Griffith Business School seeks to excel as a provider of high quality, cross-disciplinary and internationally relevant business and public policy education and research, emphasising the relationship between business and society in promoting sustainable enterprises and communities.

GRiffith university

Griffith Business School Board

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Significant Committee Events

- The next meeting of the Griffith Business School Board will be held on Friday, 13 June 2008, from 10:00am till 1:00pm in the Room 4.08, Boardroom, Hub Link(L07), Logan Campus. A light lunch will be served at approximately 12:30pm.

Committee QuickPlace Web Address

- [https://qplace01.domino.griffith.edu.au/QuickPlace/sec-university-committees/PageLibrary4A256D040010D978.nsf?OpenDatabase](https://qplace01.domino.griffith.edu.au/QuickPlace/sec-university-committees/PageLibrary4A256D040010D978.nsf?OpenDatabase). Use the left navigation bar to select the relevant committee site. Username is your staff number preceded by an s and password is the same as your Novell login. Call the Secretary on extension 56408 for advice or if experiencing difficulties.

DISTRIBUTION LIST

**Griffith Business School Board Members**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Chair</td>
<td>Professor Bill Shepherd, Dean (Academic)</td>
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<tr>
<td>(Chair)</td>
<td>Professor Michael Powell, Pro Vice Chancellor (Business)</td>
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<tr>
<td>(ex officio)</td>
<td>Professor Graham Cuskey, Dean (Research)</td>
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<td>Professor Lorelle Frazer, Dean (Learning and Teaching)</td>
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<td>Professor Chris Auld, Dean (International)</td>
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<tr>
<td>(appointed by the Group Pro Vice Chancellor)</td>
<td>Professor Ross Guest, Department of Accounting, Finance and Economics</td>
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<td>Dr Mark Mourell, Department of Industrial Relations</td>
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<td>Professor Leong Liew, Department of International Business and Asian Studies</td>
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<td>Dr Louis Sanzogni, Department of Management</td>
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<td>Dr Debra Grace, Department of Marketing</td>
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<td>Dr Robyn Hollander, Department of Politics and Public Policy</td>
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<td>Professor Kristine Toohey, Department of Tourism, Leisure, Hotel and Sport Management</td>
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<td>Professor Michael Davidson</td>
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<td>Director, Centre for Tourism, Sport and Service Innovation</td>
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<td></td>
<td>Department of Tourism, Leisure, Hotel and Sport Management</td>
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**Invited** (for Audience and Debate)

| NIL |

**Information Copies**

(without attachments unless stated)

| Ms Alison Harris, Group Resource Manager, Business |
| Mr Martin Teml, Human Resource (HR) Manager, Business |
| Ms Amanda Daniel, Marketing Manager, Business |
| Ms Kerry Miles, Business Development Management, Business, Griffith Enterprise |
| Ms Fiona Taylor, Communications Officer, Business and Law |
| 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, Griffith Graduate Research School |

**Other Copies**

| Corporate Archives and Records Management copy (attachments) |
| Binding copy (attachments) |
| Spare copy |
The 3/2008 meeting of the Griffith Business School Board will be held on Friday, 16 May 2008, from 10:00am till 1:00pm in the Room 0.12, Boardroom, Business 1 Building (N50), Nathan campus. 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.

1.2 An apology has been received from Professor Chris Auld.

2.0 CONFIRMATION OF MINUTES

2.1 The minutes of the 2/2008 meeting have been circulated.
2.2 The minutes of the Special meeting of the GBS Board (10 April) have been circulated.

To be taken as read and confirmed

3.0 MATTERS ARISING FROM PREVIOUS MINUTES

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Responsible Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forward recommendation for increased promotion of GBS Double Degree program to Executive Officer, PVC (Business) and Marketing Manager (Business)</td>
<td>Committee Secretary (action taken)</td>
</tr>
<tr>
<td>Forward recommendation for additional support at program/major level to Dean (Learning and Teaching)</td>
<td>Committee Secretary (action taken)</td>
</tr>
<tr>
<td>Clarify issues raised in GBS Guidelines for Assessment with Dean (Learning and Teaching)</td>
<td>Committee Secretary (action taken)</td>
</tr>
<tr>
<td>Forward discussion items relating to GBS response to Postgraduate Coursework Strategy Taskforce to relevant parties</td>
<td>Committee Secretary</td>
</tr>
</tbody>
</table>

4.0 CHAIR’S REPORT

4.1 Miss Fiona Taylor, Communications Officer (Business & Law) will attend the meeting at 10:00am to provide a communications report for the GBS.

