**GRIFFITH UNIVERSITY**

**GRIFFITH HEALTH GROUP BOARD**

A meeting of the Health Group Board was held at 12.30pm on Thursday 13 September 2012 in Room 2.02, The Chancellery (G34), Gold Coast campus.

**MINUTES**

<table>
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<th>PRESENT:</th>
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<tr>
<td>Professor Tony Perkins, Dean (Academic) (Chair)</td>
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<td>Professor David Shum, Dean (Research)</td>
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<td>Professor Mark Forwood, HoS - MSC</td>
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<td>Professor Elaine Duffy, HoS - NRS</td>
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<td>Professor Ros Sorensen, HoS – PBH</td>
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<td>Professor Peter Milburn, HoS – PES</td>
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<td>Professor Ward Massey, HoS – DOH</td>
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<td>Professor Patrick O'Leary, HoS – HSV</td>
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<td>Professor Paul Martin, HoS – PSY</td>
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<td>Mr Tristan Damen – Secretary</td>
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<td>Ms Gillian Rumpf, Development &amp; Alumni Manager (Health)</td>
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<td>Mr Susie Head, TS</td>
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<td>Professor Peter Reher, DHoS – DOH</td>
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<td>Ms Anita Hathaway – ER</td>
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<td>A/Prof Shirley Morrissey, DHoS – PSY</td>
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<td>A/Prof Gary Rogers, DHoS – MED</td>
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<td>Ms Heidi Piper, GI</td>
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<td>Ms Jenny McDonald, Director of Clinical Services – DOH</td>
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<td>Mr Phillip McDonald, INS</td>
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<td>A/Prof Liisa Laakso, DHoS – PES</td>
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<td>Ms Andrea Lerche, HR</td>
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<td>A/Prof Ray Tedman – MED</td>
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<td>Mr John Swinton – Strategic Services</td>
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<td>Mr Terence Kwok – PFS</td>
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<td>Ms Norma Swain - GCCB</td>
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<th>APOLOGIES:</th>
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<tr>
<td>Professor Lyn Griffiths, Director – GHI</td>
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<td>Professor Nicholas Buys, Dean (L&amp;T)</td>
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<td>Professor Allan Cripps, PVC (Health)</td>
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<td>Professor Simon Broadley, HoS – MED</td>
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<td>Professor Andrew Davey, HoS – PHM</td>
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<tr>
<td>Dr Louise Ward, DHoS – NRS</td>
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1.0 **WELCOME** *(Agenda Item 2.0)*

The Board welcomed the following guest speakers:
- Ms Norma Swain - Research Executive, Business Events, Gold Coast Convention Bureau
- Mr John Swinton - Associate Director, Organisational Development, Strategic Services, Griffith University
- Associate Professor Ray Tedman - Director of Medical Studies, School of Medicine
- Mr Terence Kwok - Acting Deputy Planning and Resource Manager (Health), Planning and Financial Services

2.0 **CONFIRMATION OF MINUTES** *(Agenda Item 3.0)*

The minutes of the 4/2012 (July) meeting of the Griffith Health Group Board were taken as read and confirmed.

3.0 **ACTIONS ARISING FROM 4/2012 (JULY) HEALTH GROUP BOARD MEETING** *(Agenda Item 4.0)*
<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 – Executive Officer to provide list of programs to which the statement is to be applied. Schools to confirm program accreditation details and provide documentation to confirm accreditation to Academic Services for filing.</td>
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<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 20120007546 that do not specifically pertain to English language requirements.</td>
<td>Secretary</td>
<td>Completed</td>
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<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>
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<td>Obtain Position Description for the Student Success Advisor role and distribute to members.</td>
<td>Secretary</td>
<td>Completed</td>
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<td>Forward Committee regarding establishment of the Medical Laboratory Science Medal.</td>
<td>Secretary</td>
<td>Completed – Feedback sent to Graduations Officer.</td>
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**SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES**

4.0 **MED MAJOR CHANGE PROPOSAL (2012/0007599) (Supplementary Agenda Item 1.0)**

4.1 **1272 BACHELOR OF MEDICINE/ BACHELOR OF SURGERY – CHANGE OF TITLE**

4.1 On the recommendation of the Acting Dean (Learning and Teaching), the Health Group Board was asked to consider the major change submission proposing a change of title for the Bachelor of Medicine/ Bachelor of Surgery (1272) program to Doctor of Medicine effective Semester 1, 2014.

