GRiffith business school board agenda 4/2007
Friday, 10 August 2007

GriFFiTh uniVersity
GriFFiTh business school board

contents

1.0 APOLOGIES
2.0 CONFIRMATION OF MINUTES
3.0 MATTERS ARISING FROM PREVIOUS MINUTES
4.0 COMMITTEE MEMBERSHIP
5.0 CHAIR'S REPORT
6.0 PRO VICE CHANCELLOR'S (BUSINESS) REPORT
7.0 DEAN’S (LEARNING AND TEACHING) REPORT
8.0 ACTING DEAN’S (RESEARCH) REPORT
9.0 DIRECTOR, INTERNATIONALISATION AND COMMUNITY PARTNERSHIPS’ REPORT
10.0 ADVISER, QUALITY AND ACCREDITATION’S REPORT
11.0 QUEENSLAND INSTITUTE OF BUSINESS TECHNOLOGY AND ENGLISH LANGUAGE ACQUISITION INITIATIVES

SECTION I: MATTERS FOR DEBATE AND DECISION

12.0 MAJOR CHANGE SUBMISSION (#2007/0002105)
1289/1290 BACHELOR OF BUSINESS (HOTEL, TOURISM, EVENT AND SPORT)
13.0 1304AFE BUSINESS STATISTICS REVIEW (2007/0002106)
14.0 MAJOR CHANGE SUBMISSION (#2007/0002110)
5158/5159 MASTER OF BUSINESS ADMINISTRATION
5457/5458 INTERNATIONAL MASTER OF BUSINESS ADMINISTRATION
15.0 INTERNATIONALISATION STRATEGY, GRIFFITH BUSINESS SCHOOL (#2007/0002111)
16.0 GBS CONFIRMATION CALENDAR FOR 2008

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

17.0 COURSE OUTLINES – GRIFFITH BUSINESS SCHOOL
18.0 SPECIAL PURPOSE SUBMISSION (#2007/0002048)
3202 GRADUATE CERTIFICATE IN RISK MANAGEMENT
19.0 SPECIAL PURPOSE SUBMISSION (#2007/0002087)
5454 MASTER OF EMPLOYMENT RELATIONS
5455 MASTER OF EMPLOYMENT RELATIONS WITH HONOURS
20.0 MINOR CHANGE SUBMISSION (#2007/0002088)

www.griffith.edu.au/committees

Page 1 of 26
21.0 MINOR CHANGE SUBMISSION (#2007/0002091)
   5188 MASTER OF INFORMATION SYSTEMS
   5385 MASTER OF INFORMATION SYSTEMS (ADVANCED)

22.0 MINOR CHANGE SUBMISSION (#2007/0002094)
   1038 BACHELOR OF COMMERCE IN BANKING, FINANCE AND RISK MANAGEMENT

23.0 SPECIAL PURPOSE SUBMISSION (#2007/0002097)
   3186 GRADUATE CERTIFICATE IN INTERNATIONAL BUSINESS ADMINISTRATION
   5457/5458 INTERNATIONAL MASTER OF BUSINESS ADMINISTRATION

24.0 MAJOR CHANGE SUBMISSION (#2007/0002532)
   1078 BACHELOR OF ENGINEERING (CIVIL ENGINEERING)/BACHELOR OF BUSINESS
      (MANAGEMENT)

25.0 PROGRAM CONCEPT PROPOSAL (#2007/0002098)
   GRADUATE CERTIFICATE IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT

26.0 MINOR CHANGE SUBMISSION (#2007/0002099)
   3189/3188 GRADUATE CERTIFICATE IN HUMAN RESOURCE MANAGEMENT
   5261/5331 MASTER OF HUMAN RESOURCE MANAGEMENT
   5262/5389 MASTER OF HUMAN RESOURCE MANAGEMENT WITH HONOURS

27.0 MINOR CHANGE SUBMISSION (#2007/0002100)
   1034/1287/1288 BACHELOR OF BUSINESS
   1307/1308 GRIFFITH BUSINESS SCHOOL DOUBLE DEGREE PROGRAM
   1035 PRE-2006 BACHELOR OF COMMERCE

28.0 SPECIAL PURPOSE SUBMISSION (#2007/0002106)
   5457 INTERNATIONAL MASTER OF BUSINESS ADMINISTRATION

29.0 PROGRAM DIRECTOR & FIRST YEAR ADVISOR CHANGES FOR SEMESTER 2 2007

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

30.0 GRIFFITH BUSINESS SCHOOL STUDENT CONSULTATIVE COMMITTEE

31.0 GRIFFITH BUSINESS SCHOOL PROGRAM PROFILE PLAN 2009

32.0 REPORTS OF SUB-COMMITTEES OF THE FACULTY BOARD

33.0 FACULTY LEARNING AND TEACHING CITATIONS

34.0 HONOURS COLLEGE UPDATE

35.0 MANAGEMENT OF COURSE AND TEACHING EVALUATION DATA

36.0 AUQA CYCLE 2 REQUEST: CROSS CAMPUS CONSISTENCY REPORT

37.0 ANNUAL PROGRAM MONITORING REPORTS

38.0 COURSE OUTLINE SYSTEM SURVEY - SEMESTER 2, 2007

39.0 REVISED GRIFFITH GRANTS FOR LEARNING AND TEACHING SCHEME
40.0 OTHER BUSINESS

41.0 NEXT MEETING
## Significant Committee Events

- The next meeting of the Griffith Business School Board will be held on Friday, 21 September 2007, from 10:00am till 1:00pm in the Boardroom, Level 4, Room 4.08, Hub Link, Logan Campus (L07_4.08). A light lunch will be served at approximately 12:30pm.

## Committee QuickPlace Web Address

- [https://qplace01.domino.griffith.edu.au/QuickPlace/sec-university-committees/PageLibrary4A256D040010D978.nsf?OpenDatabase](https://qplace01.domino.griffith.edu.au/QuickPlace/sec-university-committees/PageLibrary4A256D040010D978.nsf?OpenDatabase) Use the left navigation bar to select the relevant committee site. Username is your staff number preceded by an s and password is the same as your Novell login. Call the Secretary on extension 56408 for advice or if experiencing difficulties.

## DISTRIBUTION LIST

### Griffith Business School Board Members

- Professor Bill Shepherd, Dean (Academic) (Chair)
- Professor Michael Powell, Pro Vice Chancellor (Business) (ex officio)

### Deans (appointed by the Group Pro Vice Chancellor)

- Professor Graham Cuskelly, Acting Dean (Research)
- Professor Lorelle Frazer, Dean (Learning and Teaching)

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

- Professor Chew Ng, Department of Accounting, Finance and Economics
- Dr Cameron Allan, Department of Industrial Relations
- Professor Leong Liew, Department of International Business and Asian Studies
- Dr Louis Sanzogni, Department of Management
- Dr Debbie Grace, Department of Marketing (Acting)
- Dr Robyn Hollander, Department of Politics and Public Policy (Acting)
- Professor Mike Davidson, Department of Tourism, Leisure, Hotel and Sport Management

### Research Centre Representative (ex officio)

- Professor Chris Guilding
- Director, Service Industry Research Centre
- Department of Tourism, Leisure, Hotel and Sport Management

### Invited (for Audience and Debate)

- Professor Christopher Auld, Director, Internationalisation and Community Partnerships
- Professor Arthur Shulman, Director, Quality and Accreditation

### Information Copies

(windows attachments unless stated)

- Ms Alison Harris, Group Resource Manager, Business
- Mr Martin Teml, Human Resource (HR) Manager, Business
- Mr Brendan Layton, Marketing Manager, Business/Law
- Ms Kerry Miles, Business Development Manager, Business, Office for Commercialisation
- Deans’ and Heads of Departments’ Secretaries, Griffith Business School
- Program Service Officers, Griffith Business School
- Ms Lisa Cotterell, Executive Officer to the Pro Vice Chancellor (Business)
- Ms Mary Hassard, Credit Transfer and Articulations Manager, Student Administration
- Client Administration Officers, Student Administration Centre Coordinators, Office of Graduate Studies

### Other Copies

- Corporate Archives and Records Management copy (attachments)
- Binding copy (attachments)
- Spare copy
The 4/2007 meeting of the Griffith Business School Board will be held on Friday, 10 August 2007, from 10:00am till 1:00pm in the Boardroom, Business 1 Building, Level 0, Room 0.12 (N50_0.12), Nathan campus. A light lunch will be served at approximately 12:30pm.

