A meeting of the Griffith Business School (GBS) Board was held on Friday, 13 June 2008, from 10:00am till 1:00pm in Room 4.08, Hub Link (L07), Logan campus.

**MINUTES**

**PRESENT:**
Professor Bill Shepherd (Chair)  
Professor Chris Auld  
Professor Graham Cuskelly  
Professor Leong Liew  
Professor Kristine Toohey  
Dr Robyn Hollander  
Professor Ross Guest  
Professor Mike Davidson  
Dr Mark Mourell  
Ms Kate Rees (Secretary)

**APOLOGIES:**
Professor Michael Powell  
Professor Lorelle Frazer  
Dr Louis Sanzogni  
Dr Debra Grace

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| CONFIRMATION OF MINUTES  
(Agenda Item 2.0) | The minutes of the 3/2008 meeting of the Griffith Business School Board, having been circulated, were taken as read and confirmed. | Taken as read and confirmed | Forward to CARMS Committee Secretary |
| MATTERS ARISING FROM THE PREVIOUS MEETING  
(Agenda Item 3.0) | - | - | - | |
| COMMITTEE MEMBERSHIP  
(Agenda Item 4.0) | The Board noted this was the last meeting for Professor Ross Guest and Dr Deb Grace, whose terms as Acting Head of Department have concluded. The Board extended its thanks for the contributions both members made to the work of the committee. | Noted | - | - |

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

**MAJOR CHANGE SUBMISSION (#2008/0016795) 1289 BACHELOR OF BUSINESS (HTERS)  
(Agenda Item 13.0) | The Griffith Business School Board, on the recommendation of the Learning and Teaching Committee (GBS), was asked to consider a Major Change Submission affecting the 1289 Bachelor of Business (HTERS), as detailed in 2008/0016795, for implementation in Semester 1 2009. | Approved | Forward to Secretary, Programs Committee |

The Board discussed the following:
- The submission concerned the introduction of the Real Estate &
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<tr>
<td>Property Development major at the Nathan campus. This was based on the similar offering at the Gold Coast.</td>
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<td>the PVC (B).</td>
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<td>There are limited resources available to deliver the three real estate specific courses. Guest lecturers have been heavily involved in the delivery of these courses at the Gold Coast.</td>
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<td>Changes to the major will be required if the GBS pursues professional accreditation with the Australian Property Institute. The existing curriculum was driven by industry. New courses in property economics and valuation would be required to meet accreditation requirements.</td>
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<td>The Board agreed that an internal champion was required to ensure the success of the major. The Board recommended a strategic appointment be made to provide leadership for the management and delivery of the major, and to pursue professional accreditation.</td>
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**MAJOR CHANGE SUBMISSION (#2008/0016782)**

1271 BACHELOR OF BUSINESS (HOSPITALITY MANAGEMENT) (Agenda Item 14.0)

The Griffith Business School Board, on the recommendation of the Learning and Teaching Committee (GBS), was asked to consider a Major Change Submission affecting the 1271 Bachelor of Business (Hospitality Management), as detailed in 2008/0016782, for implementation in Semester 2 2008.

The Board discussed the following:
- The major has been revised in line with existing course offerings and resource capacity.
- A number of tourism courses have been added to the program, and the program title has been amended accordingly.
- The revisions to the program align with the areas of strategic investment identified by the Vice Chancellor.

Approved
Forward to Secretary, Programs Committee
Committee Secretary (action taken)

**SECTION B: ACTION UNDER DELEGATED AUTHORITY**

**COURSE OUTLINES**

**GRiffith Business School** (Agenda Item 15.0)

The GBS Board, on the executive recommendation of the Dean (Learning and Teaching) and Chair, Griffith Business School Board, resolved to ratify Course Outlines for Semester 1 and 2 2008:
- 1182AFE Accounting for Decision Making
- 1383AFE Economics for Managers
- 1384AFE Business Statistics
- 2011PPP Contemporary Pols & Movements
- 2108HSL Sociology of Leisure
- 2282AFE Risk Management Insurance
- 3013MKT Entertainment & the Arts Marketing

