A meeting of the Griffith Business School Board was held at 9:30am on Friday 20 April, 2012 via videoconference in Room -1.18, Business 2 Building (N72), Nathan campus and Room 1.04, The Chancellery Building (G34), Gold Coast campus.

MINUTES

PRESENT:
Professor Michael Powell (Chair)
Professor Lorelle Frazer
Professor Chris Auld
Professor Christine Smith
Associate Professor Michael Barry
Associate Professor Martin Griffiths
Professor Leong Liew
Professor Debra Grace
Professor James Skinner
Dr Anoop Patiar
Professor Peter Jordan
Dr Campbell Fraser
Associate Professor John Sands
Dr Marie-Louise Fry
Professor Beverley Sparks
Ms Kate Rees (Secretary)

APOLOGIES:
Professor Marie Wilson
Professor Graham Cuskelly
Professor Andrew O’Neill
Professor Jason Sharman
Professor Ross Guest
Professor Glenda Strachan
Associate Professor Eduardo Roca
Associate Professor Laura Lawton
Dr Peter Tatham
Ms Kimberley Cotterell-Anderson
Ms Lisa Cotterell

1.0 CONFIRMATION OF MINUTES
The minutes of the 1/2012 meeting, having been circulated, were taken as read and confirmed.

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

2.0 PROPOSED CHANGE OF NAME: CENTRE FOR TOURISM, SPORT AND SERVICE INNOVATION

2.1 The Griffith Business School Board was asked to consider a request to change the name of the Centre for Tourism, Sport and Service Innovation.

2.2 The Board was advised this was a slight adjustment to the name of the Centre, resulting from the four year review in 2011. The management group of the Centre resolved to change its name to the Centre for Tourism, Sport and Services Research. This was based on the view that service research was a more accurate reflection of the contribution of the marketing members of the Centre. The service innovation tag is not reflective of the research output.

2.3 Members noted that a memo had been sent to the Deputy Vice Chancellor (Research) and Pro Vice Chancellor (Business) seeking approval of the change.

Resolution:

Griffith Business School seeks to excel as a provider of high quality, cross-disciplinary and internationally relevant business and public policy education and research, emphasising the relationship between business and society in promoting sustainable enterprises and communities.
2.4 The Griffith Business School Board provided in principle support for the proposal to change the name of the Centre for Tourism, Sport and Service Innovation to the Centre for Tourism, Sport and Services Research.

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<thead>
<tr>
<th>Action Item</th>
<th>Responsible Officer/s</th>
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<tbody>
<tr>
<td>1. Forward GBS Board support to the Research Committee for noting.</td>
<td>1. Committee Secretary (action taken)</td>
</tr>
</tbody>
</table>

3.0 NEW PROGRAM PROPOSAL (#2012/0012007)

3275 GRADUATE CERTIFICATE IN RESEARCH STUDIES (BUSINESS) – EXIT POINT ONLY

4160 GRADUATE DIPLOMA OF RESEARCH STUDIES (BUSINESS)

3.1 The Griffith Business School Board, on the recommendation of the 1/2012 Research and Research Education Committee (GBS) and 1/2012 Learning and Teaching Committee (GBS), considered a new Program Proposal for the 4160 Graduate Diploma of Research Studies (Business), as detailed in #2012/0012007, effective Semester 2, 2012.

3.2 The Graduate Diploma of Research Studies (Business) provides an alternative route for entry into a Doctor of Philosophy or a Master of Philosophy for applicants who do not possess the required qualifications or appropriate research experience for direct admission. It will replace the existing non-award 5361 Higher Degree by Research (HDR) Qualifying Program. The Graduate Diploma will be packaged with an HDR offer and on successful completion of the Graduate Diploma, students will be granted direct admission to PhD or MPhil candidature subject to fulfilling the requirements for candidature as specified in the Higher Degree Research Policy. The grade achieved will determine direct entry to either a PhD or MPhil. An exit point will be available from the Graduate Diploma for students who have completed 40CP coursework. Students will exit with a Graduate Certificate in Research Studies (Business).

3.3 In considering this proposal members discussed the following:

- It is the intention that an online offering will be developed in the future.

- The program provides more clarity than the existing HDR qualifying program by clearly defining the pathways to higher study.

