GRiffith University

health group board meeting

A meeting of the Griffith Health Group Board will be held at 12.30 pm on Thursday 26 June 2014 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 Allan Cripps, PVC (Health)
Professor Analise O'Donovan, HoS – PSY
Professor Patrick O'Leary, HoS – HSV
Professor Simon Broadley, HoS – MED
Professor Andrew Davey, HoS – PHM
Professor Mark Forwood, HoS – MSC
Professor Peter Milburn, HoS – AHS
Professor Jenny Gamble, Acting HoS – NRS
Professor Ward Massey, HoS – DOH
Ms Rebecca Voisey – Secretary

Present by invitation:
Mr Geoffrey van Geyzel - GRM
Ms Sam Ermer - INS
Ms Gillian Rumpf - Development & Alumni
Ms Andrea Lerche, HR
Ms Joanne Robertson - HR
Mr Peter Westwood - EO
Ms Susan Griffiths - Deputy EO
Mr Grant Sherperdson - TS
Ms Susie Head - H&S
Mr Andrew Jarousek - OMC
Professor Ramon Shaban, DHoS (L&T) – NRS
A/Prof Nigel McMillian, DHoS (Research) – MSC
A/Prof Gary Rogers, DHoS (L&T) – MED
Dr Roselyn Rose’Meyer, DHoS (L&T) – MSC
Professor Lynne Briggs, DHoS – HSV
A/Prof Andrea Bialocerkowski, DHoS (L&T) – AHS
A/Prof David Neumann, DHoS (L&T) – PSY
Professor Peter Reher, DHoS (Clinical Ed) – DOH
Professor Norm Morris, DHoS (Research) – AHS
Professor Gary Day, DHoS (Academic) – MED
Mr Clinton McGregor – Manager, BI (For Item 12.0)
Ms Leigh Ponton – Acting College Director, QIBT (For Item 13.0)

Apologies:

Professor David Shum, Dean (Research)
Professor Simon Broadley, HoS – MED
Ms Jenny McDonald, Director of Clinical Services – DOH

Observers: Ms Heidi Piper, Director GI

1.0 Membership

The Griffith Health Group Board welcomed the following staff to new and substantive positions, and particularly thanked Ms Susie Head for her contribution to the Group relieving for Mr Grant Shepherdson:

- Mr Grant Shepherdson – Manager, Technical Services, (Health Group)
- Ms Susie Head – Manager, Health and Safety (Health Group)

2.0 Confirmation of Minutes

www.griffith.edu.au/committees
The minutes of the 2_2014 (May) meeting had not yet been circulated.

3.0 ACTIONS ARISING FROM GRIFFITH HEALTH GROUP BOARD 2_2014 MEETING

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Responsible Officer/s</th>
<th>Status / Feedback</th>
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<tbody>
<tr>
<td>The Chair requested that members to provide a list of names of suitable</td>
<td>All members</td>
<td>Ongoing. Names to be provided to the Chair and the Marketing Manager, Mr Andrew Jarousek.</td>
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<td>Health Group ambassadors, (good academic staff), for recruitment events.</td>
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<td>The Code of Professional Practice</td>
<td>Dean (L&amp;T)</td>
<td>Complete. Attached for noting.</td>
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<td>required a minor amendment.</td>
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<td>All Schools to follow up on program planning including AQF-related proposals and new program proposals for introduction in 2015.</td>
<td>All members</td>
<td>Ongoing.</td>
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SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES

4.0 NRS FULL PROGRAM PROPOSAL (2014/0004556)
3310 GRADUATE CERTIFICATE IN PRIMARY MATERNITY CARE

4.1 The Griffith Health Group Board, on the executive recommendation of the Dean (Learning & Teaching), was asked to consider the full program proposal to introduce the 3310 Graduate Certificate in Primary Maternity Care, as detailed in #2014/0004556, in Semester 1, 2015.

4.2 Members were advised that the School of Nursing and Midwifery is proposing to introduce a suite of new postgraduate programs in Primary Maternity Care in Semester 1, 2015. The Initial Program Proposal for the Primary Maternity Care suite of postgraduate programs was approved by the Academic Provost on 13 May 2014.

