



## **GESTALT THERAPY BRISBANE PTY LTD**

### **Academic Governing Body (AGB)**

Gestalt Therapy Brisbane Pty Ltd (GTB) has a properly constituted academic board which provides the institution with access to expertise to ensure that standards are comparable with Australian universities. GTB is a small institution and this Academic Governing Body also incorporates the function of a Course Advisory Committee within its Terms of Reference. Such a merger of functions provides the institute with the best access to expertise and is in line with the National Protocols as described in the new National Guidelines for Higher Education, October, 2007 (See 17.6 Academic governance and quality assurance). The following describes GTB's governing body and the responsibility it has for the delivery of the Gestalt Therapy Brisbane accredited programs in both Brisbane and Sydney. The Organisational Structure of GTB is attached. This Figure provides a diagrammatic representation of the position of this body in the organisational structure. It also provides representation of Gestalt Therapy Brisbane's relationship to Gestalt Therapy Sydney.

In January 2011 Gestalt Therapy Sydney (GTS) entered into an agent relationship with Gestalt Therapy Brisbane Pty Ltd in order to deliver the accredited programmes owned by Gestalt Therapy Brisbane in Sydney at Gestalt Therapy Sydney.

### **Terms of Reference**

1. The Academic Governing Body is a corporate governing body that has responsibility for oversight of all of the GTB education operations, including the conferral of its higher education awards. The Academic Governing Body clearly identifies that it holds the role of academic governance and does not take on corporate governance responsibilities. The Directors of Gestalt Therapy Brisbane and Gestalt Therapy Sydney are accountable to the Academic Governing Body.
2. The Academic Governing Body regularly monitors potential risks to Gestalt Therapy Brisbane and Gestalt Therapy Sydney's higher education operations and ensures that these institutions have strategies to mitigate risks that may eventuate.
3. The Academic Governing Body ensures that GTB's financial, academic and managerial operations as they relate to academic governance are appropriate, documented, observed and regularly reviewed for the purposes of ensuring high academic quality and scholarship in the delivery of the higher education courses.
4. The Academic Governing Body approves Gestalt Therapy Brisbane's 3 year strategic plan that:
  - a) Provides clear future directions for higher education;
  - b) Identifies key performance indicators;
  - c) Is adequately communicated to internal and external stakeholders; and,
  - d) Guides management decision-making.

5. The Academic Governing Body holds delegated authority to establish, review and implement basic policies within GTB and as licenced to GTS in order to academically govern and carry out GTB's and GTS's mission.
6. The Academic Governing Body is responsible for:
- a) The effective development, implementation and review of policies for all aspects of the higher education provider's academic activities including delivery of Gestalt Therapy Brisbane's courses of study in Brisbane and Sydney and conferring of Higher Degrees;
  - b) The maintenance of academic standards, with appropriate mechanisms for external input, in accordance with international conventions for good academic practice; and,
  - c) The effective quality assurance arrangements for all the higher education provider's higher education operations, encompassing systematic monitoring, review and improvement.

The AGB will comprise 8-12 members.

### Composition

The membership of the AGB has a majority of external members drawn from the psychotherapy profession and Higher Education and/or University institutions. The AGB recognises that Gestalt Therapy Brisbane was formed as a result of a merger between the Brisbane Gestalt Institute (BGI) and the Gestalt Association of Queensland Inc (GAQI) and began formal operations in the 2008 academic year. It also acknowledges that GTB acts as principal with Gestalt Therapy Sydney as agent and as such is responsible for the quality of the programme delivered in Sydney. Consequently, its membership consists of:

- A. Representative/s who have associated with both BGI and GAQI.
- B. Representatives from GTS;
- C. Students and graduates of GTB;
- D. Academics from public sector or private sector educational institutions who offer similar or associated courses of study;
- E. Relevant professionals drawn from organizations or associations within the Counselling/Therapy industry;
- F. Independent practitioners with demonstrated experience in the practice of Counselling/therapy;
- G. Practitioners and representatives with industry experience; and,
- H. The Director of GTB.

The Director of GTB needs a presence on the Academic Governing Board because as well as being the owner of the Institute she is responsible for the delivery of the Academic Courses at GTB and GTS. She is also responsible for the implementation of recommendations that are made by the AGB. However, in order to ensure the Director of GTB does not have an undue influence on the deliberations and recommendation of the Academic Governing Body she will not take the position of chair.

