolved to ratify the following executive approvals:

5.0 PES MAJOR CHANGE SUBMISSION (2012/0007593) (Agenda Item 21.0)
4157 GRADUATE DIPLOMA OF EXERCISE SCIENCE – ADMISSION REQUIREMENTS AND SELECTION SUPPLEMENT

5.1 Major change submission proposing a change to the admission requirements including the use of a selection supplement.

6.0 MSC/BPS MAJOR CHANGE SUBMISSION (2012/0007598) (Agenda Item 22.0)
1280/1306 BACHELOR OF MEDICAL SCIENCE – ENGLISH LANGUAGE REQUIREMENTS (LANGUAGE OF INSTRUCTION PATHWAYS)

6.1 Major change submission proposing a change to the English language requirements for the purposes of admission into the program. Language of instruction pathways that conflicted with admission requirements are to be removed.

7.0 PROGRAM CONVENOR, SCHOOL HONOURS ADVISOR AND FIRST YEAR ADVISOR CHANGES (Agenda Item 23.0)

7.1 The Griffith Health Group Board resolved to ratify the following Program Convenor changes for 2012:

School of Human Services and Social Work
5169 Master of Human Services Ms Christine Randall
School of Public Health
1333 Bachelor of Public Health Professor Ros Sorensen
5461 Master of Nutrition and Dietetics Associate Professor Faruk Ahmed
School of Medical Science
1093 Bachelor of Health Science   Dr Ian Peak

7.2 The Griffith Health Group Board resolved to ratify the following First Year Advisor change for 2012:

School of Pharmacy
1242 Bachelor of Pharmaceutical Science   Mr James Townshend

8.0 HEALTH GROUP OHS PLAN: JANUARY 2012 – DECEMBER 2014 (Agenda Item 24.0)


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

Nil

SECTION D: MATTERS NOTED, CONSIDERED, OR REMAINING UNDER DISCUSSION

9.0 QIBT PERFORMANCE – HEALTH GROUP PROGRAMS (Agenda Item 17.0)

9.1 The College Director and Director, Academic Programs delivered a presentation that detailed enrolments in programs offered by the Queensland Institute of Business Technology (QIBT) that articulate into programs offered by the Health Group.

9.2 The Health Group Board noted that retention rates were high in both the Diploma of Health Care (88% - 42 commencing, 28 continuing to Semester 2 courses) and the Diploma of Health Sciences (72% - 36 commencing, 21 continuing to Semester 2 courses).

9.3 The Health Group Board noted that 30 students had taken advantage of the Health Group Retention Strategy developed in partnership with QIBT. 28 domestic students and 2 international students were enrolled in up to three Health Group Foundation Year courses offered via QIBT.

9.4 Members thanked QIBT for their contribution to the Health Group Retention Strategy. Members noted that post-doctoral fellows and potential Level A academic staff members gained valuable experience delivering curriculum and teaching as part of this strategy.

10.0 CHAIR’S REPORT (Agenda Item 5.0)

The Chair reported on the following matters:

Tertiary Studies Expo (TSXPO)
The Chair thanked all Health Group Schools and staff for their involvement in Tertiary Studies Expo (TSXPO) on Saturday July 21 and Sunday July 22.

11.0 PRO VICE-CHANCELLOR (HEALTH) REPORT (Agenda Item 6.0)

The Pro Vice-Chancellor (Health) reported on the following matters:
Tertiary Studies Expo (TSXPO)
The Pro Vice-Chancellor (Health) thanked all Health Group Schools and staff for their involvement in Tertiary Studies Expo (TSXPO) on Saturday July 21 and Sunday July 22.

Strategic planning
All Health Group Schools will be required to develop strategic plans around staircase data. School strategic plans will be the basis for the development of the Health Group strategic plan. 2013 has been identified as a transition year with load-based budgeting to be applied. Health Group Executive will issue a template to members in the near future to assist with the development of School strategic plans.

12.0 DEAN (LEARNING & TEACHING) REPORT (Agenda Item 7.0)

The Dean (Learning & Teaching) tabled the report at the meeting and highlighted the following items:

Australian Qualifications Framework – Removal of the Graduate Certificate
The latest discussion paper released by the Australian Qualifications Framework (AQF) Council has proposed the removal of the Graduate Certificate from the AQF. This would have negative implications for the Health Group as it offers a high number of programs of this type. The Health Group has contributed to a University-level response to this discussion paper, arguing for the Graduate Certificate to remain as a qualification type in the AQF.

