1.0 APOLOGIES

2.0 CONFIRMATION OF MINUTES

3.0 MATTERS ARISING FROM PREVIOUS MINUTES

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6.0 DEAN’S (LEARNING AND TEACHING) REPORT

7.0 ACTING DEAN’S (RESEARCH) REPORT

8.0 DIRECTOR, INTERNATIONALISATION AND COMMUNITY PARTNERSHIPS’ REPORT

9.0 DIRECTOR, QUALITY AND ACCREDITATION’S REPORT

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12.0 NEW PROGRAM SUBMISSION (#2007/0002077)
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   2019 BACHELOR OF INTERNATIONAL BUSINESS (HONOURS)

17.0 SPECIAL PURPOSE SUBMISSION (#2007/0002074)
   3083 GRADUATE CERTIFICATE IN PUBLIC ADMINISTRATION (EXIT POINT ONLY)
   5275 MASTER OF PUBLIC ADMINISTRATION
   5327 MASTER OF PUBLIC ADMINISTRATION WITH HONOURS

18.0 MINOR CHANGE SUBMISSION (#2007/0002075)
   1289/1290 BACHELOR OF BUSINESS (TOURISM, HOTEL, EVENT AND SPORT)
   1307/1308 GRIFFITH BUSINESS SCHOOL DOUBLE DEGREES
   1314 BACHELOR OF BUSINESS (HONG KONG)
19.0 MINOR CHANGE SUBMISSION (#2007/0002079)
1034/1287/1288 BACHELOR OF BUSINESS

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

20.0 REPORTS OF SUB-COMMITTEES OF THE FACULTY BOARD

21.0 POLICY, PROCEDURES AND FORMS UPDATES

22.0 HEALTH AND SAFETY

23.0 CHANGES TO NATIONAL CODE

24.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING

25.0 OTHER BUSINESS

26.0 NEXT MEETING
### Significant Committee Events

- The next 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, Nathan Campus (N50_0.12)**. 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
- **Professor Bill Merrilees**, Department of Marketing
- **Dr Patrick Bishop**, Department of Politics and Public Policy
- **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

(without attachments unless stated)

- **Ms Alison Harris**, Group Resource Manager, Business
- **Mr Brendan Layton**, Marketing Manager, Business/Law
- **Ms Suzanne Pinchen**, Business Development Management, Business/Law, 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 3/2007 meeting of the Griffith Business School Board will be held on Friday, 15 June 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.

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 2/2007 meeting have been circulated.

To be taken as read and confirmed

3.0 MATTERS ARISING FROM PREVIOUS MINUTES

4.0 CHAIR’S REPORT

4.1 Professor Bill Shepherd, Dean (Academic), GBS and Chair, GBS Board will report on items of interest to the Board.

5.0 PRO VICE CHANCELLOR’S (BUSINESS) REPORT

5.1 Professor Michael Powell, Pro Vice Chancellor (Business) will report on items of interest to the Board.

6.0 DEAN’S (LEARNING AND TEACHING) REPORT

6.1 Professor Lorelle Frazer, Dean (Learning and Teaching), GBS will report on items of interest to the Board.

7.0 ACTING DEAN’S (RESEARCH) REPORT

7.1 Professor Graham Cuskelly, Acting Dean (Research), GBS will report on items of interest to the Board.

8.0 DIRECTOR, INTERNATIONALISATION AND COMMUNITY PARTNERSHIPS’ REPORT

8.1 Professor Chris Auld, Director, Internationalisation and Community Partnerships will report on items of interest to the Board.

9.0 DIRECTOR, QUALITY AND ACCREDITATION’S REPORT

9.1 Professor Art Shulman, Director, Quality and Accreditation, will report on items of interest to the Board.
10.0  GBS MARKETING PLAN

10.1 Mr Brendan Layton, Marketing Manager – Business/Law, will attend the meeting at 12:30pm to present information on the marketing strategy and plans for the GBS.

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

11.0 DRAFT DISABILITY ACTION PLAN 2007-2011

11.1 Ms Judy Hartley, Manager, Student Equity Services, will attend the meeting at 11:00am to discuss the review to the Disability Action Plan.

