A meeting of the Griffith Business School Board was held on Friday, 22 June 2012, from 9:30am – 11:30am via videoconference in Room -1.18, Business 2 Building (N72), Nathan campus and Room 1.04, The Chancellery Building (G34), Gold Coast campus.

MINUTES

PRESENT:

Professor Marie Wilson (Chair)
Professor Michael Powell
Professor Lorelle Frazer
Professor Christine Smith
Professor Leong Liew
Professor James Skinner
Dr Anoop Patiar
Professor Peter Best
Ms Kimberley Cotterell-Anderson
Associate Professor Laura Lawton
Dr Peter Tatham
Professor Debra Grace
Professor Ross Guest
Ms Kate Rees (Secretary)

Present by Invitation (for items 12.0 and 13.0)

Dr Richard Copp
Associate Professor Charles Qu
Dr Kuldeep Sandh
Dr Kathleen Lloyd
Dr Robyn Swift
Dr Sheryl Ramsay
Dr Nick Barter
Dr Ruth McPhail
Dr Deborah Griffin

APOLOGIES:

Professor Graham Cuskelly
Professor Chris Auld
Professor Andrew O’Neill
Professor Jason Sharman
Professor Peter Jordan
Professor Glenda Strachan
Professor Beverley Sparks
Associate Professor Martin Griffths
Associate Professor Michael Barry
Dr Campbell Fraser
Dr Marie-Louise Fry
Associate Professor Eduardo Roca
Ms Lisa Cotterell

1.0 COMMITTEE QUORUM

1.1 At the scheduled meeting time, a quorum of the committee was not present. The Pro Vice Chancellor (Business) determined that all matters before the committee required immediate decision.

2.0 CONFIRMATION OF MINUTES

2.1 The minutes of the 3/2012 meeting, having been circulated, were taken as read and confirmed.

3.0 COMMITTEE MEMBERSHIP

3.1 The Board extended its thanks to the outgoing member Professor Debra Grace for her contribution to the work of the Committee.
SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES

4.0 FIVE YEAR REVIEW IMPLEMENTATION PLAN
BACHELOR OF BUSINESS (INTERNATIONAL TOURISM & HOTEL MANAGEMENT)

4.1 The Griffith Business School Board was asked to consider Attachment 15.1 Bachelor of Business (International Tourism and Hotel Management) Five Year Review Implementation Plan. Members will recall this item was discussed at the previous meeting and changes were recommended. Dr Anoop Patiar, Deputy Head, Department of Tourism, Leisure, Hotel and Sport Management introduced this item. Members were advised that the recommended changes from the previous meeting have been made:

- The capstone course title has been revised from Revenue Management to Hotel Service Operations Management.
- A new recommendation (Recommendation 12) has been added to the plan. Recommendation 12 requires that duplicate course offerings across all disciplines be identified and rationalised. It was noted that this is an ongoing issue and that further work is required to address the duplication of course content across the GBS.

Resolution:

4.2 The Griffith Business School Board approved the Bachelor of Business (International Tourism and Hotel Management) Five Year Review Implementation Plan, noting that work under Recommendation 12 will continue.

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<tr>
<th>Action Item</th>
<th>Responsible Officer/s</th>
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<tr>
<td>1. Forward final Implementation Plan and program submission to Programs Committee for approval.</td>
<td>1. Committee Secretary</td>
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<td>2. Further discussions to occur between Deans and Heads of Department regarding identification and removal of duplicate course offerings.</td>
<td>2. Deans and Heads of Department</td>
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SECTION B: ACTION UNDER DELEGATED AUTHORITY

The Griffith Business School Board resolved to ratify the following executive approvals:

5.0 MAJOR CHANGE PROPOSAL (#2011/0003595)
3229 GRADUATE CERTIFICATE IN LOGISTICS & SUPPLY CHAIN MANAGEMENT
3244 GRADUATE CERTIFICATE IN SUSTAINABLE ENTERPRISE
3245 GRADUATE CERTIFICATE IN LEADERSHIP & MANAGEMENT
3202 GRADUATE CERTIFICATE IN RISK MANAGEMENT

5.1 Major Change Proposal affecting various Graduate Certificate programs, as detailed in 2011/0003595, effective Semester 1, 2013.

5.2 It is proposed to amend the admission requirements for these programs, in line with those of the MBA.

6.0 NEW PROGRAM PROPOSAL (#2012/0011525)
1390 BACHELOR OF ENVIRONMENTAL MANAGEMENT/BACHELOR OF BUSINESS

6.1 New Program Proposal to introduce the 1390 Bachelor of Environmental Management/Bachelor of Business, as detailed in 2012/0011525, effective Semester 1, 2013.
6.2 The Bachelor of Environmental Management/Bachelor of Business program aims to provide students with a thorough grounding in environmental sustainability as well as the impacts and benefits of sustainable practices in the business context such as energy, water and waste management. It will equip students with extensive skills and knowledge and an appreciation of the interrelationships between environmental sustainability and business success in a world where consumer demand for sustainable products and services is growing.