Ratified
- -
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<td>MINOR CHANGE SUBMISSION (#2008/0016763) 1307/1308 GBS DOUBLE DEGREE PROGRAM (Agenda Item 16.0)</td>
<td>The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), resolved to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 1307/1308 GBS Double Degree program, as detailed in 2008/0016763, effective Semester 2 2008.</td>
<td>Ratified</td>
<td>Forward to Program Accreditation Officer.</td>
<td>Committee Secretary (action taken)</td>
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<td>MINOR CHANGE SUBMISSION (#2008/0016786) 1291/1292 BACHELOR OF ARTS (POLITICS, ASIAN STUDIES &amp; INTERNATIONAL RELATIONS) (Agenda Item 17.0)</td>
<td>The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), resolved to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 1291/1292 Bachelor of Arts (Politics, Asian Studies &amp; International Relations), as detailed in 2008/0016786, effective Semester 2 2008.</td>
<td>Ratified</td>
<td>Forward to Program Accreditation Officer.</td>
<td>Committee Secretary (action taken)</td>
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<td>MINOR CHANGE SUBMISSION (#2008/0016789) 2075 GBS HONOURS PROGRAM (Agenda Item 18.0)</td>
<td>The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), resolved to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 2075 GBS Honours Program, as detailed in 2008/0016789, effective Semester 1 2008.</td>
<td>Ratified</td>
<td>Forward to Program Accreditation Officer.</td>
<td>Committee Secretary (action taken)</td>
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<td>MINOR CHANGE SUBMISSION (#2008/0016790) 5211 MASTER OF ASIAN STUDIES 5388 MASTER OF INTERNATIONAL RELATIONS (Agenda Item 19.0)</td>
<td>The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), resolved to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 5211 Master of Asian Studies and 5388 Master of International Relations, as detailed in 2008/0016790, effective Semester 1 2009.</td>
<td>Ratified</td>
<td>Forward to Program Accreditation Officer.</td>
<td>Committee Secretary (action taken)</td>
</tr>
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## SECTION C: OTHER RECOMMENDATIONS AND REPORTS
[TO PERSONS/COMMITTEES OTHER THAN THE PARENT COMMITTEE(S)]

### SECTION D: MATTERS NOTED, CONSIDERED, OR REMAINING UNDER DISCUSSION

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| **CHAIR’S REPORT** *(Agenda Item 5.0)*               | The Marketing Manager (Business) provided a marketing report to the Board. The Board was advised:  
- The GBS Marketing and Communications Plan has been completed and forwarded to the PVC (B) for feedback.  
- The main areas of focus are:  
  o Student recruitment.  
  o Raising the profile of sustainability.  
  o Reviewing the GBS website to provide a more interactive and engaging site.  
  o Raising the profile of other areas of strategic importance including innovation and leadership.  
  o Emphasis on program outcomes and opportunities rather than disciplines of study.  
- Postgraduate campaigns have appeared in specialist publications. The Marketing Manager distributed examples of recent campaigns.  
- The Marketing Manager provided an overview of the University’s new marketing strategy which aligns with the University’s areas of strategic investment.  
- Program specific marketing has focused on Asian studies, Asian business, international business, tourism and sport management, and the Olympic Games. | Noted             | -                      | -                      |                     |