11.2 The Disability Action Plan outlines areas in which strategies should be implemented to improve access to and participation in education and employment for people with disabilities.

11.3 The Action Plan is currently being reviewed, and faculties are asked to provide feedback on the draft Disability Action Plan 2007-2011. The purpose of this consultation is to:
- raise awareness of the Plan in the Griffith community;
- ensure that the issues identified as barriers to access and participation for people with disabilities at Griffith are still relevant;
- discuss suggested strategies to ensure that they fit with an area’s strategic and operational priorities and are achievable;
- provide an opportunity to identify alternate/additional strategies for inclusion;
- identify the most appropriate staff member as the responsible officer;
- identify a reasonable timeframe for the implementation of strategies; and
- provide an avenue for feedback about any aspect of the Plan so that it can be considered and incorporated into the final version of the Plan if appropriate.

11.4 The draft Disability Action Plan is attached for the consideration of the Board.

11.5 The Griffith Business School Board is asked to consider the draft Disability Action Plan, and provide feedback to Ms Hartley by a mutually agreed upon date.

For discussion

12.0 NEW PROGRAM SUBMISSION (#2007/0002077)
3210 GRADUATE CERTIFICATE IN POLICY ANALYSIS

12.1 The Griffith Business School Board, on the recommendation of the Curriculum, Teaching and Learning Committee (GBS) at its 4/2007 meeting, is asked to consider a New Program Submission proposing to introduce the 3210 Graduate Certificate in Policy Analysis in Semester 3, 2007.

12.2 The Graduate Certificate in Policy Analysis (GCPA) has been designed to equip senior policy officers to respond to the increasingly complex challenges involved in policy analysis, design and implementation in the 21st Century. It has been developed in consultation with senior executives in the Queensland Public Service in order to fill a significant gap in the provision of skill-based policy training by the tertiary sector in Queensland. The GCPA represents a genuine innovation in the training of public servants in Queensland; there are no equivalent programs in Queensland, in terms of either content or mode of delivery.
12.3 The GCPA will be relevant to those working in State and also Commonwealth government departments as well as in the fields of education, health, fire and rescue services and a range of other services. There will be a particular emphasis on the importance of cross-cutting issues for policy analysts – service improvement, collaboration, efficiency, performance management – and more responsive and citizen-centred policy making and service delivery.

12.4 The program is designed to meet the needs of working policy officers and their employers. Students will complete four modules within one calendar year. Each module will be delivered in four, one day sessions of intensive teaching at Griffith's South Bank campus embracing a combination of lectures, small group exercises, problem solving assignments, case studies and expert speakers.

Program Structure

Students must complete the following 30CP of core courses:

Core course list

<table>
<thead>
<tr>
<th>Year</th>
<th>Sem</th>
<th>Catalogue Nbr</th>
<th>Course</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I</td>
<td>7023PPP</td>
<td>The Political, Legal and Governance Environment</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>I</td>
<td>7024PPP</td>
<td>Government, Markets and Communities</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>II</td>
<td>7025PPP</td>
<td>Policy Advice: Evidence, Argument and Persuasion in Policy-Making</td>
<td>10</td>
</tr>
</tbody>
</table>

PLUS 10CP from the following listed elective courses

Listed Electives

<table>
<thead>
<tr>
<th>Year</th>
<th>Sem</th>
<th>Catalogue Nbr</th>
<th>Course</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>II</td>
<td>7026PPP or 7027PPP</td>
<td>Managing Public Finances ** or Implementation and Service Delivery **</td>
<td>10</td>
</tr>
</tbody>
</table>

** The offering of these courses will be contingent on relative student interest and input from the sponsoring public service departments and agencies. Students will be notified at the beginning of Semester 1 of course availability.

All the courses will stand as examples of research-led teaching: course convenors are all members of the research active Centre for Governance and Public Policy, have experience in designing courses that bring leading edge research work to the policy practitioner audience through the Centre’s links with the Institute of Public Administration Australia. In addition, each of the offerings will include guest speakers from within the public service as well as leading academics in Australia.

12.5 Admission Requirements: Government Department executives will be asked to nominate candidates based on experience within the public sector, however the candidates must be at least Level A05 or middle management to be eligible.