Kate Rees
Secretary

AGENDA

1.0 APOLOGIES

1.1 Apologies may be recorded by contacting the Secretary on extension 56408, or by emailing k.rees@griffith.edu.au.

2.0 CONFIRMATION OF MINUTES

2.1 The minutes of the 3/2007 meeting have been circulated.

To be taken as read and confirmed

3.0 MATTERS ARISING FROM PREVIOUS MINUTES

4.0 COMMITTEE MEMBERSHIP

4.1 The Griffith Business School Board is asked to welcome Dr Robyn Hollander and Dr Debra Grace to their first meeting.

5.0 CHAIR’S REPORT

5.1 Professor Bill Shepherd, Dean (Academic), GBS and Chair, GBS Board will provide an oral report at the meeting.

6.0 PRO VICE CHANCELLOR’S (BUSINESS) REPORT

6.1 Professor Michael Powell, Pro Vice Chancellor (Business) will provide an oral report at the meeting.

7.0 DEAN’S (LEARNING AND TEACHING) REPORT

7.1 Professor Lorelle Frazer, Dean (Learning and Teaching), GBS will speak to her written report at the meeting.

8.0 ACTING DEAN’S (RESEARCH) REPORT

8.1 Professor Graham Cuskelly, Acting Dean (Research), GBS will speak to his written report at the meeting.

9.0 DIRECTOR, INTERNATIONALISATION AND COMMUNITY PARTNERSHIPS’ REPORT

9.1 Professor Chris Auld, Director, Internationalisation and Community Partnerships will speak to his written report at the meeting.
10.0 ADVISER, QUALITY AND ACCREDITATION’S REPORT

10.1 Professor Art Shulman, Adviser, Quality and Accreditation, GBS will provide an oral report at the meeting.

11.0 QUEENSLAND INSTITUTE OF BUSINESS TECHNOLOGY AND ENGLISH LANGUAGE ACQUISITION INITIATIVES

11.1 Professor Sally Borbasi, Chair, Programs Committee will attend the meeting at 11:30am to present information on QIBT and English language acquisition initiatives.

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

12.0 MAJOR CHANGE SUBMISSION (#2007/0002105)
1289/1290 BACHELOR OF BUSINESS (HOTEL, TOURISM, EVENT AND SPORT)

12.1 The Griffith Business School Board, on the recommendation of the Curriculum, Teaching and Learning Committee (GBS) at its 7/2007 meeting, is asked to consider a Major Change Submission proposing to introduce a new award major to the 1289/1290 Bachelor of Business (Hotel, Tourism, Event and Sport), as detailed in 2007/0002105, for implementation in Semester 1 2008. The new award major, International Tourism and Hotel Management, will be offered at the Nathan campus. Professor Lorelle Frazer, Dean (Learning and Teaching) will speak to this item.

12.2 International Tourism and Hotel Management has evolved from an extension and expansion of the present award majors in tourism management and hotel management by situating them more explicitly in a global context of international travel companies, multinational tourism and hotel chains and businesses. At the same time it focuses on the need for sustainability and the protection of uniqueness at the local level. The new award major provides students with an opportunity to enhance their employability in the international marketplace in the travel, hotel resort and hospitality sectors by giving them both components of tourism and hotel management in the one. Students will learn the skills of financial planning, leadership, management, marketing and strategic management, and of handling employment relations in a culturally diverse context. This will require the development and application of particular knowledge, skills and attitudes. They will learn the importance of evaluation in the maintenance of high quality service as well as the need to be culturally aware and sensitive in working with diverse groups in the international marketplace.

12.3 The proposed program structure for the International Tourism and Hotel Management major is as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>NA</th>
<th>Catalogue Number</th>
<th>Course</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I</td>
<td>1109HSL</td>
<td>International Tourism and Hotel Systems <em>(required course for the International Tourism and Hotel Management major)</em></td>
<td>10</td>
</tr>
</tbody>
</table>

**International Tourism and Hotel Management major (Nathan)**

Students must complete the following 80CP of courses:

<table>
<thead>
<tr>
<th>Year</th>
<th>NA</th>
<th>Catalogue Number</th>
<th>Course</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>I</td>
<td>2105HSL</td>
<td>International Tourism and Hotel Marketing</td>
<td>10</td>
</tr>
</tbody>
</table>
The academic plan consists of eight courses, each of 13 weeks duration. The new first year course, 1109HSL International Tourism and Hotel Systems, prepares students for the academic plan by introducing students to the global system of tourism and hospitality services and their implications for marketing and developing travel experiences.

Although it is not a core requirement, students have the opportunity to undertake a work integrated learning program, through inclusion of the following courses as elective options in their program.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1109HSL</td>
<td>International Tourism and Hotel Systems</td>
<td>10</td>
</tr>
<tr>
<td>2208HSL</td>
<td>International Food and Beverage Management</td>
<td>10</td>
</tr>
<tr>
<td>3120HSL</td>
<td>Managing Culturally Diverse Workplaces</td>
<td>10</td>
</tr>
<tr>
<td>2216HSL</td>
<td>Rooms Division Management</td>
<td>10</td>
</tr>
<tr>
<td>3113HSL</td>
<td>International Tourism and Hotel Destination Development</td>
<td>10</td>
</tr>
<tr>
<td>3215HSL</td>
<td>Hospitality Service Operations Management</td>
<td>10</td>
</tr>
<tr>
<td>3119HSL</td>
<td>Ecotourism</td>
<td>10</td>
</tr>
<tr>
<td>3001HSL</td>
<td>Strategy and Change: A Service Industry Approach (capstone course)</td>
<td>10</td>
</tr>
</tbody>
</table>

The courses outlined in the award major are all existing courses however some have been renamed and will be modified to meet the objectives of the major, and as such, any incompatibilities could be identified in the existing course outlines.

12.4 The new award major will also be added to the GBS Double Degree programs.

Recommendation:

12.5 The Griffith Business School Board, on the recommendation of the Curriculum, Teaching and Learning Committee (GBS) at its 7/2007 meeting, is asked to recommend to the Programs Committee, a Major Change Submission proposing to introduce a new award major to the 1289/1290 Bachelor of Business (Hotel, Tourism, Event and Sport), as detailed in 2007/0002105, for implementation in Semester 1 2008.

For discussion

13.0 1304AFE BUSINESS STATISTICS REVIEW (2007/0002106)

13.1 Professor Lorelle Frazer, Dean (Learning and Teaching) will speak to this item.

13.2 Student retention is widely accepted as a key learning and teaching issue for Griffith University. This was exemplified by the recent implementation of the Commonwealth Learning and Teaching Performance Fund in which the University performed poorly in student retention relative to its peers. It is also widely accepted that failure rates, particularly in the first year, are related to student retention and given this link, the Griffith Business School’s (GBS) assessment board is reviewing courses that have persistently high failure rates. One of these is 1304AFE Business Statistics course, which is a particularly important course given its use in a number of undergraduate business programs.