4.2 Professor Bill Shepherd, Dean (Academic), GBS and Chair, GBS Board will provide a report at the meeting.

5.0 PRO VICE CHANCELLOR’S (BUSINESS) REPORT

5.1 Professor Michael Powell, Pro Vice Chancellor (Business) will provide a report at the meeting.
6.0 DEAN’S (LEARNING AND TEACHING) REPORT

6.1 Professor Lorelle Frazer, Dean (Learning and Teaching), GBS will provide a report at the meeting.

7.0 DEAN’S (RESEARCH) REPORT

7.1 Professor Graham Cuskelly, Dean (Research), GBS will provide a report at the meeting.

8.0 DEAN’S (INTERNATIONAL) REPORT

8.1 Professor Chris Auld, Dean (International), GBS is unable to attend the meeting. A written report has been provided for the information of members.

9.0 ACADEMIC INTEGRITY

9.1 Associate Professor Anna Stewart will attend the meeting at 12:00pm to brief the Board on the trial of the Academic Integrity system.

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

10.0 ACCREDITATION/QUALITY ISSUES

The GBS Board is asked to consider the following AUQA and quality issues:

10.1 AUQA 2008 AUDIT

The 2008 AUQA Audit site visit is scheduled for Monday 2 June to Friday 6 June 2008, and will take place at both the University's Nathan and Gold Coast campuses. The University has submitted a Performance Portfolio addressing the matters prescribed by AUQA in its Audit Manual. Copies of the Portfolio have been distributed to all senior members of the University. Copies are also available at http://www.griffith.edu.au/office-quality-planning-statistics/quality/auqa-2008-audit.

The Pro Vice Chancellor (Business) will provide an update on the site visit.

For discussion

10.2 FRAMEWORK FOR QUALITY ASSURANCE

Attachment 10.1 Framework for Quality Assurance provides a guide for the University's Planning and Quality Assurance System, which is based on the Plan-Implement-Review-Improve (PIRI) model of quality assurance and improvement, and consists of the following linked elements: a planning framework; a systematic planning and review cycle; a budget model that supports implementation of the University’s strategic priorities; Faculty and Administrative Division reviews; professional accreditation; planning, evaluation and review of programs, courses and teaching; stakeholder surveying; annual performance reviews of senior managers; annual performance reviews of academic staff; benchmarking. Heads of School are asked to ensure that staff are aware of the University's Framework for Quality Assurance.

This new policy document is now available in the Policy Library http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/36a2ee00e3871e134a25743c007cc135?open document
For discussion

11.0 CONSOLIDATION OF JOURNAL RANKINGS

11.1 The Research Committee (GBS) has considered the policies for ranking journals in the 2008 and 2009 Research and Conference Support program. Currently four different journal ranking lists, with varied rankings for a number of journals, are used.

11.2 The following journal ranking process applied in 2008:

- If an academic is in the PPP department, the journal ranking will be the highest of the two journal rankings from APSA & GBS journal lists;
- If an academic is in the IBAS department, the journal ranking will be the highest of the two journal rankings from ASAA & GBS journal lists;
- For all other departments, the journal ranking will be the highest of the two journal rankings from ABDC (formerly BARDsNET) & GBS journal lists; and
- If a journal does not appear on these lists, we will search all four approved journal ranking lists as well and the University (Office for Research) journal ranking lists for a ranking.

11.3 In 2009, it is proposed to apply the following process for ranking journals:

- The four approved journal ranking lists are to be consolidated into one list, and the following principles are recommended to reconcile journal ranking differences between the lists:
  - If a journal title appears on more than one of the four lists used by the GBS, then the ranking will be averaged for use within the GBS; and
  - Where averaging of rankings does not result in a clear outcome the average will be rounded to the nearest ranking for use within the GBS.
  
  Example 1: (A, B, B = round to B)
  Example 2: (A, A, B = round to A)

11.4 The Dean (Research) will speak to this item.

Recommendation:

11.5 The Griffith Business School Board, on the recommendation of the Research Committee (GBS), is asked to approve the process for ranking journals in 2009, for application to the Research and Conference Support program.

