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20.0 SPECIAL PURPOSE SUBMISSION (#2007/0002026)
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21.0 MINOR CHANGE SUBMISSION (#2007/0002030)
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22.0 MINOR CHANGE SUBMISSION (#2007/0002036)
1105/1107 BACHELOR OF INTERNATIONAL BUSINESS

23.0 MINOR CHANGE SUBMISSION (#2007/0002037)
5311 MASTER OF INTERNATIONAL BUSINESS

24.0 MINOR CHANGE SUBMISSION (#2007/0002039)
2075/2076/2077 GBS HONOURS PROGRAM

25.0 MINOR CHANGE SUBMISSION (#2007/0002041)
3141 GRADUATE CERTIFICATE IN ASIAN STUDIES
9211 MASTER OF ASIAN STUDIES
3142 GRADUATE CERTIFICATE IN INTERNATIONAL RELATIONS
5388 MASTER OF INTERNATIONAL RELATIONS
2075/2076/2077 GRIFFITH BUSINESS SCHOOL HONOURS PROGRAM
5311 MASTER OF INTERNATIONAL BUSINESS

26.0 MINOR CHANGE SUBMISSION (#2007/0002042)
5158/5159 MASTER OF BUSINESS ADMINISTRATION

27.0 SPECIAL PURPOSE SUBMISSION (#2007/0002050)
3190 GRADUATE CERTIFICATE IN EMPLOYMENT RELATIONS
5454 MASTER OF EMPLOYMENT RELATIONS
3188/3189 GRADUATE CERTIFICATE IN HUMAN RESOURCE MANAGEMENT
5261/5331 MASTER OF HUMAN RESOURCE MANAGEMENT
3057 GRADUATE CERTIFICATE IN INFORMATION SYSTEMS
5188 MASTER OF INFORMATION SYSTEMS
5385 MASTER OF INFORMATION SYSTEMS (ADVANCED)
3068/3069 GRADUATE CERTIFICATE IN MARKETING
5226/5228 MASTER OF MARKETING

28.0 MINOR CHANGE SUBMISSION (#2007/0002045)
1038 BACHELOR OF COMMERCE IN BANKING, FINANCE AND RISK MANAGEMENT

29.0 MINOR CHANGE SUBMISSION (#2007/0002047)
POSTGRADUATE MARKETING OFFERINGS

30.0 MINOR CHANGE SUBMISSION (#2007/0002051)
1291/1292 BACHELOR OF ARTS (POLITICS, ASIAN STUDIES AND INTERNATIONAL RELATIONS)
1297/1298 BACHELOR OF LAWS/ BACHELOR OF ARTS (POLITICS, GOVERNMENT AND INTERNATIONAL RELATIONS)

31.0 ADVICE OF PROGRAM WITHDRAWAL (#2007/0002056)
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SECTION III: MATTERS FOR NOTING AND WHERE APPROPRIATE, ACCEPTANCE OF RECOMMENDATIONS

32.0 REPORTS OF SUB-COMMITTEES OF THE FACULTY BOARD

33.0 PROGRAMS COMMITTEE ANNUAL REPORT 2006 (#2007/0000020)
34.0  REVISED PROGRAM DEVELOPMENT, APPROVAL, MONITORING AND REVIEW PROCESS
35.0  CLASS TIMETABLING POLICY (#2007/0000023)
36.0  POLICY, PROCEDURES AND FORMS UPDATES
37.0  GRIFFITH RESEARCH ONLINE
38.0  GRIFFITH INDUSTRY MENTORING PROGRAM
39.0  WORK INTEGRATED LEARNING
40.0  GRIFFITH E-LEARNING (GEL) FELLOWSHIPS
41.0  GRIFFITH EVIDENCE PORTFOLIO
42.0  OTHER BUSINESS
43.0  NEXT MEETING
**Significant Committee Events**

- The next 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.

**Committee QuickPlace Web Address**

- [https://gplace01.domino.griffith.edu.au/QuickPlace/sec-university-committees/PageLibrary4A256D040010D978.nsf?OpenDatabase](https://gplace01.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 Liz Fulop, 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 Human Resource (HR) 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 2/2007 meeting of the Griffith Business School Board will be held on Friday, 25 May 2007, from 10:00am till 1:00pm in the Council Chambers, The Chancellery (G34_2.02), Gold Coast. 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 1/2007 meeting were confirmed subject to the following amendment:

- Outgoing Exchange
  Student participation in Outgoing Exchange programs is growing. This is important for the EQUIS accreditation process. The Director will investigate the correct processes regarding credit transfer for GBS outgoing exchange students. Currently, GBS credit applications are approved by the Credit Transfer and Articulation Officer. Credit applications for other Faculties are approved by Program Director. This process may influence the attractiveness of the program to GBS students. The Director will investigate the processes involved for credit transfer for GBS outgoing exchange students. Advice from GI has indicated that currently, GBS credit applications are initially processed by Student Administration and then forwarded to the Program Director for final consideration and approval whereas credit applications for other Faculties are approved directly by the relevant Program Convenor. The additional step required by the GBS may influence the attractiveness of the program to GBS students.

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 (#2007/0002069)

6.1 Professor Lorelle Frazer, Dean (Learning and Teaching), GBS will speak to her written report, as detailed in 2007/0002069, at the meeting.

7.0 DEAN’S (RESEARCH) REPORT (#2007/0002072)

7.1 Professor Liz Fulop, Dean (Research), GBS will speak to her written report, as detailed in 2007/0002072, at the meeting.
7.2 Two additional reports are attached to accompany the Dean’s (Research) Report.
7.2.1 Members are asked to note the attached Griffith Business School Linkage Strategy (#2007/0002070).
7.2.2 Members are asked to consider the recommendation outlined in the accompanying report, Research Higher Degree Showcase Event (#2007/0002071).

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 EXECUTIVE EDUCATION DEVELOPMENTS
10.1 Mr Frank Pollard, Director, Executive Development, will attend the meeting at 11:00am to present information on the development of Executive Education in the Griffith Business School.

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 PROPOSED DEPARTMENT NAME CHANGES
11.1 The Griffith Business School Board, on the recommendation of the Head of Department, Tourism, Leisure, Hospitality and Sport Management, is asked to consider the attached proposal, as detailed in 2007/0002063, to amend the name of the Department. The proposed new name will be the Department of Tourism, Hospitality and Sport. Professor Mike Davidson, Head of Department, will speak to this item.

11.2 The Griffith Business School Board, on the recommendation of the Head of Department, Industrial Relations, is asked to consider the attached proposal, as detailed in 2007/0002064, to amend the name of the Department. The proposed new name will be the Department of Employment Relations. Dr Cameron Allan, Head of Department, will speak to this item.

Recommendation:

11.3 The Griffith Business School Board is asked to recommend to the Griffith University Council, the proposals to amend the names of two departments in the Griffith Business School, as described in paragraph 11.1 and 11.2 above, effective immediately.

For discussion

12.0 2006 ANNUAL HONOURS REPORTS (#2007/0002065)
12.1 The Griffith Business School Board is asked to consider the 2006 Annual Honours Report for the Griffith Business School, as detailed in 2007/0002065.
12.2 The Honours Data (2007/0002053) is attached for the consideration of Faculty Boards and for reporting back to the University’s Learning and Teaching Committee. The data includes information on honours classifications, provided by program, by Faculty (including a graph of the percentage of the total number of students achieving each classification), and by Group (including a graph of the percentage of the total number of students achieving each classification).