Learning & Teaching Citations
The following staff were awarded Learning & Teaching Citations or Commendations:

<table>
<thead>
<tr>
<th>Citations</th>
<th>Highly Commended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Ben Weeks</td>
<td>School of Rehabilitation</td>
</tr>
<tr>
<td>Dr Greg Reddan</td>
<td>School of Rehabilitation</td>
</tr>
<tr>
<td>Dr Joanne Lewohl</td>
<td>School of Medical Science</td>
</tr>
<tr>
<td>Dr Helen Massa</td>
<td>School of Medical Science</td>
</tr>
<tr>
<td>Dr Mary Sidebotham</td>
<td>School of Nursing and Midwifery</td>
</tr>
<tr>
<td>Ms Georgina Neville</td>
<td>School of Nursing and Midwifery</td>
</tr>
</tbody>
</table>

13.0 DEAN (RESEARCH) REPORT (Agenda Item 8.0)

The Dean (Research) tabled the report at the meeting and highlighted items of interest.

14.0 PLANNING AND FINANCIAL SERVICES REPORT (Agenda Item 9.0)

The Group Resource Manager tabled the report at the meeting and highlighted items of interest.

15.0 INFORMATION SERVICES REPORT (Agenda Item 10.0)

The Acting Manager, Academic Services tabled the report at the meeting and highlighted items of interest.

16.0 EXTERNAL RELATIONS REPORT (Agenda Item 10.0)
The Marketing Manager (Health) tabled the report at the meeting and highlighted items of interest.

17.0 HUMAN RESOURCE MANAGEMENT REPORT (Agenda Item 12.0)

The Human Resources Manager (Health) tendered apologies for the meeting.

The Board noted the report submitted by the Human Resources Manager (Health) in which it was confirmed that Academic Managers (including Deputy Heads of School) are not required to submit documentation during the July ASRP round. Academic Managers Review commences later in the year and will allow for objectives and outcomes to be determined for both the academic management role, and for the underlying substantive role within the School/Centre.

The Chair reported on the following items:

Annual cycles – ASRP, ASP and Promotions
Members noted the following:
- Deadlines for the July ASRP round had passed and Heads of School have commenced interviews with staff.
- Heads of School are to strategically assess applications for ASP, taking workloads and available funding into account.
- Applications for Promotions must be submitted by no later than 5pm, Friday 10 August:
  - Applicants should schedule an interview with their supervisor before arranging for an interview with the Dean (Academic) or Dean (Research)
  - Research-only staff seeking promotion to Level D or E must make an appointment with the Dean (Research)
  - All other staff seeking promotion to Level D or E must make an appointment with the Dean (Academic)
  - All staff seeking promotion to Level A, B or C are encouraged to make an appointment with the Dean (Academic)

Recreation Leave Management
For staff identified with excessive Recreational Leave balances, Academic Managers are expected to develop appropriate leave management plans to ensure that staff are accessing time for recreational leave whilst reducing leave balances/liabilities. It is expected that all staff with excessive recreational leave balances will reduce leave liabilities to the maximum 40 days by 30 November 2012.

18.0 DEVELOPMENT AND ALUMNI REPORT (Agenda Item 13.0)

The Development and Alumni Coordinator tabled the report at the meeting and highlighted items of interest.

19.0 GRIFFITH INTERNATIONAL REPORT (Agenda Item 14.0)

The Senior Manager, International Admissions tabled the report at the meeting and highlighted items of interest.

20.0 ENGLISH LANGUAGE REQUIREMENTS – IELTS, LANGUAGE OF INSTRUCTION AND THE GRIFFITH ACADEMIC ENGLISH DIRECT ENTRY PROGRAM (Agenda Item 15.0)

20.1 Members noted discussion from the 03/12 (21 June) meeting regarding this issue.

20.2 Members agreed that English language requirements for the purpose of admission into programs offered by Health Group with clinical placement components should be set at
a level comparable to that set for registration requirements with the relevant professional body.