- International students who are sponsored by their government do not receive funding for the HDR Qualifying program. The structure of the HDR qualifying program is quite flexible and can be designed to suit a student’s previous study. There is less flexibility in the Graduate Diploma and this will increase the cost of study to an international student who is required to self-fund the program. Members queried whether sponsorship arrangements would also include the Graduate Diploma. The Dean (International) agreed to follow up with Griffith International.

- It was noted that Asian Studies and International Relations students will also complete the program, and the inclusion of Business in the program and award title may be misleading. It was requested that further consideration be given to removing Business from the title.

- The program structure allows students to substitute 7011GBS Quantitative Methods and 7013GBS Research Processes with advanced disciplinary courses. Members queried whether a substitution could also be provided for 7012GBS Qualitative Methods. They noted that students should only be able to substitute 20CP of research methods courses for advanced disciplinary courses.
• It was noted that existing HDR students could also benefit from taking some research studies courses offered in the program.

• An error was noted in Section 2.0 Program Structure and Content, specifically the course delivery information. The proposal will be amended to state that courses will be delivered in either standard mode or intensively.

Resolution:

3.4 The Griffith Business School Board, on the recommendation of the 1/2012 Research and Research Education Committee (GBS) and 1/2012 Learning and Teaching Committee (GBS), resolved to recommend to Programs Committee a new Program Proposal for the 4160 Graduate Diploma of Research Studies (Business), as detailed in #2012/0012007, effective Semester 2, 2012.

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<tr>
<th>Action Item</th>
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<tbody>
<tr>
<td>1. Seek advice from Griffith International on whether the Graduate Diploma will be considered in sponsorship arrangements.</td>
<td>1. Dean (International)</td>
</tr>
<tr>
<td>2. Forward the request to the Dean (Research) for removal of Business from the award and program title.</td>
<td>2. Committee Secretary (Action taken)</td>
</tr>
<tr>
<td>3. Forward the request to the Dean (Research) to allow students to substitute 7012GBS with an advanced disciplinary course.</td>
<td>3. Committee Secretary (Action taken)</td>
</tr>
<tr>
<td>4. Correct the attendance information in the proposal.</td>
<td>4. Committee Secretary (action taken)</td>
</tr>
<tr>
<td>5. Forward amended proposal to Programs Committee</td>
<td>5. Committee Secretary (action taken)</td>
</tr>
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4.0 DISCUSSION PAPER: ARE THERE TOO MANY PROGRAM CHANGES?

4.1 The Griffith Business School Board was asked to consider Attachment 17.1 Discussion Paper: Are there too many program changes?

4.2 The discussion paper, prepared by the Head of Secretariat, outlined the amount of program change between 2009 and 2011 and its impact on the student experience in terms of enrolment, student transfers to other institutions, graduation and graduate employment. It was considered at the March 2012 Deans (Learning and Teaching) Forum. Deans were asked to report back to Programs Committee at its May meeting regarding discussions at Group Boards.

4.3 Professor Frazer advised that this paper was discussed at GBS Learning and Teaching Committee and summarised the feedback from members. GBS Board endorsed this feedback. Comments included:

• Change is inevitable and in most cases, appropriate.

• The University’s approval processes need to be more nimble, it was noted that perhaps some minor changes didn’t need committee approval. An example was provided that, at another university, caveats are included in the course description regarding minimum enrolments required for offering the course. Courses that don’t meet the enrolment requirements are cancelled.

• Changes are often recommended based on SEC and SET results.

• We should be closing the loop more often than we do.

• The amount of change reflects that we are responsive to feedback.
5.0 MAJOR CHANGE PROPOSAL (#2012/0012012)
1314 BACHELOR OF BUSINESS (HONG KONG)

5.1 The Griffith Business School Board considered a Major Change Proposal affecting the 1314 Bachelor of Business (Hong Kong), as detailed in #2012/0012012, effective Semester 2 (September), 2012.

5.2 Major changes were proposed to the offshore program as follows:

1. **Changes to the current majors**
The offshore Bachelor of Business is a ‘top-up’ program offered with the CUSCS. Students enter with 120-160CP advanced standing and complete the remaining courses to total 240CP. The majors offered offshore include Hotel Management, Marketing and Management. The offshore majors have been reviewed to align them with existing and planned changes in the onshore offerings. Students entering with 120CP advanced standing will complete 8 core courses from the major plus 4 elective courses. Students entering with 160CP advanced standing will complete 8 core courses from the major. The elective course list will be shared across each major to more effectively utilise courses in the program.