13.3 The GBS Assessment Board directed the Program Director of the Bachelor of Commerce to convene a committee over the course of Semester 1 2007 to review this course, identify issues contributing to the high failure rates and suggest strategies for dealing with this.
review group was required to report back to the faculty assessment board by the end of semester 1 2007.

13.4 The review committee has provided the attached report, which was approved at the 7/2007 Curriculum, Teaching and Learning Committee (GBS), subject to minor amendments. The Griffith Business School Board is now asked to consider the recommendations outlined in the report, as detailed in 2007/0002106, as follows:

- 13 weeks of tutorials to provide a tute per topic and a first tute for a maths review topic/refresh.
- The adoption of a continuous assessment regime to allow early intervention for at risk students. Subject to the impact of this strategy, consider moving to a one and a half hour tute in subsequent semesters.
- Four staffed computing workshops be mounted
- The adoption of a maths aptitude test in week one and a follow up program of workshops for students that are identified as being at risk/lacking in maths and arithmetic skills.
- The use of the PASS program in the course.

Recommendation:

13.5 The Griffith Business School Board, on the recommendation of the Curriculum, Teaching and Learning Committee (GBS) at its 7/2007 meeting, is asked to approve the recommendations listed above for implementation.

For discussion

14.0 MAJOR CHANGE SUBMISSION (#2007/0002110)
5158/5159 MASTER OF BUSINESS ADMINISTRATION
5457/5458 INTERNATIONAL MASTER OF BUSINESS ADMINISTRATION

14.1 The Griffith Business School Board is asked to consider a Major Change Submission proposing to introduce a new specialisation to the 5158/5159 Master of Business Administration and 5457/5458 International Master of Business Administration, as detailed in 2007/0002110, for implementation in Semester 1 2008. The new specialisation, Logistics and Supply Chain Management, will be available at the South Bank campus. Professor Lorelle Frazer, Dean (Learning and Teaching) will speak to this item.

14.2 There is a growing need for managers with specialised knowledge and skills in national and international markets in the area of Logistics and Supply Chain. The specialisation will address a need in the marketplace for competent managers in all aspects of what is a vital and underpinning part of business. Graduates will be equipped with the necessary skills to manage Logistics and Supply Chains effectively and efficiently at both the strategic and operational levels. The program fills a gap within the current employment market in Australia and overseas.

14.3 The proposed program structure for the Logistics and Supply Chain Management specialisation is as follows:

Logistics and Supply Chain Management specialisation (South Bank)
Students must complete 40CP from the following courses:

| Course list |
|-------------|----------------|----------------|
| Sem | Catalog Nbr | Course | CP |
| I | 7601MGT | Operations Management | 10 |
| I | 7602MGT | Strategic Supply Chain Management | 10 |
| II | 7603MGT | Business Logistics | 10 |
Three of the four courses in the specialisation are new. The fourth course is an existing course which will be redeveloped.

Each course will be offered intensively and with 150 hours of study time. This study time will be made up of 39 hours of face to face contact undertaken over two sequences of 3 days of 6.5 hours. The first sequence will occur early in the semester and the second sequence will occur later in the semester. The remainder of the 150 hours consists of individual study, group work, projects, workplace visits, and written assessment.

14.4 There will be no changes to degree or admission requirements.

Recommendation:

14.5 The Griffith Business School Board is asked to recommend to the Programs Committee a Major Change Submission proposing to introduce a new specialisation, Logistics and Supply Chain Management, to the 5158/5159 Master of Business Administration and 5457/5458 International Master of Business Administration, as detailed in 2007/0002110, for implementation in Semester 1 2008.

For discussion

15.0 INTERNATIONALISATION STRATEGY, GRIFFITH BUSINESS SCHOOL (#2007/0002111)

15.1 The Griffith Business School Board is asked to consider the draft Griffith Business School Internationalisation Strategy, as detailed in 2007/0002111, for implementation. The Director, Internationalisation and Community Partnerships, will introduce this item.

15.2 The Griffith Business School Internationalisation Strategy identifies initiatives in five focal areas, summarised below. These initiatives will be pursued in the context of the Griffith Business School’s mission and the internationalisation aims of the GBS.

15.2.1 Strategic partnerships:
- Development and consolidation of a small number (1-2) of meaningful partnerships with high quality institutions with similar research foci and interests (ranked within top 20% domestically and internationally recognised/accredited) in each country/region.
- Initiation of a strategic international visitor program with key partners based on GBS research priorities.
- Improvement of the engagement and mobility of senior staff in overseas relationship and RHD recruitment activities via ASP leave (applications incorporating initiatives will be given priority) and targeted assistance to facilitate visits while on OS conference leave.
- Hosting 1-2 overseas events each year, utilising high profile alumni, in conjunction with selected key partners.

15.2.2 Articulation arrangements:
- Identification and assessment of 1-2 potential articulation agreements per year within the current and emerging key strategic markets, within resource constraints.
- Spreading strategic partnership agreements across a broader range of GBS programs (concentrating on ‘spike’ areas).
- Utilisation of articulation arrangements to diversify the international student body (concentrating on Programs where there is currently low demand by international students)

15.2.3 Off-shore teaching programs:
- Expansion of the CUHK programs in Marketing and International Business.
- Development of a GBS Off-shore Business Plan and Program template in order to relatively quickly assess the feasibility of similar ventures in other regions.
- Identification and assessment of a further 2-3 potential off-shore initiatives over the next three years.
- Development of appropriate Executive Education and non-award programs that can be efficiently delivered off-shore.

Off-shore programs will be developed in collaboration with Griffith International.

15.2.4 Student exchange and study abroad:
- Reducing the overall number of exchange partnerships while concentrating and prioritising efforts on recognised key partners.
- Development of more effective key partner exchange and study abroad promotion activities, in conjunction with GI.
- Provide students with additional support incentives to visit key partners, in conjunction with GI.
- Encouragement of a broader range of exchange and study abroad opportunities including short term (e.g., two weeks).
- Consolidation of off-shore WIL opportunities (e.g., Korea and Germany).

15.2.5 Internationalisation of the curriculum:
- Monitoring new and existing programs and courses to determine the extent to which an international dimension is evident within the content.
- Encouraging Program Directors to benchmark their curricula (domestically and internationally).
- Utilisation of strategic partnerships to share content and delivery methods.
- Encouraging staff to participate in off-shore teaching opportunities and other activities that may enhance their international perspective.
- Encouraging staff to participate in staff development activities that may contribute to an enhanced understanding of the global context and cross cultural teaching.
- Utilisation of the expertise of international visitors to GBS to assist in curriculum development.

Recommendation:

15.3 The Griffith Business School Board is asked to approve the draft Griffith Business School Internationalisation Strategy, as detailed in 2007/0002111, for implementation.

For discussion

16.0 GBS CONFIRMATION CALENDAR FOR 2008

16.1 The Griffith Business School Board, on the recommendation of the Research Training Subcommittee at its 3/2007 meeting, is asked to consider the GBS Confirmation Calendar for 2008.

16.1 At the 3/2007 meeting of the Research Training Subcommittee, members discussed a proposed GBS Confirmation Calendar for 2008. The aim was to develop a stronger cohort experience for our RHD candidates. Currently many seminars are scheduled largely on an ad-hoc basis.

16.2 Members noted potential issues and advantages:

Issues
- Problematic for supervisors if they are supervising a number of students.
- External examiner availability on set dates.
- Would supervisors/students want to attend seminars outside their area of expertise/interest?