For discussion

12.0 FACULTY LEARNING & TEACHING CITATIONS

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

12.2 Staff within the Griffith Business School are invited to apply for a FLTC. Members are advised that several changes to the FLATC guidelines have been approved, as follows:

- a redistribution of funds for citations based on semester 2 2007 EFTSU;
- changes to the eligibility criteria;
- inclusion of an application template;
- changes to the selection process;
- changes to the timing for submitting applications.
12.3 All applications are to comprise a two-page (A4) statement of claim using the template designed for this purpose. 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 describing their distinctive contribution.

12.4 All academic staff including casual academic staff are eligible to receive a Faculty Learning and Teaching Citation. The following stipulations apply:

- Past recipients of the Excellence in Teaching and Programs that Enhance Learning awards of the Griffith Awards for Excellence in Teaching (GAET) are eligible to apply for a FLTC in subsequent years for different contributions to student learning.
- Staff are not eligible for a FLTC and a GAET in the same year for the same contribution to student learning.
- Staff awarded a FLTC are eligible for GAET in subsequent years for the same contribution to student learning.
- Staff awarded a FLTC are eligible for a FLTC in subsequent years for a different contribution to student learning.

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. The number of citations to be awarded by the GBS Board (based on EFSTU) is 7, valued at $2,000, for professional development use as university teachers.

12.5 Applications are due to the Secretary, GBS Board by 5:00pm Monday 18 August 2008 (Week 4, Semester 2). A copy of the Faculty Learning and Teaching Citation Guidelines and application template are provided as Attachment 12.1 and 12.2, respectively.

12.6 Please contact the Secretary, GBS Board (extension 56408 or email, k.rees@griffith.edu.au) for further information on the process.

12.7 The Dean (Learning and Teaching) will speak to this item.

For discussion

13.0 CHANGES TO THE GBS SMALL GRANTS SCHEME

13.1 The Research Committee (GBS) has proposed to replace the current GBS Small Grant Scheme with a program that is more closely aligned with the Griffith University Research Grants (GURG)/ New Researcher Grant (NRG) Scheme.

13.2 The GBS Small Grants Scheme will be used as supplementary funding for positively reviewed, unfunded or under-funded, GURG/NRG applications led by a GBS Chief Investigator.

13.3 The GBS Small Grant Scheme will run as is for staff appointed to the GBS from January 1 in the year before the current GURG/NRG round.

13.4 The Dean (Research) will speak to this item.

Recommendation:

13.5 The Griffith Business School Board, on the recommendation of the Research Committee (GBS), is asked to approve the changes to the GBS Small Grants Scheme.
For discussion

14.0 CHANGES TO RHD CONFIRMATION PROCESS

14.1 The Research Training Sub-committee (GBS) has proposed changes to the RHD confirmation process.

14.2 It is recommended that students provide a 300-word abstract to accompany their confirmation paper. The abstract will be included in the confirmation seminar notice to improve the quality of the feedback provided to the candidate.

14.3 The Dean (Research) will speak to this item.

Recommendation:

14.4 The Griffith Business School Board is asked to approve the above changes to the GBS confirmation process.

For discussion

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

15.0 COURSE OUTLINES

15.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching) and Chair, Griffith Business School Board, is asked to ratify the following Hong Kong and/or Logan Course Outlines for Semester 1 2008:

- 1184PPP Government-Business Relations
- 2080IRL Health & Safety Workplace
- 2184AFE Management Accounting
- 2185AFE Introduction to Business Law
- 3081MGT Applied Management Project
- 3089MGT Organisation Structures and Design
- 3095MGT Purchasing and Supply Management
- 3182MGT International Human Resource Management
- 3184AFE Strategic Management Accounting
- 3295HSL Hospitality Service Operations Management

Recommendation:

15.2 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching) and Chair, Griffith Business School Board, is asked to ratify the above Course Outlines for Semester 1 2008.

For ratification

16.0 MAJOR CHANGE SUBMISSION (#2008/0016774)

16.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), is asked to ratify the Chair’s executive action in approving a Major Change Submission affecting the 5158/5159 Master of Business Administration and 5162/5163 Master of Business Administration (Advanced)
Master of Business Administration (Advanced) programs, as detailed in 2008/0016774, effective Semester 2 2008.