To be eligible for admission to the Graduate Certificate in Policy Analysis program, a student must:
- be a current employee of the Queensland or Commonwealth Public Service at an A05 management or supervisory level (or equivalent);
- be nominated as an eligible candidate by their employer; and
- hold a bachelors degree from a recognised University (or another tertiary education institution of equivalent standing) with a minimum Grade Point Average (GPA) of 4.0 (using a 7.0 scale); OR
- have a minimum of five years equivalent full-time professional work experience in a related field at an A05 management or supervisory level.

Note: Degrees from overseas institutions must be assessed as equivalent to a recognised Australian bachelors level degree.

12.6 **Degree Requirements**

To be eligible for the award of Graduate Certificate in Policy Analysis a student must acquire 40CP as prescribed below:
- Gain 30CP for the prescribed core courses, plus 10CP of listed electives;
- The grade of *Pass Conceded (PC)* will not be awarded for any course.

12.7 It is proposed to introduce this new Graduate Certificate program to replace the current 3083 Graduate Certificate in Public Administration (exit-point only). The existing Graduate Certificate in Public Administration will be withdrawn due to the secular decline in student enrolments which make the program uneconomic. This program will be offered from Semester 1, 2008. In Semester 2, 2007 a pilot program will be run whereby two courses will be offered to a cohort of students. The remaining two courses will be offered to students in Summer Semester. The Master of Public Administration will remain in place however recruitment will not take place from the open market. There will be only two entry points into the Master of Public Administration, by completion of the Graduate Certificate in Policy Analysis or the existing Graduate Certificate in Public Sector Leadership (as is the case now). Students will automatically receive 40CP of credit into the Master of Public Administration.

**Recommendation:**

12.8 The Griffith Business School Board, on the recommendation of the Curriculum, Teaching and Learning Committee (GBS) at its 4/2007 meeting, is asked to recommend to the Programs Committee, a New Program Submission proposing to introduce the 3210 Graduate Certificate in Policy Analysis in Semester 3, 2007.

**For discussion**

13.0 **INTERNATIONALISATION STRATEGY, GRIFFITH BUSINESS SCHOOL (#2007/0002068)**

13.1 Professor Chris Auld, Director, Internationalisation and Community Partnerships, will discuss the Internationalisation Strategy for the Griffith Business School, as detailed in 2007/0002068.

**For discussion**

14.0 **SCHEDULING OF DEFERRED AND SUPPLEMENTARY EXAMINATIONS**

14.1 At its 1/2007 meeting, the Learning and Teaching Committee considered the issue of whether centrally-run deferred and supplementary exams might be run at an earlier date to avoid students having to study for these exams in the first couple of weeks of semester, when they will also be resolving issues of enrolment and commencement of new courses.

14.2 Ms Cathy McGrath, Director, Student Administration, prepared a briefing paper for consideration at Faculty Board, proposing the following changes to the timetable for deferred and supplementary (DEF/SUP) exams:
- The dates for the DEF/SUP exams are to be brought forward to as close as possible to the End of Semester exam periods;
- The two DEF/SUP exam periods are to be aligned and run four weeks after End of Semester exams, i.e. Saturday - Saturday inclusive. For example, for 2007 this would mean 21-28 July and 15-22 December;
- The 4 week period between the EOS and DEF/SUP exams is required as an absolute minimum for Exams & Timetabling to administer exams.

14.3 The briefing paper is attached for the consideration of members.

14.4 The Griffith Business School Board is invited to provide feedback to the Learning and Teaching Committee on the proposed change to the timing of centrally-run deferred and supplementary exams.

For discussion

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

15.0 COURSE OUTLINES – GRIFFITH BUSINESS SCHOOL

15.1 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.
- 1006IBA Business Statistics
- 3001HSL Strategy and Change: A Service Industry Approach
- 3213HSL Conference and Convention Management
- 7002GBS Advanced Research Methodologies
- 7107MKT Franchising
- 7210MKT Advanced Consumer Decision-Making
- 7334HSL Sport Promotion and Communication
- 7501GBS Risk Management: Philosophy, Principles and Concepts
- 7502GBS Risk Management: Processes, Applications & Practice

Recommendation:

15.2 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 abovementioned Course Outlines, for implementation in Semester 2 2007.