4.3 Members were advised that the Graduate Certificate in Primary Maternity Care and Master of Primary Maternity Care will build on Griffith Health’s reputation in providing education across a broad range of health service fields and disciplines to address the range of health needs of the community. Griffith’s midwifery education is distinctive at an undergraduate level in preparing graduates for registration as a midwife with a primary health focus, embracing partnerships with women and the community and consumer organisations, and actively addressing the medicalization of childbirth and maternity services. The proposed postgraduate programs will capitalise on the existing undergraduate strength by expanding the availability of courses and programs in Griffith Health and further enhancing the reputation of the School of Nursing and Midwifery as a leading provider of Midwifery education.

4.4 Members were advised that the intention of this program, together with the Master of Primary Maternity Care, is to build on the strength of the undergraduate program, the Bachelor of Midwifery. The focus of the programs had been on Government reform of maternity care and provides a qualification that prepared clinicians for making changes in the field.

4.5 Members were advised of the four Professional Development modules being offered by the School of Nursing and Midwifery, which together would equate to credit for a 10 credit point course within the Graduate Certificate. Members congratulated the School for this model and the PVC (Health) and
4.6 Members were advised that the program admission requirements would account for two types of potential applicants, registered midwives and then more broadly, professionally registered health practitioners. The School advised that offering the program to practitioners other than midwives would provide a qualification for those health professionals providing maternity care in rural communities where patients do not have access to midwives.

4.7 In considering the proposal, the following comments were made:

- The admission requirements were too ambiguous and confusing and require clarification;
- Opening the program to health professionals other than midwives may be problematic given that one of the courses could only be taken by registered midwives. The School would need to be very cautious in managing course level enrolment in these cases.
- The submission for the Graduate Certificate and the Masters should be condensed into the one document before being forwarded to Programs Committee for consideration and approval.
- It was worth considering whether or not the program would be eligible for CGS places. This was something that the School should look into. Dean (L&T) concerned that opening the program up to all health practitioners and not limiting entry to registered midwives may compromise eligibility for CGS.

**Recommendation**

4.8 The Griffith Health Group Board, on the executive recommendation of the Dean (Learning & Teaching), resolved to recommend the full program proposal to introduce the 3310 Graduate Certificate in Primary Maternity Care, as contained in #2014/0004556, in Semester 1, 2015 to Programs Committee subject to the requested revisions.

5.0 NRS FULL PROGRAM PROPOSAL (2014/0004557)

4172 GRADUATE DIPLOMA OF PRIMARY MATERNITY CARE (EXIT POINT ONLY)

5655 MASTER OF PRIMARY MATERNITY CARE

5.1 The Griffith Health Group Board, on the executive recommendation of the Dean (Learning & Teaching), was asked to consider the full program proposal to introduce the 4172 Graduate Diploma of Primary Maternity Care (Exit Point only) and the 5655 Master of Primary Maternity Care, as contained in #2014/0004557, in Semester 1, 2015.

5.2 Members considered this item together with the full program proposal for the Graduate Certificate in Primary Maternity Care, as contained in #2014/0004556.

5.3 Members noted that the Graduate Diploma of Primary Maternity Care is an exit point only and that the Master of Primary Maternity Care offered students a standard pathway and a dissertation pathway. The dissertation pathway provides students with a pathway to PhD.

5.4 Members also noted the Advanced standing strand within the program for those students who complete the Graduate Certificate in Primary Maternity Care first.
5.5 In considering the proposal, the following comments were made:

- The admission requirements were too ambiguous and confusing and require clarification;
- Opening the program to health professionals other than midwives may be problematic given that one of the courses could only be taken by registered midwives. The School would need to be very cautious in managing course level enrolment in these cases.
- The submission for the Graduate Certificate and the Masters should be condensed into the one document before being forwarded to Programs Committee for consideration and approval.
- It was worth considering whether or not the program would be eligible for CGS places. This was something that the School should look into. Dean (L&T) concerned that opening the program up to all health practitioners and not limiting entry to registered midwives may compromise eligibility for CGS.

Recommendation

5.6 The Griffith Health Group Board, on the executive recommendation of the Dean (Learning & Teaching), resolved to recommend the full program proposal to introduce the 4172 Graduate Diploma of Primary Maternity Care (Exit Point only) and the 5655 Master of Primary Maternity Care, as contained in #2014/0004557, in Semester 1, 2015 to Programs Committee subject to the requested revisions.