2. **Introduction of Event Management Major**
An examination of the gaps in the Hong Kong market, and the revised course offerings has given rise to consideration of a new major. Event Management was requested by the CUSCS.

The Event Management major equips students with professional leadership and business management skills combined with specialist knowledge of the event management industry. Students are also required to complete 250 hours of relevant industry experience in order to graduate with work ready skills and knowledge. As with the other majors offered in Hong Kong, a minimum requirement of 40 enrolments will be stipulated in the agreement. Event Management courses will be offered to other students in the program as electives. In total, GBS will be offering a reduced course load in Hong Kong.

5.3 In a general discussion about the program changes it was noted that some changes to the offshore program are driving changes to the onshore program. Members were advised that this was not the norm, and, in this instance, it was required to ensure consistency with GU policy. It was reported that advice had been received about caps being placed on course enrolments in Hong Kong. Members queried this; the Dean (International) agreed to follow up with Griffith International.

5.4 In discussing the Event and Hotel Management majors, it was noted that 3297HSL Entrepreneurship in Tourism, Hospitality, Sports and Events was listed as the capstone course for the offshore Hotel Management major. The onshore major lists a different course. Following the meeting, due to timetabling and resource constraints, it was agreed that 3297HSL remain as the capstone course pending further discussion regarding the alignment of the onshore and offshore capstone courses.

5.5 No issues were raised with the revised Marketing major.

5.6 There was considerable discussion around the Management major. The previous iteration offered a Management major with an embedded HR minor; the HR courses were popular with Hong Kong students and local issues in Hong Kong argue for the inclusion of the HR content. In redesigning the major, it was decided to offer an HR and Management major.
comprising an even mix of Management and HR courses. However, feedback from the Hong Kong accrediting body was that this was misleading in that it implied students could complete a double major. It was decided to continue to offer the Management major but to include some HR content. Members considered the revised offshore Management major and commented that some of the courses were not appropriate for Hong Kong students e.g. Recruitment and Selection should be substituted for International HRM or a specific OB course. It was agreed that further changes were required to the Management major before it proceeded. Given the time constraints, it was decided that the program planning team consider changes to the major, and that the changes be circulated via email for approval of GBS Board.

Resolution:

5.7 The Griffith Business School Board resolved to recommend to Programs Committee a Major Change Proposal affecting the 1314 Bachelor of Business (Hong Kong), as detailed in #2012/0012012, effective Semester 2 (September), 2012, subject to final approval of the Management major.

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<tr>
<th>Action Item</th>
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<tbody>
<tr>
<td>1. Seek advice from Griffith International on whether caps are being applied to course enrolments in Hong Kong.</td>
<td>1. Dean (International)</td>
</tr>
<tr>
<td>2. Confirm the correct capstone courses are listed for the Event Management and Hotel Management majors.</td>
<td>2. Head, Department of TLHS (action taken)</td>
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<tr>
<td>3. Management major to be reconsidered.</td>
<td>3. Director, Undergraduate Studies and Head, Department of EHR (action taken)</td>
</tr>
<tr>
<td>4. Revised Management major to be circulated to GBS Board for approval.</td>
<td>4. Committee Secretary (action taken)</td>
</tr>
<tr>
<td>5. Forward revised program proposal to Programs Committee.</td>
<td>5. Committee Secretary (action taken)</td>
</tr>
</tbody>
</table>

6.0 NEW PROGRAM PROPOSAL (#2012/0012014)
5577 MASTER OF SUPPLY NETWORK MANAGEMENT
4159 GRADUATE DIPLOMA OF SUPPLY NETWORK MANAGEMENT (EXIT POINT ONLY)

6.1 The Griffith Business School Board, on the recommendation of the 1/2012 Learning and Teaching Committee (GBS), was asked to consider a new Program Proposal for the 5577 Master of Supply Network Management, as detailed in #2012/0012014, effective Semester 1, 2013.

6.2 GBS offers a successful 40CP Graduate Certificate in Logistics and Supply Chain Management. It is proposed that the Graduate Certificate form a pathway to a full Masters program titled Master of Supply Network Management. Students who successfully complete the Graduate Certificate will be eligible for entry to the Masters with 40CP advanced standing. It is also proposed to rename the Graduate Certificate to align with the Masters program.