For ratification

16.0 MINOR CHANGE SUBMISSION (#2007/0002073)

2019 BACHELOR OF INTERNATIONAL BUSINESS (HONOURS)

16.1 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 2019 Bachelor of International Business (Honours), for implementation in Semester 2 2007.

16.2 It is proposed to withdraw the course 6004IBA *An Approved Topic in International Business* from offer. The only program this course appeared in was 2019 Bachelor of International Business with Honours which was withdrawn in 2006. The program is no longer listed in the Program Catalogue and there are no continuing students.
16.3  An alternative course, 6003IBA An Approved Topic is available for any students in the current GBS Honours Program who require a supervised research course.

Recommendation:

16.4  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 2019 Bachelor of International Business (Honours), for implementation in Semester 2 2007.

For ratification

17.0 SPECIAL PURPOSE SUBMISSION (#2007/0002074)

3083 GRADUATE CERTIFICATE IN PUBLIC ADMINISTRATION (EXIT POINT ONLY)
5275 MASTER OF PUBLIC ADMINISTRATION
5327 MASTER OF PUBLIC ADMINISTRATION WITH HONOURS

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 a Special Purpose Submission affecting the 3083 Graduate Certificate in Public Administration (exit point only), 5275 Master of Public Administration and 5327 Master of Public Administration with Honours, for implementation in Semester 2 2007.

17.2  The Griffith Business School (GBS) is seeking permission to make two changes to the Master of Public Administration program group.

17.3  The first change relates to changing the campus of offer from Nathan to South Bank for strategic purposes. In 2008 the GBS is proposing to introduce a new program, Graduate Certificate in Policy Analysis, at the South Bank campus. This new program is designed to equip senior policy officers to respond to the increasingly complex challenges involved in policy analysis, design, and implementation, and will require close professional links with senior government staff in the Brisbane CBD. This program will provide an articulation point for the Master of Public Administration, and students will be recruited from the Graduate Certificate into the Masters program.

17.4  The second change relates to the addition of a noting regarding the courses in the Masters program offered at Open Universities Australia (OUA). It is proposed to include an additional noting on the Program Catalogue to reflect the fact that fees charged by OUA for courses within the Master of Public Administration (5275), the Master of Public Administration with Honours (5327) and the Graduate Certificate in Public Administration (3083) are different to that of the Griffith University courses. It is also proposed to alert students to the alternate enrolment dates for these courses, as below:

“Note: Some courses in this program are offered through Open Universities Australia, an affiliate of Griffith University. The fees and charges for courses offered at Open Universities Australia differ from that of courses offered at Griffith University. Students should refer to Open Universities Australia for further information on course fees (www.open.edu.au).

Important: The deadline for enrolment in Open Universities Australia courses varies from Griffith University enrolment timelines. Please refer to the Open Universities Australia website for further details.”

Recommendation:

17.5  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 3083 Graduate Certificate in Public Administration (exit...
For ratification

18.0 MINOR CHANGE SUBMISSION (#2007/0002075)
1289/1290 BACHELOR OF BUSINESS (TOURISM, HOTEL, EVENT AND SPORT)
1307/1308 GRIFFITH BUSINESS SCHOOL DOUBLE DEGREES
1314 BACHELOR OF BUSINESS (HONG KONG)

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 Minor Change Submission affecting the 1289/1290 Bachelor of Business (Tourism, Hotel, Event and Sport), 1314 Bachelor of Business (Hong Kong) and the 1307/1308 GBS Double Degree programs, for implementation in Semester 2 2007.

18.2 The Griffith Business School (GBS) is seeking permission to make the following changes to the abovementioned programs:

18.2.1 An additional semester of offer for core courses at the Gold Coast Campus to facilitate large first year enrolments and mid year entry:
   - 1205HSL Food Production Management and 1206HSL Food and Beverage Service Management: adding a Semester I at the Gold Coast to the core course structure
   - 1220HSL Information Systems for Services Industries: Semester II offering added to Gold Coast

18.2.2 Changes to program structure for the Leisure Management Award major/minor to swap two courses between Years 2 and 3 to ensure students gain the appropriate knowledge prior to entering year 3. This change does not impact on teaching load as the courses are within the original semester of offering. These courses are 2103HSL Programming for Leisure Services (currently offered in Year 3, move to Year 2) and 2107HSL Sustainable Leisure Environments (currently offered in Year 2, move to Year 3).