The chair of the AGB will be a standing position and the person will be drawn from the membership of AGB but will not be the Director of GTB. The person who takes on this role will be given the title of Chair, Academic Governing Body, Gestalt Therapy Brisbane Pty Ltd.

Minutes of the meetings of the Academic Governing Body will be prepared by the Secretary and the contents of the meetings will form part of Reports to Accrediting bodies. The Managing Director, Dr Greer White of GTB will report to the Academic Governing Body through the chair as to the changes or initiatives that have been implemented as a result of recommendations made by the Body within its meeting processes. The Director of Training, Gestalt Therapy Sydney will report to the Academic Governing Body through the chair as to the changes or initiatives that have been implemented as a result of recommendations made by the Body within its meeting processes. This report will be tabled at each meeting.

The composition of the current AGB is displayed in the addendum, along with brief biographies.

## **Roles & Responsibilities**

Members will take responsibility for the following:

### ***Educational processes***

- Accepting student numbers at the beginning of each year, reviewing viability of GTB/GTS and making recommendations as to ongoing education;
- Ratifying decisions about recognising prior learning and granting credit to student applicants into the Master of Gestalt Therapy course when a student is seeking enrolment on the basis of equivalence to an undergraduate degree under Policy No 8A: Procedures for the Selection of Students, or the student is dissatisfied with a decision made by the Directors of either GTB or GTS;
- Conferring the awards of Graduate Certificate in Gestalt Therapy and Master of Gestalt Therapy to successful students. The AGB will receive recommendations from the Director of GTB for those who are to receive the awards. The chair together with the Directors will sign the awards;
- Ratifying faculty staffing personnel, faculty schedules and faculty pay rates at the beginning of each year;
- Receiving and reports from GTB/GTS on in-service plans and provisions for the development of faculty. Making recommendations as to in-service and activities that promote scholarship;
- Receiving the minutes and appropriate reports, including on curriculum matters, from the Gestalt Education Process (GEP) Committee Brisbane and the Gestalt Education Process (GEP) Committee Sydney, according to their Terms of Reference;
- Making recommendations to the Directors of GTB and GTS as a result of receiving reports from the GEP Committees;
- Advising the Directors of GTB on any other matters of an academic nature on which GTB or GTS Directors may wish to seek advice or which the AGB considers needs to be addressed.

### ***Academic Policy***

- Approving, reviewing, developing, disseminating and monitoring of academic policies related to academic standards in order to ensure that GTB and GTS carries out its mission;
- Receiving and reviewing a twice yearly report from the Directors of GTB and GTS as to the implementation of the policies and procedures in order to ensure the rights and responsibilities of both students and staff.

### *Planning processes*

- Approving the GTB three year strategic plan;
- Reviewing the objectives of GTB and the processes by which GTB achieves its objectives. Knowing how GTS implements the objectives of the Principal GTB;
- Ratifying the GTB and GTS budget for those items that are relevant to the delivery of teaching and learning, namely: overall budget balancing, library allocation, professional development of staff allocation, teaching and learning allocation and faculty staffing allocation. It is the responsibility of the AGB to make recommendations on budget allocations, and on matters arising from mid-year reviews of expenditure against budgets as they relate to the provision of higher education;
- Advising the Directors of GTB and GTS on long-term and short-term strategies for achieving GTB's and GTS's mission.

### *Grievance processes*

- Dealing with written letters of complaint addressed to the Chair, Academic Governance Body, according to the second stage process as outlined in GTB's Grievance Policy and Procedure. GTS implements GTB's Grievance Policy;
- Receiving advice on grievances that have become formal and entered into the 1<sup>st</sup> Stage of the Formal Grievance Process as per the GTB Policy No 3: Grievance Policy and Procedure;
- Responding as per the **second stage** of the GTB Policy No 3: Grievance Policy and Procedure: "If (the complainant is) unsatisfied with the response to the complaint or the time taken to resolve the matter, the complainant may submit the complaint in writing to the Chair, Academic Governance Body and ask that the matter be dealt with at a meeting of this committee. On receiving such a letter the Chair will call for a meeting of the Academic Governance Body within a reasonable time, normally within 30 days of receipt of the complaint. Every effort will be made to make a decision within 30 days.