6.3 Members noted that the proposal has been amended following discussion at the 1/2012 Learning and Teaching Committee (GBS). Changes were made in response to feedback from the Chair, Programs Committee regarding AQF compliance. The Program Director prepared a summary of the advice received regarding AQF and the implications for GBS postgraduate programs (see Supplementary Agenda Item 1.2).

6.4 A brief discussion was held regarding the implications of the AQF for existing GBS postgraduate programs. It was agreed that further discussion at the GBS level required.
6.5 In discussing the program proposal, it was noted the program uses a number of MBA courses. There has previously been concerns about the student experience when non-MBA students enrol in these courses. It was agreed that the Program Director discuss this further with the MBA Director.

Resolution

6.6 The Griffith Business School Board resolved to recommend to Programs Committee a new Program Proposal for the 5577 Master of Supply Network Management, as detailed in #2012/0012014, effective Semester 1, 2013.

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<th>Action Item</th>
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<tr>
<td>1. The use of MBA courses in the program to be discussed with the MBA Director.</td>
<td>1. Program Director (action taken)</td>
</tr>
<tr>
<td>2. Forward proposal to Programs Committee</td>
<td>2. Committee Secretary (action taken)</td>
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SECTION B: ACTION UNDER DELEGATED AUTHORITY

The Griffith Business School Board resolved to ratify the following executive approvals:

7.0 PROGRAM DIRECTOR AND FIRST YEAR ADVISOR APPOINTMENTS

7.1 Program Director and First Year Advisor changes for 2012 are noted below:

- Associate Professor Robyn Hollander, Program Director and FYA, 1291/1292 Bachelor of Politics, Asian Studies and International Relations and associated double degrees.
- Dr Nick Barter, Program Director, 5158/5159 Master of Business Administration and 5457/5458 International Master of Business Administration and associated programs.

8.0 MINOR PROGRAM PROPOSAL (#2012/0012006) 5158/5159 MASTER OF BUSINESS ADMINISTRATION

8.1 Minor Program Proposal affecting the 5158/5159 Master of Business Administration, as detailed in 2012/0012006, effective Summer Semester, 2012/2013.

8.2 The submission proposes to withdraw the Summer Semester offering of 7905AFE Corporate Finance due to low enrolments.

9.0 MINOR PROGRAM PROPOSAL (#2012/0012008) 1291/1292 BACHELOR OF POLITICS, ASIAN STUDIES AND INTERNATIONAL RELATIONS

9.1 Minor Program Proposal affecting the 1291/1292 Bachelor of Politics, Asian Studies and International Relations, as detailed in 2012/0012086, effective Semester 2, 2012.

9.2 This submission proposes changes to various course titles as a result of the review of the Department of Politics and Public Policy. Courses are offered in the Politics and Government major. Changes include:

- 1102PPP Political Institutions is to be renamed as 1102GIR/NA The Mechanics of Power.
- 2002PPP Australian Politics is to be renamed as 2002GIR Australian Politics and Government.
• 2006PPP Politics and the Media is to be renamed as Rhetoric, Spin and the Media.

• 4012PPP Political Theory is currently offered at Nathan in Semester 2. This course will be recoded to a 3rd level course 3014GIR The Problem of Justice.

10.0 MINOR PROGRAM PROPOSAL (#2012/0012009)
5261/5331 MASTER OF HUMAN RESOURCE MANAGEMENT


10.2 This submission proposes the following changes:

• 7112IBA Globalisation and Corporate Social Responsibility and 7024EHR International and Comparative HRM and ER will be added to the elective course list for both the Grad Cert and the Master of HRM to give students additional elective choice.

• 7003EHR Applied Project will be withdrawn from the Graduate Certificate in HRM, as students cannot meet the entry requirements for this course unless they have already completed this program.

11.0 MINOR PROGRAM PROPOSAL (#2012/0012010)
5275 MASTER OF PUBLIC ADMINISTRATION

11.1 Minor Change proposal affecting the 5275 Master of Public Administration, as detailed in 2012/0012010, effective Semester 2, 2012.

11.2 A new elective course, 7031GIR New Directions in Policy Analysis will be introduced. The new course encapsulates core skills and perspectives that are commensurate with the needs of students working in both policy and administration areas. The proposed new course on New Directions in Policy Analysis will provide advanced techniques students can use in analysing a range of public policy problems.

12.0 MINOR PROGRAM PROPOSAL (#2012/0012013)
5158/5159 MASTER OF BUSINESS ADMINISTRATION

12.1 Minor Program Proposal affecting the 5158/5159 Master of Business Administration, as detailed in 2012/0012013, effective Semester 2, 2012.