12.3 Faculty Boards were asked to review their honours statistics in a comparative manner and, within their reports, comment on emergent issues, trends and discrepancies, including an analysis of demand, enrolments, progress, and assessment outcomes for their programs.

12.4 Professor Lorelle Frazer, Dean (Learning and Teaching) will speak to this item.

Recommendation:

12.4 The Griffith Business School Board is asked to recommend to the Learning and Teaching Committee the 2006 Annual Honours Report for the Griffith Business School.

For discussion

13.0 NEW PROGRAM SUBMISSION

1336 BACHELOR OF COMMERCE (PROFESSIONAL)

13.1 The Griffith Business School Board, on the recommendation of the Curriculum, Teaching and Learning Committee (GBS) at its meeting on 17 May 2007, is asked to consider a New Program Submission proposing to introduce the 1336 Bachelor of Commerce (Professional), in Semester 1 2008. This submission will be distributed to members on Wednesday 23 May.

13.2 The proposal for the Bachelor of Commerce (Professional) at Logan has its genesis from two University level initiatives – the Academic Plan and the Logan Task Force. As a result of the release of the University’s Academic Plan (and the School’s ‘Getting Smarter’ paper), which showed that the University’s learning and teaching profile was characterised by a large number of courses and programs with low enrolments, the GBS introduced a new suite of undergraduate programs across the Logan, Nathan and Gold Coast campuses in 2006. This initiative recognised the need for greater concentration of focus and effort in the interests of improving the quality of its learning and teaching programs. This provided greater operational efficiency, a much sharper market profile for programs and a clearer expression of the Griffith Business School’s institutional focus and mission. Unfortunately this led to a situation where the Logan GBS undergraduate programs were very similar to the Nathan and Gold Coast versions with a smaller choice of majors and fewer electives on offer. This has led to a situation of decline in numbers at Logan for the GBS and the move by departments with in the GBS to withdraw majors and in some cases staff.

13.3 At the same time the Logan Task Force was conducting a review of the Logan campus. The outcome of this process was to reaffirm the University’s long term commitment to the Logan campus and each of the academic groups was to have a program presence on the campus. As a result of the Task Force report, each of the groups established a Logan Taskforce implementation group to review their faculties teaching and learning profile at the Logan campus and to develop strategies and initiatives for moving forward. The outcome of this process was to develop the Bachelor of Commerce (Professional).

13.4 The Bachelor of Commerce (Professional) offers similar courses to the Nathan and Gold Coast programs, using a trimester model of delivery. In Year 1 the Bachelor of Commerce (Professional) is structured to introduce students to the wide range of business disciplines necessary for an understanding of the interdisciplinary nature of commercial analysis and problem solving. This year will also be inter-dispersed with a range of more advanced level
courses from their major of choice (which aligns with the internship they will pursue). In Years 2 and 3 students will revert to part time study while completing an internship program. During this time they will complete the remainder of the advanced studies in their major (either accounting or financial planning) and other courses to complete the degree. These other courses will be selected from either a second major, a minor, or a choice of electives drawn from a range of courses on offer in the Griffith Business School at the Logan campus.

13.5 Professor Lorelle Frazer, Dean (Learning and Teaching), will speak to this item.

Recommendation:

13.6 The Griffith Business School Board, on the recommendation of the Curriculum, Teaching and Learning Committee (GBS) at its meeting on 17 May 2007, is asked to recommend to the Programs Committee, a New Program Submission proposing to introduce the Bachelor of Commerce (Professional) in Semester 1 2008.

For discussion

14.0 NEW PROGRAM SUBMISSION

1335 BACHELOR OF BUSINESS (ACCELERATED)
1337 BACHELOR OF COMMERCE (ACCELERATED)

14.1 The Griffith Business School Board, on the recommendation of the Curriculum, Teaching and Learning Committee (GBS) at its meeting on 17 May 2007, is asked to consider a New Program Submission proposing to introduce the 1335 Bachelor of Business (Accelerated) and 1337 Bachelor of Commerce (Accelerated) in Semester 1 2008. This submission will be distributed to members on Wednesday 23 May.

14.2 The proposal for the Bachelor of Commerce (Accelerated) and Bachelor of Business (Accelerated) at Logan has its genesis from two University level initiatives – the Academic Plan and the Logan Task Force. As a result of the release of the University’s Academic Plan (and the School’s ‘Getting Smarter’ paper), which showed that the University’s learning and teaching profile was characterised by a large number of courses and programs, often with low enrolments, the GBS introduced a new suite of undergraduate programs across the Logan, Nathan and Gold Coast campuses in 2006. This initiative recognised the need for greater concentration of focus and effort in the interests of improving the quality of its learning and teaching programs. This provided greater operational efficiency, a much sharper market profile for programs and a clearer expression of the Griffith Business School’s institutional focus and mission. Unfortunately this led to a situation where the Logan GBS undergraduate programs were very similar to the Nathan and Gold Coast versions with a smaller choice of majors and fewer electives on offer. This has led to a situation of decline in numbers at Logan for the GBS and the move by departments with in the GBS to withdraw majors and in some cases staff.

14.3 At the same time the Logan Task Force was conducting a review of the Logan campus. The outcome of this process was to reaffirm the University’s long term commitment to the Logan campus and each of the academic groups was to have a program presence on the campus. As a result of the Task Force report, each of the groups established a Logan Taskforce implementation group to review their faculties teaching and learning profile at the Logan campus and to develop strategies and initiatives for moving forward. The outcome of this process was the development of two accelerated programs, Bachelor of Commerce (Accelerated) and the Bachelor of Business (Accelerated).

14.4 The accelerated programs are delivered using an innovative trimester approach to enable students to complete their degree in just two years. The programs focus on both the theory and practice of business and develop the skills and professional expertise necessary for effective leadership in business, industrial and service activities in the globalised world.
economy. In Year 1 the programs are structured to introduce students to the very wide range of business disciplines necessary for an understanding of the interdisciplinary nature of business analysis and problem solving. In Year 2 the programs contain more advanced level courses and are structured to enable students to choose an Academic Plan or Major area of specialised study in (one of) marketing, management, human resource management, accounting and financial planning. Students may also select a limited choice of electives drawn from a range of courses on offer in the Griffith Business School.

14.5 Dr Ruth McPhail, Program Director, Bachelor of Business, will attend the meeting at 12:00pm to discuss this item.

Recommendation:

14.6 The Griffith Business School Board, on the recommendation of the Curriculum, Teaching and Learning Committee (GBS) at its meeting on 17 May 2007, is asked to recommend to the Programs Committee, a New Program Submission proposing to introduce the 1335 Bachelor of Business (Accelerated) and 1336 Bachelor of Commerce (Accelerated) in Semester 1 2008.

For discussion

15.0 MAJOR CHANGE SUBMISSION
1314 BACHELOR OF BUSINESS (HOTEL MANAGEMENT)

15.1 The Griffith Business School Board, on the recommendation of the Curriculum, Teaching and Learning Committee (GBS) at its meeting on 17 May 2007, is asked to consider a Major Change Submission affecting the 1314 Bachelor of Business (Hotel Management), for introduction in Semester 2 2007. This submission will be distributed to members on Wednesday 23 May.