4.2 The Director of Medical Studies spoke to this item.

4.3 The Director of Medical Studies advised that the School of Medicine is proposing to change the title of the program to Doctor of Medicine so that the learning outcomes of the existing program are recognised as being equivalent to a Masters (Extended) program which would be classified at AQF Level 9.
4.4 The Director of Medical Studies also advised that the School of Medicine proposes to remove provisions for the award of Honours to graduates of the program to comply with the revised AQF. The Doctor of Medicine will instead be awarded with a classification of "Merit" to students who receive the equivalent of a High Distinction averaged over the graded components of third and fourth year courses.

4.5 Members asked whether there had been any consultation with graduates of the Doctor of Medicine (by Research) program, as this could potentially devalue their qualifications. Members were advised that Griffith does not have any alumni that have graduated with a Doctor of Medicine (by Research) as Griffith University has not offered this program. The School of Medicine will monitor the response from institutions such as the University of Melbourne that have graduated students from such a program.

4.6 Members asked for confirmation that the content of the current program would be unchanged despite the change in title. The Director of Medical Studies advised that the current program delivers learning outcomes equivalent to that of a Masters (Extended) program at AQF Level 9, and the change in title would effectively recognise these outcomes.

Resolution

4.7 On the recommendation of the Dean (Learning and Teaching), the Health Group Board resolved to recommend the proposal to change the title of the Bachelor of Medicine/Bachelor of Surgery (1272) to Doctor of Medicine effective Semester 1, 2014, to Programs Committee subject to revisions to the proposal document.

5.0 INDIGENOUS SELECTION AND ADMISSION GUIDELINES FOR THE GRADUATE ENTRY MEDICAL PROGRAM (2012/0007675) (Supplementary Agenda Item 2.0)

5.1 On the recommendation of the Acting Dean (Learning and Teaching), the Health Group Board was asked to consider the Indigenous Selection and Admissions Guidelines for the Graduate Entry Medical Program policy document.

5.2 The Director of Medical Studies spoke to this item.

5.3 Members were advised that the medical admissions process is extremely competitive and that Indigenous students were often unsuccessful in applying to study the Graduate Entry Medical Program (GEMP). The policy document and admission pathways detailed within, have the intent of providing support to Indigenous students applying to study the GEMP.

5.4 The School of Medicine has graduated three Indigenous students from the GEMP, with another three students currently enrolled. The School has never been able to fill the five places allocated for Indigenous students in each intake of the program.

5.5 Members expressed concern about the removal of the requirement for students to complete the Graduate Medical Schools Admissions Test (GAMSAT) in order to be eligible for admission into the program. Members were advised that Indigenous admissions guidelines employed by other institutions have removed the requirement for Indigenous students to complete the GAMSAT. Further to that, the GAMSAT does not test anatomical knowledge or physiology.

5.6 The Chair suggested that quotas for each admissions pathway in addition to an overall quota should be added to the document. The School of Medical Science and the School of Biomolecular and Physical Sciences had each agreed to allocate 2 places into the Bachelor of Medical Science program at Gold Coast and Nathan campuses respectively, for the purpose of these admission pathways.

Resolution
5.7 On the recommendation of the Acting Dean (Learning and Teaching), the Health Group Board resolved to recommend the *Indigenous Selection and Admissions Guidelines for the Graduate Entry Medical Program* policy document to Programs Committee for approval.

