A meeting of the Griffith Business School Board was held at 9:30am on Friday 25 May, 2012 via videoconference in Room -1.18, Business 2 Building (N72), Nathan campus and Room 1.04, The Chancellery Building (G34), Gold Coast campus.

MINUTES

PRESENT:
Professor Marie Wilson (Chair)
Professor Michael Powell
Professor Graham Cuskelly
Professor Chris Auld
Professor Christine Smith
Associate Professor Michael Barry
Associate Professor Martin Griffiths
Professor Leong Liew
Professor James Skinner
Dr Anoop Patiar
Professor Peter Jordan
Dr Campbell Fraser
Professor Peter Best
Dr Marie-Louise Fry
Ms Kimberley Cotterell-Anderson
Associate Professor Eduardo Roca

Associate Professor Laura Lawton
Dr Peter Tatham
Professor Glenda Strachan
Ms Kate Rees (Secretary)

APOLOGIES:
Professor Lorelle Frazer
Professor Beverley Sparks
Professor Debra Grace
Professor Andrew O’Neill
Professor Jason Sharman
Professor Ross Guest
Ms Lisa Cotterell

1.0 CONFIRMATION OF MINUTES
The minutes of the 2/2012 meeting, having been circulated, were taken as read and confirmed.

2.0 COMMITTEE MEMBERSHIP
2.1 The Board extended its thanks to the outgoing member Associate Professor John Sands for his contribution to the work of the Committee.

2.2 The Board welcomed Professor Peter Best, Discipline Head, Accounting.

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

3.0 FIVE YEAR REVIEW IMPLEMENTATION PLAN
MASTER OF BUSINESS

3.1 The Griffith Business School Board was asked to consider Attachment 19.1 Master of Business Five Year Review Implementation Plan.

3.2 The Five Year Review Report for the Master of Business was approved at the 6/2011 GBS Board meeting. Following approval of the review report, an implementation plan was prepared, including any necessary program changes for consideration by the Group Board. Pending GBS Board approval, the Implementation Plan will be forwarded to Programs Committee for noting.
3.3 Dr Anoop Patiar introduced this item, and outlined the implementation plan. It was noted that the University’s decision that all new programs and major changes be AQF compliant from 2012 would impact on the timeline for changes. It was agreed that the timeline be revised in consideration of this requirement.

Resolution

3.4 The Griffith Business School Board approved Attachment 19.1 Five Year Review Implementation Plan for the Master of Business, subject to revision of the timeline for implementation.

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Responsible Officer/s</th>
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<tbody>
<tr>
<td>1. Forward revised implementation plan to Programs Committee for noting.</td>
<td>1. Committee Secretary</td>
</tr>
</tbody>
</table>

4.0 FIVE YEAR REVIEW IMPLEMENTATION PLAN

MASTER OF MARKETING

4.1 The Griffith Business School Board was asked to consider Attachment 17.1 Master of Marketing Five Year Review Implementation Plan.

4.2 Members will recall discussion and approval of the Master of Marketing Five Year Review Report at the 2/2012 meeting. Following approval of the review report, an implementation plan was prepared. Pending Group Board approval, the Implementation Plan will be forwarded to Programs Committee for noting.

4.3 The Deputy Head, Marketing spoke to this item and outlined the key areas for action. Members noted that the University’s decision that all new programs and major changes be AQF compliant from 2012 would impact on the timeline for changes. It was also noted that a new Head of Department will commence in July; it was requested that he be consulted about the changes before proceeding.

Resolution

4.4 The Griffith Business School Board provided in principle approval for Attachment 17.1 Five Year Review Implementation Plan for the Master of Marketing, subject to:

- Consultation with the new Head of Department
- Revision of the timeline in accordance with the University’s requirement for AQF compliance.

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Responsible Officer/s</th>
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</thead>
<tbody>
<tr>
<td>1. Review report and implementation plan to be discussed with the new Head of Department. 2. Forward revised implementation plan to Programs Committee for noting.</td>
<td>1. Relevant Department staff 2. Committee Secretary</td>
</tr>
</tbody>
</table>
SECTION B: ACTION UNDER DELEGATED AUTHORITY

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

5.0  CHANGES TO GBS BOARD SUB-COMMITTEE CONSTITUTIONS

5.1 Changes to the Learning and Teaching Committee and Research and Research Education Committee constitutions, as detailed in Attachments 20.1 and 20.2.

6.0  ADVICE OF PROGRAM WITHDRAWAL (#2011/0003537)

1271 BACHELOR OF BUSINESS (TOURISM AND HOSPITALITY MANAGEMENT)

6.1 Withdrawal of the 1271 Bachelor of Business (Tourism and Hospitality Management), as detailed in 2011/0003537, effective Semester 2, 2011.

