GRIFFITH UNIVERSITY

GRIFFITH BUSINESS SCHOOL BOARD

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### Significant Committee Events

- The next meeting of the Griffith Business School Board will be held on Friday, 16 September 2005, 10:00am till 1:00pm (lunch provided at approximately 12:30pm), via videoconference in the Bray Centre, Level 2, Room 2.06, Nathan Campus (N54_2.06) and the Information Services Building, Level 3, Room 3.29, Gold Coast Campus (G10_3.29).

### Committee QuickPlace Web Address

- [https://qplace02.domino.gu.edu.au/QuickPlace/sec-university-committees/PageLibrary4A256D040010D978.nsf/h_Toc/96d8c15a73da35904a256dff007c32a1/?OpenDocument](https://qplace02.domino.gu.edu.au/QuickPlace/sec-university-committees/PageLibrary4A256D040010D978.nsf/h_Toc/96d8c15a73da35904a256dff007c32a1/?OpenDocument). Use the left navigation bar to select the relevant committee site. Username is your staff number and password is the same as your Novell login. Call the Secretary on extension 56468 for advice or if experiencing difficulties.
DISTRIBUTION LIST

Griffith Business School Board Members

Professor Michael Powell, Pro-Vice Chancellor and Dean (Business) (Chair) (ex officio)

Heads of Departments Directly Associated With the Faculty (ex officio)

Professor Chew Ng, Department of Accounting, Finance and Economics
Professor David Peetz, Department of Industrial Relations
Professor Leong Liew, Department of International Business and Asian Studies
Dr Louis Sanzogni, Department of Management
Professor Bill Merrilees, Department of Marketing
Dr Liz van Acker, Department of Politics and Public Policy
Professor Mike Davidson, Department of Tourism, Leisure, Hotel and Sport Management
Professor Ross Guest, Graduate School of Management

Associate Deans and Deputy Heads of Departments

(appointed by the Group Pro-Vice Chancellor)

Professor Bill Shepherd, Associate Dean, Curriculum, Teaching and Learning
Professor Liz Fulop, Associate Dean, Research and Research Training
Professor Lorelle Frazer, Associate Dean, Postgraduate Studies
Dr Mohammad Tahir, Deputy Head of Department (Accounting)
Dr Eduardo Roca, Deputy Head of Department (Finance)
Associate Professor Saroja Selvanathan, Deputy Head of Department (Economics and Business Statistics)
Associate Professor Graham Cuskelley, Deputy Head of Department, Department of Tourism, Leisure, Hotel and Sport Management
Professor Kristine Toohey, Deputy Head of Department, Department of Tourism, Leisure, Hotel and Sport Management

Associate Professor Javed Maswood, Deputy Head of Department, Department of International Business and Asian Studies
Professor Arthur Shulman, Director, Quality and Accreditation

Co-opted Members (Term of Office: Two years up to, but not including, the ordinary meeting of the Griffith Business School Board in February 2006)
Professor Glenda Strachan, Director, Internationalisation, Commercialisation and Community Partnerships

Information Copies
(without attachments unless stated)
Ms Alison Harris, Group Resource Manager, Business and Law
Ms Kerri-Maree Roman, HR Manager, Business and Law
Ms Justine Day, Marketing Manager, Business and Law
Ms Veronica Lampkin, INS Consultant, Business and Law
Ms Suzanne Pinchen, Business Development Management, Business and Law, Office for Commercialisation
Ms Tracey Howley, CEO, International Golf Institute
Deans’ and Heads of Departments’ Secretaries, Griffith Business School
Administrative Officers, Griffith Business School
Ms Lisa Cotterell, Executive Officer to the Acting Pro-Vice Chancellor and Dean (Business)
Ms Mary Hassard, Credit Transfer and Articulations Managers, Student Administration
Centre Co-ordinators, Office of Graduate Studies

Other Copies
Corporate Archives and Records Management copy (attachments)
Binding copy (attachments)
Spare copy
The 7/2005 meeting of the Griffith Business School Board will be held from 10:00am (lunch provided at approximately 12:30pm), on Friday 19 August 2005, via videoconference in the Bray Centre, Level 2, Room 2.06, Nathan Campus (N54_2.06) and the Information Services Building, Level 3, Room 3.29, Gold Coast Campus (G10_3.29).