### *Quality Assurance*

- Ensuring that GTB and GTS have effective mechanisms to collect regular, valid and reliable feedback from stakeholders, such as students, graduates and staff.
- Considering and acting on relevant data such as teaching evaluations, student feedback, student attrition, progress rates, grade distributions, course completions and graduate satisfaction;

- Receiving and reviewing twice yearly reports from the Directors of GTB and GTS with regard to academic issues. These reports will include the analysis of the feedback received from student feedback tools;
- Monitoring of and receiving reports of non compliance on the two academic courses offered by Gestalt Therapy Brisbane and delivered in Brisbane and Sydney, namely, the Graduate Certificate in Gestalt Therapy and the Master of Gestalt Therapy;
- Monitoring of potential risks to Gestalt Therapy Brisbane and Gestalt Therapy Sydney's higher education operations and ensuring that these institutions have strategies to mitigate risks that may eventuate.

### ***External relationships***

- Engaging in benchmarking activities of GTB/GTS academic performance against other appropriate higher education institutions to identify and act upon areas requiring improvements and advising on the comparability of the courses to similar courses at universities and other private higher education providers;
- Providing industry feedback on the courses with a view to future development;
- Considering and advising the Directors on opportunities to extend the effectiveness of collaboration with other tertiary institutions, industry, government and community organizations; and
- Promoting the academic standing of GTB/GTS with professionals, accrediting bodies, professional associations and other stakeholders with whom GTB/GTS is or might be a partner.

### ***Accreditation***

- Approving major changes to the Higher Education Courses before they are submitted to TEQSA (Tertiary Education Quality Standards Agency);
- Approving re-registration and reaccreditation applications to TEQSA;
- Approving applications to GANZ & PACFA for professional body accreditation; and
- Deliberating on and approving the application by Gestalt Therapy Brisbane of any new Higher Education Courses that may be proposed by Gestalt Therapy Brisbane in its future operations.

### **Meetings**

The Committee shall meet at least twice per year and usually will meet between 3 to 4 times a year. A quorum (half the recognised membership plus one) must be at each meeting.

Members will hold office for a period of 5 years commencing in March of each year. Membership can be renewed for an additional period of 5 years.

The Chair shall preside at all meetings of the Committee at which he or she is present. If the Chair is not present another member (not one of the Directors) will chair the meeting.

The Terms of Reference of the Academic Governing Body shall be reviewed at its inaugural meeting every three years.

**Addendum**

Composition of Academic Governing Body as at June 2013.

<b>Name</b>	<b>Association</b>
Kerry Thomson Chair Academic Governing Body	Director of Operations GAQI 2006-2007 Master of Gestalt Therapy GAQI graduate
Alan Meara Secretary Academic Governing Body	Director of Education GAQI 1999-2004, Faculty member GPTS 2005-2009 Practising Gestalt Therapist
Dr Greer White	Managing Director of GTB/GTS
Ashleigh Woolridge (Sydney)	Director of Education Gestalt Therapy Sydney Psychotherapist in Private Practice
Dr Lee-Ann Prideaux	Graduate of BGI 2007 Psychologist in Private Practice
Dr Michael Reed (Sydney)	Previous Director of Training of Gestalt Practitioners of Sydney Psychologist in Private Practice
Dr Alan Richardson	Sessional Lecturer QUT, Co-President IAPOP Psychologist in Private Practice
Sharon Gray	Higher Education Experience with ACNM Graduate of GAQI 2007
John Butters (Sydney)	Lecturer & Clinical Supervisor, Jansen College Consultant Psychologist in Private Practice
Helen Middleton	Practising Gestalt Therapist and Psychologist Past trainer of GAQI
Webb Lin	Graduate of GAQI 2007 Practising Psychotherapist
Barbara Gonda	GTB Student Practising Psychologist

**AGB members' summary biographies.**

**Name:** (Joanne) Kerry Thomson  
**Qualifications:** B A, M Gest Therapy.  
**Professional Membership:** Nil  
**Employment:** Manager, Real Estate portfolio.  
**Higher Ed experience:** Snr Rsch Assistant, U of Q; Various roles on GAQI Management committee including Vice President and Treasurer.