12.2 It is proposed to split the 20CP elective course 7960IBA Applied Management into two 10CP courses, 7960IBA_P1 and 7960IBA_P2. The courses will be offered in Summer and Winter semester.

13.0 MINOR PROGRAM PROPOSAL (#2012/0012015)
5158/5159 MASTER OF BUSINESS ADMINISTRATION

13.1 Minor Program Proposal affecting the 5158/5159 Master of Business Administration, as detailed in 2012/0012015, effective Semester 1, 2012.

13.2 The courses 7910EHR Managing Change Through Responsible Leadership and 7012EHR Organisational Change have been deemed as incompatible. 7012EHR Organisational Change is an elective in the 2012 MBA program and an elective in the pre 2012 MBA program’s Human Resource Management specialisation. It will be withdrawn from the MBA.

SECTION C: OTHER RECOMMENDATIONS AND REPORTS
[TO PERSONS/COMMITTEES OTHER THAN THE PARENT COMMITTEE(S)]
14.0 FIVE YEAR PROGRAM REVIEW
5226/5228 MASTER OF MARKETING PROGRAM SUITE

14.1 The Griffith Business School Board, on the recommendation of the 1/2012 Learning and Teaching Committee (GBS), was asked to consider Attachment 15.1 Five Year Program Review: Master of Marketing program suite.

14.2 The Master of Marketing program suite was subject to a five year review in 2011. The terms of reference were to review the quality, scope, focus and direction of the curriculum based on enrolment trends, student and graduate satisfaction, attrition and retention, industry engagement, industry expectations and competitor analysis. Progress with respect to assurance of learning was also to be reviewed.

14.3 A committee was formed to consider the briefing papers prepared by the Head of Department and Program Director. The Review Committee recommended that the Graduate Certificate/Masters and Masters with Honours program be approved for a further five years subject to a number of conditions listed in the review report.

14.4 In summarising the recommendations, the Head of Department, Marketing highlighted several key action areas:

- The Review Committee has recommended the withdrawal of the 3235 Graduate Certificate in eMarketing. Paperwork is being prepared to this effect.

- Accreditation with the Australian Marketing Institute will be sought.

- Assessment will be mapped for all courses to ensure consistent application of weightings.

- A number of recommendations address issues around low enrolments, flexibility of timetabling and course delivery. These recommendations will be considered in a separate action plan investigating dual on campus and online delivery of the program.

14.5 Members discussed the review report, noting the importance of involving industry, alumni and current students in the review. The following minor changes were recommended:

- Recommendation 4.8 Develop consistency across the Master of Marketing program across weighting of assessment items, especially final exam. Members queried why the Department was recommending consistency across all assessment item weightings; it was suggested that this be amended to ‘Apply appropriate assessment weightings across the program…’.

- Recommendation 4.10 Ensure differentiation of course content and delivery across marketing courses offered at Bachelor and Masters Level. Members recommended that assessment also be a point of differentiation.

14.6 Members discussed the proposal to offer the Master of Marketing both online and on campus. It was noted that further investigation, including market research, was required before this proposal was implemented. It is the intention of the Department to use Griffith resources to offer the program online. GBS offers a small number of courses online at present; it was felt there was room to build on this, in line with the VC’s eLearning strategy which will be released later in the year. It was proposed that a working party be established to further examine online delivery of postgraduate programs, and that the Master of Marketing be used to pilot this.

Resolution:
14.7 The Griffith Business School Board approved the Review recommendations for change as outlined in Attachment 15.1 Five Year Review: Master of Marketing program suite, subject to the amendments outlined above.

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<tr>
<td>1. Recommendations 4.8 and 4.10 to be amended as above. 2. Working party to be established to consider online delivery of GBS programs.</td>
<td>1. Committee Secretary (action taken) 2. Dean (Learning and Teaching)</td>
</tr>
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</table>

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

15.0 QUALITY AND ACCREDITATION ISSUES

15.1 The Pro Vice Chancellor (Business) advised that the AACSB International re-accreditation visit was planned for the second half of 2013 (September/October). The visit will be scheduled at a time when students are available. The review report will be due in April/May 2013. 2012 will be the year of record.

15.2 The Dean (International) advised that the final report from the Hong Kong Council for Accreditation of Academic and Vocational Qualifications is due in May.