6.0 MED FULL PROGRAM PROPOSAL (2014/0004578)

GRADUATE CERTIFICATE IN HEALTH SERVICES MANAGEMENT
MASTER OF HEALTH SERVICES MANAGEMENT

6.1 The Griffith Health Group Board, on the executive recommendation of the Chair, was asked to consider the full program proposal for the off-shore/online offering of the Graduate Certificate in Health Services Management and Master of Health Services Management, as detailed in 2014/0004578, for implementation in Semester 1, 2015.

6.2 Members were advised that this new program uses the current Master Health Services Management program (Program 5586), which is offered fully in on-campus and OL mode, so as to offer a sound course work Masters program in mixed mode (40% of each course taught in-country in Singapore and the balance in online mode aligned where possible to the same course offerings in Australia). Key courses in the proposed program will be contextualised to the Singaporean healthcare system and other health systems in Asia. A key aim of the new program offering in Singapore is to provide experienced health services management academics who will provide course content and project/learning support in country in order to support development and experiential learning for local students.

6.3 Members were advised that the proposed Singapore program had been developed to meet the requirements of the revised Australian Qualifications Framework and will also include courses that are appropriate for recognition by the sector’s professional colleges and associations (e.g. ACHSM [regional membership through Hong Kong for Asia], RACMA) for membership after graduation.

6.4 Members were advised that this program will be offered in Singapore (Kaplan campus and online) over 1.0 year (or 3 consecutive semesters) in full-time mode. It will also be available part-time in Singapore through on-campus and online. The Graduate Certificate entry points (40CP) offer a
foundation program for students from other disciplines and for experienced industry practitioners that do not hold formal qualifications.

6.5 Members were also advised that the Masters (120CP) is designed to provide more advanced level skills and knowledge, to provide students with flexibility in learning and study in the area of health services management. The program is designed so that graduates will have undertaken a program of structured learning, with students also being involved in problem and evidence based learning including projects and structured research opportunities.

6.6 Members were advised that the School of Medicine had addressed concerns about the number of courses being offered in Singapore and had consolidated the offerings to 14 courses.

6.7 Members were advised that the onshore offering of the Master of Health Services Management program, and the Master of Advanced Health Services Management at South Bank campus had been very successful. Members were also advised that health services management as a profession in Singapore was very similar to the Australian profession, and that only a few courses had needed adapting for the Singapore offering of the program.

6.8 In considering the proposal, the following comments were made:

- The Executive Officer for the Health Group was acknowledged for his work and assistance with program development and delivery;
- The possibility of offering more courses in Singapore in the future, including the “Advanced” 160CP version of the program, if demand warrants it;
- The admission requirements for the Graduate Certificate in Health Services Management required an amendment as the first criteria for admission is a health-related bachelor degree, and the second criteria for a bachelor degree in an unrelated discipline, which are not necessary and should be replaced with a bachelor degree in any discipline.

Recommendation

6.9 The Griffith Health Group Board, on the executive recommendation of the Chair, resolved to recommend the full program proposal for the offshore/online offering of the Graduate Certificate in Health Services Management and Master of Health Services Management, as detailed in #2014/0004578, for implementation in Semester 1, 2015 to Programs Committee subject to the requested revisions.

7.0 NRS MAJOR CHANGE PROPOSAL (20140004580)

1354 BACHELOR OF MIDWIFERY

7.1 The Griffith Health Group Board, on the executive recommendation of the Dean (Learning & Teaching), was asked to consider the major change proposal for the 1354 Bachelor of Midwifery, as detailed in #2014/0004580, for implementation in Semester 1, 2015.

7.2 Members noted that this submission proposed changes to the Bachelor of Midwifery (1354) based on recommendations from the internal curriculum review (Griffith University pilot project) in 2013, and the re-accreditation process with the Australian Nursing and Midwifery Accreditation Council (ANMAC) to accredit the program for 2015 – 2019 that took place in 2014.
7.3 Members also were advised that as part of the accreditation process, the Bachelor of Midwifery program had undergone an extensive participatory evaluation through the work of the Bachelor of Midwifery academic team and general staff. This evaluation included extensive consultation with stakeholders including students, midwifery graduates, industry partners and consumers of maternity care. This application for major changes was informed by advice and evaluation from the above key stakeholders. This proposal addressed concerns about heavy workload for students, especially in Year 2, and addressed areas where content and assessment overlap had occurred.