Amanda Clark
Secretary

AGENDA

1.0 APOLOGIES
   1.1 Apologies may be recorded by contacting the Secretary on extension 56408, or by emailing a.clark@griffith.edu.au.

2.0 CONFIRMATION OF MINUTES
   2.1 The minutes of the 4/2005 meeting have been circulated.

3.0 MATTERS ARISING FROM PREVIOUS MINUTES

4.0 CHAIR’S REPORT
   4.1 Professor Michael Powell will speak to this item at the meeting.

5.0 ASSOCIATE DEAN, CURRICULUM, TEACHING AND LEARNING’S REPORT
   5.1 Professor Bill Shepherd has forwarded his apologies for this meeting.

6.0 ASSOCIATE DEAN, POSTGRADUATE STUDIES’ REPORT
   6.1 Professor Lorelle Frazer will provide an oral report at the meeting.
   6.2 The following documents have been provided to accompany the report:
      6.2.1 Postgraduate Qualifying Program outcomes (2005/0037305)
      6.2.2 Guidelines for Monitoring Postgraduate Course enrolments (including Postgraduate Courses with Low Enrolments) (2005/0037306)

7.0 ASSOCIATE DEAN, RESEARCH AND RESEARCH TRAINING’S REPORT
   7.1 Professor Liz Fulop will provide an oral report at the meeting.

8.0 DIRECTOR OF INTERNATIONALISATION, COMMERCIALISATION AND COMMUNITY PARTNERSHIPS’ REPORT
   8.1 Professor Glenda Strachan will provide an oral report at the meeting.
   8.2 The following documents have been provided to accompany the report:
      8.2.1 International Student Admissions figures (data as at 8 August 2005) (2005/0037307)
      8.2.2 International Student Admissions by Country of Origin (data as at 15 March and 15 August, 2005 (2005/0037313)
9.0 DIRECTOR OF QUALITY AND ACCREDITATION’S REPORT

9.1 Professor Art Shulman will provide an oral report at the meeting.

ORDERING OF THE AGENDA

At this point in the agenda, members may propose that any matter on the agenda, not included in Section I, be so included.

SECTION I: MATTERS FOR DEBATE AND DECISION

10.0 ANNUAL PROGRAM MONITORING REPORTS
GRIFFITH BUSINESS SCHOOL UNDERGRADUATE PROGRAMS

10.1 The Griffith Business School Board, on the executive recommendation of the relevant Heads of Department, is asked to consider the following Annual Program Monitoring Reports for Griffith Business School undergraduate programs:

10.1.1 1002 Bachelor of International Finance (2005/0037284);
10.1.2 1176 Bachelor of Arts in Politics and Government (2005/0037285);
10.1.3 1001 Bachelor of Commerce in Financial Planning and Investments (2005/0037286);
10.1.4 1035 Bachelor of Commerce (2005/0037287);
10.1.5 1038 Bachelor of Commerce in Banking, Finance and Risk Management (2005/0037288);
10.1.6 1039 Bachelor of Commerce/Bachelor of Behavioural Science (2005/0037289);
10.1.7 1105 Bachelor of International Business (Nathan) (2005/0037290);
10.1.8 1106 Bachelor of International Business/Bachelor of Commerce (2005/0037291);
10.1.9 1107 Bachelor of International Business (Gold Coast) (2005/0037292);
10.1.10 1108 Bachelor of International Business/ Bachelor of Arts in Asian and International Studies (2005/0037293);
10.1.11 1142 Bachelor of Leisure Management (2005/0037294);
10.1.12 1144 Bachelor of Arts in Asian and International Studies (2005/0037295);
10.1.13 1147 Bachelor of Arts in Asian and International Studies/Bachelor of Commerce (2005/0037296);
10.1.14 1215 Bachelor of Hotel Management (2005/0037297);
10.1.15 1216 Bachelor of Hotel Management/Bachelor of Arts in Japanese (2005/0037298);
10.1.16 1217 Bachelor of Hotel Management/Bachelor of Business (2005/0037299);
10.1.17 1218 Bachelor of Business in Restaurant and Catering Management (2005/0037300);

10.1.18 1228 Bachelor of Commerce/Bachelor of Leisure Management (2005/0037301);

10.1.19 1233 Bachelor of International Relations (2005/0037302);

10.1.20 1256 Bachelor of Hotel Management/Bachelor of International Business (2005/0037303);

10.1.21 1270 Bachelor of Tourism Management (2005/0037304);

10.1.22 1034 Bachelor of Business (2005/0037310); and

10.1.23 1155 Bachelor of Business Management (2005/0037314).