Advantages
- Build stronger cohort experience.
- Sets confirmation date targets for students and supervisors.
- Increases awareness of confirmation process amongst the faculty and students and may increase attendance.

It was noted that there would always be cases of exceptional circumstances where the seminar could not be held on the set dates.

16.3 Members of the Research Training Subcommittee agreed that Gold Coast and Nathan dates should be arranged on Wednesday and Friday of the same weeks (O Week Semester 1, Week 14 of Semester 1 and Week 14 of Semester 2). The calendar of confirmation dates is optional for RHD students when their Principal Supervisor is a full member of a research centre.

Gold Coast campus dates 2008
Wednesday, 20 February 2008
Wednesday, 11 June 2008
Wednesday, 5 November 2008

Nathan campus dates 2008
Friday, 22 February 2008
Friday, 13 June 2008
Friday, 7 November 2008

16.4 Professor Graham Cuskelly, Acting Dean (Research) will speak to this item.

Recommendation:

16.5 The Griffith Business School Board, on the recommendation of the Research Training Subcommittee at its 3/2007 meeting, is asked to approve the GBS Confirmation Calendar for 2008.

For discussion

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

17.0 COURSE OUTLINES – GRIFFITH BUSINESS SCHOOL

17.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving the following Course Outlines, for implementation in Semester 2 2007. Course Outlines are available upon request from the Secretary, Griffith Business School Board.

17.1.1 Department of Accounting, Finance and Economics
- 2103AFE Company Accounting (Major Changes)
- 3108AFE Taxation Planning (Major Changes)
- 3303AFE Public Economics (Major Changes)
- 3305AFE Applied Econometrics (Major Changes)
- 3306AFE Economics of Financial Markets (Major Changes)

17.1.2 Department of Industrial Relations
- 1011IRL Employment Relations (Major Changes)
- 2003IRL Labour Market Issues (Major Changes)
- 3006IRL Negotiation (Major Changes)
- 3038IRL Industrial Relations Strategies and Practice (Major Changes)  
- 7007IRL Negotiation & Dispute Resolution (Major Changes)

17.1.3 Department of International Business and Asian Studies  
- 2001IBA Chinese Political Economy and Business (Major Changes)  
- 3018IBA Terrorism: Its Causes and Consequences (Major Changes)  
- 7009IBA Knowledge Management and Strategy (Major Changes)

17.1.4 Department of Management  
- 2025MGT Organisational Processes (Major Changes)  
- 2054MGT Physical Distribution (New Course)  
- 3003MGT Mobile Workforce Technologies (Major Changes)  
- 3008MGT Enterprise Information Systems Management (Major Changes)  
- 3011MGT Organisational Change and Development (Major Changes)  
- 3012MGT Management Strategy and Decision Making (Major Changes)  
- 3024MGT Globalisation & Management (New Course)  
- 7207MGT Applications Development (Major Changes)  
- 7230MGT Group & Organisational Management (Major Changes)  
- 7410MGT Strategy and Human Resource Management (Major Changes)  
- 7414MGT Human Resource Innovation & Change Management (Major Changes)  
- 7421MGT Leadership and Self Development (Major Changes)

17.1.5 Department of Marketing  
- 3042MKT Strategic International Marketing (Major Changes)

17.1.6 Department of Politics and Public Policy  
- 2006PPP Politics, Politicians and the Media (Major Changes):  
- 2007PPP Legal Issues for Managers (Major Changes)  
- 3007PPP American Foreign Policy (New Course)  
- 3102PPP Advanced Political Analysis (Major Changes)  
- 6013PPP Modern Political Thought (Major Changes)  
- 7023PPP The Political, Legal and Governance Environment (New Course)  
- 7024PPP Government, Markets and Communities (New Course)

17.1.7 Department of Tourism, Leisure, Hotel and Sport Management  
- 1304HSL Introduction to Sport Management (Major Changes)

1.1.8 Griffith Business School  
- 7503GBS Risk Management: Frameworks, Programs & Systems (New Course)

Recommendation:

17.2 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving the above Course Outlines, for implementation in Semester 2 2007. Course Outlines are available upon request from the Secretary, Griffith Business School Board.

For ratification

18.0 SPECIAL PURPOSE SUBMISSION (#2007/0002048)  
3202 GRADUATE CERTIFICATE IN RISK MANAGEMENT

18.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Special Purpose Submission affecting the 3202 Graduate Certificate in Risk Management, as detailed in 2007/0002048, for implementation in Semester 2 2007.
18.2 This submission seeks approval to withdraw this program for international student enrolments. The 3202 Graduate Certificate in Risk Management was first introduced in Semester 1 2007. The four courses offered in this Graduate Certificate were to be developed over a one year period, with one course available in Semester 1, three courses available in Semester 2 and all four courses to be available in Semester 1 2008. These courses are offered in both on- and off-campus modes throughout the year. This program received approval from Programs Committee to admit international students from Semester 1 2008. However, the on-campus courses in this program are now being offered in intensive mode, which is not compliant with the visa requirements for international students.

Recommendation:

18.3 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Special Purpose Submission affecting the 3202 Graduate Certificate in Risk Management, as detailed in 2007/0002048, for implementation in Semester 2 2007.

For ratification

19.0 SPECIAL PURPOSE SUBMISSION (#2007/0002087)
5454 MASTER OF EMPLOYMENT RELATIONS
5455 MASTER OF EMPLOYMENT RELATIONS WITH HONOURS

19.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Special Purpose Submission affecting the 5454 Master of Employment Relations and 5455 Master of Employment Relations with Honours, as detailed in 2007/0002087, for implementation in Semester 2 2007.

19.2 The Griffith Business School is seeking approval to discontinue the admission of international students to the 5454 Master of Employment Relations and the 5455 Master of Employment Relations with Honours programs. These programs are part of a new Employment Relations program suite which was introduced from Semester 1, 2007. This change is a result of the recent changes to the National Code, effective Semester 2 2007, under which online courses offered by Open Universities Australia (OUA) will not be available to international students.

19.3 The Master of Employment Relations comprises 60CP core (students have a choice of six from seven courses on offer) and 20CP elective courses. Currently, two of the core courses are offered through OUA only and the remaining are currently offered on campus. Under the new rules, there would only be 5 core courses available to international students, requiring a degree variation to enable them to complete their core requirements.

19.4 Additionally, the Program Director has indicated that the GBS is moving towards eventually offering this program off-campus only. In this mode of offer international students will no longer be able to complete the program full-time on campus and the program will loose its CRICOS registration and also not meet the requirements of the ESOS ACT. While there is international student interest in courses in this program, we consider at this stage that it is best to pursue this through developing exchange arrangements than through offering the whole program to external students, given the complexities involved with CRICOS/ESOS and the direction the program is taking.

Recommendation:

19.5 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Special
Purpose Submission affecting the 5454 Master of Employment Relations and 5455 Master of Employment Relations with Honours, as detailed in 2007/0002087, for implementation in Semester 2 2007.

For ratification

20.0 MINOR CHANGE SUBMISSION (#2007/0002088)
3187/3191 GRADUATE CERTIFICATE IN BUSINESS

20.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair's executive action in approving a Minor Change Submission affecting the 3187/3191 Graduate Certificate in Business, as detailed in 2007/0002088, for implementation in Semester 2 2007.

20.2 The Griffith Business School (GBS) proposes to amend the program structure for the Graduate Certificate in Business (3187/3191), effective Semester 2, 2007.