20.3 The Dean (Learning & Teaching) advised that major change proposals for Health Group programs considered at the 03/12 (June 7) meeting of Programs Committee that sought to raise English language requirements for the purposes of admission required further revision. The Secretary was asked to prepare separate proposal documents for any changes included in the following submissions that did not specifically pertain to English language requirements:

- NRS major change submission (2012/0007505)
  1161/1162/1165 Bachelor of Nursing
- HSV major change submission (2012/0007523)
  1282/1372 Bachelor of Social Work
- DOH major change submission (2012/0007546)
  1259 Bachelor of Oral Health in Dental Science

20.4 The Dean (Learning & Teaching) advised that Griffith International had resumed making offers for the 1161/1162/1165 Bachelor of Nursing and 1282/1372 Bachelor of Social Work programs after submissions to raise English language requirements had been returned to the Health Group for revision.

20.5 The Dean (Learning & Teaching) advised that the University community was currently discussing the issue of English language requirements for the purpose of admission and members agreed that the Health Group should be guided by the outcomes of these discussions.

Resolution

20.6 On the recommendation of the Dean (Learning and Teaching), the Health Group Board resolved to hold discussion regarding this item until revisions to proposals for the 1161/1162/1165 Bachelor of Nursing, as detailed in 2012/0007505, the 1282/1372 Bachelor of Social Work, as detailed in 2012/0007523, and the 1259 Bachelor of Oral Health in Dental Science, as detailed in 20120007546 are completed.

Action: Secretary to prepare separate proposal documents for any changes included in the attached submissions that do not specifically pertain to English language requirements.

Action: Dean (Learning & Teaching) to liaise with Schools in order to revise proposals to raise the English language requirements for the 1161/1162/1165 Bachelor of Nursing, 1282/1372 Bachelor of Social Work, and 1259 Bachelor of Oral Health in Dental Science programs.

21.0 STUDENT RETENTION STRATEGY 2012-2014 (Agenda Item 16.0)

21.1 The Dean (Learning & Teaching) spoke to this item.

21.2 Members noted that retention rates across the University had dropped in 2012.

21.3 The Dean (Learning & Teaching) advised that Health Group’s response to the Student Retention Strategy 2012-2014 document involved three strategies:

- Health Group Schools are to develop retention teams that are to be integrated into each School’s respective Student Lifecycle Committee.
- Two Student Success Advisors will continue working with the Health Group in Semester 2, 2012 with additional staff to be recruited for 2013. These staff members will work with high-risk students.
- First Year Advisor role to be redeveloped into a leadership role with a greater focus on curricular and co-curricular activity. Student Success Advisors will assume the pastoral care aspect of the First Year Advisor role.
21.4 Members noted the Health Group retreat for Program Convenors, First Year Advisors and School Student Lifecycle Committees was scheduled for Friday, 28 September.

21.5 Members queried whether the workload for the First Year Advisor role would decrease in line with the change in focus to an academic leadership position. The Dean (Learning & Teaching) advised that the new focus for the First Year Advisor role would require a similar allocation of time and resources. Members were advised that managing the transition of the role would require careful consideration from each School’s Student Lifecycle Committee.

21.6 Members noted that the University is to recruit a centrally-positioned PASS Co-ordinator that would work across Groups. The Dean (Learning & Teaching) advised that Health Group would continue to recruit PASS leaders.

21.7 Members agreed that Student Success Advisors should have discipline-specific knowledge. The Secretary was asked to obtain a Position Description for the Student Success Advisor role for distribution to members.

Noted

Action: Secretary to obtain Position Description for the Student Success Advisor role and distribute to members.

22.0 UPDATE ON GRIFFITH UNIVERSITY / GOLD COAST UNIVERSITY HOSPITAL COLLABORATION (Agenda Item 18.0)

22.1 The Head of School, School of Public Health addressed the Board to advise members of the research themes developed in the collaboration between the Gold Coast University Hospital and Griffith University.

Noted

23.0 HEALTH GROUP HEALTH AND SAFETY COMMITTEE MINUTES (Agenda Item 25.0)

23.1 The Board noted the minutes of the 02/2012 (June) meeting of the Health Group Health and Safety Committee.

Noted

24.0 PROVISIONAL ACCREDITATION REPORT TO THE DIETITIANS ASSOCIATION OF AUSTRALIA – BACHELOR OF NUTRITION AND DIETETICS (Agenda Item 26.0)

24.1 The Board noted the report that the School of Public Health submitted to the Dietitians Association of Australia for the purpose of provisional accreditation of the 1355 Bachelor of Nutrition and Dietetics program.