15.2 The 1314 Bachelor of Business (Hotel Management) was introduced in Semester 2 2006. This program introduced an articulation arrangement with the School of Continuing and Professional Studies, Chinese University of Hong Kong (SCS-CUHK) whereby students completing an Associate Degree or Higher Diploma in Hospitality and Tourism Management were admitted to the off-shore Bachelor of Business (Hotel Management) with a specified amount of advanced standing. The remaining Griffith University courses were taught in Hong Kong and were delivered by Griffith University staff. This program has proven to be successful with the first cohort of students (55 in total) entering the final course in the SCS-CUHK second semester of the program. As a result of this success, discussions have been conducted between Griffith University and SCS-CUHK to expand the discipline offerings in 2007.

15.3 Under a new contractual agreement with the SCS-CUHK, the Griffith Business School proposes to introduce a new discipline area of study, Management, to the existing Bachelor of Business (Hotel Management). The articulation arrangement will be based on two models, contingent upon the nature of the entry qualification. Students from SCS-CUHK entering the program having successfully completed an Associate Degree in a business/management-related discipline will be awarded 120CP of advanced standing and will be required to complete 120CP of Griffith courses. Students from SCS-CUHK entering the program having successfully completed a Higher Diploma in a business/management-related discipline will receive 160CP of advanced standing and will be required to complete 80CP of Griffith courses. The program will be delivered through course materials and intensive blocks of face-to-face lecturing, tutoring, and assessment in Hong Kong and will be conducted in English.

15.4 The introduction of the new discipline area will necessitate several changes to the existing program including a change in program title to incorporate the new study area in 2007, and future developments in GBS discipline areas in 2008. The program will be re-named
Bachelor of Business (Hong Kong), and students will complete Award Majors in either Hotel Management or Management. Other changes will include amending the admission requirements, degree requirements and program structure to incorporate the new award.

15.5 Dr Louis Sanzogni, Head of Department, Management, will speak to this item.

Recommendation:

15.6 The Griffith Business School Board, on the recommendation of the Curriculum, Teaching and Learning Committee (GBS) at its meeting on 17 May 2007, is asked to recommend to the Programs Committee, a Major Change Submission affecting the Bachelor of Business (Hotel Management), as detailed in 2007/002054, for introduction in Semester 2 2007.

For discussion

16.0 FACULTY LEARNING AND TEACHING CITATIONS (#2005/0025008)

16.1 The Faculty Learning and Teaching Citation (FLATC) process has been designed to recognise and reward truly engaged teachers who are student-centred and who respect students as active members of the Faculty’s learning community.

16.2 Heads of School are asked to encourage School staff to apply for a FLATC.

16.3 All academic staff (including casual academic staff) are eligible to receive a FLATC. Recipients of FLATCs are eligible to re-apply two years after the award of the original citation, provided that the application is for a different contribution to student learning.

16.4 Past recipients of the Excellence in Teaching Awards and Innovation Across the Institution Awards of the Griffith Awards for Excellence in Teaching (GAET) are eligible to apply for the FLATCs. Applications for the FLATCs and for the Excellence in Teaching category and Innovation Across the Institution category of the GAET can be made in the same year. An applicant may be the recipient of both a FLATC and a GAET in the same year.

16.5 An application for a FLATC may be made by individual teachers or by teaching teams. For the purpose of the citation process a Teaching Team is a group comprising two or more members of academic staff with complementary skills teaching collaboratively into a particular course or set of courses for at least two years. Applications are to comprise a two-page (A4) statement of claim, addressing one or more of the selection criteria (presented in the attached citation template). The statement addressing the selection criteria should present a succinct, well-argued case referencing appropriate sources of evidence against the relevant criterion/a. In addition, applicants are asked to provide a 100-word citation (maximum), for Faculty Board’s consideration.

16.6 The number of citations to be awarded by the GBS (based on EFSTU) is six, each valued at $2,000.00, for professional development use as university teachers.

16.7 Applications are due to the Secretary, Griffith Business School Board by 5.00pm Friday, 21 September 2007.

16.8 Professor Lorelle Frazer, Dean (Learning and Teaching), will speak to this item.
17.0 INTERNATIONALISATION STRATEGY, GRIFFITH BUSINESS SCHOOL (#2007/0002068)

17.1 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

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

18.0 COURSE OUTLINES – GRIFFITH BUSINESS SCHOOL

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 the following Course Outlines, for implementation in Semester 1 2007. Course Outlines are available upon request from the Secretary, Griffith Business School Board.

- 2315HSL Sport and Event Consumer Behaviour, Sales and Sponsorship (New Course)
- 7209HSL Tourism Management (Major Change)
- 7304AFE Business Statistics (Major Change)
- 7306AFE Quantitative Methods for Business Finance and Economics (Major Change)
- 7343HSL Contemporary Sport and Event Marketing (New Course)
- 7908MKT Understanding Data for Decision Making (Major Change)
- 7013IBA Politics of the Global Economy (Major Change)
- 7501GBS Risk Management: Philosophy, Principles and Concepts (New Course)

18.2 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 following Course Outlines, for implementation in Semester 2 2007. Course Outlines are available upon request from the Secretary, Griffith Business School Board.

- 7930GBS Work Integrated Learning (New Course)

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 the abovementioned Course Outlines, for implementation in Semester 1 and 2 2007.

For ratification

19.0 MINOR CHANGE SUBMISSION (#2007/0002016)

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 1035/1285/1286 Bachelor of Commerce, as detailed in 2007/0002016, for implementation in Semester 1 2007.

19.2 This submission proposes to make the following changes to the 1035/1285/1286 Bachelor of Commerce:
- The Modelling and Business Forecasting minor will be withdrawn from offer. In line with the withdrawal of this minor the courses 2311AFE Business Modelling, 2006IBA Business Data Analysis, 3041MGT eBusiness, 2309AFE Digital Economy, 3008IBA Business Forecasting and Decision Making will be withdrawn.
- The pre-2006 eCommerce major will be withdrawn from the 1035 Bachelor of Commerce.
- Changes to the course offerings listed below:
  o 2003IRL Labour Market Issues: to be offered in even years Nathan, odd years Gold Coast
  o 2030IRL Health and Safety in the Workplace: to be offered in odd years only at Logan
  o 2031IRL Management-Employee Relations: to be offered in even years only at Logan
  o 3045IRL International and Comparative Employment Relations: to be offered in odd years Nathan, even years Gold Coast
- This submission also proposes to make various consequential changes, based on omissions from the Minor Change Submission 1035/1285/1286 Bachelor of Commerce [Document Number: 2006/0003859 (2006/0007316) Revised], approved at 7/2006 Griffith Business School Board.

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 1035/1285/1286 Bachelor of Commerce, as detailed in 2007/0002016, for implementation in Semester 1 2007.

For ratification

20.0 SPECIAL PURPOSE SUBMISSION (#2007/0002026)
5457/5458 INTERNATIONAL MASTER OF BUSINESS ADMINISTRATION

20.1 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 5457/5458 International Master of Business Administration, as detailed in 2007/0002026, for implementation in Semester 1 2007.

