GRiffith BUSINESS SCHOOL BOARD

A meeting of the Griffith Business School Board was held at 9:30am on Friday 2 March, 2012 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 Graham Cuskelly
Professor Lorelle Frazer
Professor Chris Auld
Professor Christine Smith
Associate Professor Michael Barry
Associate Professor Martin Griffiths
Professor Leong Liew
Professor Debra Grace
Professor James Skinner
Associate Professor Eduardo Roca
Professor Ross Guest
Professor Glenda Strachan
Dr Peter Tatham
Associate Professor Laura Lawton
Dr Anoop Patiar
Professor Peter Jordan
Professor Jason Sharman
Dr Campbell Fraser
Ms Kimberley Cotterell-Anderson
Ms Kate Rees (Secretary)

PRESENT BY INVITATION:

Ms Rachel Christie and Ms Helen Wright (for Item Number 10.0)
Ms Glen Kerridge and Ms Sue Curnow (for Item Number 11.0)
Ms Heather Tinsley and Ms Leigh Pointon (for Item Number 13.0)

APOLOGIES:

Professor Michael Powell
Associate Professor John Sands
Dr Marie-Louise Fry
Professor Beverley Sparks
Professor Andrew O'Neill
Ms Lisa Cotterell

1.0 CONFIRMATION OF MINUTES

The minutes of the 6/2011 meeting, having been circulated, were taken as read and confirmed.

2.0 COMMITTEE MEMBERSHIP

Farewell and thank you

2.1 The Board extended its thanks to the below outgoing members for their contributions to the work of the Committee:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Jenny Stewart</td>
<td>Accounting Discipline Head, Department of Accounting, Finance and Economics</td>
</tr>
<tr>
<td>Professor Pat Weller</td>
<td>Director, Centre for Governance and Public Policy</td>
</tr>
<tr>
<td>Professor Kate Hutchings</td>
<td>Deputy Head, Department of Employment Relations and Human Resources</td>
</tr>
<tr>
<td>Associate Professor Robyn Hollander</td>
<td>Head, Department of Politics and Public Policy</td>
</tr>
</tbody>
</table>
Welcome

2.2 The Board welcomed the following new and returning members to the Board:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Debra Grace</td>
<td>Head, Department of Marketing</td>
</tr>
<tr>
<td>Professor Jason Sharman</td>
<td>Director, Centre for Governance and Public Policy</td>
</tr>
<tr>
<td>Associate Professor Martin Griffiths</td>
<td>Acting Head, School of Government and International Relations</td>
</tr>
<tr>
<td>Associate Professor John Sands</td>
<td>Accounting Discipline Head, Department of Accounting, Finance and Economics</td>
</tr>
<tr>
<td>Professor Glenda Strachan</td>
<td>Deputy Head, Department of Employment Relations and Human Resources</td>
</tr>
</tbody>
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SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES

NIL

SECTION B: ACTION UNDER DELEGATED AUTHORITY

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

3.0 2012 PROGRAM DIRECTORS AND FIRST YEAR ADVISORS

3.1 Program Director and First Year Advisor changes, effective semester 1, 2012.

<table>
<thead>
<tr>
<th>Program Director</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Robyn Swift</td>
<td>Bachelor of Commerce (Nathan)</td>
</tr>
<tr>
<td>Ms Kirsten MacDonald</td>
<td>Bachelor of Commerce (Logan)</td>
</tr>
<tr>
<td>Dr Robyn Cameron</td>
<td>Bachelor of Commerce (Gold Coast)</td>
</tr>
<tr>
<td>Dr Richard Copp</td>
<td>Master of Commerce</td>
</tr>
<tr>
<td>Dr Ruth McPhail</td>
<td>Bachelor of Business (Primary)</td>
</tr>
<tr>
<td>Dr Marty Fletcher</td>
<td>Bachelor of Business (Logan) and OUA Program Director</td>
</tr>
<tr>
<td>Dr Alan Blackman</td>
<td>Acting MBA Director</td>
</tr>
<tr>
<td><strong>First Year Advisor</strong></td>
<td>Bachelor of Commerce (Nathan)</td>
</tr>
<tr>
<td>Ms Dianne English</td>
<td>Bachelor of Commerce (Logan)</td>
</tr>
<tr>
<td>Ms Kirsten MacDonald</td>
<td>Bachelor of Commerce (Gold Coast)</td>
</tr>
<tr>
<td>Dr Kirsten Rae</td>
<td>Bachelor of Commerce (Gold Coast)</td>
</tr>
</tbody>
</table>

4.0 ADVICE OF PROGRAM WITHDRAWAL (#2011/0003578)

4.1 Advice of Program Withdrawal #2011/0003578 for the 2077 GBS Honours Program (Logan) effective Semester 1/2012.

5.0 MINOR PROGRAM PROPOSAL (#2011/0003590)

5.1 Minor Program Proposal affecting the Bachelor of Politics, Asian Studies and International Relations as detailed in #2011/0003590, effective Semester 1/2012.

