A meeting of the Health Group Board was held at 12.30pm on Thursday 1 August in Room 1.05_1.06, The Chancellery (G34), Gold Coast campus.

MINUTES

**PRESENT:**
- Professor Tony Perkins, Dean (Academic) (Chair)
- Professor Peter Milburn, HoS – PES
- Professor Paul Martin, HoS – PSY
- Professor Nicholas Buys, Dean (L&T)
- Professor Elaine Duffy, HoS – NRS
- Professor Simon Broadley, HoS – MED
- Professor Ros Sorensen, HoS – PBH (For Item 12.0)
- Professor Patrick O’Leary, HoS – HSV
- Professor Mark Forwood, HoS – MSC
- Professor David Shum, Dean (Research)

Mr Tristan Damen – Secretary

**Present by invitation:**
- Ms Ilze Brennan – ER
- Ms Andrea Lerche, HR
- Mr Geoffrey van Geyzel, GRM
- Professor Gary Day, DHoS (Academic) – NRS
- Ms Sam Ermer, INS
- Professor Analise O'Donovan, DHoS – PSY
- Ms Heidi Piper, GI
- Ms Susie Head, TS
- Mr Peter Westwood, EO
- A/Prof Andrea Bialocerkowski, DHoS (L&T) – RHS
- A/Prof David Neumann, DHoS (L&T) – PSY
- Dr Anne-marie Boxall, Director - The Deeble Institute for Health Policy Research (For Item 12.0)

**APOLOGIES:**
- Professor Andrew Davey, HoS – PHM
- Professor Allan Cripps, PVC (Health)
- Professor Lyn Griffiths, Director – GHI
- Professor Ward Massey, HoS – DOH

**Observers:**
- A/Prof Gary Rogers, DHoS – MED
- Professor Peter Reher, DHoS – DOH
- Mr Hamish Townsend, Communications Officer
- Professor Norm Morris, DHoS (Research) - RHS
- Ms Louise Durack – ER
- Professor Jenny Gamble, DHoS (Research) – NRS
- Professor Ramon Shaban, DHoS (L&T) – NRS
- Ms Jenny McDonald, Director of Clinical Services – DOH
- A/Prof Lisa Laakso, DHoS – PES
- Ms Gillian Rumpf, Development & Alumni Manager (Health)
- A/Prof Nigel McMillan, DHoS (Research) – MSC
- Dr Roselyn Rose’Meyer, DHoS (L&T) – MSC
- Ms Joanne Robertson, HR
- Ms Janine Walker (For Item 10.0)

1.0 **MEMBERSHIP**

The Griffith Health Group Board welcomed the following staff to their first meeting:
- Associate Professor Andrea Bialocerkowski - Deputy Head of School (Learning & Teaching), School of Rehabilitation Sciences
- Associate Professor David Neumann - Deputy Head of School (Learning & Teaching), School of Applied Psychology

2.0 **CONFIRMATION OF MINUTES**

The minutes of the 3/2013 (June) meeting of the Griffith Health Group Board were taken as read and confirmed.

3.0 **ACTIONS ARISING FROM 2/2013 (MAY) HEALTH GROUP BOARD MEETING**

<table>
<thead>
<tr>
<th>Action Item</th>
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</thead>
<tbody>
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<td>Heads of School</td>
<td>Ongoing – Items will be distributed to Heads of School for action after 02/2012 meeting of the Griffith</td>
</tr>
</tbody>
</table>
SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES

4.0 MSC 5 YEAR REVIEW REPORTS

1093 BACHELOR OF HEALTH SCIENCE (2013/0005817)
1094 BACHELOR OF BIOMEDICAL SCIENCE (2013/0005818)
1280 BACHELOR OF MEDICAL SCIENCE
1358 BACHELOR OF BIOMEDICAL SCIENCE (HONOURS) ACCELERATED

4.1 The Griffith Health Group Board, on the executive recommendation of the Dean (Learning & Teaching), was asked to consider the 5 Year Program Review Reports for the Bachelor of Health Science (1093) and Bachelor of Biomedical Science (1094) suite which includes the Bachelor of Medical Science (1280) and the Bachelor of Biomedical Science (Honours) Accelerated (1358), as detailed in 2013/0005817 (1093) and 2013/0005818 (1094,1280,1358).