6.3 Students will complete 400CP comprising 230CP of Environmental Management courses and 170CP of Business courses. Students will complete one GBS major chosen from Management, International Management or Sustainable Enterprise. In their final semester students must complete a 20CP Industrial Affiliates Program which provides the opportunity for students to pursue an in-depth study of a single topic in an industry setting, drawing on the depth and breadth of knowledge developed through coursework study and exercising research-based learning.

6.4 This program is hosted by the SEET Group.

7.0 NEW PROGRAM PROPOSAL (#2012/0007555)

1387 BACHELOR OF PHARMACEUTICAL SCIENCE/BACHELOR OF BUSINESS

7.1 New Program Proposal to introduce the 1390 Bachelor of Pharmaceutical Science/Bachelor of Business, as detailed in 2012/0007555, effective Semester 1, 2013.

7.2 This program aims to provide students with a strong scientific background with an emphasis in pharmaceutical science and drug discovery and development plus the business knowledge that will enable them to be successful in one of the world’s largest industries.

7.3 This is a 400CP program comprising 240CP from the Pharmaceutical Science program and 160CP from the Bachelor of Business. Students will be able to complete either a Marketing or Management major.

7.4 This program is hosted by Health.

8.0 MAJOR CHANGE PROPOSAL (#2012/0012024)

1034/1288 BACHELOR OF BUSINESS

8.1 Major Change Proposal affecting the 1034/1288 Bachelor of Business, as detailed in 2012/0012024, effective Semester 2, 2012.

8.2 It is proposed to withdraw the Workplace Counselling Minor and Business Psychology Minor from all Business programs. These minors will not be available to new students commencing Semester 2, 2012. Continuing students will be able to complete the minors as they currently stand.

9.0 MINOR CHANGE (#2012/0012030)

1304/1288 BACHELOR OF BUSINESS

9.1 Minor Change Proposal affecting the 1034/1288 Bachelor of Business, as detailed in 2012/0012030, effective Semester 1, 2013.

9.2 It is proposed to withdraw 2020GIR Global Security from the International Management major and replace it with 2150IBA Introduction to Supply Chain Management. This course is more relevant to the major.
10.0 MINOR CHANGE PROPOSAL (#2012/0012031)
1034/1288 BACHELOR OF BUSINESS

10.1 Minor Change Proposal affecting the 1034/1288 Bachelor of Business, as detailed in 2012/0012031, effective 2012.

10.2 It is proposed to temporarily withdraw 2007IBA Legal Frameworks of International Business at the Nathan campus and 3020IBA Applied Financial Management at the Gold Coast Campus. These courses are offered in the International Management major.

11.0 MINOR CHANGE PROPOSAL (#2012/0012032)
1289/1290 BACHELOR OF BUSINESS (HTERS)

11.1 Minor Change Proposal affecting the 1289/1290 Bachelor of Business (HTERS), as detailed in 2012/0012032, effective 2/2012.

11.2 It is proposed to recode the following courses from a second year to a third year:

- 2302HSL Conference and Convention Management
- 2303HSL Community Events and Festivals
- 2307HSL Sustainable Tourism Practices

12.0 ADVICE OF PROGRAM WITHDRAWAL (#2012/0012033)
3235 GRADUATE CERTIFICATE IN EMARKETING

12.1 Program Withdrawal Submission, as detailed in 2012/0012033, effective 2012.

12.2 It is proposed to withdraw the 3235 Graduate Certificate in eMarketing due to continued low enrolments.

13.0 MINOR CHANGE PROPOSAL (#2012/0012034)
5410 EXECUTIVE MASTER OF PUBLIC ADMINISTRATION

13.1 Minor Change Proposal affecting the 5410 Executive Master of Public Administration, as detailed in 2012/0012034, effective 2012.

13.2 The Accounting, Finance and Economics Department is now offering the course 7001PPP Government Budgeting Accounting and Reporting and the course will be recoded. The new code will be 7325AFE Government Budgeting Accounting and Reporting.

14.0 MAJOR CHANGE PROPOSAL (#2012/0012035)
COMMERCE DOUBLE DEGREES


14.2 At its 6/2011 meeting, Academic Committee resolved to approve the use of the Pearson Test of English Academic and admission scores for the purpose of assessing English language admission requirements from Semester 2, 2012 for all programs.