10.2 The following report has not as yet been received: 1036 Bachelor of Arts in Japanese/Bachelor of Business.

10.3 The above Annual Program Monitoring Reports will provide the basis for a report that is to be prepared by the Associate Dean (Curriculum, Teaching and Learning) for consideration and endorsement by members at the next Griffith Business School Board (16 September) meeting.

10.4 The Pro-Vice Chancellor and Dean (Business) will then provide a written report on the Griffith Business School’s Annual Program Monitoring process to be considered at the October meeting of the Learning and Teaching Committee.

Recommendation:

10.5 The Griffith Business School Board is asked to endorse and recommend to the Learning and Teaching Committee, the Annual Program Monitoring Reports for Griffith Business School undergraduate programs, as described in paragraph 10.1 above.

For discussion

11.0 SPECIAL PURPOSE SUBMISSION

9316 POSTGRADUATE QUALIFYING PROGRAM (PQP) GRIFFITH BUSINESS SCHOOL (GBS) AGREEMENT

11.1 Professor Lorelle Frazer to speak to this item at the meeting.

11.2 The Griffith Business School Board, on the executive recommendation of the Associate Dean, Postgraduate Studies, is asked to consider a Special Purpose Submission for the 9316 Postgraduate Qualifying Program (PQP) Griffith Business School (GBS) Agreement, as detailed in 2005/0037308, for introduction in semester 1, 2006.

11.3 The PQP are non-award programs designed as a bridging program for potential Griffith University’s master’s students, in conjunction with QIBT. The Associate Dean, Postgraduate Studies, executively approved a number of changes to ensure consistency in the GBS Agreement and the revised program structures for introduction in 2006.
Recommendation:

11.4 The Griffith Business School Board is asked to approve the Special Purpose Submission for the 9316 Postgraduate Qualifying Program (PQP) Griffith Business School (GBS) Agreement, as described in 2005/0037308, for introduction in semester 1, 2006.

For discussion

12.0 NEW PROGRAM SUBMISSION
3180 GRADUATE CERTIFICATE IN INDUSTRIAL RELATIONS

12.1 Professor Lorelle Frazer, Associate Dean, Postgraduate Studies and Professor David Peetz, Head of Department, Industrial Relations, to speak to this item at the meeting.

12.2 The Griffith Business School Board, on the executive recommendation of the Head of Department, Industrial Relations and the Associate Dean, Postgraduate Studies, is asked to consider a New Program Submission for the 3180 Graduate Certificate in Industrial Relations, as detailed in 2005/0037308 (revised GBS PSC 2005/10000), for introduction (via Open Universities Australia) in semester 1, 2006.

12.3 The program is a professional multidisciplinary program that will enable students to develop the necessary skills, including essential components of theoretical and practical development, to undertake a variety of roles across a diverse range of business settings. Graduates will have developed personal and professional competencies relevant to ethical practice in a complex environment. Equity and social justice are fundamental ideological values in industrial relations – equal and just employment relations are the foundation stone of the discipline both theoretically and in practice. Having a sense of civic responsibility, managers and future managers are taught that promoting equitable workplaces is just as vital as promoting effective and efficient workplaces. Finally the program draws on examples from a variety of counties to acknowledge the importance of social and international diversity.