16.2 Following from discussion with the Faculty of Education, this submission proposes an articulation agreement between the 3202 Graduate Certificate in Educational Leadership and the MBA. Students from the Faculty of Education who have completed the Graduate Certificate program will have a formal articulation agreement with the MBA program where students will receive 40CP of advanced standing for courses successfully completed from this program. Students must however, meet the MBA admission requirements.

16.3 It is also proposed to offer this as a specialisation within the MBA. There are only a handful of universities in Australia offering this specialisation currently, and a gap in the market exists in Queensland. It is anticipated that the first participants for this program will enter the MBA Educational Leadership specialisation in Semester 2 2008.

16.4 The GBS/Faculty of Education partnership should increase the profile of both elements within their respective markets, develop effective, critical, and reflective leaders that have gained experience across more than one discipline, enable interaction and constructive discourse between educational leaders and other MBA students, provide an excellent grounding in an organisation’s total management, and increase the participants understanding of the educational institutions as a business organisation. Increasingly, educational leaders such as principals are required to have a thorough understanding of the areas of specialisation found in the MBA, as well as an educational focus. The primary market for this specialisation is senior school teachers in, or moving towards, management positions.

Educational Leadership specialisation (Mt. Gravatt and Gold Coast) from 2008

*MBA Students Only
Students must complete the following 40CP of courses:

Course list

<table>
<thead>
<tr>
<th>Sem</th>
<th>Catalog Nbr</th>
<th>Course</th>
<th>CP</th>
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<tr>
<td>I</td>
<td>7020CTL</td>
<td>Leading Educational Organisations</td>
<td>10</td>
</tr>
<tr>
<td>I</td>
<td>7014CTL</td>
<td>Educational Leadership in Policy Contexts</td>
<td>10</td>
</tr>
<tr>
<td>II</td>
<td>7241CTL</td>
<td>Leaders, Ethics and the Law</td>
<td>10</td>
</tr>
<tr>
<td>II</td>
<td>7015CTL</td>
<td>Leading Learning</td>
<td>10</td>
</tr>
</tbody>
</table>

*This specialisation is for the enrolment of MBA students only

Due to on-line delivery international students are not permitted to enroll into this specialisation.

16.5 The Educational Leadership specialisation is offered on-line or external mode, which means that there is no requirement for on-campus attendance. Students will be provided course materials via a variety of means, including printed materials and via Learning@Griffith. Students are required to use the internet or other electronic media during their enrolment in these courses and access to a reliable computer with internet connection is required.

16.6 There are no changes to degree requirements or admission standards.

Recommendation:

16.7 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), is asked to ratify the Chair’s executive action in approving a Major Change Submission affecting the 5158/5159 Master of Business Administration and 5162/5163
Master of Business Administration (Advanced) programs, as detailed in 2008/0016774, effective Semester 2 2008.

For ratification

17.0 SPECIAL PURPOSE SUBMISSION (#2008/0016779)
5441/5506 MASTER OF COMMERCE (ADVANCED)

17.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), is asked to ratify the Chair’s executive action in approving a Special Purpose Submission affecting the 5441/5506 Master of Commerce (Advanced), as detailed in 2008/0016779, effective Semester 2 2008.

17.2 To ensure quality control it is proposed that there be no direct entry to the Master of Commerce (Advanced). This program may be perceived by the market to be an advanced level degree and therefore it is important to maintain a level of quality control. Accepting poor performing students into the Advanced program will adversely impact on the learning environment of continuing students and on the quality of graduates.

17.3 Students will initially be approved for admission into the 120CP 5439/5440 Master of Commerce program with a conditional offer to articulate into the 160CP 5441/5506 Master of Commerce (Advanced) program upon achieving a Grade Point Average (GPA) of 4.5 after completing the first 80CP of coursework awarded by Griffith University. As the Master of Commerce (Advanced) program may be perceived by the market to be an advanced level program, quality control is desired and for that reason, the GBS wishes to implement the GPA rule of 4.5 for articulation into the Master of Commerce (Adv).

17.4 This change will be effective Semester 2 2008.

17.5 The new admission requirements are as follows:

Admission requirements
To be eligible for articulation to the Master of Commerce (Advanced) program, a student must:
- achieve a Grade Point Average of 4.5 after completing the first 80CP of coursework in the Griffith University 5441/5506 Master of Commerce program

Note: Only courses studied in the Griffith University Master of Commerce program will be considered for the purpose of calculating the Grade Point Average.