7.0  MINOR CHANGE PROPOSAL (#2012/0012017)

1292 BACHELOR OF POLITICS, ASIAN STUDIES AND INTERNATIONAL RELATIONS

7.1 Minor Change Proposal affecting the 1292 Bachelor of Politics, Asian Studies and International Relations, as detailed in 2012/0012017, effective Semester 2, 2012.

7.2 It is proposed to offer 2011GIR Politics Goes to the Movies at the Gold Coast campus via lecture capture/video link. The course will be taught at the Nathan campus in Semester Two and offered by lecture capture/video link at Gold Coast to make it available to more students. The lecture will be via lecture capture/video link only. The tutorials will be in person.

8.0  MINOR CHANGE PROPOSAL (#2012/0012018)

1286 BACHELOR OF COMMERCE

8.1 Minor Change Proposal affecting the 1286 Bachelor of Commerce, as detailed in 2012/0012018, effective Semester 2, 2012.

8.2 It is proposed to introduce 3112AFE Accounting Internship at the Gold Coast campus from semester 2 2012. The rationale for introduction of this course is to make a WIL experience available to students completing the accounting major within the Bachelor of Commerce.

9.0  MINOR CHANGE PROPOSAL (#2012/0012019)

2075 GBS HONOURS PROGRAM

9.1 Minor Change Proposal affecting the 2075 GBS Honours program, as detailed in 2012/0012019, effective Semester 2, 2012.

9.2 It is proposed to withdraw the Semester 2 elective 6020GIR America’s World from the GBS Honours Program due to lack of demand and teaching staff. The two specialisations in which this course appears offers a number of alternative electives therefore students are not disadvantaged.

10.0  MINOR CHANGE PROPOSAL (#2012/0012020)

1288 BACHELOR OF BUSINESS

10.1 Minor Change Proposal affecting the 1288 Bachelor of Business, as detailed in 2012/0012020, effective Semester 1, 2012.

10.2 It is proposed to withdraw 3014EHR HRM Work Experience (WIL) (both NA and GC) from S1 2012 due to staffing issues and low enrolments.
11.0 MINOR CHANGE PROPOSAL (#2012/0012021)
5388 MASTER OF INTERNATIONAL RELATIONS

11.1 Minor Change Proposal affecting the 5388 Master of International Relations, as detailed in 2012/0012021, effective Semester 2, 2012.

11.2 It is proposed to withdraw 7020GIR Terrorism from offer for Semester 2 2012 ONLY. This request is due to a lack of available staff to teach the course in Semester 2 2012.

12.0 MAJOR CHANGE PROPOSAL (#2012/0012023)
1347 BACHELOR OF BUSINESS

12.1 Major Change Proposal affecting the 1347 Bachelor of Business, as detailed in 2012/0012023, effective Trimester 2, 2012.

12.2 Major changes were made to the 1347 Bachelor of Business program at Logan in 2011 in order to align it with a new offering through Open Universities Australia. Both programs are administered from Logan and run concurrently. As part of this change a core first year course was mistakenly withdrawn for 2012 which meant that students could only complete 230CP. It is now proposed to correct this error.

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

13.0 NAME OF DEPARTMENT OF TOURISM, LEISURE, HOTEL AND SPORT MANAGEMENT

13.1 The Griffith Business School Board was asked to consider a proposal to change the name of the Department of Tourism, Leisure, Hotel and Sport Management.

13.2 The Head, Department of Tourism, Leisure, Hotel and Sport Management spoke to a proposal which outlined the rationale for a new name and the consultation process followed.

Resolution:

13.3 The Griffith Business School Board provided in principle support for the proposal to change the name of the Department. The Head of Department was asked to prepare a memo for the Pro Vice Chancellor to forward to the Executive Group for consideration.

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<tr>
<th>Action Item</th>
<th>Responsible Officer/s</th>
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<tbody>
<tr>
<td>1. Prepare a memo outlining the rationale for the name change for the Pro Vice Chancellor (Business)</td>
<td>1. Head of Department</td>
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</tbody>
</table>

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

14.0 CHAIR’S REPORT

14.1 The Chair distributed a report at the meeting.

15.0 PRO VICE CHANCELLOR’S (BUSINESS) REPORT

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

- Budget and load
- Capital works update
• The official launch of the School of Government and International Relations
• Strategy development for the GBS
• University review of the Department of International Business and Asian Studies
• Sustainability projects

16.0 DEAN’S (LEARNING AND TEACHING) REPORT

16.1 The Acting Dean (Learning and Teaching) reported on the following:
• Student Success Advisors
• OU enrolments
• Tablet computer taskforce
• Review of capstone courses
• Simulations and WIL

17.0 DEAN’S (RESEARCH) REPORT

17.1 The Dean (Research) reported on the following:
• Review of the journal ranking lists
• Review of the Research Centre policy
• Changes to the Research Active definition
• RACS funding
• Application process for ARC Discovery Grants and Future Fellowship scheme
• RIMS module update
• Mid-year scholarship round
• Program proposal for the Graduate Diploma of Research Studies has been approved.