4.2 The Head of School, School of Medical Science spoke to this item. Members were advised that Program Review Committee was chaired by Professor Bruce Burton from the School of Education and Professional Studies. The Head of School, School of Medical Science thanked Professor Burton for his efforts in facilitating the review process.

4.3 With regards to the Bachelor of Health Science Review Report, members raised concerns regarding the recommendation to implement a structure for students wanting to undertake a reduced study load, as this would limit students’ access to income support.

4.4 Members of the Health Group Board raised the following concerns with regards to the review report for the Bachelor of Biomedical Science program suite:
   - The Chair did not support the recommendation to withdraw the Bachelor of Biomedical Science (Honours) Accelerated (1358) from Semester 1, 2014 as there was concern that the program is a popular option for high-achieving school leavers.
   - Members were advised that the Bachelor of Biomedical Science (Honours) Accelerated (1358) and the SEET Group program offering at the Nathan campus (1392) were not attracting high numbers of students. The Secretary was asked to provide the Chair, Dean (Learning & Teaching), and the Head of School, School of Medical Science with totals of commencing enrolments in both programs for Semester 1, 2013.
   - Members were advised that students in the Bachelor of Biomedical Science (Honours) Accelerated (1358) were not adequately prepared with prerequisite knowledge of laboratory techniques to undertake Honours study upon commencing the second year of the program.
   - Members challenged the recommendation to offer the Bachelor of Medical Science (1280) as a 3 year program. The concern was raised that offering the program across 3 years would restrict its competitiveness amongst high-achieving school leavers.
   - Members expressed the concern that graduates of the Bachelor of Medical Science (1280) are not performing at a high standard in the Bachelor of Medicine / Bachelor of Surgery (1272) degree as they are “burnt out” following the accelerated program of study.
   - The Dean (Learning and Teaching) asked that the School of Medical Science liaise with the staff in the School of Biomolecular and Physical Sciences to determine common learning outcomes for the Bachelor of Biomedical Science (1031, 1094) and Bachelor of Medical Science (1280, 1306) degrees.
- Members agreed that the Review Committees for the School of Medical Science and School of Biomolecular and Physical Sciences should meet to discuss their recommendations for each program.

4.5 The Chair congratulated the School of Medical Science for their efforts in reviewing their undergraduate program offerings.

**Recommendation**

4.6 The Griffith Health Group Board, on the executive recommendation of the Dean (Learning & Teaching), approved for the School of Medical Science to develop a program proposal to address the recommendations detailed in the 5 Year Program Review Report for the Bachelor of Health Science (1093), as detailed in 2013/0005817, for implementation in Semester 1, 2014.

4.7 The Griffith Health Group Board returned the 5 Year Program Review Report for Bachelor of Biomedical Science (1094) suite which includes the Bachelor of Medical Science (1280) and the Bachelor of Biomedical Science (Honours) Accelerated (1358), as detailed in 2013/0005818 (1094,1280,1358), to the School of Medical Science and the Program Review Committee with instructions to liaise with the School of Biomolecular and Physical Sciences to develop common Program Learning Outcomes and agreed program structures.

**Action:** The Secretary was asked to provide the Chair, Dean (Learning & Teaching), and the Head of School, School of Medical Science with totals of commencing enrolments in the Bachelor of Biomedical Science (Honours) Accelerated (1358) and Bachelor of Biomedical Science with Honours (Accelerated) (1392) programs for Semester 1, 2013.