12.4 This proposed Graduate Certificate in Industrial Relations program is complementary to the new GBS Master of Management postgraduate program being introduced in 2006, with all its courses being offered as part of the Master of Management (Employment Relations) specialisation. The Graduate Certificate program structure is as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Sem</th>
<th>OUA session</th>
<th>Catalog Nbr</th>
<th>Course</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I</td>
<td>1</td>
<td>7201IRL</td>
<td>Australian Employment Relations (offered on-line only)</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>IRL100*</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>I</td>
<td>1</td>
<td>7302IRL</td>
<td>Workplace Employment Relations (offered on-line only)</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>IRL110*</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>II</td>
<td>2</td>
<td>7204IRL</td>
<td>Regulation of the Employment Relationship (Nathan campus) and on-line</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>IRL130*</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>I</td>
<td>II</td>
<td>7007IRL</td>
<td>Negotiation and Dispute Resolution (Offered semester 1 only at Nathan, offered semester 2 only at Gold Coast campus) and On-line</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>IRL120*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Indicates OUA Unit Catalogue Number
12.5 All the courses are current courses (albeit with some renaming) and are taught internally, via what will become the Master of Management (Employment Relations) in 2006. In addition, all the courses are currently taught externally at undergraduate level. These courses will be discontinued, with the cancellation of the 9149 Certificate in Industrial Relations program. Hence no additional teaching hours will be required. Funding has been provided by OUA to upgrade the existing external courses to postgraduate standard.

Recommendation:

12.6 The Griffith Business School Board is asked to recommend to the Programs Committee the New Program Submission for a 3180 Graduate Certificate in Industrial Relations, as described in 2005/0037308, for introduction via Open Universities Australia in semester 1, 2006.

For discussion

13.0 PROPOSAL TO REVISE MISSION STATEMENT, GRIFFITH BUSINESS SCHOOL

13.1 Professor Art Shulman to speak to this item at the meeting.

13.2 The Griffith Business School Board, on the recommendation of the Director Quality and Planning, is asked to consider a proposal to change its Mission Statement, as detailed in 2005/0037311, for immediate introduction.

13.3 Members have been provided with the University’s Mission Statement and the revised GBS Mission Statement in the attached document (2005/0037311).

Recommendation:

13.4 The Griffith Business School Board is asked to approve the revised Mission Statement, as described in 2005/0037311, for immediate introduction.

For discussion

14.0 DISCUSSION PAPER AND REPORT TOWARDS AN INTEGRATED STRATEGY FOR ACCESS, ENABLING, PREPARATION AND BRIDGING PROGRAMS

14.1 The Acting Associate Dean, Curriculum, Teaching and Learning, Professor Lorelle Frazer will speak to this item at the meeting.

14.2 During 2005, the Deputy Vice Chancellor (Teaching and Learning) and the Academic Registrar have been conducting a project reviewing the University’s current activities in the area of preparatory, enabling, access and bridging programs. This project culminated in a workshop held on May 6, 2005, which was attended by many of the staff who are involved in these activities.

14.3 The outcome of the project to date is a discussion paper and report, attached, – “Towards an Integrated Strategy for Access, Enabling, Preparation and Bridging Programs”. This document presents the findings of the project and the workshop, summarises the pertinent environmental factors and discusses the issues coming out of the project affecting the University’s success in this area.
14.4 The document has been considered by Executive Group and at the July meeting of the Academic Committee. The Deputy Vice Chancellor (Teaching and Learning) has invited the staff who are currently involved in these activities and the staff who attended the workshop to contribute to the discussion of the document and its recommendations. The Deputy Vice Chancellor (Teaching and Learning) also wishes to hear the views of Schools and Faculties on the recommendations and discussion points, and for this purpose, has asked that Faculty Boards consider the document.

14.5 The document puts forward 13 recommendations and 8 discussion points as follows:

14.5.1 Summary of recommendations (refer page 24):

1. The University is asked to endorse the concept of a scheme to profile and coordinate activities which provide pathways and preparation programs aimed at improving undergraduate student recruitment.

2. That in order to achieve some short term actions, a project officer be appointed in the Academic Registrar’s area with a specific brief of: raising the profile of the various pathways and supports which assist persons to gain entry to undergraduate programs, particularly those pathways and supports which apply to non-traditional (non-school leaver) entrants.

3. That in order to achieve the objective of increasing the quantity and diversity of demand for undergraduate study, External Relations, in conjunction with other stakeholders, develop a marketing strategy for the university’s portfolio of access, preparation and bridging programs.