16.0 CHAIR’S REPORT

16.1 The Dean (Academic) had forwarded her apologies to the Board.

17.0 PRO VICE CHANCELLOR’S (BUSINESS) REPORT

17.1 The Pro Vice Chancellor (Business) and Acting Chair reported on the following:

- The semester 1 load report and budgetary implications.
- There is considerable university concern about current retention states and a desire to improve these rates. New administrative positions have been proposed to address this problem by providing more immediate student advice and assistance.
- At this point there is a 60% completion rate for the GBS Engagement Survey. The PVC asked Heads of Department to encourage all staff to participate.

18.0 DEAN’S (LEARNING AND TEACHING) REPORT

18.1 The Dean (Learning and Teaching) spoke about the following items:

- Heads of Department were asked to copy the Dean into their responses to the DVC (A) regarding retention strategies.
- In preparation for the AACSB International re-accreditation visit, an external review of the AOL process has been organised for August.

19.0 DEAN’S (RESEARCH) REPORT

19.1 The Dean (Research) had forwarded his apologies to the Board.

20.0 DEAN’S (INTERNATIONAL) REPORT
20.1 The Dean (International) provided a written report.

21.0 HEADS OF DEPARTMENT REPORT
21.1 There were no matters to report.

22.0 MARKETING AND COMMUNICATIONS REPORT
22.1 Written reports were provided for noting.

23.0 OCCUPATIONAL HEALTH AND SAFETY REPORT
23.1 A written report was provided for noting.

24.0 SUSTAINABILITY REPORT
24.1 A written report was provided for noting.

25.0 GRIFFITH BUSINESS SCHOOL GUIDELINES FOR ASSESSMENT
25.1 The Griffith Business School Board was asked to consider and provide feedback on Attachment 14.1 GBS Assessment Guidelines.
25.2 The Board was advised that the Assessment Guidelines had been updated in line with the revised University Assessment Policy. In particular, procedures around consensus moderation have been streamlined. Heads of Department have been asked to appoint moderators for all courses effective Semester 2, 2012. Changes to the Course Profile System are planned for 2013 so that moderator information can be formally recorded.
25.3 Under the revised guidelines, moderators will be asked to review the exam paper plus marking guide. In response to feedback from members, it was decided to amend this requirement to include review of a major piece of assessment, which could be an exam. The workload allocation for moderation was queried. This query will be forwarded to the Chair, Workload Committee to be raised at the next meeting.
25.4 The Dean advised there was some discussion at GBS Learning and Teaching Committee around section 7.0 which states that GBS discourages the use of Pass Conceded grades in courses that serve as prerequisites for subsequent courses. Members discussed this further and it was agreed to consider eliminating Pass Conceded grades in undergraduate courses (GBS does not award Pass Conceded grades in postgraduate courses). The Dean agreed to investigate this further.
25.5 The Dean outlined the role of the new School Assessment Board. The School Assessment Board is responsible for identifying courses where the assessment outcomes are unsatisfactory and for making recommendations for improvement. It is no longer a requirement to examine every course. It was noted that there is not always sufficient time to consider and identify problematic courses prior to Assessment Board. Members discussed ways to manage problematic courses in the time allowed. Members also discussed the importance of providing feedback to staff given there is no requirement to review a course each semester.
25.6 Members commented that there were benefits to staff attending assessment board meetings; it is often an educational process for new staff. It also provides opportunities to discuss common assessment issues within the department. It was noted that Assessment Panels may still be convened to facilitate staff engagement in the assessment process.
25.7 It was agreed to invite Duncan Nulty to a meeting with the Heads of Department to discuss consensus moderation and how Department Assessment Boards should run.

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<tr>
<td>1. Forward query regarding workload allocation for moderation to Chair, Workload Committee</td>
<td>1. Head, Department of TLHS</td>
</tr>
<tr>
<td>2. Investigate the possibility of eliminating Pass Conceded grades for undergraduate courses.</td>
<td>2. Dean (Learning and Teaching)</td>
</tr>
<tr>
<td>3. Invite Duncan Nulty to attend GBS Board.</td>
<td>3. Dean (Learning and Teaching)</td>
</tr>
<tr>
<td>4. GBS Assessment Guidelines to be amended as above.</td>
<td>4. Dean (Learning and Teaching)</td>
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For discussion

26.0 PROPOSAL TO TRIAL TABLET COMPUTERS IN THE CLASSROOM

26.1 The Griffith Business School Board was asked to consider a proposal to trial the use of tablet computers in the classroom, as detailed in Attachment 19.1.