**Name:** Alan Meara  
**Qualifications:** CELTA (B), B Sc, B A, B Com (Hons), MGestTherapy.  
**Professional Membership:** FMGANZ.  
**Employment:** Gestalt Therapist and Clinical Supervisor, private practice. Contracted educator at various Gestalt and Somatic Psychotherapy institutes including Higher Education Providers. ESL teacher.  
**Higher Ed experience:** Director of Training GAQI, Grad Dip and Masters Course 1999-2004. Co-supervisor PhD Candidate UTS 2007-2011. Tutor, Applied Psychology and Social Work, UQ, GU, UWS 1994-2008.  
**Related activities:** President GANZ 2004-2010. Approx. 15 publications in peer reviewed journals and 15 international conference presentations. Member, Editorial Board, Gestalt Review (USA) 2006-. Editor GJANZ 2012-.

**Name:** Greer White  
**Qualifications:** EdD; MA (Boston College); BEd; Certified Gestalt Therapist (GAQI);  
**Professional Membership:** GANZ; PACFA Register.  
**Employment:** Director Gestalt Therapy Brisbane.

**Name:** Ashleigh Woolridge  
**Qualifications:** Adv Cert Comm Welfare, Certificate Holistic Counselling, Grad Dip Gestalt Therapy MGest. Therapy.  
**Professional Membership:** CMGANZ.  
**Employment:** Gestalt Therapist, private practice. Director of Training & Operations Gestalt Therapy Sydney.  
**Higher Ed experience:** Educator in Bachelors Program ACAP (2008-2010), Tutor UWS Social Science Faculty (2005-2009), Director of Training Gestalt Therapy Sydney (current).  
**Related activities:** Numerous positions on GANZ council 2006-current.

**Name:** Lee-Ann Prideaux  
**Qualifications:** PhD., B.Psych (Hons)., B.Ed., Dip. Gestalt Therapy.  
**Professional Membership:** MAPS, MCDAA.  
**Employment:** Student Counsellor, Coomera Anglican College 2004 to present.



**Higher Ed experience:** Lecturer and Tutor Griffith University casual appointments between 1996 to 2003, Teacher 1977 to 1995 (Education Qld, St Hilda's, St Aidan's, All Saints Anglican School and A.B. Paterson College).

**Related activities:** Nine publications in peer reviewed journals, two book chapters, curriculum materials (see [www.adolescentcareerdevelopment.com.au](http://www.adolescentcareerdevelopment.com.au)), two international conference presentations for the International Association for Educational and Vocational Guidance conferences in Warsaw, Poland, in May, 2002 and in Berne, Switzerland, in September, 2003, conference presentation for the Career Development Association of Australia in Cairns 2011.

**Name:** Michael Reed

**Qualifications:** BSW, MA (Clinical Social Work), PhD (Psychological Medicine).

**Professional Membership:** Registered Psychologist with the Psychology Board of Australia; MAASW (Acc); MACSW (Clinical, Mental Health); FMGANZ; Authorised Supervisor with the Psychology Board of Australia & AASW (NSW).

**Employment:** Psychologist/Psychotherapist/Clinical supervisor in private practice. Contracted educator at various accredited Counselling/Psychotherapy/Counselling training institutes including Higher Education Providers.

**Higher Ed Experience:** Lecturer, Post Graduate, Bachelor and Master Programs, THINK: Jansen Newman Institute, Sydney (2005- ); Tutor, Post Graduate (Master) Course in Psychiatry, The NSW Institute of Psychiatry (2010- ); Training faculty member, Master Program, Gestalt Therapy Sydney (2012); Appointed member of the Australian Government, Register of Tertiary Education Quality and Standards Agency Experts (TEQSA) (2013- ); Member, Australian Government, Interim Register of Tertiary Education Quality and Standards Agency Experts (2012); Member of review panels, Queensland Office of Higher Education, Department of Education, Training and the Arts (2009-2010).

**Related activities:** President GANZ 1998-2000; Chair of GANZ Ethics Committee 1998-2006. Member of GANZ Ethics Committee 2006-2010. Peer reviewed journal publications, book chapters, and presentations at national /international conference presentations (1990- ).