5.2 The course 2011PPP Contemporary Politics & Movements will be renamed Politics Goes to the Movies. 3001PPP Cases in Public Policy will be renamed Solving Policy Problems.
6.0 MINOR PROGRAM PROPOSAL (#2011/0003591)
5275 MASTER OF PUBLIC ADMINISTRATION

6.1 Minor Program Proposal affecting the Master of Public Administration, as detailed in 2011/0003591, effective Semester 1, 2012.

6.2 The submission proposes to change the host of the course 7001PPP Govt Budgeting, Acc & Reporting to AFE.

7.0 MINOR PROGRAM PROPOSAL (#2011/0003592)
5348 INTERNATIONAL MASTER OF BUSINESS ADMINISTRATION

7.1 Minor Program Proposal affecting the International Master of Business Administration Program, as detailed in 2011/0003592, effective Semester 1, 2012.

7.2 The submission proposes to withdraw the following courses from offer in Semester 2, 2012 only: 7914IBA Integrated Business Strategy and 7918EHR Leading and Managing People.

8.0 MINOR PROGRAM PROPOSAL (#2011/0003593)
5211 MASTER OF ASIAN STUDIES
5388 MASTER OF INTERNATIONAL RELATIONS

8.1 Minor Program Proposal affecting the 5211 Master of Asian Studies and the 5388 Master of International Relations, as detailed in 2011/0003593, effective Semester 1, 2012.

8.2 The submission proposes to withdraw 7031IBA_P1; 7031IBA_P2; 7031IBA; P3; 7031IBA_P4 and replace with 8001GBS_P1; 8001GBS_P2; 8001GBS_P3; 8001GBS_P4.

9.0 MINOR PROGRAM PROPOSAL (2011/0003594)
MASTER OF INTERNATIONAL BUSINESS

9.1 Minor Program Proposal affecting the Master of International Business as detailed in 2011/0003594, effective Semester 1/2012.

9.2 The submission proposes to withdraw 7031IBA_P1; 7031IBA_P2; 7031IBA; P3; 7031IBA_P4 and replace with 8001GBS_P1; 8001GBS_P2; 8001GBS_P3; 8001GBS_P4.

10.0 MINOR PROGRAM PROPOSAL (2011/0003596)
2075/2076 GBS HONOURS PROGRAM

10.1 Minor Program Proposal affecting the 2075/2076 GBS Honours program as detailed in 2011/0003596, effective Semester 1/2012.

10.2 This submission proposes the following changes:

- 7003GBS will be re-introduced under the revised title Special Topics in Research. This course will replace 6003IBA An Approved Topic.

- The Hotel Management specialisation at the Nathan campus will be renamed International Tourism and Hotel Management. This would reflect the undergraduate major on the campus.

- Following a number of changes in the Master of HRM, subsequent changes to the HRM specialisation courses in the GBS Honours program are required.

- 7017IBA and 7002IRL have been withdrawn.
11.0 MINOR PROGRAM PROPOSAL (2011/0003597)  
1035/1286 BACHELOR OF COMMERCE  

11.1 Minor Program Proposal affecting the 1035/1286 Bachelor of Commerce as detailed in 2011/003597, effective Semester 2/2012.  

11.2 This submission proposes the following changes:  
- 2307AFE Climate Change and Emissions Reduction Strategies will be called Climate Change Policy and Instruments  
- 3303AFE Public Economics will be called Public Sector Economics.  
- 3308AFE Health Economics will change from a 3rd year level to a 2nd year level course (2312AFE).  

12.0 MAJOR PROGRAM PROPOSAL (2011/0003599)  
1336 BACHELOR OF COMMERCE (PROFESSIONAL)  

12.1 Major Program Proposal affecting the 1336 Bachelor of Commerce (Professional) as detailed in 2011/003599, effective Trimester 1/2012.  