5.0 **BACHELOR DEGREE (AQF LEVEL 7) POLICY**

5.1 The new Griffith Academic Plan has as one of its goals the development of graduates who are successful and influential. This goal is to be achieved at the bachelor degree level by providing students with a distinctive curriculum supported by experiential and broadening learning experiences. The Griffith Health Group Board considered the document *Successful and Influential Graduates: The Griffith Experience* (2013/0007078) and made the following comments:

- The list of broadening fields of study should be expanded include Interprofessional Learning.

5.2 The Griffith Health Group Board considered revisions to the Bachelor Degree Policy in order to implement the aforementioned Griffith Experience proposal and to align the University’s policy with the AQF Bachelor degree learning outcomes descriptor. A revised *Bachelor Degree (AQF Level 7) Policy* (2013/0006536) in a marked up and clean format was circulated to members prior to the meeting and the following comments were made:

- The list of broadening fields of study in Section 3 should include Interprofessional Learning.
- The Dean (Learning & Teaching) advised that members should identify broadening and experiential courses in all future new and major change proposals for undergraduate programs.
- Members queried whether a major change proposal would be required for the Doctor of Medicine (5099) program for the degree to be awarded with distinction. The Secretary advised that they would seek advice on the appropriate process for awarding the Doctor of Medicine degree with distinction.
- Members agreed that the Group should identify a common standard for which all Bachelor Degree (AQF Level 7) programs and Masters (Coursework), (Research), and (Extended) could be awarded with distinction. Members
agreed that students should need to achieve a Grade Point Average of 6.0 or greater for a degree to be awarded with distinction.

- Members discussed whether a Group-level submission could be drafted so that all Bachelor Degree (AQF Level 7) programs and Masters (Coursework), (Research), and (Extended) could be awarded with distinction from Semester 1, 2014. The Secretary advised that they would seek advice on whether the Group proceed with this course of action.

Resolution

5.3 The Health Group Board resolved to forward its feedback on the Successful and Influential Graduates: The Griffith Experience, as detailed in 2013/0007078, and the revised Bachelor Degree (AQF Level 7) Policy, as detailed in 2013/0006536, to Programs Committee for noting.

5.4 Subsequent to the meeting, the Secretary received advice that a major change proposal for the Doctor of Medicine program would not be required as the following text was included when the full program proposal that was considered by Programs Committee and Academic Committee:

The School of Medicine is proposing a single classification of Merit will be awarded to each candidate who receives the equivalent of a High Distinction averaged over the graded components of third and fourth year courses. Students who do not achieve the standard necessary to be awarded a degree with Merit will be awarded the degree without Merit.

A proposal to establish awards with distinction/merit is being considered by the University and it is expected this will be in place for the first graduating cohort.

The Doctor of Medicine program can be awarded with distinction following the implementation of the revised Academic Awards, Programs, Nomenclature and Abbreviations policy on 1 January 2014.

5.5 Subsequent to the meeting, the Secretary received advice that the Health Group could recommend a Group-level proposal so that multiple Bachelor Degree and Masters (Coursework), (Research), and (Extended) degrees could be awarded with distinction to Programs Committee. The proposal would need to include details for all programs where the degree can be awarded with distinction, as well as the criteria for the award of the degrees with Distinction.

SECTION B: ACTION UNDER DELEGATED AUTHORITY OR EXECUTIVE ACTION

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

6.0 HSV PROGRAM WITHDRAWAL SUBMISSION (2013/0005838)
5171 MASTER OF HUMAN SERVICES WITH HONOURS

6.1 Program withdrawal submission seeking to withdraw the Master of Human Services with Honours (5171), with a final intake available in Semester 1, 2014.

7.0 PHM MINOR CHANGE SUBMISSION (2013/0005839)
1242 BACHELOR OF PHARMACEUTICAL SCIENCE
1387 BACHELOR OF PHARMACEUTICAL SCIENCE/ BACHELOR OF BUSINESS

7.1 Major change submission seeking to correct an error in a previous submission where 2008PHM Pharmaceutical Analysis was incorrectly prescribed for students entering with prior qualifications. 2008PHM will be replaced by 2007PHM Quality Use of Medicines I.
8.0  **PBH PROGRAM WITHDRAWAL SUBMISSION (2013/0005840)**  
5266 MASTER OF HEALTH SERVICES MANAGEMENT

8.1 Program withdrawal submission seeking to withdraw the Master of Health Services Management (5266) in preparation for the implementation of the new, AQF compliant program (5586) in Semester 1, 2014.