7.4 Members were advised that the Implementation Plan for the Bachelor of Midwifery 5 Year Program Review was to be sent to Programs Committee with this program proposal.

Recommendation

7.5 The Griffith Health Group Board, on the executive recommendation of the Dean (Learning & Teaching), resolved to recommend the major change proposal for the 1354 Bachelor of Midwifery, as detailed in #2014/0004580, for implementation in Semester 1, 2015 to Programs Committee.

8.0 AHS FULL PROGRAM PROPOSAL (20140004582)

3247 Graduate Certificate in Science in Sport & Exercise Medicine

XXXX Graduate Diploma of Science in Sport & Exercise Medicine (Exit point only)

5537 Master of Science in Sport & Exercise Medicine

8.1 The Griffith Health Group Board, on the executive recommendation of the Dean (Learning & Teaching), was asked to consider the full program proposal for the 3247 Graduate Certificate in Sport & Exercise Medicine, XXXX Graduate Diploma of Science in Sport & Exercise Medicine (Exit point only) and the 5537 Master of Science in Sport & Exercise Medicine, as detailed in #2014/0004582, for implementation in Semester 1, 2015. Members were advised that the proposed program would provide cross-faculty expertise to prepare graduates for contributing their expertise across SEM at all levels of participation through the development of a range of skills related to safe and enhanced participation in sport and exercise.

8.3 Members were advised that students in the Graduate Certificate, Graduate Diploma or Master of Science in Sport & Exercise Medicine programs would have gained a relevant undergraduate degree and have an interest in sport and exercise. On graduating, students would be able to use their skills and knowledge to contribute to safe and enhanced involvement in sport and exercise locally, nationally and internationally. Other graduates may choose to become directors of SEM within their governing body. The skills developed in this program are transferable and can be applied across a wide range of careers.

8.7 In considering the proposal, the following comments were made:

- The Pro Vice Chancellor expressed concern about the use of the word “medicine” in the program title and indicated that further discussions needed to be had with the Australasian College of Sports Physicians;
- The Pro Vice Chancellor also indicated that he was personally committed to the program but that there was still a significant amount of work to be done to develop and refine the program, and therefore more time was needed;
Concern about resourcing the development of the program for Semester 1, 2015 introduction as 5 new courses need to be developed;

As the Sports Medicine program at the University of Otago is offered through the School of Medicine, the School of Allied Health Sciences should consider collaborating with the School of Medicine; and

Given that the program is being offered online, the anatomy lessons would need to be offered as residentials. The School would need to consult with technical services about this.

In view of the issues, particularly those associated with the ACSP, the Board requested that the program be held back and introduced in Semester 1, 2016.

**Recommendation**

8.8 The Griffith Health Group Board, on the executive recommendation of the Dean (Learning & Teaching), resolved to withdraw the full program proposal for the 3247 Graduate Certificate in Sport & Exercise Medicine, XXXX Graduate Diploma of Science in Sport & Exercise Medicine (Exit point only) and the 5537 Master of Science in Sport & Exercise Medicine, as detailed in #2014/0004582, for implementation in Semester 1, 2015 to Programs Committee. The School of Allied Health Sciences was advised to attend to the issues and recommendations and resubmit the proposal for introduction in Semester 1, 2016.

9.0 **AISRAP MAJOR CHANGE PROPOSAL (20140004583)**

**3110 GRADUATE CERTIFICATE IN SUICIDE PREVENTION STUDIES**

**5366 MASTER OF SUICIDOLOGY**

9.1 The Griffith Health Group Board, on the executive recommendation of the Dean (Learning & Teaching), was asked to consider the major change proposal for the 3110 Graduate Certificate in Suicide Prevention Studies and the 5366 Master of Suicidology, as detailed in #2014/0004583, for implementation in Semester 1, 2015.