20.3 There are four study pathways in this program requiring students to complete a number of core courses. In the Business pathway, students are required to complete 3 from 4 listed core courses and 1 elective course. Two of the core courses, 7344HSL Managing Volunteers and the Sport and Event Workforce and 7205HSL Managing the Tourism & Hospitality Workforce, are only offered at the Gold Coast in Semester 1. The GBS is seeking approval to add 7002MKT eCustomer Relationship Marketing as a core course in the Business pathway for Semester 2 2007 only. This will enable enrolling students in Semester 2 to complete the program at both campuses. 7002MKT eCustomer Relationship Marketing is already available as an elective in the program. These changes are based on obtaining greater cost efficiencies, including more effective use of teaching resources and are consistent with the Academic Plan's objectives in relation to course rationalisation.

20.4 From Semester 1 2008, the Department of Tourism, Leisure, Hotel and Sport Management intends to offer a new course which is currently being developed.

Recommendation:

20.5 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 3187/3191 Graduate Certificate in Business, as detailed in 2007/0002088, for implementation in Semester 2 2007.

For ratification

21.0 MINOR CHANGE SUBMISSION (#2007/0002091)
5188 MASTER OF INFORMATION SYSTEMS
5385 MASTER OF INFORMATION SYSTEMS (ADVANCED)

21.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 5188 Master of Information Systems and 5385 Master of Information Systems (Advanced), as detailed in 2007/0002091, for implementation in Semester 2 2007.

21.2 The Department of Management has advised that due to a key staff member’s absence the course 7341MGT Analysis & Design in e-Business Systems is to be temporarily withdrawn for Semester 2, 2007 only.

21.3 7341MGT Analysis & Design in e-Business Systems is an elective course within the Master of Information Systems and the Master of Information Systems (Advanced). There are a
number of elective courses available in Semester 2, therefore there will be no impact on students completing their degree program.

21.4 7341MGT Analysis & Design in e-Business Systems is an elective course within the Master of eCommerce – Management specialist strand, offered by the School of Information and Communication Technology. This program has been withdrawn and individual counselling is being provided to continuing students by the School. There are currently 30 students enrolled in the Master of eCommerce. Currently no student has nominated to enrol in the Management specialisation. The GBS will provide a substitute course for all affected students as required.

Recommendation:

21.5 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 5188 Master of Information Systems and 5385 Master of Information Systems (Advanced), as detailed in 2007/0002091, for implementation in Semester 2 2007.

For ratification

22.0 MINOR CHANGE SUBMISSION (#2007/0002094)

1038 BACHELOR OF COMMERCE IN BANKING, FINANCE AND RISK MANAGEMENT

22.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 1038 Bachelor of Commerce in Banking, Finance and Risk Management, as detailed in 2007/0002094, for implementation in Semester 2 2007.

22.2 The Bachelor of Commerce in Banking, Finance and Risk Management was withdrawn in 2005. This program includes the Finance and Risk Management major which contains the following AES courses:

- 2161AES Statistical Inference;
- 2151AES Maths & the Assessment of Risk; and
- 3291AES Forecasting.

22.3 The School of Environment has advised that due to diminishing enrolments, these courses will be offered for the final time in 2008. A check of student records indicates that 12 students have yet to complete at least one of the courses with most enrolled in semester 2 2007. Only 3 students have neither enrolled nor completed the three courses. All students have been emailed to advise them of the need to complete these courses by the end of 2008, if possible.

Recommendation:

22.4 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 1038 Bachelor of Commerce in Banking, Finance and Risk Management, as detailed in 2007/0002094, for implementation in Semester 2 2007.

For ratification

23.0 SPECIAL PURPOSE SUBMISSION (#2007/0002097)

3186 GRADUATE CERTIFICATE IN INTERNATIONAL BUSINESS ADMINISTRATION
5457/5458 INTERNATIONAL MASTER OF BUSINESS ADMINISTRATION

23.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Special
Purpose Submission affecting the 3186 Graduate Certificate in International Business Administration and 5457/5458 International Master of Business Administration, as detailed in 2007/0002097, for implementation in Semester 2 2007.

23.2 The intention of the IMBA program group, which includes a work integrated learning component for students who do not meet the required work experience, is to develop a cohort experience and like its predecessor, the MBA (International), is based solely at the Gold Coast to allow for this experience to be developed successfully.

23.3 The Griffith Business School experienced great difficulty in Semester 1, 2007 with students who, although enrolled in a Gold Coast campus program, chose to live in Brisbane and attend Nathan/South Bank campus courses. This caused an overload of student numbers in classes at the Nathan campus which in turn created facility overloads in many courses making the resourcing of these courses difficult to manage. Additionally, it completely removed the intention of developing the student cohort experience.

23.4 Section 4.9 of the Guidelines for Cross-Campus consistency states, “A student may enroll in courses offered at campuses other than the student’s home campus, provided that the student’s enrolment in such courses is permissible according to the program requirements.”

23.5 The Griffith Business School requests approval to require student attendance at the Gold Coast campus except where elective/specialisation courses are not offered on that campus. By making this a program requirement, the student cohort experience will be preserved and the facility overload and difficulty in managing resources will diminish. The Griffith Business School requests this be approved for Semester 2, 2007.

Recommendation:

23.6 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Special Purpose Submission affecting the 3186 Graduate Certificate in International Business Administration and 5457/5458 International Master of Business Administration, as detailed in 2007/0002097, for implementation in Semester 2 2007.

For ratification

24.0 MAJOR CHANGE SUBMISSION (#2007/0002532)
1078 BACHELOR OF ENGINEERING (CIVIL ENGINEERING)/BACHELOR OF BUSINESS (MANAGEMENT)

24.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Major Change Submission affecting the 1078 Bachelor of Engineering (Civil Engineering)/Bachelor of Business (Management), as detailed in 2007/0002532, for implementation in Semester 1 2008.

24.2 The Bachelor of Engineering (Civil Engineering)/Bachelor of Business (Management) is currently offered at the Gold Coast campus, combining the Civil Engineering discipline from the Bachelor of Engineering with the Management major from the Bachelor of Business.

24.3 This submission proposes to extend the offer of the Bachelor of Engineering/Bachelor of Business to the Nathan campus, combining the Environmental Engineering discipline and the Management major, and modelling the program structure on the Gold Coast offering.

24.4 It is proposed to include the discipline names in the program name ie. Bachelor of Engineering (Civil Engineering)/Bachelor of Business (Management) and Bachelor of
Recommendation:

24.5 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Major Change Submission affecting the 1078 Bachelor of Engineering (Civil Engineering)/Bachelor of Business (Management), as detailed in 2007/0002532, for implementation in Semester 1 2008.

For ratification

25.0 PROGRAM CONCEPT PROPOSAL (#2007/0002098)
GRADUATE CERTIFICATE IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT

25.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Program Concept Proposal to introduce a Graduate Certificate in Logistics and Supply Chain Management, as detailed in 2006/0002098, effective Semester 1 2008.

25.2 The GBS will introduce a Logistics and Supply Chain Management specialisation (as per 2006/0003914 (2006/0003919) Revised) within the Master of Business Administration/International Master of Business Administration suite from Semester 1 2008.

25.3 It is proposed that this four course (40CP) specialisation be offered as a separate Graduate Certificate program. The Graduate Certificate program will comprise two semesters of part-time study, designed to equip graduates with specialised knowledge and skills. Such a program is considered to be attractive to those students who do not wish to undertake a Masters degree. The courses will be delivered in intensive mode - a three day sequence delivered twice during the semester.