12.2 Changes are proposed to the application of the Grade Point Average used to determine a student’s eligibility to undertake an internship.  

13.0 ADVICE OF PROGRAM WITHDRAWAL (2011/003600)  
5506 MASTER OF COMMERCE (ADVANCED)  

13.1 Advice of Program Withdrawal #2011/0003600 for the 5506 Master of Commerce (Advanced) from the Gold Coast., effective Semester 1/2012.  

14.0 CONSEQUENTIAL PROGRAM CHANGE (2012/0012001)  
3187/3191 GRADUATE CERTIFICATE IN HUMAN RESOURCE MANAGEMENT  

14.1 Consequential Program Change affecting the 3187/3191 Graduate Certificate in Human Resource Management as detailed in 2012/0012001, effective Semester 1/2012.  

14.2 In 2011 the program structure for the pathway to the Master of Human Resource Management was changed. This submission amends the degree requirements to reflect these changes.  

15.0 MAJOR PROGRAM PROPOSAL (2012/0012002)  
3274 GRADUATE CERTIFICATE IN HUMAN RESOURCE MANAGEMENT (OUA)  

15.1 Major Program Proposal affecting the 3274 Graduate Certificate in Human Resource Management (OUA) as detailed in 2012/0012002, effective Semester 2/2012.  

15.2 The submission proposes to extend the existing on campus Graduate Certificate in Human Resource Management to an OUA offering.  

16.0 MINOR PROGRAM PROPOSAL (2012/0012003)  
3210 GRADUATE CERTIFICATE IN POLICY ANALYSIS  

16.1 Minor Program Proposal affecting the 3210 Graduate Certificate in Policy Analysis as detailed in 2012/0012003, effective Semester 1/2012.
16.2 The submission proposes to amend the semester of offer for 7025PPP Policy Advice and 7027PPP Implementation and Service Delivery for 2012 only.

17.0 MINOR PROGRAM PROPOSAL (2012/0012004)
5410 EXECUTIVE MASTER OF PUBLIC ADMINISTRATION

17.1 Minor Program Proposal affecting the 5410 Executive Master of Public Administration as detailed in 2012/0012004, effective Semester 1/2012.

17.2 This submission proposes to amend the recommended year of study for 7206PPP Government in a Market Economy from Year 2 to Year 1.

SECTION C: OTHER RECOMMENDATIONS AND REPORTS
[TO PERSONS/COMMITTEES OTHER THAN THE PARENT COMMITTEE(S)]

18.0 QUALITY AND ACCREDITATION ISSUES

18.1 Professor Christine Smith, Head of Department, Accounting, Finance and Economics provided an overview of upcoming accreditation processes for the Commerce programs. Members were advised that an accreditation application for the Bachelor of Commerce had been submitted to the Tax Practitioners Board in line with the new regulations and standards. Re-accreditation with CPA Australia, Institute of Chartered Accountants in Australia and the Institute of Public Accountants is due in 2012/2013. The dates for submission of the accreditation application and for the site visit will be confirmed closer to the date.

18.2 Professor Lorelle Frazer, Dean (Learning and Teaching) advised that the following programs will be subject to a five year review in 2012:

- Master of Commerce (Financial Planning)
- Bachelor of Commerce at Logan
- GBS Honours Program
- Graduate Certificate in Risk Management (subsequent to the meeting it was decided to postpone this review to 2013)
- Graduate Certificate/Master of Employment Relations.

18.3 Professor Marie Wilson, Dean (Academic) gave an update on recent accreditation and review exercises:

- The AACSB International accreditation renewal will occur in 2013. GBS has submitted its choice of dates for the site visit in 2013 and an initial assessment of the School’s progress has commenced. 2012 will be the year of record.

- The accreditation submission for the 1314 Bachelor of Business (Hong Kong) has been submitted to the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) for review. The site visit will occur on 12-13 March.

- The self-review report for the review of the Department of International Business and Asian Studies is being drafted. The implementation plan is being prepared for the Department of Employment Relations and Human Resources review.

18.4 Professor Wilson noted the increasing frequency of internal and external accreditation exercises, and that in many instances there are overlapping requirements for data. She recommended the establishment of a common data source eg. The share drive, to assist
staff in preparing accreditation documents. Professor Wilson advised that common issues had arisen in a number of previous accreditation and review exercises, and recommended that time be taken post-accreditation to reflect on key learning’s and identify common themes and issues. Members supported this recommendation, and suggested that the GBS Strategic Forum provided an appropriate venue for this.