9.2 Members were advised that the 80 credit point (5365) Master of Suicidology program did not meet AQF specifications for a Level 9 Masters (Coursework) program with regards to volume of learning and has subsequently been withdrawn. The (5366) Master of Suicidology with Honours program is also not compliant with the revised AQF with regards to nomenclature. The Australian Institute of Suicide Research and Prevention therefore proposes to offer a new 120CP Master of Suicidology from Semester 1, 2015 to comply with the revised AQF.

9.3 Members were advised that the Institute (AISRAP) proposed to retain the 40 credit point dissertation component that is currently offered in the Master of Suicidology with Honours, in addition to giving those students who do not wish to complete a dissertation the option of undertaking a standard coursework pathway that consists of listed electives. Students completing the dissertation component would have a pathway to HDR study whereas those not looking to pursue a research career would be accommodated by the standard coursework option.

9.4 Members were advised that other Schools were consulted, including Medicine, Criminology, Human Services and Social Work, Nursing and Midwifery, and so no additional coursework was created.

9.5 In considering the proposal, the following comments were made:
• It was suggested that the AISRAP research methodology course could be replaced with the Health Group research methodology course 7001HSV Foundations of Research Inquiry in Health.

Recommendation

9.6 Griffith Health Group Board, on the executive recommendation of the Dean (Learning & Teaching), resolved to recommend the major change proposal for the 3110 Graduate Certificate in Suicide Prevention Studies and the 5366 Master of Suicidology, as detailed in #2014/0004583, for implementation in Semester 1, 2015 to Programs Committee.

10.0 DOH MAJOR CHANGE PROPOSAL (20140004589)
5607 MASTER OF DENTAL TECHNOLOGY IN PROSTHETICS

10.1 The Griffith Health Group Board was advised that the major change proposal for the 5607 Master of Dental Technology in Prosthetics, as detailed in #2014/0004589, was withdrawn and would be considered at a future meeting.

11.0 AHS FULL PROGRAM PROPOSAL (20140004591)
1493 BACHELOR OF SPORT DEVELOPMENT

11.1 The Griffith Health Group Board was asked to consider the full program proposal for the 1493 Bachelor of Sport Development, as detailed in #2014/0004591, for implementation in Semester 1, 2015.

11.2 Members were advised that the Health Group proposed to introduce a multidisciplinary three year Bachelor of Sport Development program, the aim of which is to provide entry-level graduates with a comprehensive knowledge of the academic and applied aspects of community sport, health and fitness. The program includes studies in human anatomy, physiology, biomechanics, fitness training, sport psychology, sociology, education, sports management, and sports coaching. The program will build upon Griffith’s strong reputation in sports science, sports management and education and will be delivered using existing, highly-qualified staff and will be taught in world-class facilities.

11.3 Members were advised that Griffith Business School and the School of Education had been consulted in the process of developing the program.

11.4 In considering the proposal, the following comments were made:

• It was acknowledged that the program was a great development and that there was a known need for a program of this type, particularly for those students struggling with the Bachelor of Exercise Science program;
• Issues with the structure were identified, including: the use of courses with pre-requisite courses that were not offered in the program structure; the need to integrate electives as the program was too prescriptive; the possibility of incorporating the Indigenous Healthcare course in order to address the Griffith Experience and the need to consider resourcing the Field Project.

11.5 Members were advised by the PVC that this was an important venture and that resolving the issues with the program structure would need to be made a priority.

Recommendation
11.6 The Griffith Health Group Board resolved to recommend the full program proposal for the 1493 Bachelor of Sport Development, as detailed in #2014/0004591, for implementation in Semester 1, 2015 to Programs Committee subject to revision.

12.0 AHS PROGRAM WITHDRAWAL SUBMISSION (20140004590)
4142 GRADUATE DIPLOMA OF NUTRITION (EXIT POINT ONLY)
5461 MASTER OF NUTRITION AND DIETETICS

12.1 The Griffith Health Group Board was asked to consider the program withdrawal submission for the 4141 Graduate Diploma of Nutrition and Dietetics and the 5461 Master of Nutrition and Dietetics, as detailed in #2014/0004591, for implementation in Semester 1, 2015.