18.0 DEAN’S (INTERNATIONAL) REPORT

18.1 The Dean (International) provided a written report.

19.0 HEADS OF DEPARTMENT REPORT

19.1 There were no matters to report.

20.0 MARKETING AND COMMUNICATIONS REPORT

20.1 Written reports were provided for noting.

21.0 OCCUPATIONAL HEALTH AND SAFETY AND SUSTAINABILITY REPORT
21.1 A written report was provided for noting.

22.0 PRESENTATION: GBS ENGAGEMENT SURVEY

22.1 The Dean (Academic) presented a summary of the GBS Engagement Survey, outlining the key findings and improvement opportunities. Members were advised that detailed reports will be distributed to each department and research centre, and meetings held to discuss the results.

23.0 QUALITY AND ACCREDITATION ISSUES

23.1 Members noted the Closing the Loop reports for semester 2, 2011. Dr Campbell Fraser, Acting Dean (Learning and Teaching) gave a vote of thanks to all staff involved in preparing the reports.

23.2 The Pro Vice Chancellor provided an update on the AACSB maintenance of accreditation visit.

24.0 GRIFFITH’S STUDENT RETENTION STRATEGY 2012 – 2014

24.1 The Griffith Business School Board was asked to consider Attachment 14.1 Operation Student Success: Griffith’s Student Retention Strategy 2012 – 2014 (2012/0007770) with a view to implementing the outlined strategies. The Student Retention Strategy, approved by Executive Group, focuses on the extent and quality of implementation.

24.2 The Pro Vice Chancellor (Business) introduced this item and highlighted key action items in the implementation plan. Members noted the need for timely and relevant program data to inform retention strategies. The Pro Vice Chancellor also discussed the development of a new role (Student Success Advisor) and the focus of the role on student engagement and retention. Members noted that the First Year Advisor role would be repositioned to focus on academic quality.

25.0 RISK MANAGEMENT PORTFOLIO

25.1 The Griffith Business School Board was asked to consider and provide feedback on the draft GBS Risk Register (Attachment 15.1).

25.2 The Dean (Academic) spoke to the draft GBS Risk Register which identified nine broad risk categories. Members provided the following feedback:

- The risk register should align with the results from the GBS Engagement Survey.
- It was agreed that the new moderation and assessment activities be included under items 5 and 8.
- It would be helpful if individual staff understood how to identify their level of personal risk within the broad categories.

Heads of Department were asked to discuss the draft at department committees, and to forward any additional feedback to the Dean.

<table>
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<tr>
<th>Action Item</th>
<th>Responsible Officer/s</th>
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<tbody>
<tr>
<td>1. Draft risk register to be discussed at Department/School Committee meetings</td>
<td>1. Heads of Department/School</td>
</tr>
</tbody>
</table>
26.0 FIVE YEAR REVIEW IMPLEMENTATION PLAN
BACHELOR OF BUSINESS (INTERNATIONAL TOURISM & HOTEL MANAGEMENT)

26.1 The Griffith Business School Board was asked to consider Attachment 18.1 Bachelor of Business (International Tourism and Hotel Management) Five Year Review Implementation Plan.

26.2 The Five Year Review Report for the Bachelor of Business (International Tourism and Hotel Management) was approved at the 6/2011 GBS Board meeting. Following approval of the review report, an implementation plan was prepared, including any necessary program changes for consideration by the Group Board. Pending Group Board approval, the Implementation Plan and any necessary program changes will be forwarded to Programs Committee.

26.3 Dr Anoop Patiar, Deputy Head, Department of Tourism, Leisure, Hotel and Sport Management introduced this item and outlined the proposed changes.

26.4 Members provided the following comments:

- Concern was raised over the suitability of the capstone course title.
- Concern was raised over potential duplication/overlap of courses in this program, and courses offered by other Departments. It was requested that the changes be reviewed to identify and limit duplicate course offerings.

Resolution:

26.5 The Griffith Business School Board recommended that further consideration be given to the issues highlighted above, and the revised implementation plan be brought back to the June meeting.