4. That the University develop a strategic framework for its interaction with secondary schools which positions it to respond to the opportunities presented by the new QCE.

5. That within this strategic framework, the University retain and, where appropriate expand the GUESTS program, with improvements as recommended in the GUESTS review.

6. That, in line with the latest consideration of strategies towards the University’s student equity objectives, a special admission scheme aimed at disadvantaged students be developed and introduced in time for the 2006 admission period.

7. That the Logan Tertiary Access Program and other TAFE Pathways, including OP bonuses, dual offer programs and articulation, be given a higher profile in UG admission strategy, including through the proposed Griffith PLUS scheme.

8. That the revised set of Maths and Science bridging programs, coming from the Science & Technology Task Force, be promoted more broadly via Griffith PLUS and in the University’s student recruitment publications.

9. That the Office for Commercialisation be asked to investigate the central organisation and management of the S&T Bridging programs via a service level agreement with the relevant Schools.

10. That the revised set of Maths and Science bridging programs be offered across campuses with a consistent fee structure and a coordinated timetable of offering.
11. That Learning Services, in partnership with the Office for Commercialisation, continue to offer appropriate study skills programs on a fee basis to commencing students prior to the beginning of semester, seeking to increase the number of students who avail themselves of this program.

12. That the Science and Technology Group consider a special Science First Year offering at the Logan Campus, as described in section 3.8.

13. That the PVC (Equity and Community Partnerships) be requested to provide fee waiver scholarships to support students from disadvantaged backgrounds to access preparation, bridging and study skills programs.

14.5.2 Regarding a scheme to profile and coordinate activities which provide pathways and preparation programs aimed at improving undergraduate student recruitment - a number of issues are raised for discussion (refer page 25):

1. Is the set of activities listed as coming within the scope of this scheme appropriate?

2. Should the label “Griffith PLUS” be applied to this activity?

3. Should a “minimalist” or “maximalist” approach be adopted to support such activity? The minimalist approach involves boosting the activity in the Undergraduate Admissions Section and giving them a mandate to pursue the Griffith PLUS objectives. The maximalist approach involves creating an element for this purpose.

4. Should the Office for Commercialisation continue to promote and manage non-award education programs? If so, how can the issue of the name of the Office be addressed? Should the admission decisions be shifted from the Office for Commercialisation to the Undergraduate Admissions Section?

5. Should the Office for Commercialisation be given a brief to expand its activities in Preparation Programs and Bridging programs (see section 3.6)?

6. Should the University investigate the possibility of developing one or several preparation programs on the model of the Continuing Education Certificate, namely 40 CP of first year courses taken over two semesters, run on a fee paying basis, with study skills and academic preparation support included? Should such an investigation be undertaken by the Office for Commercialisation?

7. Are there opportunities for other short bridging programs to enhance the preparedness of students admitted to degrees in other areas?

8. Should the university seek to expand its community service programs in mathematics as an activity to raise the university’s profile with potential students and also to raise some revenue? If so, could such activities benefit from the involvement of the Office for Commercialisation?
Recommendation:

14.6 The Griffith Business School Board is asked to formulate a response to the recommendations and discussion points in “Towards an Integrated Strategy for Access, Enabling, Preparation and Bridging Programs”, for forwarding to the Academic Registrar.

For discussion

15.0 RESEARCH QUALITY FRAMEWORK, GRIFFITH BUSINESS SCHOOL

15.1 Professor Liz Fulop to speak to this item at the meeting.

15.2 The Griffith Business School Board is asked to consider the attached documents about its proposals in response to the Research Quality Framework exercise:

- 15.2.1 Griffith Business School RQF Committees (dated DRAFT 4 August 2005) (2005/0037312);
- 15.2.2 Evidence Portfolio (listed as Attachment 7 in 15.2.1); and

Recommendation:

15.3 The Griffith Business School Board is asked to consider the attached discussion paper, as described in 2005/0037312, and provide feedback on the proposals.