### 6.0 GRADUATE ENTRY MEDICAL PROGRAM: EQUITY ADMISSIONS GUIDELINES (2012/0007676) (Supplementary Agenda Item 3.0)

6.1 On the recommendation of the Acting Dean (Learning and Teaching), the Health Group Board was asked to consider the *Graduate Entry Medical Program: Equity Admissions Guidelines* policy document.

6.2 The Director of Medical Studies spoke to this item.

6.3 Members were advised that this document was related to the *Indigenous Selection and Admissions Guidelines for the Graduate Entry Medical Program*, however, the *Graduate Entry Medical Program: Equity Admissions Guidelines* document could be applied to a wider range of applicants. The document contains guidelines for the consideration of, and compensation for the impact of social, economic and cultural factors on students applying for the Graduate Entry Medical Program (GEMP).

6.4 Members were advised that there is currently no facility for recognising educational disadvantage in applicants for the GEMP. Under the guidelines, students who have previously received support or compensation for their disadvantage would receive a lesser or no adjustment to their GAMSAT score.

6.5 Members were advised that the guidelines detailed in the policy document would be administered by Graduate Entry Medical School Admissions System (GEMSAS). GEMSAS has approved of the guidelines and has confirmed that they can be used in future.

6.6 Members expressed concern that there may be a high number of applicants that choose to apply for consideration of educational disadvantage under these guidelines, and that an increase in appeals against admissions decisions would be another likely outcome.

**Resolution**

6.7 On the recommendation of the Acting Dean (Learning and Teaching), the Health Group Board resolved to recommend the *Graduate Entry Medical Program: Equity Admissions Guidelines* policy document to Programs Committee for approval.

**SECTION B: ACTION UNDER DELEGATED AUTHORITY OR EXECUTIVE ACTION**

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

### 7.0 HSV NEW PROGRAM PROPOSAL (2012/0007659) (Agenda Item 20.0)

7.1 Full program proposal to establish the Graduate Certificate in Human Services program from Semester 1, 2013.

7.2 The proposed program will replace a suite of four Graduate Certificate programs offered by the School of Human Services and Social Work. The new program will comprise 30CP of core courses and one listed elective, which will be selected from four specialist courses in the discipline streams of the former Graduate Certificates: Childhood Studies, Community and Youth Work, Disability Studies, and Social Gerontology.
7.3 The Graduate Certificate in Human Services will be an AQF Level 8 qualification.

8.0 HSV NEW PROGRAM PROPOSAL AND MAJOR CHANGE (2012/0007664) (Agenda Item 21.0)

8.1 Full program proposal to establish the Bachelor of Human Services (1394) at the Gold Coast campus in Semester 1, 2013.

8.2 The Gold Coast offering will represent an efficient use of resources by utilising the existing curriculum and course content of the Logan campus offering of the Bachelor of Human Services (1098). Many of the courses in the program are already offered as part of the Gold Coast campus offering of the Bachelor of Social Work program (1372).

8.3 During development of the new program to be offered at the Gold Coast, the School has also taken the opportunity to review the course content and sequencing of the Bachelor of Human Services (1098) at Logan; both programs will align completely, as described in the submission.

8.4 The Bachelor of Human Services will be an AQF Level 7 qualification.

9.0 PES MAJOR CHANGE SUBMISSION (2012/0007615) (Agenda Item 22.0)

9.1 Major change submission proposing a change to the wording of admission requirements pertaining to degrees that are the basis for admission into the program.

10.0 NRS MAJOR CHANGE SUBMISSION (2012/0007611) (Agenda Item 23.0)

10.1 Major change submission proposing the withdrawal of the following strands from the Master of Health Practice (5568) and Master of Health Practice with Honours (5569) programs due to low enrolments numbers: General, Health Care Research, Community and Primary Health Care, Gerontology and Sexual Health.