8.2 No transition arrangements are required as courses offered as part of the current program will continue to be offered in the new program.

9.0  **PBH PROGRAM WITHDRAWAL SUBMISSION (2013/0005841)**  
5405 MASTER OF HEALTH SERVICES MANAGEMENT WITH HONOURS

9.1 Program withdrawal submission seeking to withdraw the Master of Health Services Management with Honours (5405) in preparation for the implementation of the new, AQF compliant program (5586) in Semester 1, 2014.

9.2 No transition arrangements are required as courses offered as part of the current program will continue to be offered in the new program.

10.0  **DOH PROGRAM WITHDRAWAL SUBMISSION (2013/0005842)**  
5402 MASTER OF DENTAL TECHNOLOGY IN PROSTHETICS

10.1 Program withdrawal submission seeking to withdraw the Master of Dental Technology in Prosthetics (5402) as the program is not compliant with the revised Australian Qualifications Framework.

10.2 No transition arrangements are required as courses offered as part of the current program will continue to be offered in the new program.

11.0  **DOH MINOR CHANGE SUBMISSION (2013/0005845)**  
5402 MASTER OF DENTAL TECHNOLOGY IN PROSTHETICS

11.1 Minor change submission seeking to redistribute the credit point load of 7012DOH Clinical Prosthetics (previously 7001DOH) to accommodate the teaching of 7009DOH Applied Oral Biology (previously 7021MSC).

11.2 Teaching responsibility for 7009DOH has been returned to the School of Dentistry and Oral Health. The Pro Vice Chancellor (Health) has approved the load shift.

12.0  **HSV MINOR CHANGE PROPOSAL (2013/0005846)**  
5476, 5505, 5518 MASTER OF SOCIAL WORK (LG, GC, OUA)  
5475 MASTER OF MENTAL HEALTH PRACTICE  
5169 MASTER OF HUMAN SERVICES

12.1 Minor change proposal seeking to reconfigure all field placement courses included in postgraduate programs hosted by the School of Human Services and Social Work so that they are offered as year-long courses.

12.2 All students currently enrolled in affected programs will be notified by email of all changes to their programs by the field placement liaison staff. Any issues which arise will be dealt with on a case by case basis.
13.0 PROGRAM CONVENOR, SCHOOL HONOURS ADVISOR AND FIRST YEAR COORDINATOR CHANGES

13.1 The Griffith Health Group Board resolved to ratify the following Program Convenor changes for 2013:

School of Nursing and Midwifery
1354 Bachelor of Midwifery Ms Tania Milne

School of Human Services and Social Work
3272 Graduate Certificate in Human Services Dr Sandra Woodbridge
5476 Master of Social Work Ms Teresa Scott
5505 Master of Social Work Ms Teresa Scott
5518 Master of Social Work Ms Teresa Scott

School of Applied Psychology
1012 Bachelor of Psychological Science Associate Professor Fran O’Callaghan
1225 Bachelor of Exercise Science/ Bachelor of Psychological Science Associate Professor Fran O’Callaghan
1013 Bachelor of Psychological Science/ Bachelor of Business (HRM) Associate Professor Fran O’Callaghan
1136 Bachelor of Laws/ Bachelor of Psychological Science Associate Professor Fran O’Callaghan
1403 Bachelor of Psychological Science/ Bachelor of Criminology and Criminal Justice Associate Professor Fran O’Callaghan
1014 Bachelor of Psychology (Honours Convener) Dr Glenda Andrews
2004 Bachelor of Psychological Science with Honours Dr Glenda Andrews
1178 Bachelor of Psychology (Honours Convener) Dr Glenda Andrews
2033 Bachelor of Psychological Science with Honours Dr Caroline Donovan