The Chair provided a report on the new academic staff review process.  
- Workshops have been held to brief supervisors on their expectations under the new process. All supervisors should be familiar with the revised documentation and should receive a copy of the information pack.  
- The focus of the review process is on identifying areas of strength. There are clear expectations for staff performance at the appropriate position classification. Supervisors are required to provide guidance for career development and recommend professional development activities.  
- SEC and SET are to be provided as evidence of teaching performance however the Chair advised that the results should be applied judiciously with consideration given to the rate of student responses. |
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| - Reviews will consider the appropriateness of workload allocation. There is an increased focus at the University on the ratio of service allocation to teaching, and the impact on performance expectations.  
- The Chair will attend a follow up session with the DVC (A) regarding the academic staff review process. The Chair asked staff to forward any feedback on the process to him.  
The Chair also advised:  
- The Departments of Management and Marketing are being reviewed as part of the University’s five year review cycle. The Heads are drafting the review report.  
- The Chair advised of staffing changes in semester 2. There will be a number of changes to the membership of the Board. |                      |            |                    |                    |
| PRO VICE CHANCELLOR’S BUSINESS REPORT (Agenda Item 6.0) | The PVC (B) was unable to attend the meeting. There were no matters to report. | Noted      | -                  | -                  |
| DEAN’S (LEARNING AND TEACHING) REPORT (Agenda Item 7.0) | The Dean (Learning and Teaching) was unable to attend the meeting. There were no matters to report. | Noted      | -                  | -                  |
| DEAN’S (RESEARCH) REPORT (Agenda Item 8.0) | The Dean (Research) reported on the following matters:  
- Professional development activities in the research area for the ASRP can include involvement in syndicates, attendances at research seminars and the receipt of additional funding e.g. From RACS.  
- The ERA Consultation Paper has been released. The Dean requested staff forward any feedback on the paper to him. Research excellence will be evaluated using research activity and intensity, research quality, and the application and translation of research outcomes. Assessment will be metrics-based. Eight discipline clusters have been defined however reporting will use the standard ANZSRC research codes. Publication outlet rankings will be released for consultation in June.  
- Four ARC Linkage Projects were awarded to GU, including one from the GBS. Research Committee (GBS) approved an increase in the incentive payment for linkage applications to encourage more applications, and the Dean advised that the application rate for linkage projects had increased in the GBS.  
- The Dean tabled a comparison of RACS funding and University incentive funds. The Dean will email a copy to the members of the | Noted      | -                  | -                  |
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| **Board.**                                           | - There have been some applications to carry forward RACS funding to 2008. Funding from 2007, where an approval to carry forward has not been granted, will be recovered.  
- The GBS Annual Research Report for 2007 is being drafted, and should be finalised by the end of July. This will be used to promote the research activities of the GBS.  
- The ECR planning workshop has been held. The workshop covered research performance, mentoring and collaboration and time management. The Dean will be seeking feedback from attendees. |            | - | - |
| **DEAN (INTERNATIONAL) REPORT**                      | The Dean (International) tabled a written report (see attached).  
In addition to the ESOS Compliance report, the Dean advised that further advice will be provided by the Academic Registrar regarding Standard 10. Standard 10 requires the University to implement intervention strategies for at risk students. The use of an intervention strategy will provide grounds for a student to extend their COE. The definition of what constitutes an intervention strategy is broad and further guidance is required to ensure a consistent approach is adopted. Intervention strategies will place more pressure on the University’s administrative systems. | Noted | - | - |
| **ACCREDITATION/QUALITY ISSUES**                     | The GBS Board discussed the site visit by the AUQA panel. Feedback from staff involved in the review has been positive. The final report from the audit team is expected to be finalised in a couple of months. The GBS supplied the AACSB Self Evaluation Report to the AUQA panel and this was well received.  
The Dean (Academic) advised that, if the GBS was successful in being accredited with AACSB, there will be a large volume of work involved in providing the annual updates required to maintain accreditation. Software has been developed to track the information and updates required for staff performance. The bulk of the work required for the annual updates will be in the learning and teaching area.  
The GBS Board commended the Dean (Learning and Teaching) on her contributions to the AUQA audit and in preparing for AACSB accreditation. The Dean conducted briefing sessions for staff in preparation of the AUQA site visit, and provided leadership to the Program Directors in completing the | Noted | - | - |
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| GRiffith 2015 - AREAS FOR STRATEGIC INVESTMENT (Agenda Item 11.0)                                                     | The Board discussed the Griffith 2015 – Areas for Strategic Investment paper, released by the Vice Chancellor, noting in particular:  
- Two of the eight areas directly relate to the GBS.  
- Staff could be aligned across a number of areas.  
- Each area is to develop a detailed strategic plan outlining initiatives to raise the profile of their area.  
- The areas are sufficiently broad to include collaboration across the Groups.  
- The control mechanisms and reporting structures are unclear.  
- There are long-term implications for existing structures and classification of staff.  
- The areas for strategic investment align with other strategic activities underway at the University. |            |                    |                     |
| SPECIAL PURPOSE SUBMISSION (#2008/0016778) 3202 GRADUATE CERTIFICATE IN RISK MANAGEMENT (Agenda Item 12.0)            | This item was withdrawn from consideration.                                                                                                                                                                                                                                                                                                        |            |                    |                     |
| REPORTS OF SUB-COMMITTEES OF THE FACULTY BOARD (Agenda Item 20.0)                                                    | The GBS Board noted the minutes from the following:  
- Learning and Teaching Committee (GBS), 3/2008  
- Research Committee (GBS), 2/2008  
- Internationalisation Committee (GBS), 2/2008  
- Department of Accounting, Finance & Economics Committee, 2/2008                                                                                                                                                                                                                 | Noted      |                    |                     |
<p>| REVISED COURSE EVALUATION SCHEDULE – DEPARTMENT OF POLITICS AND PUBLIC POLICY (Agenda Item 21.0)                     | The GBS Board noted the revised Course Evaluation Schedule for the Department of Politics and Public Policy.                                                                                                                                                                                                                                       | Noted      |                    |                     |
| WEBSITES FOR LEARNING AND TEACHING AT GRIFFITH (Agenda Item 22.0)                                                    | The GBS Board noted the launch of the new Learning and Teaching website.                                                                                                                                                                                                                                                                                      | Noted      |                    |                     |
| PROGRAMS COMMITTEE ANNUAL REPORT 2007 (#2008/0016275)                                                               | The GBS Board noted the 2007 Programs Committee Annual Report.                                                                                                                                                                                                                                                                                              | Noted      |                    |                     |</p>
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<td>(Agenda Item 23.0) RESEARCH HIGHER DEGREE SUPERVISOR ACCREDITATION POLICY (Agenda Item 24.0)</td>
<td>The GBS Board noted the approval of the Research Higher Degree Supervisor Accreditation Policy (2008/0016268), subject to minor amendments.</td>
<td>Noted</td>
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<td>FULBRIGHT SCHOLARSHIPS - CALL FOR APPLICATIONS (Agenda Item 25.0)</td>
<td>The GBS Board noted the call for applications for Fulbright Scholarships.</td>
<td>Noted</td>
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<td>OTHER BUSINESS (Agenda Item 26.0)</td>
<td>NIL</td>
<td>Noted</td>
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<td>NEXT MEETING (Agenda Item 27.0)</td>
<td>The next meeting of the Griffith Business School Board will be held on Friday, 18 July 2008, from 10:00am till 1:00pm in Room 3.20, Business 2 Building (G27), Gold Coast Campus.</td>
<td>Noted</td>
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Confirmed: ____________________________  
(Chair)