For discussion

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

16.0 PROGRAM CONVENOR CHANGES

16.1 The Griffith Business School Board is asked to ratify the Chair’s executive action in approving the following changes to Program Convenors for semester 2, 2005:

- 16.1.1 1255/1257 Bachelor of Marketing A/Professor Gillian Mort
- 16.1.2 1228 Bachelor of Commerce/ Bachelor of Leisure Management Dr John Rynne

For ratification

SECTION III: MATTERS FOR NOTING AND WHERE APPROPRIATE, ACCEPTANCE OF RECOMMENDATIONS

17.0 FACULTY CITATION PROCESS

17.1 The Griffith Business School Board is asked to invite staff to submit a two-page application addressing the selection criteria, as part of the new Faculty Learning and Teaching Citations process. Six citations, with a total value of $12,000, are to be awarded within the Griffith Business School. One of the key signatures of the Academic Plan is Engaging Students and the citation process is designed to recognise
and reward, at the Faculty level, truly engaged teachers who are student-centred and respect students as active members of their (Faculty) learning community.
17.2 The Teaching and Learning Excellence Committee (TLEC) held a number of discussions in relation to the changes arising with the introduction of the Carrick Institute and their proposed revisions and increased number of National Learning and Teaching Awards in 2006. It is intended that the new Faculty Learning and Teaching Citation (FLATC) process, along with the Griffith University Awards for Excellence in Teaching (GAET), will assist the University in determining nominations for the Australian Awards for University Teaching (AAUT).

17.3 A recent decision by TLEC approved the introduction of a Faculty Learning and Teaching Citation process, to be administered by the relevant Faculty Board and the Education Excellence Committee, under the leadership of the Deputy Vice Chancellor (Teaching and Learning).

17.4 Applications are to be submitted to the Secretary (Amanda Clark), Griffith Business School Board for consideration at the next (16 September) meeting. The application is to comprise a two-page A4 statement of claim, in type of at least 10 point, addressing one or more of the selection criteria. The selection criteria consists of the following:

Any academic staff member may submit to the relevant Faculty Board a case for citation by demonstrating effectiveness in **one or more** of the following criteria:

- ✔ promoting student engagement
- ✔ improving student retention
- ✔ promoting innovative and distinctive approaches to student learning
- ✔ promoting excellent graduate or postgraduate outcomes

by outlining:

- The student learning issue that has been of concern to them.
- The process to address this area of concern and how it impacted on their teaching pedagogy and practice.
- The evidence of demonstrating the approach taken was effective including evidence of improved student learning outcomes.

17.5 The Griffith Business School Board shall be the selection panel for the citations. All applicants are to be assessed solely on the basis of their application and the Board shall establish an order of merit list of all applications on the basis of how effectively they have demonstrated the development of an approach that improves student learning. The Board may choose not to award a citation or may choose joint citation winners, in the latter case the available funds for the citation are to be shared. The Board may choose to award a Dean’s Certificate of Commendation to recognise teachers who are contributing to quality student learning.

17.6 The Griffith Business School Board shall provide a 100-word citation based on the submitted applications for those staff being awarded the Griffith Business School Learning and Teaching Award. The Secretary, Griffith Business School Board shall forward citations to the Secretary of the Educational Excellence Committee for an announcement by the Deputy Vice Chancellor (Teaching and Learning) in late October.

**Resolution:**

17.7 The Griffith Business School Board is **asked** to invite staff members to submit an application for the Faculty Learning and Teaching Citation (FLATC) process for consideration at the next (16 September) meeting.

For noting
18.0 FIRST YEAR ADVISORS REPORTS

18.1 The Griffith Business School Board is asked to remind First Year Advisors that a report, as per the existing Role of the First Year Advisor statement, outlining orientation activities for semester 1 and 2, 2005 is to be provided for consideration at the next (16 September) meeting.