20.2 The 5457/5458 International Master of Business Administration was implemented in Semester 1 2007. In line with the rules of the 5158/5159 Master of Business Administration program governing specialisation/elective courses which also exist within the International Master of Business Administration program, it was the intention of the submission to communicate that students must successfully complete four core International Master of Business Administration courses prior to enrolling into specialisation/elective courses. Three major reasons for this rule being implemented are;
1. To equip the students with foundation skills before taking advanced specialised subjects in their chosen discipline;
2. To provide an opportunity for students to adjust to postgraduate study in a controlled environment before venturing across electives; and
3. In the event a student is unable to complete their program, an opportunity exists for students to exit with a Graduate Certificate in International Business Administration which requires the successful completion of four core courses.

Unfortunately, when developing this program, the rule was omitted from the Major Change Submission. The Griffith Business School requests permission for the rule to be implemented and published onto the International Master of Business Administration program website, effective Semester 1 2007.

Recommendation:

20.3 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 Special Purpose Submission affecting the 5457/5458 International Master of Business Administration, as detailed in 2007/0002026, for implementation in Semester 1 2007.
21.0 MINOR CHANGE SUBMISSION (#2007/0002030)  
1105/1107 BACHELOR OF INTERNATIONAL BUSINESS

21.1 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 1105/1107 Bachelor of International Business, as detailed in 2007/0002030, for implementation in Semester 1 2007.

21.2 The Griffith Business School is seeking permission to withdraw the course 3010IBA_Y1 and 3010IBA_Y2 International Business Country Study from offer in 2007 only. This 20CP, year long course is offered over two semesters at the Nathan and Gold Coast campuses, in the pre-2006 Bachelor of International Business programs. The course convenor and the Head of the Department of International Business and Asian Studies agreed that indications were that the number of total enrolments would not meet the required number, and most likely will fall far short of the minimum (prior experience would indicate 4-6 in total at the end of the day). Given this outcome, and the fact that this is a two-semester resource-intensive 20CP course, it was decided that the course be withdrawn from offer for 2007, and the students be notified. Enrolments in the course have been closed and enrolled students advised to seek enrolment in other courses.

Recommendation:

21.3 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 1105/1107 Bachelor of International Business, as detailed in 2007/0002030, for implementation in Semester 1 2007.

For ratification

22.0 MINOR CHANGE SUBMISSION (#2007/0002036)  
1105/1107 BACHELOR OF INTERNATIONAL BUSINESS

22.1 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 1105/1107 Bachelor of International Business, as detailed in 2007/0002036, for implementation in Semester 1 2007.

22.2 The Griffith Business School is seeking permission to require students who have completed the course 1007IBA International Marketing as part of their first year requirements to take 3028MKT Marketing Management and Strategy as a substitute core course in place of 2023IBA International Marketing. This substitution is specific to the International Business major.

22.3 Prior to 2006, 1007IBA International Marketing was a required first year course in the Bachelor of International Business program and its associated combined degree programs. In the major restructure of GBS programs which was implemented in 2006 1007IBA was replaced by 1003MKT Introduction to Marketing and from 2007 the second year core course 2032MKT Global Marketing was replaced in the International Business major by 2023IBA International Marketing. There is a certain degree of overlap between 1007IBA and 2023IBA and based on this and the fact that the two courses share the same name, the course catalogue lists the two courses as incompatible. During the planning for the restructure it was anticipated that all students who had completed 1007IBA prior to 2006 would complete 2032MKT in 2006. In reality there are students who have completed 1007IBA International Marketing and who (e.g. through failure or leave of absence) were not able to complete
2032MKT prior to its withdrawal, leaving them with no option but to complete the new course 2023IBA International Marketing. The introduction of 3028MKT as an alternative course will alleviate the incompatibility issue.

22.4 Additionally, The Griffith Business School is seeking to withdraw the course 3023IBA Innovation and New Products Management – Industry Project from offer for Semester 2, 2007 only on the basis of staffing constraints within the Department of International Business and Asian Studies. The Head of Department and the Program Director of the Bachelor of International Business have consulted and are of the view that no students will be disadvantaged by the withdrawal of this course. The course is part of the pre-2006 International Business majors – International Management and International Marketing. There are sufficient options still available in both majors to enable students to complete them without difficulty. The course is not featured in any of the current majors or minors but is being groomed as one of the courses in the new International Management major targeted for introduction in 2008.

Recommendation:

22.5 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 Minor Change Submission affecting the 1105/1107 Bachelor of International Business, as detailed in 2007/0002036, for implementation in Semester 1 2007.

For ratification

23.0 MINOR CHANGE SUBMISSION (#2007/0002037) 5311 MASTER OF INTERNATIONAL BUSINESS

23.1 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 5311 Master of International Business, as detailed in 2007/0002037, for implementation in Semester 2 2007.

23.2 In 2006 a new program structure for the MIB was proposed. The pre-2006 program structure was to remain on the program catalogue to cater for existing students. The different program structures are not clearly defined on the program catalogue and the GBS wishes to amend the wording relating to each entry to clearly specify the ‘From 2006’ structure and the ‘Prior to 2006’ structure.

23.3 This submission also proposes the following changes to the course offerings within the Master of International Business suite of programs:
- Remove the semester 1 offering of 7008IBA Global Business Strategy from the core course list in the ‘Structure for students who commenced in 2006’ (to be amended to ‘prior to 2006’). This course was originally offered as a transition course to allow continuing students to complete the program and is no longer required.
- Add the semester 1 elective course 7003IBA Asian Societies: Tradition, Transition and Conflict. This addition is proposed to offer students more opportunity to select courses more in line with the Master of International Business program.
- Change the layout of elective course requirements to make it more obvious to students what options are available when selecting the required 40CP of electives.

23.4 Additionally, the Department of International Business and Asian Studies is seeking permission to remove all references to past offerings of courses (eg Summer Semester 2006/2007).

Recommendation:
23.5 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 Minor Change Submission affecting the 5311 Master of International Business, as detailed in 2007/0002037, for implementation in Semester 2 2007.

For ratification

24.0 MINOR CHANGE SUBMISSION (#2007/0002039)
2075/2076/2077 GBS HONOURS PROGRAM

24.1 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 2075/2076/2077 GBS Honours Program, as detailed in 2007/0002039, for implementation in Semester 2 2007.

24.2 This submission proposes to change the title of the course 6001IBA Problems and Methods in Research to Problems and Methods in the Transition to Research. It is felt that this title more accurately reflects the substantial changes in the content of the course as a result of the change to two research methodology courses in the honours program.

24.3 Additionally, the submission proposes to withdraw two masters level courses from the 2075/2076/2077 Honours Program in line with the recent GBS review of courses and specialisations. These two courses are electives in the Management and Economics specialisations.

Recommendation:

24.4 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 2075/2076/2077 GBS Honours Program, as detailed in 2007/0002039, for implementation in Semester 2 2007.

For ratification

25.0 MINOR CHANGE SUBMISSION (#2007/0002041)
3141 GRADUATE CERTIFICATE IN ASIAN STUDIES
5211 MASTER OF ASIAN STUDIES
3142 GRADUATE CERTIFICATE IN INTERNATIONAL RELATIONS
5388 MASTER OF INTERNATIONAL RELATIONS
2075/2076/2077 GRIFFITH BUSINESS SCHOOL HONOURS PROGRAM
5311 MASTER OF INTERNATIONAL BUSINESS

25.1 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 following programs, as detailed in 2007/0002041, for implementation in Semester 2 2007:
- 3141 Graduate Certificate in Asian Studies
- 5211 Master of Asian Studies
- 3142 Graduate Certificate in International Relations
- 5388 Master of International Relations
- 2075/2076/2077 Griffith Business School Honours Program
- 5311 Master of International Business.