26.2 It is proposed to trial the use of tablet computers in the Logan Bachelor of Commerce and Bachelor of Business effective Trimester 1, 2013. The initiative is aimed at engaging the students in their studies, increasing satisfaction and improve learning outcomes. It has been decided to trial this at Logan due to the small number of students. A working party has been established to implement the pilot.

26.3 Members considered the proposal, noting that tablet computers will be trialled with new students only in Trimester 1, 2013. Staff teaching the same course at Nathan and Logan may need to consider some re-development of the course to accommodate the use of tablet computers. Members reported on previous experiences using tablet computers in the classroom and identified issues regarding the compatibility of tablet software with PCs and Learning@Griffith. There was also some concern regarding inappropriate use of the computers and the licensing agreement. Members were advised that these issues would be considered when deciding which tablet to use.

26.4 It was recommended that the proposal include criteria for judging the success of the pilot and an implementation plan to roll-out the proposal at other campuses. It was also recommended that GBS covers be provided for the device.

26.5 GBS Board gave in principle support for the trial.

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<tr>
<td>1. Forward recommendation for criteria and implementation plan to working party.</td>
<td>1. Dean (Learning and Teaching)</td>
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</table>

27.0 REPORTS OF SUB-COMMITTEES OF GBS BOARD

27.1 The Griffith Business School Board noted the minutes from the following sub-committees:

- 1/2012 Learning and Teaching Committee
- 1/2012 Research and Research Education Committee

28.0 SURVEYING OF GRIFFITH STUDENTS AND STAFF

28.1 The Griffith Business School Board noted the new policy on Surveying of Griffith Students and Staff, which is effective immediately.
29.0 FAIR WORK OMBUDSMAN RULING ON INTERNSHIPS, VOCATIONAL PLACEMENTS & UNPAID WORK

29.1 The Griffith Business School Board noted the Australian Government Fair Work Ombudsman’s ruling on Internships, Vocational Placements & Unpaid Work.

22.0 OTHER BUSINESS

There were no other matters to report.

30.0 2012 MEETING DATES

30.1 The Board noted the confirmed dates and venues for 2012 meetings.

Confirmed: __________________________

(Chair)

Date: __________________________
DISTRIBUTION LIST

Griffith Business School Board Members

Professor Marie Wilson, Dean (Academic) (Chair)
Professor Michael Powell, Pro Vice Chancellor (Business) (ex officio)
Deans (appointed by the Group Pro Vice Chancellor)
Professor Graham Cuskelley, Dean (Research)
Professor Lorelle Frazer, Dean (Learning and Teaching)
Professor Chris Auld, Dean (International)

 Heads of Departments Directly Associated With the Faculty (ex officio)
Professor Christine Smith, Department of Accounting, Finance and Economics
Associate Professor Michael Barry, Department of Employment Relations and Human Resources
Associate Professor Martin Griffiths, School of Government and International Relations
Professor Leong Liew, Department of International Business and Asian Studies
Professor Debra Grace, Department of Marketing
Professor James Skinner, Department of Tourism, Leisure, Hotel and Sport Management

Deputy Heads/ Discipline Heads of Departments Directly Associated With the Group (appointed)
Associate Professor John Sands, Department of Accounting, Finance and Economics
Associate Professor Eduardo Roca, Department of Accounting, Finance and Economics
Professor Ross Guest, Department of Accounting, Finance and Economics
Professor Glenda Strachan, Department of Employment Relations and Human Resources
Dr Peter Tatham, Department of International Business and Asian Studies
Dr Marie-Louise Fry, Department of Marketing
Associate Professor Laura Lawton, Department of
Dr Anoop Patiar, Department of Tourism, Leisure, Hotel and Sport Management

Research Centre Representative (appointed)
Professor Beverley Sparks, Director, Centre for Tourism, Sport and Service Innovation
Professor Peter Jordan, Deputy Director, Centre for Work, Organisation and Wellbeing
Professor Jason Sharman, Director, Centre for Governance and Public Policy
Professor Andrew O’Neill, Director, Griffith Asia Institute
Invited (for Audience and Debate)
Dr Campbell Fraser, Director of Undergraduate Studies
Ms Kimberley Cotterell-Anderson, Griffith Business School
Ms Lisa Cotterell, Griffith Business School

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