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, 19 August 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).

**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, Acting 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
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 COMMITTEE MEMBERSHIP

4.1 The Committee is asked to welcome Professor Lorelle Frazer, Associate Dean, Postgraduate Studies (Griffith Business School), Professor Kristine Toohey, Deputy Head, Department of Tourism, Leisure, Hotel and Sport Management, Dr Louis Sanzogni, Head, Department of Management, and Professor David Peetz, Head, Department of Industrial Relations to their first meeting.

4.2 Members are also asked to note that the 4 July decision of the University Council to move the Griffith Law School to the Arts, Education and Law Group, has prompted the Chair to consider that the co-opted position held by Professor Robert McQueen, Head of School Griffith Law School, is no longer be appropriate. The Chair wishes to record his thanks to Professor Robert McQueen for his contributions to the Business and Law Group.

4.3 In accordance with the University Council resolution on 4 July, that the Dean, GBS, position be combined with the former Group PVC position, and that the Dean, GBS (Professor Michael Powell) be appointed Acting Pro Vice Chancellor and Dean (Business) from 4 July 2005 until such time as an appointment to the position is approved by Council.

5.0 CHAIR’S REPORT

5.1 Professor Michael Powell will speak to this item at the meeting.

6.0 ASSOCIATE DEAN, CURRICULUM, TEACHING AND LEARNING’S REPORT

6.1 Professor Bill Shepherd will speak to this item at the meeting.

7.0 ASSOCIATE DEAN, POSTGRADUATE STUDIES’ REPORT

7.1 Professor Lorelle Frazer will speak to this item at the meeting.
8.0 ASSOCIATE DEAN, RESEARCH AND RESEARCH TRAINING’S REPORT

8.1 Professor Liz Fulop will speak to this item at the meeting.

9.0 ACTING DIRECTOR OF INTERNATIONALISATION, COMMERCIALISATION AND COMMUNITY PARTNERSHIPS’ REPORT

9.1 Professor Michelle Barker will speak to this item at the meeting.

10.0 DIRECTOR OF QUALITY AND ACCREDITATION’S REPORT

10.1 Professor Arthur Shulman will speak to this item at the meeting.

11.0 PROJECT BRIEF – ELECTIVE MARKET DEMONSTRATION

(presenting at 10.30am)

11.1 The Academic Plan includes, as part of the signature experience of engaging disciplines, the strategy of increasing the extent to which undergraduate students are able to pursue unspecified electives within their degree, and the extent to which they select such electives from outside of their discipline area. It has been proposed that a University-wide mechanism be developed which would enable Schools/Departments to market suitable courses to students and that students would more readily be able to select electives. This was dubbed the “elective market”.

11.2 As a result, the following brief was issued by the Academic Registrar for a project to be undertaken this year:

11.2.1 To investigate the concept of an elective market by scanning other universities’ web sites and by consulting with students; draw up a brief for a project to devise a web site for this purpose. Consult with Information Services (INS) about a possible technology for managing the web site, so that it is appropriately integrated with the Griffith Portal, Learning@Griffith, the Program Catalogue, and the Course Catalogue. Consult with Schools/Departments so that there is support for the product so that it may readily be maintained by Schools/Departments. Devise a “policy” which will govern the site.

11.3 A test version of this new web site has now been developed. The web site assists students in choosing electives and provides a search engine which can be used by students to search the course catalogue for electives. It also provides Course Convenors with the opportunity to attractively market some selected courses as "popular electives" or "electives with a difference".

11.4 The Project Officer, Ms Susan Allen, will demonstrate the new web site to the Board and seek its feedback and reaction to the site.

For discussion

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 ADVICES OF PROGRAM WITHDRAWAL
GRIFFITH BUSINESS SCHOOL UNDERGRADUATE PROGRAMS

12.1 The Griffith Business School Board is asked to consider the following Advices of Program Withdrawal for Griffith Business School undergraduate programs:

12.1.1 1001 Bachelor of Commerce in Financial Planning and Investments (2005/0007574);
12.1.2 1155 Bachelor of Business Management (2005/0007577);
12.1.3 1255/1257 Bachelor of Marketing (2005/0007576);
12.1.4 1144 Bachelor of Arts in Asian and International Studies (2005/0007565);
12.1.5 1176 Bachelor of Arts in Politics and Government (2005/0007566);
12.1.6 1233 Bachelor of International Relations (2005/0007567);
12.1.7 1275 Bachelor of Laws/Bachelor of International Relations (2005/0007690);
12.1.8 1120 Bachelor of Laws/Bachelor of Arts in Politics and Government (2005/0007540);
12.1.9 1002 Bachelor of International Finance (2005/0007575); and
12.1.10 1038 Bachelor of Commerce in Banking, Finance and Risk Management (2005/0037255).