18.2.3 The withdrawal of two courses from offer:
   - 2201HSL Event Management offered in the Event Management minor. A substitute course has been provided for students in this minor.
   - 2205HSL Wine Studies 2 offered in the pre-2006 Business programs.

18.2.4 Amendments to the Event Management minor to maintain consistency with the Event Management major thus maintaining effective teaching load within the Department of Tourism, Leisure, Hotel and Sport Management across both campuses. The following courses will be added to the minor:
   - 2315HSL Sport & Event Consumer Behaviour, Sales & Sponsorship
   - 2316HSL Sport Event Operations
   - 3117HSL Facility and Venue Management
   The semester of offer for the course 3117HSL Facility and Venue Management will change from a Semester I at Nathan and II at Gold Coast, to Semester I only at Nathan and Gold Coast. The course 2212HSL WIL Practicum will be withdrawn from the Event Management minor only.

18.2.5 Removal of lapsed Hotel and Catering International Management Association (HCIMA) Professional Membership – a new accreditation application is underway.

18.2.6 This submission also proposes to make various consequential changes, based on omissions from the previously approved New Program Submissions for the Bachelor
of Commerce (#050007680) and Bachelor of Business (#050007679) approved at the 4/2005 Programs Committee meeting, and a Minor Change Submission for the Bachelor of Business (Tourism, Hotel, Event and Sport) (#20070002021) approved at the 1/2007 Programs Committee meeting.

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 Minor Change Submission affecting the 1289/1290 Bachelor of Business (Tourism, Hotel, Event and Sport), 1314 Bachelor of Business (Hong Kong) and the 1307/1308 GBS Double Degree programs, for implementation in Semester 2 2007.

For ratification

19.0 MINOR CHANGE SUBMISSION (#2007/0002079)
1034/1287/1288 BACHELOR OF BUSINESS

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 Minor Change Submission affecting the 1034/1287/1288 Bachelor of Business, for implementation in Semester 2 2007.

19.2 This change is directly related to the recent review of the Griffith Business School Undergraduate and Postgraduate Courses and Programs, 2006 as part of the rationalisation and reorganisation of coursework programs. Some course offerings within the GBS were removed due to content overlap or were no longer considered viable due to changes in market demand. The course 3024MGT Globalisation and Management, offered in the Management major for the first time in 2007, was identified as having content overlap with an existing course. It was decided to withdraw the course without ever being offered in Semester 1, as per Major Change Submission (2007/0002010) approved at 1/2007 Programs Committee meeting. Subsequent discussions between departments resolved that the course should be developed and staffed by the Department of Management. This submission now seeks to reinstate the course.

Recommendation:

19.3 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 Minor Change Submission affecting the 1034/1287/1288 Bachelor of Business, for implementation in Semester 2 2007.

For ratification

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

20.0 REPORTS OF SUB-COMMITTEES OF THE FACULTY BOARD

20.1 The Griffith Business School Board is asked to note the minutes from the following meetings:

20.1.1 Curriculum Teaching and Learning Committee, GBS (Special Meeting/2007)

For noting
21.0 POLICY, PROCEDURES AND FORMS UPDATES

The Board is advised of the following policy/form updates:

GUESTS Application Form

Internal Transfer Form

Glossary

Recruitment and Selection Policy
This policy provides the guiding principles for staff recruitment and selection.

Course Outline Template
Academic Committee 3/2007 approved the inclusion of the following statement in Section C of the Course Outline Template:

PLAGIARISM DETECTION SOFTWARE
In semester 2, 2007 the University is piloting the use of plagiarism detection software. Students should be aware that your Course Convener may use this software to check submitted assignments. If this course is included in the pilot your Course Convener will provide more detailed information about how the detection software will be used.