12.2 This item had been executively approved and was brought forward from Section II.

12.3 In considering the proposal, the following comments were made:

- To compensate for those students and staff affected by the withdrawal of this program, the School of Allied Health Sciences would need to introduce an advanced standing strand into the Bachelor of Nutrition and Dietetics;
- A major change to implement the change to the Bachelor of Nutrition and Dietetics, in view of this withdrawal, was underway;
- Some advice regarding electives for students in the Bachelor of Health Science would be required;
- The School would consider introducing double degrees in the future.

12.4 Academic Services were asked to place a hold on processing the withdrawal submission until the professional accrediting body, the DAA, had confirmed an extension of provisional accreditation.

SECTION B: ACTION UNDER DELEGATED AUTHORITY OR EXECUTIVE ACTION

The Griffith Health Group Board resolved to ratify the executive action of the Dean (Learning & Teaching) as outlined in the following submissions:

13.0 HSV MINOR CHANGE PROPOSAL (2014/0004534)
5518/5621 MASTER OF SOCIAL WORK

14.0 PHM MAJOR CHANGE PROPOSAL (20140004539)
5661 MASTER OF PHARMACY

15.0 HSV MINOR CHANGE PROPOSAL (2014/0004558)
5171 MASTER OF HUMAN SERVICES WITH HONOURS

16.0 NRS MINOR CHANGE PROPOSAL (2014/0004559)
2095 BACHELOR OF MIDWIFERY WITH HONOURS

17.0 NRS PROGRAM WITHDRAWAL SUBMISSION (2014/0004560)
1163/1164 BACHELOR OF NURSING (POST-REGISTRATION)

18.0 NRS MINOR CHANGE PROPOSAL (2014/0004561)
2094 BACHELOR OF NURSING WITH HONOURS

19.0 NRS MAJOR CHANGE PROPOSAL (2014/0004562)
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31.0 PROGRAM CONVENOR COORDINATOR CHANGES

31.1 The Griffith Health Group Board resolved to ratify the following Program Convenor changes for 2014:

School of Nursing and Midwifery
2095 Bachelor of Midwifery with Honours Ms Tania Milne (Program Convenor)
2094 Bachelor of Nursing with Honours Dr Thea Van Mortel (Program Convenor – from 1 July)
Bachelor of Nursing (all campuses) Dr Thea Van Mortel

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

32.0 CHAIR'S REPORT

The Chair reported on the following matters:

- Significant activity around staffing, particularly in relation to ASRP
- Promotion applications;
- Mid-year QTAC round was pleasing, very strong. International applications for the Health Group programs were also up;
- Still negotiating with the DAA; and
- Clinical education issues ongoing, a work in progress.

33.0 PRO VICE-CHANCELLOR (HEALTH) REPORT

The Pro Vice-Chancellor (Health) reported on the following matters:

- Opening of the Tweed Dental Clinic;
- Toowoomba facility for medicine and nursing;
- 67% of rural students return to rural areas;
- Deputy Speaker and Minister for Health attended the Stanthorpe opening;
- QLD Health was very happy with the work that Griffith Health is doing in the Darling Downs;
- Very pleased about the accreditation of the Master of Speech Pathology and the Master of Musculoskeletal and Sports Physiotherapy; and
- Indicated how valuable the Head of School reports are as an indicator of happenings, achievements, research and events within the Group.

34.0 DEAN (LEARNING & TEACHING) REPORT

The Dean (Learning & Teaching) reported on the following matters:

- SEC Data – Health had done quite well;
• Deputy Heads of School (L&T) now have access to SETs and SECs to work with staff;
• Consensus moderation is not optional, staff must engage in this process; and
• L&T Grant round now open, and staff were encouraged to submit EOs.

35.0 DEAN (RESEARCH) REPORT

The Dean (Research) tendered an apology for the meeting but provided a report that was noted. The Chair spoke to some of the items listed in the paper, including:

• Great outcome of PhD mid-year intake;
• Conference planning underway, there were efforts to make the conference a ‘Gold Coast’ conference;
• This is the 10th year that the conference has been hosted by the Gold Coast.

36.0 DIRECTOR, GRIFFITH HEALTH INSTITUTE REPORT

The Acting Director, Griffith Health Institute tendered an apology for the meeting.