14.3 Academic Committee were advised that the PTE Academic will not be applicable for any program where registration for professional practice is dependent upon another standard English test such as the IELTS (Academic). The Bachelor of Commerce is included on this list; it is now proposed to add the relevant double degrees.
15.0 MINOR CHANGE PROPOSAL (#2012/0012046)
5158/5159 MASTER OF BUSINESS ADMINISTRATION

15.1 Minor Change Proposal affecting the 5158/5159 Master of Business Administration, as detailed in 2012/0012046, effective 2, 2012.

15.2 It is proposed to change the name of the 7920IBA Systems Thinking and Sustainability to “Sustainability and Systems Thinking” to avoid confusion that the course may be about computer systems. This course is about sustainability and the emerging sustainable enterprise economy.

16.0 MAJOR CHANGE PROPOSAL (#2012/0012049)
1383 BACHELOR OF BUSINESS (OUA)

16.1 Major Change Proposal affecting the 1383 Bachelor of Business (OUA), as detailed in 2012/0012049, effective 1, 2013.

16.2 It is proposed to introduce a new 80CP major to the Bachelor of Business (OUA). The major, Contemporary Marketing, will build on Griffith’s commitment to sustainability and social conscience. Students need to be ethical and socially responsible citizens and this major builds on these qualities from a marketing perspective. It also focuses on contemporary issues in marketing such as franchising, social marketing and internet marketing. This major will complement the existing OUA marketing major offered by Swinburne University of Technology. The Swinburne major focuses on traditional marketing issues whereas this contemporary marketing major provides a differentiated offering to further build OUA enrolments.

17.0 MINOR CHANGE PROPOSAL (#2012/0012063)
5261/5331 MASTER OF HUMAN RESOURCE MANAGEMENT


17.2 It is proposed to withdraw the elective course 7003EHR Applied Project from the program, and add 7005EHR Understanding Work, Employment and HR, (previously coded as 6002EHR) as an elective available in Semester 1 at Nathan Campus only.

18.0 MINOR CHANGE PROPOSAL (#2012/0012064)
3180 GRADUATE CERTIFICATE IN EMPLOYMENT RELATIONS
5454 MASTER OF EMPLOYMENT RELATIONS

18.1 Minor Change Proposal affecting the 5454 Master of Employment Relations, as detailed in 2012/0012064, effective Semester 2, 2012.

18.2 The course (unit) IRL110 Workplace Employment Relations is currently offered through OUA, and is available within both the Graduate Certificate in Employment Relations (3180) and the Master of Employment Relations (5454). The Course Convenor, in consultation with the Program Director, has recommended a name change for the course IRL110 to Dynamics of Workplace Relations. This new title more accurately describes the content of the course.
SECTION C: OTHER RECOMMENDATIONS AND REPORTS
[TO PERSONS/COMMITTEES OTHER THAN THE PARENT COMMITTEE(S)]

NIL

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

19.0 CHAIR’S REPORT

19.1 The Chair reported on the following:

- Academic staff review, academic studies program and academic promotion rounds are underway.

- The engagement survey results are being rolled out to the departments, and action plans are to be prepared in July/August.

20.0 PRO VICE CHANCELLOR’S (BUSINESS) REPORT

20.1 The Pro Vice Chancellor (Business) reported on the following:

- Load and budget for semester 2, 2012

- An update on capital works

- Congratulations were extended to Professor Ross Guest for his success in winning a National Senior Teaching Fellowship.

21.0 DEAN’S (LEARNING AND TEACHING) REPORT

21.1 The Dean (Learning and Teaching) reported on the following:

- Proposed changes to the SEC and SET policy and proformas

- Student Success Advisors update.

22.0 DEAN’S (RESEARCH) REPORT

22.1 The Dean (Research) provided his apologies for the meeting.

23.0 DEAN’S (INTERNATIONAL) REPORT

23.1 The Dean (International) provided his apologies for the meeting.

24.0 HEADS OF DEPARTMENT REPORT

24.1 There were no matters to report.

25.0 MARKETING AND COMMUNICATIONS REPORT

25.1 There were no matters to report.

26.0 OCCUPATIONAL HEALTH AND SAFETY AND SUSTAINABILITY REPORT

26.1 Members noted the response to the Health & Safety Due Diligence Audit recommendations.
27.0 ASSESSMENT POLICY AND PROCESS UPDATE – SEMESTER 1, 2012

27.1 Ms Karen van Haeringen, Head of the Secretariat and Associate Professor Duncan Nulty, GIHE attended the meeting to discuss the recent changes to the assessment policy and processes.

27.2 Members were provided with the following reference documents:

- Brief for School Assessment Boards
- Assessment Policy
- Assessment Submission and Return Procedures
- Governance of Assessment and Academic Achievement Standards
- List of New Assessment Type Titles
- Consensus Moderation Data Analysis

27.3 Members were advised of changes to the assessment policy and processes. These changes are being implemented in response to TEQSA’s course accreditation standards. Under the TEQSA assessment standard, Higher Education Providers are required to demonstrate that assessment is effective and that student learning outcomes are achieved. To achieve this a new model for School Assessment Boards will be trialled in Semester 1, 2012. The new model allows for more decision making at the Group level, and places an increased focus on accountability.