12.2 With the merging of two Faculties and thirteen schools in 2001 to form the Faculty of Commerce and Management, concern was raised by staff in respect to the pedagogical integrity of teaching and learning programs and the strategic focus and direction of the Faculty led to the publication of Getting Smarter: Business and Law at Griffith University. This paper summarised the then collective views of staff about the Faculties confused academic profile leading to internal competition and proliferation of programs, the duplication of disciplines (and courses) sent a confusing message to the marketplace, and that the Faculty had failed to communicate a clear message about its areas of strength. The simultaneous introduction of the University's Academic Plan in early 2004 and the need to develop a raft of new procedures associated with pursuit of accreditation with Advance Collegiate Schools of Business (AACSB International) and European Foundation for Management Development’s Quality Improvement System (EQUIS), provides the context and rationale for guiding revision of the Griffith Business School's undergraduate program profile.

12.3 The Griffith Business School, in recognising the need for greater concentration of focus and effort in the interests of improving the quality of its learning and teaching programs, has reduced the current (2005) seventeen, single, three-year undergraduate programs to four, for introduction in 2006: the Bachelor of Arts (Politics, Asian Studies and International Relations), Bachelor of Commerce, Bachelor of Business (including Bachelor of Business (Hotel, Tourism, Leisure and Sport), and the Bachelor of International Business, each containing a range of specialised areas of study. The same program structure running through each of the above programs’ re-designed curricula offers scope for a high degree of integration, interdisciplinarity and internationalisation among the four programs and is designed to allow students the
opportunity to undertake a multidisciplinary or a more specialised approach to their studies. This streamlined undergraduate program profile makes the School’s processes, procedures, learning objectives and graduate outcomes more amenable to the demands of accreditation through AACSB and EQUIS.

Recommendation:

12.4 The Griffith Business School Board is asked to recommend to Programs Committee the Advices of Program Withdrawal for Griffith Business School undergraduate programs, as described in paragraph 12.1 above.

For discussion

13.0 ADVICES OF PROGRAM WITHDRAWAL
GRIFFITH BUSINESS SCHOOL POSTGRADUATE PROGRAMS

13.1 The Griffith Business School Board is asked to consider the following Advices of Program Withdrawal for Griffith Business School postgraduate programs:

13.1.1 5060/5061 Master of Professional Accounting Program Group (2005/0037251);
13.1.2 3081 Graduate Certificate in Human Resource Management (2005/0037252);
13.1.3 3012/4026 Graduate Certificate/Graduate Diploma of Human Resource Management and Industrial Relations (2005/0037253);
13.1.4 5261/5331 Master of Human Resource Management Program Group (2005/0037254);
13.1.5 3057/5188 Graduate Certificate / Master of Information Systems (2005/0037256);
13.1.6 4053/4054/5162/5163 Graduate Diploma / Master of Business Administration (Advanced) (2005/0037257);
13.1.7 3124/4126/5160/5166/5348 Master of Business Administration (International) Program Group (2005/0037258);
13.1.8 3001/4003/5059 Graduate Certificate / Graduate Diploma / Master of Banking and Finance Program Group (2005/0037259);
13.1.9 5058/5359 Master of Commerce in Accounting and Finance / Master of Commerce with Honours in Accounting and Finance (2005/00372560);
13.1.10 3123/5346/5347 Master of Financial Planning Program Group (2005/00372561);
13.1.11 3102/4121/5311 Master of International Business Program Group (2005/00372562);
13.1.12 5308 Master of International Finance (2005/00372563);
13.1.13 3142/5388 Graduate Certificate / Master of International Relations (2005/00372564)
13.1.14 3068/3069/5226/5227/5228/5229 Master of Marketing Management Program Group (2005/00372565);
13.1.15 3013/4028/5110 Master of Applied Economics Program Group (2005/00372566);

13.1.16 3105/5317/5318 Master of Sport Management Program Group (2005/00372567);

13.1.17 3117/5343/5344/5345 Master of International Tourism and Hospitality Program Group (2005/00372568);

13.1.18 3149/5406/5407 Master of Event Management Program Group (2005/00372569);


13.2 The Griffith Business School has undertaken a review of its postgraduate profile in response to the visions outlined in the University’s Academic Plan, Getting Smarter: Business and Law and the GBS Strategic Plan (2005-08), and in our pursuit for international accreditation with the Association to Advance Collegiate Schools of Business (AACSB - International) and the European Foundation for Management Development’s Quality Improvement System (EQUIS).