<table>
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<tr>
<th>Action Item</th>
<th>Responsible Officer/s</th>
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<tbody>
<tr>
<td>1. A common data source, accessible to the GBS executive, Heads and Deputy/Discipline Heads of Department, be established.</td>
<td>1. Dean’s (Academic) office</td>
</tr>
<tr>
<td>2. Recommend to the Chair, GBS Strategic Forum that an accreditation debrief be included on the agenda.</td>
<td>2. Committee Secretary</td>
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19.0 **GBS RESEARCH AND CONFERENCE SUPPORT PROGRAM**

19.1 The Griffith Business School Board, on the recommendation of the 1/2012 Research and Research Education Committee (GBS), was asked to consider the GBS Research and Conference Support Program: 2011 Review and Recommended Changes Report. Professor Graham Cuskelly, Dean (Research) spoke to this item.

19.2 The GBS Research and Conference Support (RACS) program is aimed at encouraging and rewarding staff to work collaboratively to advance research income into the GBS and to direct research publications towards quality outlets. The GBS RACS program provides three years of guaranteed minimum funding which is reserved for Early Career Researchers.

19.3 The RACS program was reviewed in 2011, and a number of changes have been recommended for commencement in 2012. Transition arrangements were also included in the Report.

19.4 A number of questions were raised in response to the recommended changes. In responding to these queries members were reminded of the availability of strategic funds at the discretion of the Head of Department, and equity funding from the Dean (Academic). Members queried the following changes:

- The introduction of base/minimum funding for research active staff. The Dean (Research) advised some research active staff only received a small amount of funds, hence the change. Additionally, this change may provide an incentive for non-research active staff to become research active.

- The relative devaluing of book chapters in relation to publication funding was raised; it was noted that the ARC and ERA had made similar moves. Members acknowledged that whilst there are some high quality book chapters being published, a standardised and objective assessment process was not available.

- The inclusion of tutorial buyout with approval from the Head of Department (point 16) caused concern and it was recommended that restrictions on the amount of buy-out be specified. Members were advised that the GBS Workload Committee had discussed limits for tutorial buy-out (two per semester) and these would be included in the revised model, effective mid-year 2012. It was agreed that limits on the minimum expectations of convenors and maximum amount of buy-out were required, and to ensure consistency across GBS, this should be specified in the workload model. The RACS Guidelines will be amended to reflect this.

- In relation to Point 10 (the overall CAP amount for Publications and Grants be increased to be no less than 8 RACS points) it was suggested that a differential scheme be considered whereby the CAP amount increase to 8 points for Publications only and 10 points for Publications and Grants. Following discussion, it was agreed to trial the current
scheme (ie. 8 points for Publications and Grants) and to identify any disadvantages to staff under this revision.

Resolution:

19.5 The Griffith Business School Board, on the recommendation of the Research and Research Education Committee (GBS), resolved to approve the changes recommended to the GBS Research and Conference Support Program, subject to the change below:

- Point 16 (under Approved Expenditure Items) will be reworded as ‘Include tutorial buyout, consistent with workload policy amendments effective mid-year 2012, with approval from HoD as an approved expenditure item.’

<table>
<thead>
<tr>
<th>Action Item</th>
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<tbody>
<tr>
<td>1. Forward revised wording for Point 16 under Approved Expenditure Items to Dean (Research).</td>
<td>1. Committee Secretary (action taken)</td>
</tr>
<tr>
<td>2. The increased CAP amount for Publications and Grants to be trialled, and any disadvantages to staff be identified.</td>
<td>2. Dean (Research)</td>
</tr>
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SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

20.0 CHAIR’S REPORT

20.1 The Chair provided a written report.

21.0 PRO VICE CHANCELLOR’S (BUSINESS) REPORT

21.1 The Pro Vice Chancellor (Business) had forwarded his apologies to the Board.

22.0 DEAN’S (LEARNING AND TEACHING) REPORT

22.1 The Dean (Learning and Teaching) spoke about the following items:

- Meetings have been held with Heads of Department, Program Directors and Program Service Officers to discuss learning and teaching issues eg. Moderation and assurance of learning.

- Program enrolment figures for commencing and continuing students for Semester 1, 2012 were provided to members. OUA enrolments are strong and are expected to grow.