25.4 The program will offer a pathway for local students wishing to study Logistics and Supply Chain Management, but who do not wish to undertake an MBA. Discussions with industry partners in south-east Queensland indicate that there is interest in the program. The program will address a shortfall in the market for education of this kind, as identified by the Australian Logistics Council (the peak industry body) at a recent briefing. The program will provide qualifications in an area where there are substantial employment opportunities in Australia and overseas.

25.5 The program will fill a gap in the existing program profile by providing a link between undergraduate studies in Logistics and Supply Chain Management, and studies at a higher level. Industry is supportive of the program.

Recommendation:

25.6 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Program Concept Proposal to introduce a Graduate Certificate in Logistics and Supply Chain Management, as detailed in 2006/0002098, effective Semester 1 2008.

For ratification

26.0 MINOR CHANGE SUBMISSION (#2007/0002099)
3189/3188 GRADUATE CERTIFICATE IN HUMAN RESOURCE MANAGEMENT
5261/5331 MASTER OF HUMAN RESOURCE MANAGEMENT
5262/5389 MASTER OF HUMAN RESOURCE MANAGEMENT WITH HONOURS
26.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 5261/5331 Master of Human Resource Management program group, as detailed in 2007/0002099, effective Semester 2 2007.

26.2 This submission proposes to amend the offering of the following courses:
- 7420MGT Managing Diversity: currently offered at Nathan campus in semester 2, Gold Coast offering to be added to provide Gold Coast students an additional elective offering in 2007 only.
- 7421MGT Leadership and Self-Development: currently offered at Nathan and Gold Coast in semester 2, Gold Coast offering to be withdrawn for 2007 only due to a lack of specialist staff available to teach this course.
- 7310MGT HR Information Systems: currently offered at Nathan and Gold Coast campus in semester 2, proposed to withdraw Gold Coast offering for 2007 only due to a lack of specialist staff available to teach this course.

26.3 Additionally, this submission proposes to make various changes to the program catalogue entries for the Graduate Certificate in Human Resource Management, Master of Human Resource Management and Master of Human Resource Management with Honours programs. The belowlstited courses have previously been approved for withdrawal; the courses were retained in the program structure for the benefit of continuing students. It is now proposed to remove these entries. The affected courses are:
- 7417MGT Contemporary HR Theory and Practice
- 6013MGT Human Resource Development
- 6019MGT Statistics for Business
- 7416MGT Corporate Citizenship
- 7432MGT HR Innovation and Change
- 7428MGT Enterprise and Workplace Agreements
- 7425MGT Organisational Ethics
- 7430MGT Strategic Thinking and Innovation (approved at 2/2007 GBS Board #2007/0002056)
- 7020MKT Statistics for Business (approved at 2/2007 GBS Board #2007/00047)
- 7042HSL Seminar.

Recommendation:

26.4 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 5261/5331 Master of Human Resource Management program group, as detailed in 2007/0002099, effective Semester 2 2007.

For ratification

27.0 MINOR CHANGE SUBMISSION (#2007/0002100)
1034/1287/1288 BACHELOR OF BUSINESS
1307/1308 GRIFFITH BUSINESS SCHOOL DOUBLE DEGREE PROGRAM
1035 PRE-2006 BACHELOR OF COMMERCE

27.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 1034/1287/1288 Bachelor of Business, 1307/1308 Griffith Business School Double Degree Program and 1035 Pre-2006 Bachelor of Commerce, as detailed in 2007/0002100, effective Semester 2 2007.

27.2 The Department of Industrial Relations, Griffith Business School, is seeking approval to amend the course offering for 2003IRL Labour Market Issues. As part of the rationalisation of GBS courses in late 2006, it was decided by the GBS Executive to offer the low enrolment
course 2003IRL Labour Market Issues on alternative campuses (NA and GC) in alternative years. This course is currently offered in Semester 2 at Nathan and Gold Coast, in alternate years. The Department now wishes to offer this course in off campus mode only in order to make the course available to students each year, effective Semester 2 2007.

27.3 A correction to the Program Catalogue is also required where the semester of offer for 3039MGT Organisational Structure and Design in the Human Resource Management minor is incorrectly listed as being offered in Semester 2. This error only applies to the HRM minor and does not affect any other programs. 3039MGT Organisational Structure and Design is a Semester 1 offering.

Recommendation:

27.4 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair's executive action in approving a Minor Change Submission affecting the 1034/1287/1288 Bachelor of Business, 1307/1308 Griffith Business School Double Degree Program and 1035 Pre-2006 Bachelor of Commerce, as detailed in 2007/0002100, effective Semester 2 2007.

For ratification

28.0 SPECIAL PURPOSE SUBMISSION (#2007/0002106) 5457 INTERNATIONAL MASTER OF BUSINESS ADMINISTRATION

28.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair's executive action in approving a Special Purpose Submission affecting the 5457 International Master of Business Administration program, as detailed in 2007/0002106, effective Semester 2 2007.

28.2 This Special Purpose Submission is two-fold. The first matter is of an administrative nature and concerns the omission of a change to degree requirements for the International Master of Business Administration (5457) program. Minor Change Submission 20060003920 was approved in December. Approval was given to withdraw the course 7910GBS Work Integrated Learning Preparation and incorporate the learning outcomes into the 7930GBS Work Integrated Learning course and to increase its credit point value from 30CP to 40CP. At that time, the change to the program structure was effected but the change to degree requirements for the program was not.

28.3 The second matter is of an academic nature and concerns the implementation of a program and course rule. In Semester 1 2007, the Griffith Business School introduced the International Master of Business Administration (IMBA) 5457 (160CP) incorporating a Work Integrated Learning (WIL) component of 40 credit points. Students who do not have sufficient work experience for the 120CP IMBA are admitted into the 160CP IMBA program.

28.4 The WIL component, which is undertaken in the students’ final semester of study, includes two weeks of intensive lectures and workshops specifically designed as an induction to prepare students for their work placement. These lectures and workshops commence on day one of Orientation week and continue to Friday of Teaching Week 1. From Teaching Week 2 to Teaching Week 11, students attend four days of WIL placement in an Industry partner organisation and return to the University each Friday for a three hour seminar and course assignment research.

28.5 A common complaint from IMBA lecturers is the erratic arrival times and attendance of a significant number of students enrolled into the IMBA courses. In light of the discipline required for students accepted for work placement, it is important to persuade students that the intensive induction period which precedes their work placement is to appropriately prepare them for work in the tightly disciplined field of professional management.
Accordingly, the two week induction period must reflect these values of disciplined business practice, and a one hundred per cent attendance is demanded. Students who do not demonstrate one hundred per cent attendance will not be permitted to undertake their WIL placement unless they provide evidence of extenuating circumstance.

28.6 The one hundred per cent attendance rule must also be applied to the work placement. Students who do not demonstrate one hundred per cent attendance at their WIL placement, without providing appropriate documented evidence to support their absenteeism, may be withdrawn from their WIL placement. WIL placement follows the Griffith University industry work integrated learning model to develop strong contacts between the university and Industry. Griffith University must ensure its reputation is not damaged by students who behave inappropriately, do not understand practical business norms or will not accept the business discipline expected during their induction period and work placement.

28.7 The Griffith Business School requests approval to implement one hundred per cent student attendance at the two week intensive induction period of Orientation Week and Teaching Week 1 and throughout Industry work placement of Teaching Weeks 2 to Teaching Weeks 11 inclusive. In the event of extenuating circumstances, if the student is unable to attend, he/she must provide written advice and supporting evidence to the WIL Manager. The Griffith Business School requests that the rule be published on the Program Catalogue under Attendance, Program Structure, and be incorporated as a degree requirement. The Griffith Business School also intends to include the rule in the course outline and the WIL Handbook. By making this rule a program requirement as well as a course requirement, the students will acquire a strong work ethic for professional business practice which in turn will retain the reputation of the Griffith brand with our Industry partners. The Griffith Business School requests this be approved for Semester 1, 2008

Recommendation:

28.8 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Special Purpose Submission affecting the 5457 International Master of Business Administration program, as detailed in 2007/0002106, effective Semester 2 2007.