13.3 Under the Associate Dean, Postgraduate Studies, several Working Parties were formed to consider the Griffith Business School’s strategy in relation to its postgraduate profile. The Working Parties met on several occasions and considered the current performance of the above programs in light of the GBS’ strategic direction, with the goals of improving program quality and avoid the proliferation of programs, consistent with the Griffith Academic plan and the Getting Smarter initiative.

13.4 The Working Party has recommended that the above programs be withdrawn from offer for Semester 1, 2006 and new programs be developed that address international accreditation issues and the needs of its target market.

Recommendation:

13.5 The Griffith Business School Board is asked to recommend to Programs Committee the Advices of Program Withdrawal for Griffith Business School postgraduate programs, as described in paragraph 13.1 above.

For discussion

14.0 MAJOR CHANGE SUBMISSION
1034 BACHELOR OF BUSINESS

14.1 Professor Chew Ng will speak to this item at the meeting.

14.2 The Griffith Business School Board is asked to consider a major change submission, submitted by the Department of Accounting, Finance and Economics, affecting the 1034 Bachelor of Business program, as detailed in 2005/0037271, for introduction in semester 1, 2006.
14.3 At Nathan and Logan campuses two existing courses 2105AFE Introduction to Business Law, and 2106AFE Company Law are taught by the Department of Accounting, Finance and Economics while two comparable law courses 2006LAW Introduction to Business Law and 2101LAW Company Law, are currently taught by the Griffith Law School at the Gold Coast campus to students enrolled in the 1036 Bachelor of Business/Bachelor of Arts in Japanese, 1034 Bachelor of Business and 1230 Bachelor of Arts/Bachelor of Business programs.

14.4 The proposed changes affect load and agreement has been sought from the Griffith Law School and former Pro-Vice-Chancellor (Business and Law). With the move of the Griffith Law School to the Arts, Education and Law Group, approval will now be sought from the Pro-Vice-Chancellor (Arts, Education and Law).

14.5 The proposed change in the law courses from the Griffith School of Law to the Department of AFE will allow for consistency in business graduate outcomes and resource efficiencies by offering the same courses to students taught across three campuses. This move is consistent with the University’s Guidelines for Cross-Campus Consistency and resources have been allocated to the Department of AFE for teaching positions in recognition of assuming teaching responsibility for these courses. It is intended that 2105AFE Introduction to Business Law, and 2106AFE Company Law will be offered to business students at the Gold Coast campus in semesters 1 and 2, 2006, respectively.

Recommendation:

14.6 The Griffith Business School Board is asked to recommend to Programs Committee the major change submission, affecting the 1034 Bachelor of Business, as described in 2005/0037271, for introduction in semester 1, 2006.

15.0 DISCUSSION PAPER
BUILDING GRIFFITH’S RELATIONSHIP WITH TAFE IN THE BRISBANE-GOLD COAST CORRIDOR

15.1 The Griffith Business School Board is asked to consider a discussion paper entitled Building Griffith’s Relationship with TAFE in the Brisbane Gold-Coast Corridor, as attached.

15.2 The paper outlines a strategy for building closer, more focussed and innovative relationships with the five institutes of TAFE in the Brisbane Gold-Coast corridor. The key theme in the paper is that we need to develop new types of partnerships with TAFE that leverage the complementary focus of qualifications offered in each sector to develop innovative, high quality programs oriented to new and emerging industries and fields of knowledge, developed in response to emerging demand, and linked to research in those areas.

15.3 The paper asks a series of questions at the end, which aims to elicit responses from the University community concerning the overall direction it proposes, as well as its specific proposals for enacting the strategy.

15.4 Your contributions will help us to consider the directions proposed in the paper, and to refine the strategy and recommendations. The Deputy Vice-Chancellor (Teaching and Learning) would also welcome suggestions for how we may enact the strategy.
15.5 The deadline for written contributions is 31 August with contributions being submitted to:
Ms Gillian Collom, Executive Officer, g.collom@griffith.edu.au

Recommendation:

15.6 The Griffith Business School Board is asked to consider the attached paper entitled Building Griffith’s Relationship with TAFE in the Brisbane Gold-Coast Corridor, and provide feedback for consideration at the September meeting of Academic Committee.