- The VC’s office is developing an eLearning strategy due for release mid-year. This should provide more flexibility for staff and students. The use of these technologies may also appeal more to the non-school leaver group.

- Data was distributed showing the results of the Semester 1, 2012 prerequisite checking process. The number of students who were withdrawn from courses dropped from last semester suggesting that there is an increased awareness of the need to complete prerequisite courses. The Manager, Group Services provided an overview of the process for checking students, advising that students were contacted in early February about changing their enrolments and that PSOs had been working overtime to manage these students. She also advised that due to the size of the project students who enrolled in mid-late February will not be contacted. Concern was expressed about the number of students who would not be contacted and it was recommended that this data be gathered in time for semester 2, with a view to amending the process to include all students.
Griffith Business School Board Minutes 1/2012  
Friday 2 March, 2012

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Gather data on the number of late enrolling students who were not contacted in the Semester 1 prerequisite checking process.</td>
<td>1. Manager, Group Services, GBS</td>
</tr>
</tbody>
</table>

23.0 DEAN’S (RESEARCH) REPORT

23.1 The Dean (Research) provided a written report.

24.0 DEAN’S (INTERNATIONAL) REPORT

24.1 The Dean (International) provided a written report.

25.0 HEADS OF DEPARTMENT REPORT

25.1 There were no matters to report.

26.0 MARKETING AND COMMUNICATIONS REPORT

26.1 The Marketing Manager, Business and Communications Officer, Business/Law provided a written report.

26.2 Updated enrolments statistics (as at 1 March, 2012) were circulated. The Marketing Manager agreed to forward an electronic copy to all members via the Committee Secretary.

26.3 In discussing the reports members raised the following points:

- The Griffith MBA was included in the 2011 survey conducted by the Financial Review BOSS. Rankings were based on a survey of alumni and data from the school. External Relations was asked to assist in preparing the response for the next survey.

- There has been a decline in domestic enrolments in the Employment Relations and Human Resource Management programs. It was suggested that the decline could be partially attributed to the availability of programs through Open Universities Australia and students preference in completing an online program.

- An issue around the lack of direct marketing to international students residing in Australia was raised. It was recommended that a more coordinated approach be taken between External Relations and Griffith International with respect to these students.

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<tr>
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</thead>
<tbody>
<tr>
<td>1. Forward a copy of the 1 March enrolment statistics to members.</td>
<td>1. Committee Secretary (Action taken)</td>
</tr>
</tbody>
</table>

27.0 OCCUPATIONAL HEALTH AND SAFETY REPORT

27.1 Ms Glen Kerridge, Manager, (Policy and Strategy) Health and Safety and Ms Sue Curnow, Health and Safety Coordinator attended the meeting to discuss health & safety legislation.

27.2 The Board noted the following attachments:

- GBS Health & Safety Operational Plan (Attachment 11.2)

- GBS Risk Register and Inspection Schedule (Attachment 11.3).

28.0 SUSTAINABILITY REPORT
28.1 The Board noted the report on GBS sustainability issues.

29.0 QIBT UPDATE

29.1 Ms Heather Tinsley, College Director & Principal, QIBT and Ms Leigh Pointing, Director, Academic Programs & Student Services, QIBT attended the meeting to provide an update on QIBT graduate outcomes.

29.2 The Committee Secretary agreed to forward a copy of the PowerPoint presentation to all members.

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<tr>
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</thead>
<tbody>
<tr>
<td>1. Forward a copy of the presentation to members.</td>
<td>1. Committee Secretary (action taken)</td>
</tr>
</tbody>
</table>

30.0 REPORTS OF SUB-COMMITTEES OF GBS BOARD

NIL

22.0 OTHER BUSINESS

There were no other matters to report.

31.0 2012 MEETING DATES

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

Confirmed: ____________________________

(Chair)

Date: ____________________________
DISTRIBUTION LIST

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 Cusksley, 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)
Associate Professor John Sands, 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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Human Resource Manager, Business
Marketing Manager, Business
Business Development Management, Business, Griffith Enterprise
Communications Officer, Business and Law
Deans’ and Heads of Departments’ Secretaries, Griffith Business School
Program Service Officers, Griffith Business School
Credit Transfer and Articulations Manager, Student Administration
Client Administration Officers, Student Administration
Centre Coordinators, Griffith Grad Research School

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