18.2 The current list of First Year Advisors are:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001 B Commerce in Financial Planning &amp; Investments</td>
<td>Professor Chew Ng</td>
<td></td>
</tr>
<tr>
<td>1002 B International Finance</td>
<td>Dr Mohammad Khoshevisan</td>
<td></td>
</tr>
<tr>
<td>1034 B Business</td>
<td>Dr Joo-Gim Heaney</td>
<td></td>
</tr>
<tr>
<td>1035 B Commerce</td>
<td>Dr Maree Boyle</td>
<td></td>
</tr>
<tr>
<td>1038 B Commerce in Banking, Finance &amp; Risk Mgt</td>
<td>Dr Maree Boyle</td>
<td></td>
</tr>
<tr>
<td>1039 B Commerce/B Behavioural Science</td>
<td>Dr Maree Boyle</td>
<td></td>
</tr>
<tr>
<td>1105 B International Business (NA)</td>
<td>A/Professor William Case</td>
<td></td>
</tr>
<tr>
<td>1106 B International Business/B Commerce</td>
<td>A/Professor Leong Liew</td>
<td></td>
</tr>
<tr>
<td>1107 B International Business (GC)</td>
<td>A/Professor Javed Maswood</td>
<td></td>
</tr>
<tr>
<td>1108 BA in Asian and Int. Studies/B Int. Business</td>
<td>A/Professor Leong Liew</td>
<td></td>
</tr>
<tr>
<td>1142 B Leisure Mgt</td>
<td>Dr Kathy Lloyd</td>
<td></td>
</tr>
<tr>
<td>1144 BA in Asian and International Studies</td>
<td>Dr John Butcher</td>
<td></td>
</tr>
<tr>
<td>1147 BA in Asian and Int. Studies/B Communication</td>
<td>Professor Nick Knight</td>
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<tr>
<td>1176 BA in Politics and Government</td>
<td>Dr Giorel Curran</td>
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<tr>
<td>1215 B Hotel Mgt</td>
<td>Dr Tracey Harrison-Hill</td>
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<tr>
<td>1216 B Hotel Mgt/BA in Japanese</td>
<td>Dr Tracey Harrison-Hill</td>
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<tr>
<td>1217 B Hotel Mgt/B Business</td>
<td>Dr Joo-Gim Heaney/ Dr Tracey Harrison-Hill</td>
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<tr>
<td>1228 B Commerce/B Leisure Mgt</td>
<td>Dr Maree Boyle</td>
<td></td>
</tr>
<tr>
<td>1233 B International Relations</td>
<td>Dr Tom Conley</td>
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<tr>
<td>1255 B Marketing (NA)</td>
<td>A/Professor Robert Rugimbana</td>
<td></td>
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<tr>
<td>1256 B Hotel Mgt/B International Business</td>
<td>A/Professor Javed Maswood/Dr Tracey Harrison-Hill</td>
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<td>1257 B Marketing (GC)</td>
<td>A/Professor Robert Rugimbana</td>
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<tr>
<td>1270 B Tourism Mgt</td>
<td>Dr Tracey Harrison-Hill</td>
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<td>1271 B Hospitality Mgt</td>
<td>Dr Tracey Harrison-Hill</td>
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18.3 The Griffith Business School Board will also be asked to consider and approve the First Year Advisors for 2006 programs at the next (16 September) meeting.

For noting

19.0 COURSE OUTLINE PROJECT

19.1 The University is making significant changes to the management of courses. This is taking two forms - the Course Outline project; and the Evaluation project. Both are central to the University’s objectives to improve the quality of student experiences at Griffith, and both projects have implications for academic staff and in particular for Course Convenors. Members will recall that the Evaluation project was implemented at the end of semester 1, 2005.

19.2 During 2005, the Course Outline project is being piloted with seven trial schools and will be fully implemented in the lead up to semester 1, 2006. The 2005 trial Schools are:

- School of Arts, Media and Culture
- School of Environmental and Applied Sciences
- School of Environmental Planning
- School of Medical Science
19.3 The Course Outline Project’s central purpose is to better meet the needs of students by ensuring that all courses on offer are supported by a current Course Outline with consistent content and presentation, available to students in a timely manner via a central location. To this end, Academic Committee (4/2004 meeting) adopted the revised Course Outline Requirements policy for University-wide implementation in semester 1, 2006.