25.2 The Department of International Business and Asian Studies, Griffith Business School, would like to withdraw the course 7011IBA Japanese Civilisation in the Modern World in line with the document “Review of GBS Undergraduate and Postgraduate Courses and Programs, 2006”. It is proposed to offer as a substitute 6020PPP America's World. The
course has been recommended by the Department of International Business and Asian Studies as a suitable replacement.

25.3 The Department of International Business and Asian Studies is also seeking permission to rename the courses 6005IBA Globalisation and the International Political Economy and 7010IBA Politics and Ideology in the Peoples Republic of China.

Recommendation:

25.4 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 abovementioned programs, as detailed in 2007/0002041, for implementation in Semester 2 2007.

For ratification

26.0 MINOR CHANGE SUBMISSION (#2007/0002042)
5158/5159 MASTER OF BUSINESS ADMINISTRATION

26.1 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 5158/5159 Master of Business Administration, as detailed in 2007/0002042.

26.2 This submission seeks to correct the following errors listed on the Program Catalogue:
- The Research Methods courses of 7001GBS Research Design and Methods and 7002GBS Qualitative Research are listed as being offered at South Bank when they are offered at the Nathan campus.
- Amend the course title 7002GBS Qualitative Research as per approved Minor Change Submission #2007/0002003. The course is now titled Advanced Research Methodologies.
- The course 6014MGT Honours Research Methods is listed as the Research Option course for students however this course has now been withdrawn from offer and replaced with 7001GBS Research Design and Methods.

Recommendation:

26.3 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 5158/5159 Master of Business Administration, as detailed in 2007/0002042.

For ratification

27.0 SPECIAL PURPOSE SUBMISSION (#2007/0002050)
3190 GRADUATE CERTIFICATE IN EMPLOYMENT RELATIONS
5454 MASTER OF EMPLOYMENT RELATIONS
3188/3189 GRADUATE CERTIFICATE IN HUMAN RESOURCE MANAGEMENT
5261/5331 MASTER OF HUMAN RESOURCE MANAGEMENT
3057 GRADUATE CERTIFICATE IN INFORMATION SYSTEMS
5188 MASTER OF INFORMATION SYSTEMS
5385 MASTER OF INFORMATION SYSTEMS (ADVANCED)
3068/3069 GRADUATE CERTIFICATE IN MARKETING
5226/5228 MASTER OF MARKETING

27.1 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 following programs, as detailed in 2007/0002050, effective Semester 2 2007:
- 3190 Graduate Certificate in Employment Relations
- 5454 Master of Employment Relations
- 3188/3189 Graduate Certificate in Human Resource Management
- 5261/5331 Master of Human Resource Management
- 3057 Graduate Certificate in Information Systems
- 5188 Master of Information Systems
- 5385 Master of Information Systems (Advanced)
- 3068/3069 Graduate Certificate in Marketing
- 5226/5228 Master of Marketing

27.2 The Dean (Learning and Teaching) and postgraduate Program Directors, Griffith Business School, are seeking permission to amend the admission requirements for the abovementioned programs. The changes are necessary in order to better define the admission requirements for students who hold a non-related bachelors degree. There are no implications for current students.

27.3 Currently, students who hold a non-related bachelor’s degree (or 2 years equivalent full-time professional work experience in a related field at a management or supervisory level) must complete the Graduate Certificate of Business in order to gain entry into the Masters programs listed above. However, some candidates hold both a non-related bachelor’s degree and the requisite 2 years work experience. It is proposed that these students should be given direct entry into the Masters degrees listed above as there is little value in requiring them to complete the Graduate Certificate in Business first.

Recommendation:

27.4 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 Special Purpose Submission affecting the abovementioned programs, as detailed in 2007/0002050, effective Semester 2 2007.

For ratification

28.0 MINOR CHANGE SUBMISSION (#2007/0002045)

1038 BACHELOR OF COMMERCE IN BANKING, FINANCE AND RISK MANAGEMENT

28.1 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 1038 Bachelor of Commerce in Banking, Finance and Risk Management, as detailed in 2007/0002045, effective Semester 2 2007.

28.2 The 1038 Bachelor of Commerce in Banking, Finance and Risk Management was withdrawn in 2005. This program included the Finance and Risk Management major which had a required core course of 1131AES Introductory Financial Modelling. The School of Environment has advised that due to diminishing enrolments, this course will be offered for the final time in semester 2 2007. A check of student records indicates that only 7 students in the continuing program have yet to complete the course and all students have been emailed to advise them of the need to complete this course by the end of 2007, if possible. This is the only degree program which uses this course as a core / required course.

28.3 Additionally, the course 3215AFE Wealth Management will no longer be offered at the Nathan campus. Students who are not able to travel to the Logan campus to complete this course will have a choice of the Nathan offering of 2206AFE Investment Analysis and Management.
Recommendation:

28.4 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 1038 Bachelor of Commerce in Banking, Finance and Risk Management, as detailed in 2007/0002045, effective Semester 2 2007.

For ratification

29.0 MINOR CHANGE SUBMISSION (#20070002047)

POSTGRADUATE MARKETING OFFERINGS

29.1 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 postgraduate Marketing courses, as detailed in 2007/0002047, effective Semester 2 2007.

29.2 The GBS is seeking approval to make the following changes:

- **Changes to Elective Offerings in 2007:** The Master of Marketing program suite has a number of elective offerings. When the program was introduced in Semester 1 2007, it was not intended for all electives to be offered each year, as per the notation "Elective courses may not be offered each year – please check the Course Catalogue for details". This submission intends to update the Program Catalogue entries for the courses 7206MKT Services Marketing and 7213MKT Sport, Entertainment and Arts: Marketing Dynamics to clearly identify those elective courses not offered in Semester II 2007. These changes are based on obtaining greater cost efficiencies, including more effective use of teaching resources and are consistent with the Academic Plan’s objectives in relation to course rationalisation. The course offerings will be reviewed again in Semester 2 2007 for the 2008 academic year.

- **Change of Course Title and Campus of Offer for 7107MKT:** As a result of feedback received from the Director, Executive Development, Griffith Business School and the Office of External Relations, the course 7107MKT Franchise Structure and Management will be renamed to "7107MKT Franchising". This name better describes the course and is intended to increase its attractiveness to our market. To further increase the attractiveness of this offering, the course will be offered from South Bank campus rather than Nathan campus.

- **Corrections to Program Catalogue Entries:** The submission also requests permission to correct minor anomalies in program catalogue entries in the following programs:
  - 5275 Master of Public Administration
  - 5412/5413 Master of Professional Accounting Advanced
  - 3138/5375/5377 Master of Management – Innovation and Change suite
  - 5311 Master of International Business.
  - 5379/5380 Master of Management (Research)

  These changes are minor in nature, and include changes to semester of offer, course title changes and course withdrawals. The changes have already been approved through previous submissions.