16.0 WORKING PARTY REPORT
GUIDELINES FOR CASUAL ACADEMIC STAFF CONTRACTS

16.1 Professor Ross Guest to speak to this item.

16.2 The Griffith Business School Board is asked to consider the Working Party Report “Guidelines for Casual Academic Staff Contracts”, as detailed in 2005/0037272, for introduction across the GBS in either semester 2, 2005 or semester 1, 2006.

16.3 As Acting Dean earlier this year Professor Guest suggested to the GBS Board that more consistency is appropriate under the GBS model for the remuneration of casual academic staff across the GBS. Professor Ross Guest chaired a working party comprising of Dr Janis Bailey, Professor Chew Ng, Professor Art Shulman and Ms Kerri-Maree Roman (HR Group Advisor) to consider the range of practices for remunerating casual academic staff across the GBS Departments.

16.4 A range of Departmental based models were considered, where under the old Faculty of Commerce and Management structure Schools had more autonomy in remuneration practices. The aim of developing a set of GBS guidelines is to:

- ensure that remuneration arrangements for casual academic staff in the GBS are consistent across Departments and comply with the industrial award provisions (The Australian Universities Academic and Related Staff (Salaries) Award 1987);
- maintain harmonious and productive employment relations with casual academic staff through the consistency, transparency and fairness of their remuneration arrangements; and
- provide incentives to casual academic staff for allocating appropriate time to the range of duties that they perform, including delivery of teaching, marking, teaching preparation, and teaching team meetings.

16.5 Professor Guest wished to thank members of the Working Party for their contributions and their professional and collegiate approach.

Recommendation:

16.6 The Griffith Business School Board is asked to consider the attached Working Party Report “Guidelines for Casual Academic Staff Contracts”, as described in 2005/0037272, for introduction across the GBS in either semester 2, 2005 or semester 1, 2006.

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

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

17.0 RECIPIENTS OF GBS TEACHING AND LEARNING PERFORMANCE IMPROVEMENT GRANTS

17.1 Congratulations to the following recipients of GBS Teaching and Learning Performance Improvement Fund Grants:

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Project</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Janis Bailey</td>
<td>‘Developing Communities of Practice to Engage More Honours Students and Improve Capstone Courses’</td>
<td>$30,515</td>
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<tr>
<td>Dr Elizabeth van Acker</td>
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<tr>
<td>Dr Mohan Thite</td>
<td>Development of a model to integrate student learning within the work</td>
<td>$15,000</td>
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<tr>
<td>Dr Sheryl Ramsay</td>
<td></td>
<td></td>
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<tr>
<td>Dr Don Kerr</td>
<td>community for use by the Griffith Business School</td>
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<tr>
<td>Dr Yvonne Brunetto</td>
<td></td>
<td></td>
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<tr>
<td>Dr Mark Brimble</td>
<td>‘Goals Setting, Planning and Personal Financial Management: A Workshop for Commencing University Students’</td>
<td>$23,330</td>
</tr>
<tr>
<td>Ms Victoria Vyvyan</td>
<td></td>
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<tr>
<td>(Centre for Financial Independence and Education)</td>
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<tr>
<td>Ms Robyn Stephens</td>
<td>‘Aligning Learning and Teaching Strategy with Best Practice: A GBS Teaching Team Development Program’</td>
<td>$55,650</td>
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<tr>
<td>Professor Michelle Barker</td>
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<tr>
<td>Dr Wendy Green</td>
<td></td>
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<tr>
<td>Dr Sara Hammer</td>
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<tr>
<td>Dr Ray Hibbins</td>
<td>GBS Teaching and Learning Cross-cultural Audit</td>
<td>$19,842</td>
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<td>Professor Michelle Barker</td>
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<td>Ms Robyn Stephens</td>
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<td>Mr Robyn Stephens</td>
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<td>Mr Peter Woods</td>
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<tr>
<td>Dr Dwight Zakus</td>
<td>Teaching and Learning Quality Initiatives for the Department of TLHSM</td>
<td>$19,378</td>
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<tr>
<td>Professor Kristine Toohey</td>
<td></td>
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<tr>
<td>Professor Michael Davidson</td>
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<tr>
<td>Mr Colin England</td>
<td>Design and Development of a Multipurpose Booklet to be used by Staff and Students to Plan Course Structures for the New 2006 Program</td>
<td>$10,000</td>
</tr>
<tr>
<td>Ms Norma Calderwood</td>
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For noting

18.0 ROLE OF THE COURSE CONVENOR

18.1 Griffith Business School Board members were invited to provide feedback via Department Committees to the Secretary, Academic Committee on the Role of the Course Convenor statement, as detailed in 2005/0000443, which was updated to reflect the requirements of that position as specified in the Course Approval and Evaluation Policy and the Course Outline Requirements Policy. Comments from Course Outline trial participants were included in the revised Role of the Course Convenor statement.