Noted

25.0 OTHER BUSINESS (Agenda Item 27.0)

Medical Laboratory Science Medal
On the recommendation of the Chair, the Health Group Board resolved to recommend the establishment of the Medical Laboratory Science Medal that is to be awarded annually to the graduate with the highest academic achievement in the Bachelor of Medical Laboratory Science degree (1370).
Action: Secretary to forward advice to the Secretary, Academic Committee regarding establishment of the Medical Laboratory Science Medal.

26.0 BOARD MEETING DATES AND VENUES (Agenda Item 28.0)

26.1 The next meeting of the Griffith Health Board will be held on Thursday 23 August 2012 at 12.30 pm in Room 1.05/1.06, The Chancellery (G34), Gold Coast campus. A light lunch will be available from 12 noon.

26.2 The confirmed 2012 dates for Griffith Health Group meetings will be held at 12.30pm on the following dates:

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Campus</th>
<th>Venue</th>
</tr>
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<tbody>
<tr>
<td>23 August</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
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<tr>
<td>20 September</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
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<tr>
<td>25 October</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
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<tr>
<td>22 November</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
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Noted

27.0 SUMMARY OF ACTION ITEMS

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Responsible Officer/s</th>
<th>Status / Feedback</th>
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<tbody>
<tr>
<td>Heads of School are to present the Health &amp; Safety Operational Plan to their respective School Committees and highlight requirements of staff to complete Health and Safety training.</td>
<td>Heads of School</td>
<td>Ongoing – Items will be distributed to Heads of School for action after 02/2012 meeting of the Griffith Health Group, Health &amp; Safety Committee.</td>
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<tr>
<td>Investigate process for implementing generic accreditation statement on the Programs and Courses website for all Health Group programs where professional accreditation information is listed.</td>
<td>Secretary</td>
<td>WIP</td>
</tr>
<tr>
<td>Prepare separate proposal documents for any changes included in proposals for the 1161/1162/1165 Bachelor of Nursing, as detailed in 2012/0007505, the 1282/1372 Bachelor of Social Work, as detailed in 2012/0007523, and the 1259 Bachelor of Oral Health in Dental Science, as detailed in 2012/0007546 that do not specifically pertain to English language requirements.</td>
<td>Secretary</td>
<td>WIP</td>
</tr>
<tr>
<td>Revise proposals to raise the English language requirements for the 1161/1162/1165 Bachelor of Nursing, 1282/1372 Bachelor of Social Work, and 1259 Bachelor of Oral Health in Dental Science programs.</td>
<td>Dean (Learning &amp; Teaching) HoS – NRS, HSV, DOH</td>
<td>WIP</td>
</tr>
<tr>
<td>Obtain Position Description for the Student Success Advisor role and distribute to members.</td>
<td>Secretary</td>
<td>WIP</td>
</tr>
<tr>
<td>Forward advice to the Secretary, Academic Committee regarding establishment of the Medical Laboratory Science Medal.</td>
<td>Secretary</td>
<td>WIP</td>
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Confirmed:

(Chair – Professor Tony Perkins)

Date: ____________________________
<table>
<thead>
<tr>
<th>Name</th>
<th>Appointment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Tony Perkins</td>
<td>Dean (Academic)</td>
</tr>
<tr>
<td>Professor Allan Cripps</td>
<td>Pro-Vice Chancellor (Health)</td>
</tr>
<tr>
<td>Professor Nick Buys</td>
<td>Dean (Learning &amp; Teaching), Health</td>
</tr>
<tr>
<td>Professor David Shum</td>
<td>Dean (Research), Health</td>
</tr>
<tr>
<td>Professor Ros Sorensen</td>
<td>Head, School of Public Health</td>
</tr>
<tr>
<td>Professor Simon Broadley</td>
<td>Head, School of Medicine</td>
</tr>
<tr>
<td>Professor Ward Massey</td>
<td>Head, School of Dentistry &amp; Oral Health</td>
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<td>Head, School of Pharmacy</td>
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<td>Professor Peter Milburn</td>
<td>Head, School of Rehabilitation Sciences</td>
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<tr>
<td>Professor Paul Martin</td>
<td>Head, School of Applied Psychology</td>
</tr>
<tr>
<td>Professor Lyn Griffiths</td>
<td>Director, Griffith Health Institute</td>
</tr>
</tbody>
</table>

**Information Copies** (without attachments unless stated)
- Deputy Heads of School
- Dean (Learning and Teaching), SEET Group
- School Administrative Officers – Griffith Health Group
- School Secretaries – Griffith Heath Group

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