27.4 Members were asked to forward feedback on the new processes to the University Assessment Committee. Members commented on the short time frames provided to finalise MESS reports as a result of the tight graduation deadlines.

28.0 PRESENTATION: AUSTRALIAN QUALITY FRAMEWORKS STANDARDS

28.1 Ms Karen van Haeringen, Head of the Secretariat presented an overview of the Australian Quality Framework Standards and the implications for the University.

28.2 Members were provided with a summary of the Australian Qualifications Framework, Levels 1-10. As a self-accrediting institution, Griffith can provide qualifications for levels 5-10 in the Framework. The Board discussed the possibility of offering Level 5 and 6 qualifications as entry and exit points to the bachelors degree.

28.3 The University has formed a working party to consider the issues related to implementing the AQF requirements. The working party will focus on the development and review of level 7-9 programs including admission criteria, volume of learning and credit/advanced standing arrangements. An invitation to join the working party was extended to Postgraduate Program Directors. Members were reminded that all programs are to be AQF compliant by the 1/2015.

28.4 Members commented that the AQF changes will have a big impact on international competition and student load. The Australian Business Deans Council will seek to ensure consistent practices are implemented across Australian business schools.

29.0 QUALITY AND ACCREDITATION ISSUES

29.1 The Head, Department of Accounting, Finance and Economics advised that the new accreditation guidelines for financial planning degrees had been released. The GBS has been invited to be the pilot institution for the new guidelines. Accreditation will be due in 2012.

29.2 The Dean (Academic) provided an update on the AACSB maintenance of accreditation.
30.0 REPORTS OF SUB-COMMITTEES OF GBS BOARD

30.1 The Griffith Business School Board noted the minutes from the following sub-committees:
   - 4/2012 Learning and Teaching Committee

31.0 2013 ARC FUTURE FELLOWSHIPS – EOI PROCESS

31.1 Members noted the advice regarding the Expression of Interest process for 2013 ARC Future Fellowships.

32.0 GSAFE INCIDENT REPORTING

32.1 Members noted the introduction of GSafe, a new on-line safety management system.

33.0 OTHER BUSINESS

33.1 The Pro Vice Chancellor commented on the implementation of the University’s Retention Strategy. Meetings will be held to discuss the requirements of the implementation plan.

34.0 2012 MEETING DATES

34.1 The Board noted the confirmed dates and venues for 2012 meetings.

Confirmed: __________________________

(Chair)

Date: __________________________
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Griffith Business School Board Members
Professor Marie Wilson, Dean (Academic) (Chair)
Professor Michael Powell, Pro Vice Chancellor (Business) (ex officio)
Deans (appointed by the Group Pro Vice Chancellor)
Professor Graham Cuskey, Dean (Research)
Professor Lorelle Frazer, Dean (Learning and Teaching)
Professor Chris Auld, Dean (International)
Heads of Departments Directly Associated With the Faculty (ex officio)
Professor Christine Smith, Department of Accounting, Finance and Economics
Associate Professor Michael Barry, Department of Employment Relations and Human Resources
Associate Professor Martin Griffiths, School of Government and International Relations
Professor Leong Liew, Department of International Business and Asian Studies
Professor Debra Grace, Department of Marketing
Professor James Skinner, Department of Tourism, Leisure, Hotel and Sport Management
Deputy Heads/Discipline Heads of Departments Directly Associated With the Group (appointed)
Professor Peter Best, Department of Accounting, Finance and Economics
Associate Professor Eduardo Roca, Department of Accounting, Finance and Economics
Professor Ross Guest, Department of Accounting, Finance and Economics
Professor Glenda Strachan, Department of Employment Relations and Human Resources
Dr Peter Tatham, Department of International Business and Asian Studies
Dr Marie-Louise Fry, Department of Marketing
Associate Professor Laura Lawton, Department of Dr Anoop Patiar, Department of Tourism, Leisure, Hotel and Sport Management

Research Centre Representative (appointed)
Professor Beverley Sparks, Director, Centre for Tourism, Sport and Service Innovation
Professor Peter Jordan, Deputy Director, Centre for Work, Organisation and Wellbeing
Professor Jason Sharman, Director, Centre for Governance and Public Policy
Professor Andrew O'Neill, Director, Griffith Asia Institute
Invited (for Audience and Debate)
Dr Campbell Fraser, Director of Undergraduate Studies
Ms Kimberley Cotterell-Anderson, Griffith Business School
Ms Lisa Cotterell, Griffith Business School

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