18.2 The Department of Politics and Public Policies response below is provided for members:

18.2.1 The Department of Politics and Public Policy noted that there were a few things that came to mind reading the proposals. They relate specifically to the checklist and also apply more generally to the policy as a whole. The first is that it is overly prescriptive. The checklist is useful as a set of prompts but not
as a set of rules. The Department of PPP is concerned that the document provides a check list which is too rigid. We suggest that this should not be entrenched or part of a bureaucratic exercise, but that as academics, we should be able to use our professional discretion. The regulatory framework suggests that academics can be reprimanded if they do not adhere strictly to the check list. There are a range of circumstances in which they may either be inappropriate or unachievable. This can create problems when Convenors are not appointed until just before teaching starts or are on ASP, conference or recreation leave etc. Similarly with reading lists for the library – new journal articles and books are published all the time and it is important to have an up-to-date list.

18.2.2 Another problem is the need for the Convenor to liaise with other elements. If we are to do this effectively, we need information from learning support, student services, and especially disability. For example, we have taught students with a disability, but we were unaware that they had a disability. We were told that it is up to the student to inform us of their disability, not the disability office. However, students may feel uncomfortable or embarrassed about what they need. Better links with the international office (which wasn't mentioned) would also be useful.

18.2.3 Making Course Convenors accountable to both Program Convenors and their Head of Department creates needless administrative duplication and inefficiency. This is especially the case when the Program Convenor is in a different Department. In the interests of efficiency Course Convenors should only be answerable to their respective departmental heads.

For noting

19.0 ANNUAL PROGRAM MONITORING REMINDER

19.1 Griffith Business School Board members are reminded that annual program monitoring is to occur in the period June to August each year. The Deputy Vice Chancellor (Teaching and Learning) has written to all Heads of Schools/Departments and Deans to request the preparation of Annual Program Monitoring (APM) Reports for the year 2004.

19.2 In 2003, the Teaching and Learning Excellence Committee (TLEC), Course and Program Evaluation Working Party, established in June 2003, reviewed existing policies and procedures and made recommendations for a consistent, simple, and systematic approach to evaluating programs, courses, and teaching. In 2004, the primary focus of this Working Party was the evaluation of courses, which resulted in two new policies, Policy on Student Evaluation of Courses and Policy on Student Evaluation of Teaching. In 2005, the Working Party will turn its attention to program evaluation, undertaking consultation across the University and conducting an evaluation pilot.

19.3 In 2005, program evaluation is to commence in line with the existing Guidelines for Program Evaluation and the Principles for the Griffith Framework for Evaluating Programs, Courses and Teaching (established by the Academic Committee in September 2003).
**Action Timeline**

<table>
<thead>
<tr>
<th>Action</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>Annual Program Monitoring (APM) Reports are prepared by Program</td>
<td>30 June 2005*</td>
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<tr>
<td>Convenors and forwarded to the Dean via the Head of School/Department</td>
<td></td>
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<tr>
<td>Deans prepare an Annual Program Review Report for Faculty Board</td>
<td>29 July 2005*</td>
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<tr>
<td>consideration</td>
<td></td>
</tr>
<tr>
<td>Reports from Deans together with comments from the relevant Faculty</td>
<td>31 August 2005</td>
</tr>
<tr>
<td>Board and each APM Report is forwarded to the Deputy Vice</td>
<td></td>
</tr>
<tr>
<td>Chancellor (Teaching and Learning) via the Secretary to the TLEC</td>
<td></td>
</tr>
<tr>
<td>Pro-Vice Chancellors provide a Group overview report to the TLEC</td>
<td>24 October 2005</td>
</tr>
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*Faculties may elect to prepare reports earlier than indicated if desired in line with Faculty Board meeting dates. Deans are strongly encouraged to comment on performance indicators relevant to the 2005 admission period (ie performance indicators 1-6).

19.4 If Heads of Schools/Departments or Deans envisage any difficulty in meeting the timeframe for submission of the APM Reports, cannot access the documents, or have queries after reading them, the Deputy Vice Chancellor (Teaching and Learning) has asked that you contact the Secretary to TLEC, Mrs Sonya Betros, on extension 56468, or via email, s.betros@griffith.edu.au.

For noting

20.0 **OTHER BUSINESS**

21.0 **NEXT MEETING**

21.1 The next meeting of the Griffith Business School Board will be held on Friday, 19 August 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