37.0 SUPPORT SERVICES REPORTS

Members noted the reports submitted by the following support services staff:

• Group Resource Manager, Health – Planning & Financial Services
• Technical Services Manager, Health – Technical Services
• Marketing Manager (Health) – OMC
• Director, Griffith International – Griffith International
• Human Resources Manager, Health – Human Resource Management
• Manager, Learning & Teaching, Health – Information Services

38.0 HEAD OF SCHOOL/HEAD OF ELEMENT REPORTS

Members noted the reports from Heads of School and Heads of Element.

39.0 HEALTH GROUP PROGRAM PLANNING: AQF COMPLIANCE AND NEW PROGRAMS

39.1 Members noted the program proposals still needing to be finalised and noted the program planning deadlines for 2014.

40.0 2014 HEALTH GROUP STAFF HANDBOOK

40.1 The Griffith Health Group Board, on the executive recommendation of the Chair, was asked to consider the 2014 Health Group Staff Handbook. The Griffith Health Performance Guidelines (2014 – 2016) were also circulated for consideration.

40.2 Part 2 of the document was endorsed provided an amendment was made to the paragraph referring to the IPP policy.

40.3 Part 3 Guidelines for Teaching Allocation are a work-in-progress and will be considered at the next meeting of Health Group Board.

Recommendation
40.4 The Griffith Health Group Board, on the executive recommendation of the Chair, resolved to endorse Part 1 of the 2014 Health Group Staff Handbook.

41.0 Teaching Payment Claim Form

41.1 The Griffith Health Group Board, on the executive recommendation of the Chair, was asked to consider the attached major Teaching Payment Claim Form for Off-shore (Above Load) Teaching.

41.2 In considering the Teaching Payment Claim form members advised the following:

- The form needed to identify that the teaching would be full-time;
- A statement to identify that the teaching off-shore is above load and would not compromise the School should be included;
- GRM had policy advice regarding payment rates and the Consultancy Surplus Claim form.

Recommendation

41.3 The Griffith Health Group Board, on the executive recommendation of the Chair, resolved to endorse the major Teaching Payment Claim Form for Off-shore (Above Load) Teaching subject to revisions

42.0 Accreditation Documentation

42.1 Griffith Health Group Board noted the certificate of accreditation for the 5567 Master of Speech Pathology from Speech Pathology Australia.

42.2 Griffith Health Group Board noted the letter confirming accreditation of the 5629 Master of Musculoskeletal and Sports Physiotherapy by the Australian Physiotherapy Association.

42.3 Griffith Health Group Board noted the Master of Physiotherapy APS Accreditation annual report.

43.0 Revised Health Group Code of Professional Practice (20140004588)

43.1 Griffith Health Group Board noted the revised Code of Professional Practice, Griffith Health.

44.0 Board Meeting Dates and Venues

44.1 The Griffith Health Group Board meeting dates and venues were noted.

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Campus</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>27 March</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
</tr>
<tr>
<td>17 April</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
</tr>
<tr>
<td>15 May</td>
<td>Gold Coast</td>
<td>Room 2.02 The Chancellery (G34)</td>
</tr>
<tr>
<td>26 June</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
</tr>
<tr>
<td>07 August</td>
<td>Gold Coast</td>
<td>Room 2.02 The Chancellery (G34)</td>
</tr>
<tr>
<td>28 August</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
</tr>
</tbody>
</table>
### 45.0 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>The Chair requested that members provide a list of names of suitable Health Group ambassadors, (good academic staff), for recruitment events.</td>
<td>All members</td>
<td>Ongoing.</td>
</tr>
<tr>
<td>Communication regarding changes to the ASRP applications process to be sent to Health Group staff.</td>
<td>HR Manager (Health)</td>
<td>TBA</td>
</tr>
<tr>
<td>PVC (Health) reinforced that Head of School reporting is a valuable resource for the Health Group Executive. Regular reports to be provided for consideration by Health Group Board members.</td>
<td>Heads of School</td>
<td>Ongoing. Chair to clarify timelines and schedule for reporting at 4/2014 (August 28) meeting.</td>
</tr>
<tr>
<td>Griffith Health Guidelines for Teaching Allocation document to be tabled for discussion at the next meeting of Health Group Board.</td>
<td>Chair</td>
<td>Document tabled for discussion at this August 28 meeting.</td>
</tr>
</tbody>
</table>

Confirmed:
(Chair – Professor Tony Perkins)

Date: __________________________