Date: _______________________________
DISTRIBUTION LIST

Griffith Business School Board Members
Professor Bill Shepherd, Dean (Academic) (Chair) (ex officio)
Professor Michael Powell, Pro Vice Chancellor (Business) (ex officio)

Deans (appointed by the Group Pro Vice Chancellor)
Professor Graham Cuskelly, Dean (Research)
Professor Lorelle Frazer, Dean (Learning and Teaching)
Professor Christopher Auld, Dean (International)

Heads of Departments Directly Associated with the Faculty (ex officio)
Professor Ross Guest, Department of Accounting, Finance and Economics
Dr Mark Mourell, Department of Employment Relations
Professor Leong Liew, Department of International Business and Asian Studies
Dr Louis Sanzogni, Department of Management
Dr Debra Grace, Department of Marketing
Dr Robyn Hollander, Department of Politics and Public Policy
Professor Kristine Toohey, Department of Tourism, Leisure, Hotel and Sport Management

Research Centre Representative (ex officio)
Professor Mike Davidson, Director, Centre for Tourism, Sport and Service Innovation

Invited (for Audience and Debate)
NIL

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Human Resource (HR) Manager, Business
Marketing Manager, Business
Communications Officer, Business and Law
Business Development Manager, Business, Griffith Enterprise
Deans’ and Heads of Departments’ Secretaries, Griffith Business School
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