For ratification

29.0 PROGRAM DIRECTOR & FIRST YEAR ADVISOR CHANGES FOR SEMESTER 2 2007

29.1 The Griffith Business School Board, on the executive recommendation of the Dean, (Learning and Teaching), GBS is asked to ratify the Chair’s executive action in approving changes to Program Directors, as below, effective Semester 2 2007:

1105/1107 Bachelor of International Business: Dr Marta Sinclair to replace Dr Andi Riege
3102/5311/5312 Master of International Business program suite: Dr Marta Sinclair to replace Dr Andi Riege
3190/5454/5455 Master of Employment Relations program suite: Dr Janis Bailey, to replace Professor David Peetz
2075/2076/2077 GBS Honours Program: Dr Maree Boyle, to replace Dr Scott Weaven
1291/1292 Bachelor of Arts (Politics, Asian Studies and International Relations): Dr Ashely Lavelle, to replace Dr Robyn Hollander

29.2 The Griffith Business School Board, on the executive recommendation of the Dean, (Learning and Teaching), GBS is asked to ratify the Chair’s executive action in approving the following changes to First Year Advisors effective Semester 2 2007:

1271 Bachelor of Business (Hospitality Management): Dr Brad Hill
1290 Bachelor of Business (Hotel, Tourism, Event and Sport): Dr Brad Hill
1107 Bachelor of International Business: Professor Ron Keith
1291/1292 Bachelor of Arts (Politics, Asian Studies and International Relations): Professor Ron Keith
1034 Bachelor of Business: Dr Ron Fisher
1035 Bachelor of Commerce: Dr George Hooi

29.3 These changes have been reflected in continuing only and double degree programs for 2007.

Recommendation:

29.4 The Griffith Business School Board, on the executive recommendation of the Dean, (Learning and Teaching), GBS is asked to ratify the Chair’s executive action in approving changes to Program Directors, as above, effective Semester 2 2007.

For ratification

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

30.0 GRIFFITH BUSINESS SCHOOL STUDENT CONSULTATIVE COMMITTEE

30.1 The Griffith Business School Board is asked to note the attached proposal to establish a Griffith Business School Student Consultative Committee, as detailed in 2007/0002107, as approved at the 7/2007 meeting of the Curriculum, Teaching and Learning Committee.

30.2 The Griffith Business School (GBS) is currently seeking accreditation with the Association to Advance Collegiate Schools of Business (AACSB). As part of the accreditation process, and in accordance with the Assurance of Learning Standards, the GBS is required to provide a mechanism through which students are able to provide their insights into the strengths and weaknesses of the educational experience provided by the business programs.

30.3 A Student Consultative Committee will be established on each of the Nathan, Logan and Gold Coast campuses as a forum through which to obtain feedback from students at all program levels. Feedback will be used to inform curriculum review and development. Membership of the Committee will be determined as per the attached constitution (#2007/0002108).

For noting

31.0 GRIFFITH BUSINESS SCHOOL PROGRAM PROFILE PLAN 2009

31.1 Each year, as part of the operational planning process, each Group reviews its undergraduate and postgraduate program profile, and presents its Program Profile Plan as a record of all existing programs and planned developments for the next year.

31.2 In revising the Program Profile Plan, Groups are asked to identify new programs, programs to be withdrawn, programs to be delivered in a different mode and programs to be marketed differently, such as a new title or significantly new content. In revising the Plan, Groups are encouraged to consider the outcomes of the Annual Program Monitoring exercise, currently underway.

31.3 Accompanying the Program Profile Plan are the following:

- Program Concept Proposal: This proposal provides the Deputy Vice Chancellor (Academic) with sufficient information to be able to grant in principle approval of the strategic value of a new program before Groups or Faculties invest time in completing the
Initial Program Proposal documentation. This form only applies to new program proposals.

- Requests for FLAS Resources Supporting Program Development: These one page requests are for the development of resources to support existing programs, to support revised programs arising out of a review process and the development of new programs. Each Group places in a priority order their Requests for FLAS Resources to Support Program Development for consideration by the Deputy Vice Chancellor (Academic). This document is the first step in the development of annual Group Academic Work Plans and accompanies the Program Profile Plan. On the basis of this document, the Deputy Vice Chancellor (Academic) approves whether a request for program resources proceeds to FLAS for quotation. The intent of the Group Academic Work Plans is to align FLAS resources with each Group’s Program Profile by supporting curriculum and resource development at the program level through the allocation of FLAS resources to program teaching teams.

31.4 The Deputy Vice Chancellor (Academic) has approved the timelines for the development and approval of the Program Profile Plan, and accompanying documents.

3 October
Group PVC confirms list of undergraduate and postgraduate programs listed in the Group Program Profile Plan through liaison with Deans and Heads of Schools via Group ASO. Program Concept Proposals for new program developments and Requests for FLAS Resources Supporting Program Development are prepared as appropriate and provided alongside the Group Program Profile Plan to the Executive Group via the Group ASO by 3 October.

10 October
Executive Group considers Group Program Profile Plans, Program Concept Proposals and Requests for FLAS Resources Supporting Program Development, with the DVC (Academic) conveying initial planning approval/non-approval/further action to Groups through the Senior Adviser (Academic Planning and Policy). FLAS, on this advice can begin to scope in more detail the curriculum design and resource needs of new and significantly revised programs in collaboration with the Program Teaching Team/Project Manager/Program Development Team.

31 October
During October Groups prepare Initial Program Proposals (IPP) for new programs or significant program developments. The IPP identifies information for marketing and recruitment purposes; outlines program resource implications in terms of high, medium and low impact, and provides advice about the consultation process for new initiatives. The Group ASO is responsible for supporting the Group to prepare its IPP documents and to respond to other requests made by the DVC (Academic). By 31 October 2007, the Group ASO provides Initial Program Proposals together with an updated Group Program Profile Plan to the DVC (Academic) for consideration.

During November
The DVC (Academic) convenes a meeting with each Group PVC and their learning and teaching representatives, the Academic Registrar and the Group Academic Services Officer to discuss the proposed profile before a final decision is made.

30 November
The DVC (Academic) gives final signoff on approved and non-approved programs to proceed to development. This decision, together with the final decision about projects approved for FLAS development in the following year, is conveyed to the Senior Adviser (Academic Planning and Policy).
Beyond 30 November
On the advice of the Senior Adviser (Academic Planning and Policy), recruitment processes including publication in brochures and relevant course guides (e.g. QTAC) can proceed with confidence.

For noting

32.0 REPORTS OF SUB-COMMITTEES OF THE FACULTY BOARD

32.1 The Griffith Business School Board is asked to note the minutes from the following meetings:
   32.1.1 Curriculum Teaching and Learning Committee, GBS (5/2007)
   32.1.1 Department of Accounting, Finance and Economics Committee, GBS (2/2007)
   32.1.1 Research Sub-committee, GBS (2/2007)
   32.1.1 Internationalisation Committee, GBS (1/2007)

For noting

33.0 FACULTY LEARNING AND TEACHING CITATIONS

33.1 The Faculty Learning and Teaching Citation (FLATC) process has been designed to recognise and reward truly engaged teachers who are student-centred and who respect students as active members of the Faculty’s learning community.