10.2 The following exit point qualifications will also be removed as a result of this proposal:
- Graduate Certificate in Community and Primary Health Care (3195)
- Graduate Certificate in Sexual Health (3106)
- Graduate Certificate in Gerontology (3196)

11.0 HSV MINOR CHANGE SUBMISSION (2012/0007616) (Agenda Item 24.0)

11.1 Minor change submission proposing a change to the course lists of both the Gold Coast campus (1372) and Logan campus (1282) offerings of the Bachelor of Social Work program.

12.0 HSV MINOR CHANGE SUBMISSION (2102/0007617) (Agenda Item 25.0)

12.1 Minor change submission proposing the addition of an approved elective to the program.
13.0 **DOH MAJOR CHANGE SUBMISSION (2012/0007623) (Agenda Item 26.0)**

1259 BACHELOR OF ORAL HEALTH IN DENTAL SCIENCE – CURRICULUM REVIEW

13.1 Major change submission proposing a change to the program as a result of a recent review of the program’s curriculum.

13.2 The changes are aimed at improving students’ sense of purpose and connection with the School of Dentistry and Oral Health by introducing new dentistry-specific courses in Year 1, in addition to increasing the amount of clinical experience students will have upon completing the program.

14.0 **DOH MAJOR CHANGE SUBMISSION (2012/0007624) (Agenda Item 27.0)**

1260 BACHELOR OF ORAL HEALTH IN DENTAL TECHNOLOGY – CURRICULUM REVIEW

14.1 Major change submission proposing a change to the program as a result of a recent review of the program’s curriculum.

14.2 The changes are aimed at improving students’ sense of purpose and connection with the School of Dentistry and Oral Health by introducing new dentistry-specific courses in Year 1. It is also hoped that the proposed revisions to the foundation year of the program will make the program more attractive for those interested in a career in Dental Technology as opposed to being viewed as an alternative pathway to Dental Science.

15.0 **DOH MAJOR CHANGE SUBMISSION (2012/0007625) (Agenda Item 28.0)**

1261 BACHELOR OF ORAL HEALTH IN DENTAL TECHNOLOGY (POST-REGISTRATION) – CURRICULUM REVIEW

15.1 Major change submission proposing a change to the program as a result of a recent review of the program’s curriculum.

15.2 The changes are aimed at improving students’ sense of purpose and connection with the School of Dentistry and Oral Health by introducing new dentistry-specific courses in Year 1, in addition to offering students the opportunity to complete a listed elective.

16.0 **PBH MAJOR CHANGE SUBMISSION (2012/0007628) (Agenda Item 29.0)**

1333 BACHELOR OF PUBLIC HEALTH – WITHDRAWAL OF ENVIRONMENTAL HEALTH & SUSTAINABILITY MAJOR

16.1 Major change submission proposing the withdrawal of the Environmental Health & Sustainability major from the program.

16.2 The withdrawal of the major is in response to the Bachelor of Environmental Health program being approved for implementation in Semester 1, 2013.

17.0 **NRS MAJOR CHANGE SUBMISSION (2012/0007633) (Agenda Item 30.0)**

1354 BACHELOR OF MIDWIFERY – DESIGNATED PROGRAM

17.1 Major change submission proposing that the Bachelor of Midwifery be added to the list of designated programs as per Student Administration Policy, section 9.2.

17.2 Students would require Head of School approval to take leave of absence or to be readmitted to the program so that the impact on available clinical placements is considered.
18.0 PES MINOR CHANGE SUBMISSION (2012/0007665) (Agenda Item 31.0)
5561 MASTER OF SPORTS COACHING

18.1 Minor change submission proposing the withdrawal of three existing courses and
establishment of three new courses in the Master of Sports Coaching program.

18.2 The changes are aimed at improving retention rates amongst graduates of the
Graduate Certificate in Sports Coaching program.

19.0 HSV MAJOR CHANGE PROPOSAL (2012/0007669) (Agenda Item 32.0)
1282/1372 BACHELOR OF SOCIAL WORK (LG, GC)

19.1 Major change submission proposing to change the status of 1028HSV Equity and
Diversity and 3023HSV Working in Family Violence from listed elective courses to core
courses as the Social Work Programs Reference Group (external advisory board for the
Social Work discipline), compromised of current practitioners in the field and members
of the Australian Association of Social Workers, strongly supports the inclusion of
3023HSV Working in Family Violence as a core course in the Bachelor of Social Work
program.