Recommendation:

17.6 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), is asked to ratify the Chair’s executive action in approving a Special Purpose Submission affecting the 5441/5506 Master of Commerce (Advanced), as detailed in 2008/0016779, effective Semester 2 2008.

For ratification

18.0 SPECIAL PURPOSE SUBMISSION (#2008/0016780)
3229 GRADUATE CERTIFICATE IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT

18.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), is asked to ratify the Chair’s executive action in approving a Special Purpose Submission affecting the 3229 Graduate Certificate in Logistics & Supply Chain Management, as detailed in 2008/0016780, effective immediately.

18.2 The Griffith Business School (GBS) is seeking to suspend enrolments in the 3229 Graduate Certificate in Logistics and Supply Chain Management for 2008 due to lower than expected interest in the program. The program was due for introduction in Semester 1 2008.
18.3 This new program missed crucial promotional marketing deadlines for the 2008 intake. Therefore commencement in 2009 will allow for appropriate marketing and promotion to the undertaken. The GBS also understands the market would embrace the program being offered in a number of modes to increase attractiveness to the domestic student market. The courses will be offered in both on-line and intensive on-campus modes. Discussions are also underway to offer the program via Open Universities Australia.

18.4 An application for strategic funds has been made. It is anticipated that these funds would be used to mount the courses on-line. The GBS notes that the success of the web offering is dependent on the availability of FLAS resources.

18.5 It is anticipated that the GBS will develop the program and associated courses for re-introduction in Semester 1, 2009.

Recommendation:

18.6 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), is asked to ratify the Chair’s executive action in approving a Special Purpose Submission affecting the 3229 Graduate Certificate in Logistics & Supply Chain Management, as detailed in 2008/0016780, effective immediately.

For ratification

19.0 MINOR CHANGE SUBMISSION (#2008/0016781)
5261/5331 MASTER OF HUMAN RESOURCE MANAGEMENT

19.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 5261/5331 Master of Human Resource Management, as detailed in 2008/0016781, effective Semester 1 2008.

19.2 The Department of Management, Griffith Business School, is seeking to withdraw the course 7309MGT Managing People from offer at Gold Coast Campus in Semester 1. This course is an elective in the Master of Human Resource Management and IMBA/MBA program groups. The justification stems from the low course enrolments at both Nathan and Gold Coast campuses. It was decided that the course would continue to be offered at Nathan to optimise numbers.

19.3 Additionally, this submission will remove various notings on the program catalogue entries for the Graduate Certificate in Human Resource Management and Master of Human Resource Management referring to course offerings in 2007.

Recommendation:

19.4 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 5261/5331 Master of Human Resource Management, as detailed in 2008/0016781, effective Semester 1 2008.

For ratification

20.0 MINOR CHANGE SUBMISSION (#2008/0016783)
1289/1290 BACHELOR OF BUSINESS (HTERS)

20.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), is asked to ratify the Chair’s executive action in approving a Minor Change
Submission affecting the 1289/1290 Bachelor of Business (Hotel, Tourism, Event, Real Estate & Property, and Sport), as detailed in 2008/0016783, effective Semester 2 2008.

20.2 The Department of Tourism, Leisure, Hotel and Sport Management will introduce a Semester 2 offering of 1001HSL Foundation Studies and 1220HSL Information Systems for Service Industries at Nathan campus to commence Semester 2, 2008. This change will mean that all first year core courses within the program are available for student enrolment in either Semester 1 or 2 at both Gold Coast and Nathan campuses. The rationale for this decision is based on the increased mid-year intakes, both domestic and international, and in particular QIBT students with 80CP specified and unspecified credit from their Diploma studies, requiring completion of these courses prior to moving on into their award majors in subsequent semesters.

Recommendation:

20.3 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 1289/1290 Bachelor of Business (Hotel, Tourism, Event, Real Estate & Property, and Sport), as detailed in 2008/0016783, effective Semester 2 2008.

For ratification

21.0 MINOR CHANGE SUBMISSION (#2008/0016784)

5158/5159 MASTER OF BUSINESS ADMINISTRATION
5162/5163 MASTER OF BUSINESS ADMINISTRATION (ADVANCED)

21.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 5158/5159 Master of Business Administration and 5162/5163 Master of Business Administration (Advanced), as detailed in 2008/0016784, effective Semester 2 2008.