33.2 Heads of School are reminded to encourage School staff to apply for a FLATC.

33.3 All academic staff (including casual academic staff) are eligible to receive a FLATC. Recipients of FLATCs are eligible to re-apply two years after the award of the original citation, provided that the application is for a different contribution to student learning.

33.4 Past recipients of the Excellence in Teaching Awards and Innovation Across the Institution Awards of the Griffith Awards for Excellence in Teaching (GAET) are eligible to apply for the FLATCs. Applications for the FLATCs and for the Excellence in Teaching category and Innovation Across the Institution category of the GAET can be made in the same year. An applicant may be the recipient of both a FLATC and a GAET in the same year.

33.5 An application for a FLATC may be made by individual teachers or by teaching teams. For the purpose of the citation process a Teaching Team is a group comprising two or more members of academic staff with complementary skills teaching collaboratively into a particular course or set of courses for at least two years. Applications are to comprise a two-page (A4) statement of claim, addressing one or more of the selection criteria (presented in the attached citation template). The statement addressing the selection criteria should present a succinct, well-argued case referencing appropriate sources of evidence against the relevant criterion/a. In addition, applicants are asked to provide a 100-word citation (maximum), for Faculty Board’s consideration.

33.6 The number of citations to be awarded by the GBS (based on EFSTU) is six, each valued at $2,000.00, for professional development use as university teachers.

33.7 Applications are due to the Secretary, Griffith Business School Board by 5.00pm Friday, 21 September 2007. Application forms are attached.

For noting

34.0 HONOURS COLLEGE UPDATE
34.1 Members will recall previous discussions regarding the development of the Griffith Honours College, whereby the Griffith Business School was asked to recommend programs to be included as Honours College friendly programs.

34.2 The Project Manager, Honours College has advised that, due to time and financial constraints, the Honours College 'friendly' program model will not be proceeding in 2008.

34.3 Honours College students will participate by way of the 'select' model in 2008. Students will 'customise' their Honours College experience and determine their level of involvement with the assistance of a mentor.

34.4 Introduction of the Honours College 'friendly' program model will be reconsidered for future years.

For noting

35.0 MANAGEMENT OF COURSE AND TEACHING EVALUATION DATA

35.1 The Principles for the Griffith Framework for Evaluating Programs, Courses and Teaching requires Heads of School to establish a schedule of course evaluation (including evaluation of teaching), in conjunction with Course Convenors, for approval by the Dean. This schedule normally requires courses to be evaluated using the SEC and SET instruments a minimum of every second time they are taught or every two years.

35.2 The Head of School is also responsible for ensuring feedback on course evaluations is available to current students and that actions are taken as a result of the findings of evaluations to improve courses. The University’s Course Approval and Evaluation Policy requires that a Course Evaluation Report be prepared by the Course Convenor, as a record of the data collected through the evaluation process and the actions taken to improve the course, for provision to the next cohort of students entering the course via the Learning@Griffith site.

35.3 Heads of School are now asked to establish a scheduled plan of course and teaching evaluations from semester 2, 2007 to semester 2, 2009 using the SEC and SET instruments for consideration by Faculty Board and approval by the Programs Committee at its 11th of October meeting.

For noting

36.0 AUQA CYCLE 2 REQUEST: CROSS CAMPUS CONSISTENCY REPORT

36.1 The university is required to report on the progress of achieving recommendations arising from the cycle 1 AUQA audit.

36.2 In the University’s cycle 1 AUQA audit, Recommendation 6 stated:
That Griffith University continue its efforts to ensure cross-campus equivalence of academic programs by providing opportunities for staff discussion and clarification of what this entails in practice. Consideration could be given to developing a set of principles to guide the University’s cross-campus offerings.
This Recommendation resulted in the development and implementation of the Cross Campus Consistency guidelines.

36.3 Each Group/Faculty was asked to prepare a self-review report addressing the effectiveness of the guidelines, in particular the application of the guidelines and issues that have arisen from implementation. Members are asked to note the attached report, prepared on behalf of the Griffith Business School.
For noting

37.0 ANNUAL PROGRAM MONITORING REPORTS

37.1 Program Directors are required to prepare Annual Program Monitoring (APM) Reports for each undergraduate program for 2005 and 2006. Program evaluation is to be undertaken in line with the existing Guidelines for Program Evaluation. The Dean (Learning and Teaching) will subsequently prepare an Annual Program Review Report for the consideration of Faculty Board.

37.2 The Guidelines for Program Evaluation refer to two types of evaluations:
- Program Monitoring – to be undertaken annually, with an emphasis on using performance indicators to make strategic adjustments to a program;
- Stocktake Evaluation – to be undertaken when circumstances indicate that a significant reconfiguring or repositioning of a program might be appropriate.

37.3 Learning and teaching funds will not be available to assist with stocktake evaluations in 2007 as it is anticipated that such reviews will occur within the context of The Griffith Academic Plan 3 to which funds are being directed. However, the DVC (Academic) is keen to learn of any stocktake evaluations initiated by Groups during 2005 and 2006.

37.4 Data on performance indicators for all undergraduate programs can be found at the following address:

37.5 In preparing their APM reports, Program Directors are asked to compare the data from 1996 to 2006 where that data is available. In this reporting task, Deans are encouraged to engage in a comprehensive evaluation of the undergraduate academic profile in the context of the (current) Griffith Academic Plan targets.

37.6 In addition to the Guidelines for Program Evaluation, the following key documents are also available in the policy library for use in carrying out program monitoring:

- Performance Indicators to be included in Annual Program Monitoring Reports for Undergraduate Programs
- Guidelines for Interpreting Performance Indicators
- Undergraduate Program Performance Issues that might require further Evidence
- Griffith University Annual Program Monitoring Report
- Example of an Annual Program Monitoring Report
- Dean/Director’s Annual Program Review Report
- Factors that may need to be considered in Program Monitoring or Evaluation

For noting

38.0 COURSE OUTLINE SYSTEM SURVEY - SEMESTER 2, 2007

38.1 The Program Accreditation Officer has previously advised Schools that she will be distributing a survey early in Semester 2, 2007 to seek feedback from Course Convenors, Heads of School, Deans and Program Service Officers on the publication of Semester 2 course outlines via the Course Outline System.
38.2 Schools have been asked to keep records of any issues that they wish to raise when the survey is distributed. Responses to the survey will be reviewed with a view to making improvements to the Course Outline System.

For noting

39.0 REVISED GRIFFITH GRANTS FOR LEARNING AND TEACHING SCHEME

39.1 At the 4/2007 meeting of Academic Committee, on the recommendation of the Learning and Teaching Committee, considered the revised Griffith Grants for Learning and Teaching Guidelines, as detailed in 2007/0000066.

39.2 The Committee voted in favour of Option 3, recommending a four level system of grant categories based on Griffith’s level of academic organisation with clearly specified priority areas based on both Griffith and Carrick criteria.

   Level 1 - Strategic Institution/University based projects (two year duration, up to $150,000)
   Level 2 - Strategic Faculty/Group/Discipline based projects (one to two years duration, up to $50,000)
   Level 3 - School/Program based projects (one year duration, up to $20,000)
   Level 4 - Individual/Course based projects (one year duration, up to $5,000)

For noting

40.0 OTHER BUSINESS

For noting

41.0 NEXT MEETING

The next meeting of the Griffith Business School Board will be held on Friday, 21 September 2007, from 10:00am till 1:00pm in the Boardroom, Level 4, Room 4.08, Hub Link, Logan Campus (L07_4.08). A light lunch will be served at approximately 12:30pm.