19.2 The School of Human Services and Social Work also proposes that students who are
admitted to the Advanced Standing strand of the program who have not completed
2032HSV First Australians and Social Justice (or equivalent) must complete the course
in place of the Listed Field of Practice elective offered in Year 4 of the program.

20.0 COURSE PROFILE – 8034NRS SCREENING, DIAGNOSTICS, PHARMACOLOGY AND
PRESCRIBING FOR MIDWIVES (Supplementary Agenda Item 4.0)

20.1 Course profile for the new course 8034NRS Screening, Diagnostics, Pharmacology and
Prescribing for Midwives.

20.2 The course will first be offered in Semester 2, 2013 subject to accreditation by the
Australian Nursing and Midwifery Accreditation Council (ANMAC).

21.0 PROGRAM CONVENOR, SCHOOL HONOURS ADVISOR AND FIRST YEAR ADVISOR
CHANGES (Agenda Item 33.0)

21.1 Health Group Board ratified the following Program Convenor changes for 2012:

School of Nursing and Midwifery
Gerontology strand convenor Dr Lorraine Venturato
5424 Master of Advanced Practice
5425 Master of Advanced Practice with Honours
5568 Master of Health Practice
5569 Master of Health Practice with Honours
3196 Graduate Certificate in Gerontology

Acute Care Nursing strand convenor Associate Professor Ramon Shaban
5424 Master of Advanced Practice
5425 Master of Advanced Practice with Honours
5570 Master of Nursing
5571 Master of Nursing with Honours
3224 GCert in Acute Care Nursing

1161 Bachelor of Nursing (Nathan campus) Ms Bernadette Watson
1165 Bachelor of Nursing (Logan campus) Dr Elisabeth Coyne
21.2 Health Group Board ratified the following First Year Advisor changes for 2012:

School of Nursing and Midwifery
1161 Bachelor of Nursing Mr Edward Blacklock

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

22.0 CONFERENCES ON THE GOLD COAST (Agenda Item 5.0)

The Research Executive, Business Events, Gold Coast Convention Bureau addressed the Health Group Board, to detail the support services offered by the Gold Coast Convention Bureau organisation.

23.0 CHAIR’S REPORT (Agenda Item 6.0)

The Chair reported on the following matter:

Student Recruitment
The Chair highlighted that the current period is critical in the student recruitment process and urged members to do all that they could to encourage students to apply to study at Griffith. Application numbers are tracking similar to those at this time last year.

24.0 PRO VICE-CHANCELLOR (HEALTH) REPORT (Agenda Item 7.0)

The Pro Vice-Chancellor (Health) tendered apologies for the meeting.

25.0 DEAN (LEARNING & TEACHING) REPORT (Agenda Item 8.0)

The Dean (Learning & Teaching) tendered apologies for the meeting.

26.0 DEAN (RESEARCH) REPORT (Agenda Item 9.0)

Members noted the report submitted by the Dean (Research).

27.0 PLANNING AND FINANCIAL SERVICES REPORT (Agenda Item 10.0)

The Group Planning and Resource Manager tendered apologies for the meeting.

The Acting Deputy Planning and Resource Manager (Health) tabled the report and highlighted items of interest.

The Chair briefed Members on the Group’s end of year position and advised that all universities are experiencing a downturn due to big picture issues that are affecting the market. In terms of the budget, members should not expect any growth in enrolment numbers in 2013. The sessional staff budget is likely to be cut by 10-15% and Health Group Executive will issue advice to Schools regarding how best to manage the impact from this outcome. The Chair and the Executive Officer are currently working on a discussion paper that will be distributed to Members at a future meeting.
28.0 INFORMATION SERVICES REPORT (Agenda Item 11.0)

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

29.0 EXTERNAL RELATIONS REPORT (Agenda Item 12.0)

The Marketing Manager (Health) tabled the report at the meeting and highlighted items of interest.