School of Public Health
3147 Graduate Certificate in Public Health Professor Don Stewart
4094 Graduate Diploma of Public Health Professor Don Stewart
5263 Master of Public Health Professor Don Stewart

13.2 The Griffith Health Group Board resolved to ratify the following First Year Coordinator change for 2013:

School of Nursing and Midwifery
1354 Bachelor of Midwifery Ms Janice Bass

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
14.0 **CHAIR’S REPORT**

The Chair reported on the following matters:

*Dean (Academic) Forum*

The Dean (Academic) forum held in July focussed heavily on the ASRP process, with all Groups striving towards consistency in terms of expectations on performance.

*Student Recruitment*

The Chair thanked members for their efforts at the Tertiary Studies Expo (TSXPO) and stressed the importance of Schools enlisting knowledgeable staff to serve at student recruitment events.

*G40 Opening*

The Chair acknowledged that the opening of G40 was a great success with representation from all levels of government.

*Internationalisation*

The Chair congratulated the teaching teams responsible for the Health Group’s postgraduate offerings in Health Services Management and Nursing on their success in recruiting students for the Semester 2, 2013 intake of their respective programs.

15.0 **PRO VICE-CHANCELLOR (HEALTH) REPORT**

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

16.0 **DEAN (LEARNING & TEACHING) REPORT**

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

*Learning and Teaching Citations*

The Dean (Learning & Teaching) congratulated the following Learning & Teaching Citation recipients:

- Dr Andrew Pearson, School of Medical Science
- Dr Sean Horan and Dr Benjamin Weeks, School of Rehabilitation Sciences
- Dr Andrew Bulmer, School of Medical Science
- Dr Lakal Dissabandara, School of Medicine
- Dr Ali Salajegheh, School of Medicine
- Dr Eugene Du Toit, School of Medical Science

Members were advised to refer applicants to Group’s Curriculum Consultant, Janine Chipperfield to assist in developing future applications.

*QIBT Reverse Articulation*

Students are performing well in their studies upon returning to Griffith following the completion of foundation year courses at the Queensland Institute of Business and Technology. The program has been extended to include first year level Nursing courses in 2013 and the Group will continue to track outcomes for students who use these pathways.

17.0 **DEAN (RESEARCH) REPORT**

The Dean (Research) tabled the report at the meeting and highlighted items of interest.
18.0 DIRECTOR, GRIFFITH HEALTH INSTITUTE REPORT

The Director, Griffith Health Institute tended apologies for the meeting. Members noted the report submitted by the Director, Griffith Health Institute.

19.0 SUPPORT SERVICES REPORTS

Members noted the reports submitted by the following support services staff:
• Group Resource Manager, Health – Planning & Financial Services
• Development & Alumni Manager (Health) – Development & Alumni
• Human Resources Manager, Health – Human Resource Management
• Manager, Learning & Teaching, Health – Information Services
• Deputy Director, International – Griffith International
• Marketing Manager (Health) – External Relations

20.0 REFEREE CHECKS IN THE RECRUITMENT PROCESS

The Director, Human Resource Management tendered apologies for the meeting. The item was withdrawn.

21.0 THE DEEBLE INSTITUTE

The Director, the Deeble Institute for Health Policy Research addressed members regarding the activities of the Deeble Institute, an initiative of the Australian Healthcare and Hospitals Association.

Action: The Secretary is to distribute copies of the Director’s presentation with the minutes.

22.0 APPROVAL PROCESS FOR STAFF TRAVELLING OVERSEAS

22.1 The Griffith Health Group Board, on the recommendation of the Dean (Academic), was asked to consider a new approval process for staff travelling overseas.

22.2 The Chair expressed concern that there is currently no formal process for staff to obtain approval for overseas travel. Staff are not currently required to disclose their contact details, health and safety concerns (such as travel warnings from the Department of Foreign Affairs and Trade) or funding details for their trip, or the purpose of their travel. The Chair proposed the implementation of a new one page form to document the approval process.