21.2 In September 2007, the Griffith Business School withdrew the 2008/2009 Summer Semester offering of the core Master of Business Administration course 7905AFE Corporate Finance. The rationale given was that the number of enrolments in the course had been dropping during the Summer Semester period and it would be more cost effective for the School to offer the course just once per semester on each of the Gold Coast and South Bank campuses.

21.3 The GBS has approved 63 new enrolments into the MBA and nested programs in Semester 1, 2008 which is a sixty per cent increase in student enrolments from Semester 2, 2007. The course 7905AFE Corporate Finance has traditionally been used as a Summer Semester offering for the fast track of the MBA degree in 12 months, as advertised. With increasing program numbers and evidence of renewed popularity in the course, the GBS proposes to re-instate the course 7905AFE Corporate Finance as a Summer Semester offering at the South Bank campus

Recommendation:

21.4 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 5158/5159 Master of Business Administration and 5162/5163 Master of Business Administration (Advanced), as detailed in 2008/0016784, effective Semester 2 2008.

For ratification
22.0 MINOR CHANGE SUBMISSION (#2008/0016785)

5457/5458 INTERNATIONAL MASTER OF BUSINESS ADMINISTRATION
5348 INTERNATIONAL MASTER OF BUSINESS ADMINISTRATION (ADVANCED)

22.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 5457/5458 International Master of Business Administration and 5348 International Master of Business Administration (Advanced), as detailed in 2008/0016785, effective Semester 2 2008.

22.2 The course 7923IBA International Business Finance is a core course in the International MBA and nested programs. This course is currently offered in Semester 1 on the Gold Coast campus. The IMBA program is a Gold Coast only program which consists of eight core courses plus four electives. Of the core courses, four courses are offered by the Department of International Business and Asian Studies (IBAS) and four courses offered by other Departments within the Griffith Business School.

22.3 The IMBA has received very strong enrolments over the past two semesters which, due to the scheduling constraints of course offerings, has seen unreasonably high class sizes. To assist to alleviate this problem and to offer the students more choice in their study program, IBAS has offered to schedule the course 7923IBA International Business Finance in Semester 2, thereby providing two offerings of the course per year on the Gold Coast campus.

Recommendation:

22.4 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 5457/5458 International Master of Business Administration and 5348 International Master of Business Administration (Advanced), as detailed in 2008/0016785, effective Semester 2 2008.

For ratification

23.0 SPECIAL PURPOSE SUBMISSION (#2008/0016791)

5158/5159 MASTER OF BUSINESS ADMINISTRATION

23.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), is asked to ratify the Chair’s executive action in approving a Special Purpose Submission affecting the 5158/5159 Master of Business Administration, as detailed in 2008/0016791, effective Semester 2 2008.

23.2 The Master of Business Administration (MBA) program is designed for middle to senior managers, and as such the average student cohort is aged in the 30-34 years bracket, with a shift towards older students with no undergraduate degree who require formal qualifications to further their career.

23.3 The Griffith Business School (GBS) has been experiencing challenges with regards to applications from potential students for admission to the MBA program. These students have been assessed as meeting the work experience requirement (ie. minimum of two years equivalent full-time work experience in a management or supervisory level in a business environment) based on position title or letters from overseas companies. The challenge is that many of these potential students are exceptionally young and have allegedly acquired such work experience whilst studying or since leaving school. Recently, the GBS has had to accept two students aged 22 years old into the program based on written evidence from current or prior employers. This in turn is generating complaints from the middle to senior managers in the program, particularly those involved in coursework group projects.

www.griffith.edu.au/committees
23.4 In Semester 1, 2006, the GBS introduced the MBA (Practicum), renamed International MBA in 2007, program which is designed for students who do not meet the required work experience for MBA’s, and as such is more suitable to a younger cohort. Students in the IMBA program are generally aged from 21 to 26 years old.