30.0 HUMAN RESOURCE MANAGEMENT REPORT (Agenda Item 13.0)

The Chair welcomed the Human Resources Manager (Health) to their first meeting of the Health Group Board.

31.0 DEVELOPMENT AND ALUMNI REPORT (Agenda Item 14.0)

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

32.0 GRIFFITH INTERNATIONAL REPORT (Agenda Item 15.0)

The Senior Manager, International Admissions reported on the following matters:

Acceptances
The high Australian Dollar continues to impact on international student applications and acceptances. The number of students accepting offers has declined by 11% across the University, and acceptances for Health Group programs have dropped by over 30%. Griffith International with cooperation from academic staff within each Group have commenced the process of calling applicants to convert offers to acceptances.

International Student Barometer
Results from the International Student Barometer survey have been received with Griffith being viewed favourably in terms of the following support services: Cashiering, Student Support, online library resources. Areas highlighted for improvement included: physical library resources, career outcomes (particularly for Higher Degrees Research students), and IT resources (Wi-fi hotspots), food services, and contact with teaching staff and domestic students.

33.0 HR Directions (Agenda Item 16.0)

33.1 The Associate Director, Organisational Development addressed the Health Group Board and advised Members of the Office of Human Resource Management’s (HRM) approach to reorienting its service delivery strategy. Implementation is due in early November and includes the following:
- Regular, transactional enquiries regarding policy, pay and leave entitlements will be directed to the Staff Services Centre.
- Group consultants will become “business partners” and will continue to provide high level support to academic managers.

33.2 Members expressed concern that the outlined strategy would result in the level of support to Schools being reduced. The Associate Director advised that the workload of business partners would be monitored, and that transactional enquiries currently going to these staff members could be directed to the Staff Services Centre.
33.3 Members suggested that School staff receive education on HRM’s new service strategy in order to best direct their enquiries.

33.4 Members expressed concern that the eRecruit system pushed responsibility for logistical issues back to the Schools. Members agreed that issues like parking and campus navigation were causing great stress to applicants and giving them the wrong impression of the University.

33.5 Members expressed concern that the timelines in which academic managers were expected to review applications was too short. The Human Resources Manager, Health advised that recurring issues have been noted and there is a plan to address them.

34.0 PROGRESS REPORT ON PROGRAMS TO BE INTRODUCED IN 2013 (Agenda Item 17.0)

34.1 The Chair noted the following outcomes from the 05/12 (September) meeting of Programs Committee:
- The full program proposal for the Graduate Certificate in Human Services (3272), as detailed in 2012/0007659, was to be amended so that any mention of articulation with the Master of Human Services (5169) was removed.
- The major change proposal for the Bachelor of Midwifery (1354), as detailed in 2012/0007634, was not accepted due to concerns over asking applicants to reapply to QTAC upon deferring for one year.
- The major change proposal for the Bachelor of Oral Health in Dental Technology (1260), as outlined in 2012/0007624, was not accepted due to the Chair’s concerns that foundation Physiology content has been removed from the program.
- The major change proposal for the Bachelor of Oral Health in Dental Technology (Post-Registration), as outlined in 2012/0007625, was not accepted due to the Chair’s concerns that foundation Physiology content had been removed from the program.
- The full program proposal for the Bachelor of Human Services (1394) to be established at the Gold Coast campus and resulting changes to the Bachelor of Human Services, Logan campus (1098), as detailed in 2012/0007664, was approved.
- The major change proposal for the Bachelor of Social Work (1372, 1282) programs, as detailed in 2012/0007669, was approved.

34.2 The Chair noted that the following programs have been approved for offer by Programs Committee, subject to accreditation arrangements being confirmed:
- The full program proposal for the Bachelor of Pharmacy was approved with the Australian Pharmacy Council to consider the program accreditation application on the 17th and 18th September.
- The full program proposal for the Bachelor of Environmental Health was approved and a program accreditation application has since been sent to Environmental Health Australia.