19.4 The approved revisions to the University’s course outline processes include three significant changes:

- Introduction of a prescribed course outline template which sets out the content, structure, and style for all of the University’s course outlines;
- Introduction of a new web-based system to support the process of creating, modifying, approving and publishing course outlines (the Course Outline system) delivered via the Griffith Portal;
- Introduction of the following publication deadlines for course outlines:
  - First week of February for Semester 1 courses
  - Week 15 of Semester 1 for Semester 2 courses
  - Week 15 of Semester 2 for Semester 3 courses

19.5 The Deputy Vice Chancellor (Teaching and Learning) advised all academic staff in early July via e-mail about the course management improvement processes and provided details of the Change Management Group established to ensure that these important changes are implemented as smoothly as possible across the University. Further advice about training and support available for new users of the Course Outline system and template will be communicated to all academic staff via e-mail from the Deputy Vice Chancellor (Teaching and Learning).

19.6 Course Outline system and template introductory sessions for Course Convenors will be held at each campus in the week beginning 19 September. These sessions will be repeated in the week beginning 10 October, and again in the week beginning 9 January.

19.7 The Teaching and Learning Excellence Committee (TLEC), at its July meeting, endorsed a communication plan for University-wide implementation of the Course Outline project which seeks to ensure staff awareness of the revised business process for course outlines and understanding of individuals’ course outline responsibilities. The plan recognises the role of Faculty Boards as contributors to successful implementation of these revised Course Outline processes through maintaining awareness of implementation progress and as a feedback mechanism to the Change Management Group regarding implementation issues. Updates on implementation of the Course Outline project will be provided for the information of members throughout semester 2, 2005.

Similarly, Heads of Schools are requested to include the course management changes as a standing item on School/Department Committee agendas to monitor implementation progress and to ensure a feedback mechanism for any implementation issues which may arise within the School/Department. The Change Manager for the Course Outline project, Elizabeth O’Brien, can be contacted via e-mail to e.obrien@griffith.edu.au or phone ext. 54052.

For noting
20.0 NEW AND REVISED UNIVERSITY POLICIES

20.1 The Griffith Business School Board is asked to note a new policy, Elite Athlete Support Policy (2005/0007555) approved at the 21 July (3/2005) Academic Committee meeting. This new policy encapsulates Griffith's commitment to practices which support Australia's elite athletes to achieve academic and sporting excellence. This commitment is consistent with Griffith's long-standing support of elite athletes through the Sports Scholarship Scheme and the Elite Athlete Friendly University Agreement made between the University and the Australian Sports Commission and the Queensland Academy of Sport (20 October, 2004). This policy is consistent with the Australian Sports Commission's Guiding Principles for Implementation of the National Network of Athlete Friendly Universities.

20.2 The Griffith Business School Board is also asked to note changes to the following policies, approved at the 21 July meeting (3/2005) Academic Committee meeting:

20.2.1 Assessment Policy (2005/0038511)
20.2.2 Course Approval and Evaluation Policy (2005/0025003)
20.2.3 Course Outline Requirements Policy (2005/0025004)
20.2.4 Examinations Timetabling Policy and Procedures (2005/0038512)
20.2.5 Intellectual Property Policy (2005/0038522)
20.2.6 Intellectual Property Procedures (2005/0038510)
20.2.7 Faculty Review Process (2005/0038518)
20.2.8 Policy on Casual Academic Staff Professional Development Teaching and Learning Program (2005/0038507)
20.2.9 Policy on Student Evaluation of Courses (2005/0025001)
20.2.10 Policy on Student Evaluation of Teaching (2005/0025002)
20.2.11 Principles for the Griffith Framework for Evaluating Programs, Courses and Teaching (2005/0025005)
20.2.12 Professional Doctorate Policy (2005/0038514)
20.2.13 Research Higher Degree Policy (2005/0038515)
20.2.14 Role of the Course Convenor Statement (2005/0000479)
20.2.15 Student Charter (2005/0025006)
20.2.16 Student Centred Education Policy (2005/007658)

20.3 All University policies are available from the Policy Library at: http://www62.gu.edu.au/policylibrary.nsf

For noting

21.0 OTHER BUSINESS

22.0 NEXT MEETING

22.1 The next meeting of the Griffith Business School Board will be held on Friday, 16 September 2005, 10:00am till 1:00pm (lunch provided at approximately 1:00pm), via videoconference in the Bray Centre, Level 2, Room 2.06, Nathan Campus (N54_2.06) and the Information Services Building, Level 3, Room 3.29, Gold Coast Campus (G10_3.29).

For noting