22.3 Members had the following feedback on the proposed form:
- The Office for Research expressed concern that the form does not cover all NHRMC reporting requirements.
- Members agreed that the form should be expanded with an additional page to cover additional reporting requirements.
- Members noted that approval for travel would be required from line managers.
- Members queried whether the scope of the process should be extended so that travel arrangements need to be approved by line managers. Members agreed that this process should apply to overseas travel only.

Resolution

22.4 The Griffith Health Group Board, on the recommendation of the Dean (Academic), resolved to adopt the approval process and form for staff travelling overseas, subject to amendments by the Group Resource Manager, Health – Planning & Financial Services, to be executively approved by the Chair.
23.0 PSY PROPOSAL TO SUSPEND INTAKE (2013/0005809)
6010, 6011 DOCTOR OF CLINICAL PSYCHOLOGY (GC, MG)
6013 DOCTOR OF ORGANISATIONAL PSYCHOLOGY

23.1 The Griffith Health Group Board noted that the Deputy Vice Chancellor (Academic) approved the suspension of the Doctor of Clinical Psychology (6010, 6011) and Doctor of Organisational Psychology (6013), as detailed in 2013/0005809, for implementation in Semester 1, 2014.

24.0 AUSTRALIAN COMMUNITY WORKERS ASSOCIATION APPROVAL
1098 BACHELOR OF HUMAN SERVICES
1095 BACHELOR OF CHILD AND FAMILY STUDIES

24.1 The Griffith Health Group Board noted the notices and certificates from the Australian Community Workers Association confirming campus approval for Logan campus and course approval for the Bachelor of Human Services (1098) and Bachelor of Child and Family Studies (1095).

25.0 OTHER BUSINESS
NIL

26.0 BOARD MEETING DATES AND VENUES

26.1 The next meeting of the Griffith Health Board will be held on Thursday 19 September 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 2013 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>19 September</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06, The Chancellery (G34)</td>
</tr>
<tr>
<td>24 October</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06, The Chancellery (G34)</td>
</tr>
<tr>
<td>21 November</td>
<td>Gold Coast</td>
<td>Room 1.05/1.06 The Chancellery (G34)</td>
</tr>
</tbody>
</table>

Noted

27.0 SUMMARY OF ACTION ITEMS

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<td>Heads of School</td>
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<td>Secretary</td>
<td>Completed - Via email, August 7, 2013.</td>
</tr>
<tr>
<td>Semester 1, 2013.</td>
<td>Distribute copies of the presentation delivered by the Director, the Deeble Institute for Health Policy Research with the minutes.</td>
<td>Secretary</td>
</tr>
</tbody>
</table>

Confirmed:  
(Chair – Professor Tony Perkins)  

Date:  

______________________________
DISTRIBUTION LIST

Faculty Board Members

Name                                      Appointment Type
Professor Tony Perkins                    ex officio (Chair)
    Dean (Academic)
Professor Allan Cripps                     ex officio
    Pro-Vice Chancellor (Health)
Professor Nick Buys                         ex officio
    Dean (Learning & Teaching), Health
Professor David Shum                        ex officio
    Dean (Research), Health
Professor Ros Sorensen                     ex officio
    Head, School of Public Health
Professor Simon Broadley                    ex officio
    Head, School of Medicine
Professor Ward Massey                       ex officio
    Head, School of Dentistry & Oral Health
Professor Elaine Duffy                      ex officio
    Head, School of Nursing and Midwifery
Professor Patrick O'Leary                   ex officio
    Head, School of Human Services and Social Work
Professor Mark Forwood                     ex officio
    Head, School of Medical Science
Professor Andrew Davey                      ex officio
    Head, School of Pharmacy
Professor Peter Milburn                     ex officio
    Head, School of Rehabilitation Sciences
Professor Paul Martin                       ex officio
    Head, School of Applied Psychology
Professor Lyn Griffiths                     Co-opted
    Director, Griffith Health Institute

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