Noted

35.0 2014 PROGRAM PROFILE PLAN – PROCESS AND TIMELINE (Agenda Item 18.0)

35.1 Members noted the Timelines for Program Planning, Development and Approval – 2013 document.

35.2 The Chair gave advice to Members that any programs required completed Initial Program Proposal documents to be prepared if they were to be considered for inclusion in the Health Group’s 2014 Program Profile Plan.
36.0  NRS PROGRAM WITHDRAWAL PROPOSALS (Agenda Item 34.0)
3195 GRADUATE CERTIFICATE IN COMMUNITY AND PRIMARY HEALTH CARE (2012/0007612)
3106 GRADUATE CERTIFICATE IN SEXUAL HEALTH (2012/0007613)
3196 GRADUATE CERTIFICATE IN GERONTOLOGY (2012/0007614)

36.1 Health Group Board noted that the Deputy Vice Chancellor (Academic) approved the withdrawal of the Graduate Certificate of Community and Primary Health Care (3195), Graduate Certificate in Sexual Health (3106), and Graduate Certificate in Gerontology (3196) on 13 May 2012.

37.0  HSV PROGRAM WITHDRAWAL PROPOSALS (Agenda Item 35.0)
3049 GRADUATE CERTIFICATE IN DISABILITY STUDIES (2012/0007660)
3169 GRADUATE CERTIFICATE IN COMMUNITY AND YOUTH WORK (2012/0007661)
3248 GRADUATE CERTIFICATE IN SOCIAL GERONTOLOGY (2012/0007662)
3250 GRADUATE CERTIFICATE IN CHILDHOOD STUDIES (2012/0007663)

37.1 Health Group Board noted that the Deputy Vice Chancellor (Academic) approved the withdrawal of the Graduate Certificate in Disability Studies (3049), Graduate Certificate in Community and Youth Work (3169), Graduate Certificate in Social Gerontology (3248), and Graduate Certificate in Childhood Studies as part of the Health Group's 2013 Program Profile Plan.

38.0  HSV PROGRAM WITHDRAWAL SUBMISSION (2012/0007635) (Agenda Item 36.0)
1345 BACHELOR OF HUMAN SERVICES / MASTER OF REHABILITATION COUNSELLING

38.1 Health Group Board noted that the Deputy Vice Chancellor (Academic) approved the withdrawal of the Bachelor of Human Services / Master of Rehabilitation Counselling (1345) from Semester 1, 2013 on 16 August 2012.

39.0  HSV PROPOSAL TO SUSPEND INTAKE (2012/0007633) (Agenda Item 37.0)
3217 GRADUATE CERTIFICATE IN COMMUNITY REHABILITATION
5513 MASTER OF COMMUNITY REHABILITATION

39.1 Health Group Board noted that the Chair of Programs Committee executively approved a proposal on 22 August 2012 (on the executive recommendation of the Dean (Learning and Teaching), Health Group on 14 August 2012) to suspend intake into the Graduate Certificate in Community Rehabilitation (3217) and Master of Community Rehabilitation (5513), for implementation in Semester 1, 2013.

40.0  HEAD OF SCHOOL/HEAD OF ELEMENT REPORTS (Agenda Item 38.0)

40.1 Health Group Board noted the reports received from Heads of School and Heads of Elements.
Noted

41.0 QUEENSLAND COLLEGE OF TEACHERS APPROVAL NOTICE – 1244 BACHELOR OF CHILD & FAMILY STUDIES / BACHELOR OF EDUCATION (PRIMARY) (Agenda Item 39.0)

41.1 Health Group Board noted the Approval Notice for the 1244 Bachelor of Child & Family Studies / Bachelor of Education (Primary) received from the Queensland College of Teachers.