**Name:** Alan Richardson

**Qualifications:** B SocSc (Psych), Grad Dip Couns, M. Ed, M Soc Sc (Couns), PhD (Cand)

**Professional Membership:** Reg Psychologist.

**Employment:** Private practice Psychologist, Sessional Academic QUT.

**Higher Ed experience:** QUT Academic, Faculty member ANZPOP and Board member IAPOP, Survey Reference Group for Graduate Surveys AGC, DEST Grant for the development of CEQuery.

**Related activities:** Co-President IAPOP 2010 - present. Advisory board for School of Social Science, Christian Heritage College. 11 publications in peer reviewed journals and 10 international conference presentations.

**Name:** Sharon Gray

**Qualifications:** Dip Divinity & Mission, B Th, M Ed, MGestTherapy.

**Professional Membership:** GANZ, PACFA, SCAPE.

**Employment:** Gestalt Therapist, private practice. Consultant, various clients. Contracted educator and course coordinator at Gestalt Therapy Brisbane.

**Higher Ed experience:** A/ Director of Education, Australian College of Natural Medicine 2007. Deputy Director of Education, Australian College of Natural Medicine 2004-2006. Head of Teaching and Learning, Australian College of Natural Medicine 2003-2004. Head of Faculty-Personal and Professional Development, Australian College of Natural Medicine 2003. University Chaplain, University of New England 1994-1997.

**Related activities:**      GANZ Chair of Training Standards and Accreditation, 2012-present. Member of Gestalt Therapy Brisbane Academic Governance Board, 2008-present. Member Gestalt Education Process Committee 2009-present. Member of Australian College of Natural Medicine Academic Governance Board 2004-2007. Chair Teaching and Learning Committee, Australian College of Natural Medicine 2004-2006, Member Research and Ethics Committee, Australian College of Natural Medicine 2004-2006.

**Name:**                      **John Butters**

**Qualifications:**        BA Psych PGDip Psych AdvDip Psychth MPsych (Couns).

**Professional Membership:**      MAPS, MIARPP.

**Employment:**      Counselling Psychologist, Private Practice - Mindfriendly Consulting, Training & Supervision.

**Higher Education Experience:** Lecturer & Supervisor - JNI (Think) Education – Pyrmont. Contracted educator for CASPC (Centre for Advanced Studies in Psychotherapy & Counselling) and AABCAP (Australian Association of Buddhist Counsellors and Psychotherapists).

**Related Activities:**      Guest Presenter Empathink Summer School, Publication in ANZAP Journal.

**Name:**                      **Helen Middleton**

**Qualifications:**        B Ed, Gr Dip Ed Stud (Psych), MEd Stud Guid & Couns, MGestTherapy.

**Professional Membership:**      MGANZ, MAPS.

**Employment:**      Private Practice (Gestalt and Family Therapy & Psych), Employee Assist, Headspace (12 -24yr olds) Defence Force Recruiting - screening of applicants.

**Higher Ed experience:** Occasional Guest Lecturer MEd Psych Course, GAQI Gestalt Trainer, Grad Dip and Masters Course 2004 to 2006.

**Related activities:**      Practising Administrator & New Directions Magazine contributions. Invited PACFA Accreditation Application Checker, Participation in Mental Health Prof Network Eastern Shore & Balint Group.

**Name:**                      **Webb Lin**

**Qualifications:**        Cert Asst & Wkplce Trng, B.A.(Psych), M. Couns.,M Gest Therapy, Post Grad Dip Psych.

**Professional Membership:**      MGANZ, CMACA, SMAPS.

**Employment:**      Counsellor and Clinical Supervisor, Relationships Australia. Previously at Clinical Counselling Centre, Spiritus-Kinnections, and Lifeline.

**Higher Ed experience:** Sessional Lecturer, ACU 2012-, Teacher, Bremer TAFE, 2008.

**Name:**                      **Barbara Gonda**

**Qualifications:**        B.A.; Grad Cert Ethics & Governance; Grad Dip Counselling; Grad Dip Gestalt Therapy; MA Soc Sc (Counselling)

**Professional Membership:**      APS; College of Counselling Psychologists APS.

**Employment:**      Manager Fire Care, Qld Fire&Rescue. Private counselling practice.

**Higher Ed experience:** Nil.

**Related activities:**      Student, GTB.