- **Withdrawal of 7020MKT Statistics for Business:** The course 7020MKT Statistics for Business appears in the Master of Management (Research) (5379/5380) and the Master of Management – Innovation and Change (5375). The course will be withdrawn from offer. Currently there is one student enrolled in 5379, two students in 5380 and four students in 5375. The withdrawal of this course will have a minimal impact on currently enrolled students.
Recommendation:

29.3 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 postgraduate Marketing courses, as detailed in 2007/0002047, effective Semester 2 2007.

For ratification

30.0 MINOR CHANGE SUBMISSION (#2007/0002051)

1291/1292 BACHELOR OF ARTS (POLITICS, ASIAN STUDIES AND INTERNATIONAL RELATIONS)
1297/1298 BACHELOR OF LAWS/ BACHELOR OF ARTS (POLITICS, GOVERNMENT AND INTERNATIONAL RELATIONS)

30.1 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 1291/1292 Bachelor of Arts (Politics, Asian Studies and International Relations) and 1297/1298 Bachelor of Laws/Bachelor of Arts (Politics, Government and International Relations), as detailed in 2007/0002051.

30.2 The Griffith Business School is seeking approval to add the course 1103PPP Political Ideas and Political Thought to the 1297/1298 Bachelor of Laws/Bachelor of Arts (Politics, Government and International Relations) program. Two award majors are available to students enrolled in this program: International Relations and Politics and Government. Currently students electing to complete the Politics and Government major, offered at Nathan, must undertake one compulsory first year course, 1102PPP Political Institutions. It is proposed to give students the option of choosing one of two courses by adding the course1103PPP. Both courses are available to students in the 1291/1292 Bachelor of Arts (Politics, Asian Studies and International Relations) program.

30.3 The Griffith Business School is also seeking approval to correct an error in the 1291/1292 Bachelor of Arts (Politics, Asian Studies and International Relations) program. In a previously approved Major Change Submission (2006/0003923) elective courses 3017IBA Crime, Business and Politics in Asia, 3018IBA Terrorism: Its Causes and Consequences and 3028IBA Energy and Environmental Security were added to the International Relations major and minor. These courses were listed as being offered at Nathan and Gold Coast. The Head of Department, International Business and Asian Studies has advised these courses will only be offered at the Nathan campus.

Recommendation:

30.4 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 1291/1292 Bachelor of Arts (Politics, Asian Studies and International Relations) and 1297/1298 Bachelor of Laws/Bachelor of Arts (Politics, Government and International Relations), as detailed in 2007/0002051.

For ratification

31.0 ADVICE OF PROGRAM WITHDRAWAL (#2007/0002056)

3138 GRADUATE CERTIFICATE IN MANAGEMENT - INNOVATION AND CHANGE
5375 MASTER OF MANAGEMENT - INNOVATION AND CHANGE
5377 MASTER OF MANAGEMENT WITH HONOURS - INNOVATION AND CHANGE

31.1 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 an Advice of
31.2 The Master of Management – Innovation and Change program suite was introduced in Semester I, 2003 as a niche program, intending to attract local interest from high level management areas. The program was designed for a small intake of elite students and provided leading edge courses focused on strategic management, with a strong emphasis on critical and creative thinking.

31.3 In 2005, a Review Panel was formed from representatives of the Griffith Business School with the objective of auditing the above programs during 2006. It was the recommendation then that enrolments were to be suspended for the program during which time the Department of Management was to initiate an in-house review of the program aimed at developing a coherent structure that will attract greater numbers of students, within the target niche. This also provided the Department the opportunity to address identified weaknesses and expand the potential of the program through utilising the skills and knowledge of experts within this field.

31.4 A Working Party to review the program suite was convened late in 2006. To give the Working Party sufficient time to effectively review the program, enrolments were again suspended for 2007. The Working Party met several times to discuss the future direction of the program and the possibility of reinvigorating the program to improve its attractiveness to the target market. Following these discussions, the Working Party recommended the introduction of a revised program targeting practising managers involved in innovation-related decision-making. The GBS Executive has decided to consider the revised program for possible future delivery. The current programs will be withdrawn, effective Semester 1 2008.

Recommendation:

31.5 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 an Advice of Program Withdrawal affecting the 5375 Master of Management – Innovation and Change program group, as detailed in 2007/0002056, effective Semester 1 2008.

For ratification

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

32.0 REPORTS OF SUB-COMMITTEES OF THE FACULTY BOARD

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

32.1.1 Internationalisation Committee, GBS (3/2006)
32.1.2 Research Training Sub-Committee, GBS (1/2007)
32.1.3 Research Training Sub-Committee, GBS (2/2007)
32.1.4 Curriculum Teaching and Learning Committee, GBS (1/2007)
32.1.5 Curriculum Teaching and Learning Committee, GBS (4/2007)
32.1.6 Research Sub-Committee, GBS (1/2007)

For noting
33.0 PROGRAMS COMMITTEE ANNUAL REPORT 2006 (#2007/0000020)

33.1 Attached for the information of the GBS Board members is the 2006 Programs Committee Annual Report prepared by the Chair and Secretary of Programs Committee.

33.2 This report details the functions, membership and activities of the Programs Committee over the previous 12 months. It also proposes future changes and highlights potential issues for the Committee.

For noting

34.0 REVISED PROGRAM DEVELOPMENT, APPROVAL, MONITORING AND REVIEW PROCESS

34.1 In November 2005, Phillips KPA conducted as part of Project Streamline a Review of the University’s Program Approval process. As the first step in responding to review recommendations, the Academic Committee considered and approved revised policies and guidelines for Program Approval at its July 2006 meeting.

34.2 The responses addressed by changes to the process at that time fell largely into the following four categories:
- Adopting a 'project management' approach to program development and implementation;
- Clarifying roles and responsibilities of academic managers and committees;
- Strengthening quality assurance and attention to program development; and
- Enhancing communication, tracking, and administrative efficiency.

34.3 The experience of the new Program Planning, Development and Approval Process in 2006, in conjunction with recommendations made as part of the Phillips KPA Review of the Operational Planning Process conducted in December 2006, demonstrated that the Program Planning Process required some refinements for 2007.

34.4 The revised program development, approval, monitoring and review process aims to achieve four specific positive outcomes not achieved through previous approaches:
- integration of program planning with operational planning and strategic planning;
- streamlining, simplifying and improving the academic integrity of the program planning and development process with the potential outcome of higher quality programs;
- capturing and clearly linking the process with the University’s quality assurance model – plan, implement, review and improve; and
- future development of a program outline system to simplify and track the development and approval processes and enable information sharing between the University’s other systems such as PeopleSoft and the Program Catalogue.

34.5 The following documents, which form part of the Development and Approval phase, were approved by the Academic Committee at its 2/2007 (April) meeting for use in the 2007 round of operational planning:
- Group Program Profile Plan (#2007/0012011)
- Program Concept Proposal (#2007/0000038)
- Initial Program Proposal (#2007/0000039)
- Request for FLAS Resources Supporting Program Development (#2007/0000040)
- Timelines for Program Planning, Development & Approval – 2009 (#2007/0000022)

34.6 The proposed program development and approval process will be preceded and informed by the sequence of higher-level strategic and operational planning. Finally, programs enter an ongoing monitoring and review stage. This activity feeds back into the strategic planning and operational planning process, thereby closing the loop on program quality assurance and quality enhancement. The model reflects the University’s commitment to the Plan – Implement – Review – Improve (PIRI) model of quality management.
34.7 The creation of a Full Program Proposal, representing the second and final step of the new development and approval approach, is currently under construction as are the specific features of the program monitoring and review process. The next stage of the project is preparation of Project Initiation Documentation related to the development of a Program Outline System.