Griffith Awards for Excellence in Teaching Guidelines
The 2/2007 Learning and Teaching Committee considered a proposal from the Educational Excellence Committee to substantially revise the Griffith Awards for Excellence in Teaching for two reasons: (1) to provide more opportunities across the Groups for staff recognition; and (2) to provide closer alignment with new guidelines for national teaching awards released by the Carrick Institute for Learning and Teaching in Higher Education.

A number of amendments were recommended by the 2/2007 Learning and Teaching Committee which have now been incorporated into the revised Griffith Awards for Excellence in Teaching Guidelines (2007/0000049) and forwarded for the consideration of the 3/2007 (May) meeting of Academic Committee.

Major changes from the original Guidelines include:
- replacement of the Innovation across the Institution Award category with the new Programs that Enhance Learning Award;
- introduction of 5 new discipline categories under the Individual Teacher Award of the Teaching Excellence Category;
- in future years, the Team Teaching Award will be one of a number of activities to recognise strategic priorities;
- introduction of a new First Year Advisor category;
- reduction of the award amount from $5,000 to $3,000 to enable an increase in the number of outstanding initiatives and teachers recognised across the Groups;
- revision of selection criteria to take account of the new categories; and
- addition of guidelines to further assist applicants in responding to the selection criteria

For noting

22.0 HEALTH AND SAFETY

22.1 The Griffith Business School Board is asked to note the report from the Group’s Health and Safety Advisor.
22.2 Members are also asked to note the upcoming Health and Safety Forum, "Towards a Health and Safety Risk Management Culture", will be held on June 26th at the Logan campus.

22.3 The forum will include presenters from external organisations discussing their experiences in managing health and safety, and strategies to move towards a health and safety culture.

22.4 All staff wanting to improve health and safety within their work area should consider attending this free event. A flyer is attached for the information of members. To register your attendance contact Quynh Doh at q.doh@griffith.edu.au

For noting

23.0 CHANGES TO THE NATIONAL CODE

23.1 Griffith International has advised of changes to the National Code with respect to the delivery of CRICOS registered programs. These changes are effective July 1 2007.

23.2 The attached flyers summarise the changes to the National Code:

23.2.1 PROGRAM PLANNING AND DEVELOPMENT - summarises information to be considered in new or revised academic initiatives.

23.2.2 INTERNATIONAL STUDENTS: STUDY AND STUDENT VISA COMPLIANCE – summarises information for staff involved in the delivery of programs to international students.

For noting

24.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING

24.1 The 2007 round of the Griffith Awards for Excellence in Teaching (GAETs) has commenced.

24.2 The GAETs have been established to recognise and reward the hard work and great achievements of staff in a broad range of learning and teaching activities.

24.3 This year the Awards scheme has been expanded to offer five individual teacher awards, one award in each of five broad discipline areas. A new award has also been added - the First Year Advisor Award - bringing the total number of awards for Teaching Excellence to ten for 2007.

24.4 The ‘Innovation’ award has been revised to make a broader range of activities and services eligible and is now named "Award for Programs that Enhance Learning". (Nominations are not required for this Award, however applications are to be submitted by the due date.)

24.5 Individual teachers or teaching teams may be nominated for Teaching Excellence Awards by students, staff, industry partners or employers of Griffith graduates familiar with the applicant's teaching. Nomination forms can be obtained from the Secretariat on x57037 or downloaded from the Policy Library website.

24.6 Nominations close on Friday 27 July 2007. Applications for awards are due on 7 September.

24.7 GIHE will facilitate workshops to assist staff to prepare applications as follows:
- Gold Coast Campus (August 6)
24.8 For more information on award details, guidelines and nomination forms visit http://www.griffith.edu.au/landt/gaet or contact Chris Grimmer C.Grimmer@griffith.edu.au

25.0 OTHER BUSINESS

For noting

26.0 NEXT MEETING

26.1 The next meeting of the Griffith Business School Board will be held from 10:00am -1:00pm on Friday, 10 August 2007, from 10:00am till 1:00pm in the Boardroom, Business 1 Building, Level 0, Room 0.12, Nathan Campus (N50_0.12).