23.5 The GBS seeks to change the admission requirements for the MBA program, effective Semester 2, 2008, to ensure that the integrity of the program is maintained and that students have sufficient and relevant work experience to effectively engage with their peers. The GBS proposes to add to the current admission requirements a provision for students to have a minimum of three years work experience post degree including the current two years management or supervisory level work experience. The revised admission requirements are as follows:

From Semester 2 2008, to be eligible for admission to the Master of Business Administration program, a student must:
- hold a bachelors degree in any discipline from a recognised University (or another tertiary education institution of equivalent standing) and have achieved the equivalent of a minimum Grade Point Average of 4.5 (using a 7.0 point scale) and have a minimum of three years relevant equivalent full-time work experience post degree, including two years equivalent full-time in a management or supervisory level position in a business environment; or
- hold a Graduate Certificate in Business Administration from Griffith University with a minimum GPA of 4.0. and have a minimum of two years equivalent full-time work experience in a management or supervisory level in a business environment.

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

Recommendation:

23.6 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), is asked to ratify the Chair’s executive action in approving a Special Purpose Submission affecting the 5158/5159 Master of Business Administration, as detailed in 2008/0016791, effective Semester 2 2008.

For ratification

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

24.0 REPORTS OF SUB-COMMITTEES OF GBS BOARD

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

24.1.1 Internationalisation Committee (GBS), 1/2008.
24.1.2 Research Committee (GBS), 1/2008.
24.1.3 Research Training Sub-committee (GBS), 1/2008.

For noting

25.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING AND FACULTY LEARNING AND TEACHING CITATIONS

25.1 The Pro Vice Chancellor (Learning and Student Outcomes) has announced the commencement of the 2008 round of the Griffith Awards for Excellence in Teaching, Griffith’s
flagship programs for recognising and rewarding the hard work and great achievements of our staff in a broad range of learning and teaching activities.

25.2 The Griffith Awards for Excellence in Teaching are offered in two categories:

1) Excellence in Teaching Category: Awards are made in the following 12 areas of teaching:

- Individual Teachers in 5 discipline areas
- Early Career
- Casual Academic
- First Year Advisor
- Honours and Postgraduate Coursework Supervision
- Higher Degree Research Supervision
- Cultural Diversity (for academic staff working with students from indigenous, international or non-English speaking backgrounds)
- Work-integrated Learning Priority Area (for academic staff working in work placement, clinical education, practicum’s)

This year the Awards scheme has been expanded to offer two new awards – the Cultural Diversity Award and the Work-integrated Learning Priority Area Award, which reflects the national priority area. Individual teachers or teaching teams must first be nominated for Teaching Excellence Awards by students, staff, industry partners or employers of Griffith graduates or through self-nomination.

2) Programs that Enhance Learning Category: Awards may be made in the following areas:

- The first year experience
- Postgraduate education
- Assessment and feedback
- Innovation in curricula, learning and teaching
- Flexible learning and teaching
- Services supporting student learning
- Educational partnerships and collaborations with other organisations

25.3 All organisation elements of the University are eligible to submit applications. Nominations are not required for this Award category.

25.4 Faculty Learning and Teaching Citations are made across the following criteria:

- promoting student engagement
- improving student retention
- promoting innovative and distinctive approaches to student learning
- promoting excellent graduate or postgraduate outcomes

25.5 How to apply

Griffith Awards for Excellence in Teaching Guidelines, nomination and application forms can be obtained from the learning and teaching website at: http://www.griffith.edu.au/learning-teaching/awards-grants/griffith-awards-grants-program/griffith-awards-excellence-teaching

Faculty Learning and Teaching Citations Guidelines and the application form can also be found on this site at: http://www.griffith.edu.au/learning-teaching/awards-grants/griffith-awards-grants-program/faculty-learning-teaching-citations
Further information can be obtained from Rae-Anne Lock at awards-sec@griffith.edu.au

25.6 Important dates

Griffith Awards for Excellence in Teaching nominations close June 30th
Griffith Awards for Excellence in Teaching applications for both categories close August 4th
Faculty Learning and Teaching Citations applications close August 18th

25.7 GIHE will facilitate workshops to assist staff to prepare applications as follows:
“How to write an winning award application” workshops
Friday June 6th, 1.30-3.30pm in Room 1.03 Business 3 building (G06) OR
Tuesday June 10th, 1.30-3.30pm in the GIHE Seminar Room, 4.11 Social Sciences building (M10), Mt Gravatt campus

For noting

26.0 REVISED STUDENT MISCONDUCT POLICY

26.1 The Student Misconduct Policy was established by the University Council in October 2005. This Policy has been amended to include a statement regarding a student’s opportunity to lodge an appeal with the Queensland Ombudsman, if the student remains dissatisfied with the outcome of an appeal process once the student misconduct appeal process within the University has been exhausted. The following statement has been added to the Section 16.0 of the policy (2008/0016262):

16.0 Finality of Appeal Decision

16.1 The decisions of the Misconduct Appeals Committee are final and there is no further recourse to appeal within the University.