41.2 Health Group Board noted the Queensland College of Teachers Annual Statement on Griffith University Approved Programs which includes the 1244 Bachelor of Child & Family Studies / Bachelor of Education (Primary).

Noted

42.0 REVIEW REPORT – 5269 MASTER OF MUSCULOSKELETAL AND SPORTS PHYSIOTHERAPY SUBMITTED TO THE AUSTRALIAN PHYSIOTHERAPY ASSOCIATION (Agenda Item 40.0)

42.1 Health Group Board noted the review report for the 5269 Master of Musculoskeletal and Sports Physiotherapy program submitted by the School of Rehabilitation Sciences to the Australian Physiotherapy Association.

Noted

43.0 POSITION DESCRIPTION – STUDENT SUCCESS ADVISORS (Agenda Item 41.0)

43.1 Health Group Board noted the position description for the Student Success Advisor positions.

Noted

44.0 OTHER BUSINESS (Agenda Item 42.0)

NIL

45.0 BOARD MEETING DATES AND VENUES (Agenda Item 43.0)

45.1 The next meeting of the Griffith Health Board will be held on Thursday 25 October 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.

45.2 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>
</thead>
<tbody>
<tr>
<td>25 October</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
</tr>
<tr>
<td>22 November</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
</tr>
</tbody>
</table>

Noted

46.0 SUMMARY OF ACTION ITEMS
<table>
<thead>
<tr>
<th>Action Item</th>
<th>Responsible Officer/s</th>
<th>Status / Feedback</th>
</tr>
</thead>
<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>
</tr>
<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 - Executive Officer to provide list of programs to which the statement is to be applied. Schools to confirm program accreditation details and provide documentation to confirm accreditation to Academic Services for filing.</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>
</tbody>
</table>

Confirmed:

(Chair – Professor Tony Perkins)

Date: ______________________________
### DISTRIBUTION LIST

#### Faculty Board Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professor Tony Perkins</strong></td>
<td><strong>Dean (Academic)</strong></td>
</tr>
<tr>
<td><strong>Professor Allan Cripps</strong></td>
<td><strong>Pro-Vice Chancellor (Health)</strong></td>
</tr>
<tr>
<td><strong>Professor Nick Buys</strong></td>
<td><strong>Dean (Learning &amp; Teaching), Health</strong></td>
</tr>
<tr>
<td><strong>Professor David Shum</strong></td>
<td><strong>Dean (Research), Health</strong></td>
</tr>
<tr>
<td><strong>Professor Ros Sorensen</strong></td>
<td><strong>Head, School of Public Health</strong></td>
</tr>
<tr>
<td><strong>Professor Simon Broadley</strong></td>
<td><strong>Head, School of Medicine</strong></td>
</tr>
<tr>
<td><strong>Professor Ward Massey</strong></td>
<td><strong>Head, School of Dentistry &amp; Oral Health</strong></td>
</tr>
<tr>
<td><strong>Professor Elaine Duffy</strong></td>
<td><strong>Head, School of Nursing and Midwifery</strong></td>
</tr>
<tr>
<td><strong>Professor Patrick O’Leary</strong></td>
<td><strong>Head, School of Human Services and Social Work</strong></td>
</tr>
<tr>
<td><strong>Professor Mark Forwood</strong></td>
<td><strong>Head, School of Medical Science</strong></td>
</tr>
<tr>
<td><strong>Professor Andrew Davey</strong></td>
<td><strong>Head, School of Pharmacy</strong></td>
</tr>
<tr>
<td><strong>Professor Peter Milburn</strong></td>
<td><strong>Head, School of Rehabilitation Sciences</strong></td>
</tr>
<tr>
<td><strong>Professor Paul Martin</strong></td>
<td><strong>Head, School of Applied Psychology</strong></td>
</tr>
<tr>
<td><strong>Professor Lyn Griffiths</strong></td>
<td><strong>Director, Griffith Health Institute</strong></td>
</tr>
</tbody>
</table>

**Ex officio (Chair)**

#### 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