34.8 The development and planned introduction of these forms has necessitated amendments to the existing Policy for Program Planning, Development and Approval (#2007/0000037). These changes have also led to the disestablishment of the existing Approval to Advertise Form which is replaced by the Initial Program Proposal.

For noting

35.0 CLASS TIMETABLING POLICY (#2007/0000023)

35.1 Attached for Faculty Board members information is the new Class Timetabling Policy and Procedures, approved at the 2/2007 Academic Committee for immediate implementation.

35.2 Recent discussions including the importance of a positive first year student experience have indicated the need for a policy to inform the process of identifying the objectives, scheduling principles and organisational arrangements that define the production of the University-wide class timetable and use of central teaching space for teaching activities and ad hoc room use.

35.3 This policy aims to establish a process for producing a timetable that is equitable, takes into account the needs of both students and academic staff, is student focused, and maximises the efficient use of University space and resources. The needs of students will be given highest priority, reflecting the University strategic goal to enhance the student experience and learning outcomes.

For noting

36.0 POLICY, PROCEDURES AND FORMS UPDATES

The following University policies, procedures and forms have been updated:

Academic Misconduct Policy
This policy states the University's expectations of how students should conduct themselves in their academic studies and identifies conduct that is contrary to these standards, such as cheating, plagiarism, as "academic misconduct". The Policy also states how the University will deal with allegations of academic misconduct.
Amendment: Council approved a new section clarifying the University's stance regarding additional instances of academic misconduct that occur during an investigation of an academic misconduct complaint.

Academic Professional Development Plan

Academic Staff Review Performance Improvement Plan - Form

Academic Structure of the University and Academic Manager Positions
This document sets out the formal status of academic elements and academic officers to provide the interpretation of responsibilities, authorities and delegations across all University policies.

Application for Direct Admission to Undergraduate Programs – Application Form
**Application for Special Consideration** – Application Form

**Appointment of Deans, Heads of School and Deputy Heads of School**
This document outlines the procedures for the appointment of Deans, Heads of School or Department, Deputy Heads of School or Department, and Portfolio Deputy Deans.

**Approved Internal Charges List**
This document provides information on the application of internal charge costs across elements within the University. This document is a supplement to the Internal Charges Policy.

**Authority to Sign Contracts and Agreements - Schedule of Delegations**
This Schedule provides a list of delegations authorising officers to sign contracts and agreements on behalf of the University.

**Educational Excellence Committee Constitution**
This constitution sets out the history, functions, management and organisational arrangements for the Educational Excellence Committee. Functions and memberships of the sub-committees of the Educational Excellence Committee – Sports Scholarship Committee and the Excellence Expo Committee - are also included in this document.

**Faculty Review Process**
This procedure outlines a framework for the regular, five-yearly, systematic, independent review of current activity and future plans of Faculties and their constituent elements.

**Fees and Charges Policy**
This policy encapsulates the basis on which the University charges students fees for various activities. It defines the various types of fees and charges and provides the authorities to determine the various types of fees; provisions for refunds; penalties for non-payment; sponsorships and scholarships; payment plans. It implements the provisions of the *Higher Education Support Act 2003* within the University.

Amendment: Council approved an addition to the Fees and Charges Policy to allow the University to levy a charge on overseas students for health cover. Students who can demonstrate that they have suitable cover will be exempted from the charge and have these fees refunded.

**Griffith Institute for Higher Education Constitution**
This constitution sets out the mission, functions, management and organisational arrangements for the Griffith Institute for Higher Education.

**Griffith University Exchange Program International Experience Incentive Scheme (Short-Study)** – Application Form

**Griffith University Smoking Policy**
Amendment: Smoking is prohibited in any outdoor area of a food outlet, or any outdoor area where food and drink is provided.

**Internal Charges**
This policy provides information on the application of internal charges for services provided across elements within the University.

**Notification of Change in Residency Status** – Application Form

**Probation Procedures for Academic Staff, Continuing Appointments**
This document sets out the procedures for assessing the performance of academic staff on continuing appointments during their period of probation.

**Probation Procedures for Academic Staff Fixed Term Appointments**
This document sets out the procedures for assessing the performance of academic staff on fixed term appointments during their period of probation.

**Promotion of Academic Staff Policy and Procedures**

This procedure is to inform applicants for promotion and relevant Promotions Committees of the procedures and criteria applicable to the promotion process.

**Schedule A - Griffith University Information Security Policy - Access & Asset Security Standards and Operational Guidelines**

This document identifies the standards to be applied to access & asset control mechanisms for Griffith University's information technology resources and outlines best practice guidelines for operational security management.

**Student Grievances and Appeals Policy**

This policy provides the mechanism for resolving problems when a student considers that a decision of the University or one of its staff or a situation experienced by the student is not in accordance with the expectations set down in the Student Charter or the University's rules and policies.

**Amendment:** Council approved a revised section clarifying the University's practice of acknowledging a student's notice of appeal and the further notification they will receive should there be an unforeseen delay in finalising the consideration of an appeal.

**The Use of Undergraduate Courses in Postgraduate Programs**

This policy states the University's commitment to students enrolled in postgraduate programs undertaking graduate courses. It also acknowledges that on occasions there are sound academic reasons for undergraduate courses to be included in postgraduate programs and provides guidance as to when it is acceptable to include undergraduate courses in postgraduate programs.

**Amendment:** Where a postgraduate program provides an initial qualification in an academic, professional or vocational area not previously studied (for example, a competency-based graduate entry professional program), the Guidelines for the Use of Undergraduate Courses in Postgraduate Programs do not apply.

**For noting**

37.0 **GRIFFITH RESEARCH ONLINE**

37.1 Griffith Research Online -- the University's institutional repository for published research material -- is now officially live and can be accessed at [http://www.griffith.edu.au/researchonline](http://www.griffith.edu.au/researchonline). Staff are encouraged to visit the site and to provide post-print versions of their publications to be uploaded so visitors to the Griffith website can see them in full.

37.2 The aim of Griffith Research Online is to make the important research carried out by Griffith staff available to the widest possible audience. It will enhance the University's research goals by:

- making research and scholarly output more visible to the outside world
- making content searchable by standard search engines, e.g. Google
- improving citation impact because of improved access to outputs
- providing a secure, long-term storage for research publications
- enhancing potential collaboration with other researchers

37.3 The details of verified DEST-category publications from 2000-2005 have already been loaded into the repository from "My Research Publications". Staff can now upload the publications themselves as full-text files so visitors to Griffith Research Online can directly view them via "My Research Publications" in the Griffith Portal. Uploading of files for public access is subject to copyright and licence constraints and INS staff will check these
constraints before completing the upload of publications. Detailed instructions on submitting content are provided on the Griffith Research Online homepage, which also gives contact details for support. Later stages of the roll-out of Griffith Research Online are expected to involve other categories of research output, including non-text and multi-media formats.