16.2 Where the student remains dissatisfied with the outcome of an appeal process, the student may lodge a complaint with the Queensland Ombudsman (please refer to the following Web address: http://www.ombudsman.qld.gov.au/cms/)

16.3 The student misconduct appeal process within the University should be exhausted before a complaint is lodged with the Ombudsman.

For noting

27.0 FULBRIGHT SCHOLARSHIPS - CALL FOR APPLICATIONS

27.1 Fulbright Scholarships for Australian Citizens available in 2009 include the following types of scholarships:
- Postgraduate up to $40,000
- Postdoctoral up to $30,000
- Professional and Senior Scholars up to $25,000

27.2 SEE: http://www.fulbright.com.au
WHEN: Applications close Sunday August 31
CONTACT: Dr Jeanne McConachie x54253 mailto:j.mcconachie@griffith.edu.au

For noting
28.0 INVITATION TO ATTEND MAY 2008 CELEBRATING TEACHING SEMINAR

Topic: Peer Assisted Study Sessions  
Date: Friday 23 May 2008  
Venue: Eco Centre, Nathan Campus  
Time: 1.00 till 2.00 pm (light lunch provided from 12.30pm)

28.1 Staff are invited to an important lunchtime Celebrating Teaching seminar on the highly successful Peer Assisted Study Sessions (PASS) program. Dr Valda Miller from the School of Molecular and Microbial Sciences at University of Queensland and two Griffith staff members, Janine Chipperfield from Health Group, and Dr Ruth McPhail from GBS, will be presenting on the implementation of PASS programs with students in their respective fields.

28.2 Dr Valda Miller will present a session on Peer Assisted Study Sessions at UQ: guidelines for structural and operational success in multi-disciplinary learning communities. Along with her colleagues at UQ, Elwyn Oldfield, Dr Averil Cook, Dr Marie Kavanagh, Mr Graham Jordan, Dr Miller is a winner of a University of Queensland Award for Teaching and Learning Excellence and a Carrick Award for Programs that Enhance Teaching for the PASS program. PASS has been a key factor in supporting the integration of teaching, learning and assessment practice since 1993 in first year courses offered by the Faculty of Biological & Chemical Sciences at UQ. Continuing evaluation of the program has enabled identification of important benefits gained by students attending PASS, allowing modifications of strategic initiatives and requirements within each program. These initiatives aim to promote a supportive and optimal learning environment where students can apply, contest and increase their level of knowledge within each discipline. This learning environment is supported by a two tiered mentoring system: academic to PASS leader to student. This presentation will outline successful operational strategies that have been incorporated into PASS that align course to learning objectives and thus attempt to optimise beneficial outcomes for both staff and students.

28.3 Janine Chipperfield, Learning Advisor with Griffith Health and Dr Ruth McPhail from the Griffith Business School will present a session on Lessons learnt so far - implementing PASS in the Griffith Health and Business Groups.

28.4 Along with Professor Nick Buys (Griffith Health) and Professor Lorelle Frazer (Griffith Business) the presenters are the recipients of a Griffith Learning & Teaching Grant to implement Peer Assisted Study Sessions (PASS) in historically difficult courses in both Groups over 2008-2009. This presentation will outline the parameters of the PASS project and look at some of the rewards, challenges and outcomes experienced to date.

28.5 The Celebrating Teaching Seminar immediately follows a GIHE seminar on Research-Based Learning and Public Scholarship at the Eco Centre.

28.6 Please RSVP to gih-projects@griffith.edu.au (ext 55984) by Wednesday 21 May if you would like to attend Celebrating Teaching.

For noting

29.0 OTHER BUSINESS

For noting

30.0 NEXT MEETING

30.1 The next meeting of the Griffith Business School Board will be held on Friday, 13 June 2008, from 10:00am till 1:00pm in the Room 4.08, the Boardroom, Hub Link (L07), Logan Campus.
For noting