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<tr>
<th>Action Item</th>
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<tbody>
<tr>
<td>1. Consider revising the title of the capstone course.</td>
<td>1. Program Director</td>
</tr>
<tr>
<td>2. Duplicate and overlapping courses to be identified and reviewed.</td>
<td>2. Dean and Heads of Department</td>
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27.0 REPORTS OF SUB-COMMITTEES OF GBS BOARD

27.1 The Griffith Business School Board noted the minutes from the following sub-committees:

- 3/2012 Learning and Teaching Committee

28.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING AND GROUP LEARNING AND TEACHING CITATIONS NOW OPEN

28.1 The Griffith Business School Board noted the commencement of the 2012 round of the Group Learning and Teaching Citations and the Griffith Awards for Excellence in Teaching.

29.0 GRIFFITH GRANTS AND FELLOWSHIPS FOR LEARNING AND TEACHING NOW OPEN

29.1 The Griffith Business School Board noted that the Griffith Grants and Fellowships for Learning and Teaching scheme was open.

30.0 2012 DIISRTE OFFICE FOR LEARNING AND TEACHING GRANTS PROGRAMS – ROUND 2
30.1 The Griffith Business School Board noted the invitation to apply for Round 2 of the 2012 national learning and teaching Grants Programs.

31.0 PUBLICATION OF SEMESTER 2-2012 COURSE PROFILES

31.1 The Griffith Business School Board noted the availability of the Semester 2, 2012 course in the Electronic Course Profile System (ECPS), and the publication deadline.

31.2 Members also noted the introduction of the new Assessment Type Titles.

22.0 OTHER BUSINESS

There were no other matters to report.

32.0 2012 MEETING DATES

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

Confirmed: __________________

(Chair)

Date: _______________
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<th>DISTRIBUTION LIST</th>
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<tr>
<td><strong>Griffith Business School Board Members</strong></td>
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<tr>
<td>Professor Marie Wilson, Dean (Academic) (Chair)</td>
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<td>Professor Michael Powell, Pro Vice Chancellor (Business) (ex officio)</td>
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<td>Deans (appointed by the Group Pro Vice Chancellor)</td>
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<td>Professor Graham Cuskelley, 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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<td>Heads of Departments Directly Associated With the Faculty (ex officio)</td>
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<tr>
<td>Professor Christine Smith, Department of Accounting, Finance and Economics</td>
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<td>Associate Professor Michael Barry, Department of Employment Relations and Human Resources</td>
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<td>Associate Professor Martin Griffiths, School of Government and International Relations</td>
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<td>Professor Leong Liew, Department of International Business and Asian Studies</td>
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<td>Professor Debra Grace, Department of Marketing</td>
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<td>Professor James Skinner, Department of Tourism, Leisure, Hotel and Sport Management</td>
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<tr>
<td>Deputy Heads/Deputy Heads of Departments Directly Associated With the Group (appointed)</td>
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<tr>
<td>Professor Peter Best, Department of Accounting, Finance and Economics</td>
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<tr>
<td>Associate Professor Eduardo Roca, Department of Accounting, Finance and Economics</td>
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<td>Professor Ross Guest, Department of Accounting, Finance and Economics</td>
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<td>Professor Glenda Strachan, Department of Employment Relations and Human Resources</td>
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<td>Dr Peter Tatham, Department of International Business and Asian Studies</td>
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<td>Dr Marie-Louise Fry, Department of Marketing</td>
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<tr>
<td>Associate Professor Laura Lawton, Department of Dr Anoop Patiar, Department of Tourism, Leisure, Hotel and Sport Management</td>
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<td>Research Centre Representative (appointed)</td>
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<tr>
<td>Professor Beverley Sparks, Director, Centre for Tourism, Sport and Service Innovation</td>
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<tr>
<td>Professor Peter Jordan, Deputy Director, Centre for Work, Organisation and Wellbeing</td>
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<td>Professor Jason Sharman, Director, Centre for Governance and Public Policy</td>
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<td>Professor Andrew O'Neill, Director, Griffith Asia Institute</td>
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<td>Invited (for Audience and Debate)</td>
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<td>Dr Campbell Fraser, Director of Undergraduate Studies</td>
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<td>Ms Kimberley Cotterell-Anderson, Griffith Business School</td>
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<td>Ms Lisa Cotterell, Griffith Business School</td>
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<tr>
<td>Griffith Business School</td>
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<tr>
<td>Group Resource Manager, Business</td>
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<tr>
<td>Human Resource Manager, Business</td>
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<tr>
<td>Marketing Manager, Business</td>
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<tr>
<td>Business Development Management, Business, Griffith Enterprise</td>
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<tr>
<td>Communications Officer, Business and Law</td>
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<tr>
<td>Deans’ and Heads of Departments’ Secretaries, Griffith Business School</td>
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<tr>
<td>Program Service Officers, Griffith Business School</td>
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<td>Credit Transfer and Articulations Manager, Student Administration</td>
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<td>Client Administration Officers, Student Administration</td>
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<td>Centre Coordinators, Griffith Grad Research School</td>
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<td>Spare copy</td>
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