For noting

38.0 Griffith Industry Mentoring Program

38.1 The Griffith Industry Mentoring Program is widely recognised as an important University program for assisting students into employment, and for engaging people in the workplace with Griffith. Students who have completed 80CP or more in their degree are matched with a workplace mentor in a relevant field, as a source of career information and guidance. Mentors are currently being sought for the 2007 program.

38.2 Mentors are required in all fields, but in particular from fields relevant to disciplines within arts and communication, business, psychology, and visual and creative arts. Mentors relevant to all Griffith campuses are welcome, however mentors from the Gold Coast would be especially appreciated.

38.3 Evidence strongly suggests that mentors enjoy mentoring Griffith students. If you have associates outside Griffith employed in fields relevant to Griffith programs, whom you think may be interested in being involved, please draw their attention to the program. These may be alumni, or people who are otherwise associated with Griffith, or people who have no previous association with the University.

38.4 Mentors can register online at the Careers and Employment Service website www.griffith.edu.au/careers. Further information can be obtained from Tiana Fenton, Student Services, extension 57062 (external 3735 7062), or email t.fenton@griffith.edu.au.

For noting

39.0 Work Integrated Learning

39.1 A key target under Academic Plan 2 is to have 70% of undergraduate programs with an identifiable work-integrated learning (WIL) component by 2010. Griffith's definition of WIL is available in the University Policy Library www.griffith.edu.au/policylibrary

39.2 The WIL agenda has been supported by the ESiWP Working Party, which considers issues related to WIL, encourages and promotes WIL, and supports staff seeking to implement programs. In 2006, the ESiWP Working Party oversaw a comprehensive survey to provide baseline data about the current state of work-integrated learning at Griffith. A report on the Survey is now available at www.griffith.edu.au/officecommunity-partnerships/secure/wil_report_15_12_06.pdf

39.3 The Deputy Vice Chancellor (Academic) has commissioned a University-wide program to be implemented in 2007 and 2008. The aims are:
   - to enhance staff awareness and understanding of good practice in design and implementation of WIL;
   - to inform the University community of the latest research findings related to WIL;
   - to provide a forum for staff to share ideas, experiences and their research findings.

39.4 The Deputy Vice Chancellor (Academic) invites staff interested in work-integrated learning and who may wish involvement in the Engaging Students in the Workplace Working Party, to contact the Secretary, Lainie Groundwater on ext 21078 or email l.groundwater@griffith.edu.au.
39.5  For more information about this program, please contact Dr Calvin Smith at GIHE or visit www.griffith.edu.au/gihe

40.0  GRIFFITH E-LEARNING (GEL) FELLOWSHIPS

40.1  The Griffith E-Learning (GEL) Fellowship program aims to:
- support the University's strategic objectives in learning and teaching through use of educational technologies;
- support innovation in learning and teaching; and
- to disseminate such innovations through professional development.

40.2  In 2007 the GEL Fellowships will be directed to projects which meet the following strategic objectives:
- improving student engagement and retention;
- renewing postgraduate programs;
- strengthening research-based learning and/or work-integrated learning; and
- developing closer links with secondary schools.

40.3  In 2007 a number of fellowships will be granted up to a maximum of four. It is expected that the value of each fellowship will be between $30,000 and $60,000. However the value of any one fellowship may not exceed $60,000. The fellowship is to cover funds for the School/Department to provide teaching relief for the fellowship holder, as well as for hardware, software, project support staff, conference travel, and for the GEL Fellow's presentation at the Griffith Education Technology Showcase.

40.4  Griffith staff were invited to apply for these six-month GEL Fellowships to be undertaken in semester 2, 2007. Applications should be prepared in accordance with the Griffith E-Learning Fellowship Guidelines and in conjunction with the Director, Flexible Learning and Access Services and Director, Griffith Institute for Higher Education or their designated staff members. In making an application for a fellowship staff should obtain the support of the Head of School/Department for release from teaching in semester 2, 2007.

40.5  Applications were to be submitted to Ms Lea-Anne Stafford by 5 pm on Thursday 17 May 2007. The Learning Environment Committee will meet in May to select the 2007 GEL Fellowship recipients. For further information, please contact l.stafford@griffith.edu.au.

For noting

41.0  GRIFFITH EVIDENCE PORTFOLIO

41.1  The Griffith Evidence Portfolio (GEP) has been updated as part of preparations for the Research Quality Framework, and the 2007 GEP is now open.

41.2  The new version of the GEP is consistent with the final model for the RQF adopted by the Federal Minister at the end of 2006. Information collected via these individual evidence portfolios will be central to Griffith’s ability to prepare comprehensive and convincing group RQF evidence portfolios in the second half of this year, for submission to DEST in April 2008.

41.3  The GEP also serves as the standard reporting document on research performance within Griffith. You will be asked to present this portfolio for your yearly review of performance, to accompany your Academic Report on Progress Form.

41.4  All academic staff are invited to fill in and submit their own portfolio as soon as you are able.
You can access your portfolio by going to the Griffith Portal (https://www81.secure.griffith.edu.au/psp/GP88PD/?cmd=login), and following the links 'About Research', Collections' and 'Evidence Portfolio (2007)'.

41.5 The GEP will be open until midnight on Sunday 1 July, to give you plenty of time to complete and submit your portfolio. When DEST releases more detailed RQF specifications, staff will be advised if any further information will be needed.

41.6 Changes from the 2006 GEP are summarised in the Overview summary on the first screen of the portfolio, and these, plus many other useful tips are available in the RQF Frequently Asked Questions posted on the Griffith Research website (http://www.griffith.edu.au/research/faq.html)

41.7 The information contained in your portfolio is confidential and protected by your staff ID and password. It is being collected specifically for RQF purposes and to support academic review processes. The only other people who can access your data are those staff authorised by the University to confidentially manage the RQF and academic review processes. Your GEP will not be submitted to DEST, only the collective research group portfolios which will be prepared on the basis of data from GEP and elsewhere.

41.8 The 2007 GEP contains information covering the RQF assessment period, 2001-2006 inclusive. Therefore, with automatically loaded data (like DEST publications from "My Research Publications"), year 2000 data will drop off, while 2006 data will be added. The only circumstance where you may need to manually remove year 2000 information is where it was entered in the old GEP as text. Staff who had not entered details of pre-Griffith publications into the earlier GEP will need to enter the relevant details into "My Research Publications".

41.9 Text entries made in the first round of GEP will still be there, though not all will appear as soon as the new GEP opens. Fields that previously allowed a hybrid of text entry and data automatically downloaded from University central databases will now be auto-load only. Details previously provided such as publications from a previous institution (before joining Griffith) will be re-entered by our RQF Project Officers, to save staff having to make repeat entries. However, the process for doing this is still being activated by INS, and it is likely that not all of these entries will be in place before the re-opening of the GEP.

41.10 The RQF Project Team will be available to assist you to enter your data and complete your GEP. If you have any queries or difficulties, please contact Karen Moorehead on ext. 54277 or rqf-enquiries@griffith.edu.au.

42.0 OTHER BUSINESS

For noting

43.0 NEXT MEETING

43.1 The next meeting of the Griffith Business School Board will be held from 10:00am -1:00pm on Friday, 15 June April 2007, from 10:00am till 1:00pm in the Boardroom, Level 4, Room 4.08, Hub Link Building, Logan campus (L07_4.08).