GRiffith University
Griffith Business School Board

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Significant Committee Events

- The Griffith Business School Board is not scheduled to meet again until February 2006. However, members are asked to consider if sufficient business warrants a meeting to take place on Friday 2 December, 2005 (venue details to be arranged).
- The Griffith Business School Board’s tentative meeting dates for 2006 have been provided. Members are asked to consider the scheduling of these dates and venue and timing arrangements.

Committee QuickPlace Web Address

- https://qplace02.domino.gu.edu.au/QuickPlace/sec-university-committees/PageLibrary4A256D040010D978.nsf/h_Toc/96d8c15a73da35904a256dff007c32a1/?OpenDocument. Use the left navigation bar to select the relevant committee site. Username is your staff number and password is the same as your Novell login. Call the Secretary on extension 56468 for advice or if experiencing difficulties.
DISTRIBUTION LIST

Griffith Business School Board Members

Professor Michael Powell, Pro-Vice Chancellor and Dean (Business) (Chair) (ex officio)

Heads of Departments Directly Associated With the Faculty (ex officio)

Professor Chew Ng, Department of Accounting, Finance and Economics
Professor David Peetz, 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 Liz van Acker, Department of Politics and Public Policy
Professor Mike Davidson, Department of Tourism, Leisure, Hotel and Sport Management
Professor Ross Guest, Graduate School of Management

Associate Deans and Deputy Heads of Departments (appointed by the Group Pro-Vice Chancellor)

Professor Bill Shepherd, Associate Dean, Curriculum, Teaching and Learning
Professor Liz Fulop, Associate Dean, Research and Research Training
Professor Lorelle Frazer, Associate Dean, Postgraduate Studies
Dr Mohammad Tahir, Deputy Head of Department (Accounting)
Dr Eduardo Roca, Deputy Head of Department (Finance)
Associate Professor Saroja Selvanathan, Deputy Head of Department (Economics and Business Statistics)
Associate Professor Graham Cuskelley, Deputy Head of Department, Department of Tourism, Leisure, Hotel and Sport Management
Professor Kristine Toohey, Deputy Head of Department, Department of Tourism, Leisure, Hotel and Sport Management

Associate Professor Javed Maswood, Deputy Head of Department, Department of International Business and Asian Studies
Professor Arthur Shulman, Director, Quality and Accreditation

Co-opted Members (Term of Office: Two years up to, but not including, the ordinary meeting of the Griffith Business School Board in February 2006)
Professor Glenda Strachan, Director, Internationalisation, Commercialisation and Community Partnerships

Information Copies
(without attachments unless stated)
Ms Alison Harris, Group Resource Manager, Business and Law
Ms Kerri-Maree Roman, HR Manager, Business and Law
Ms Justine Day, Marketing Manager, Business and Law
Ms Veronica Lampkin, INS Consultant, Business and Law
Ms Suzanne Pinchen, Business Development Management, Business and Law, Office for Commercialisation
Ms Tracey Howley, CEO, International Golf Institute
Deans’ and Heads of Departments' Secretaries, Griffith Business School
Administrative Officers, Griffith Business School
Ms Lisa Cotterell, Executive Officer to the Acting Pro-Vice Chancellor and Dean (Business)
Ms Mary Hassard, Credit Transfer and Articulations Managers, Student Administration
Centre Co-ordinators, Office of Graduate Studies

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GRIFFITH UNIVERSITY

GRIFFITH BUSINESS SCHOOL BOARD

The 9/2005 meeting of the Griffith Business School Board will be held from 10:00am (lunch provided at approximately 12:30pm), on Friday 4 November 2005, in the Council Chambers, Bray Centre, Level 2, Room 2.02, Nathan Campus only (N54_2.02).

Members are asked to note change of meeting date and venue (as advised on QuickPlace).

Amanda Clark
Secretary

AGENDA

1.0 APOLOGIES

1.1 Apologies may be recorded by contacting the Secretary on extension 56408, or by emailing a.clark@griffith.edu.au.

2.0 CONFIRMATION OF MINUTES

2.1 The minutes of the 6/2005, 7/2005 and 8/2005 meetings have been circulated.

3.0 MATTERS ARISING FROM PREVIOUS MINUTES

4.0 CHAIR’S REPORT

4.1 Professor Michael Powell will provide an oral report at the meeting.

5.0 ASSOCIATE DEAN, CURRICULUM, TEACHING AND LEARNING’S REPORT

5.1 Professor Bill Shepherd will provide an oral report at the meeting.

6.0 ASSOCIATE DEAN, POSTGRADUATE STUDIES’ REPORT

6.1 Professor Lorelle Frazer will provide an oral report at the meeting.

7.0 ASSOCIATE DEAN, RESEARCH AND RESEARCH TRAINING’S REPORT

7.1 Professor Liz Fulop has provided apologies for this meeting.

7.2 The Acting Associate Dean, Professor Ross Guest, will provide an oral report at the meeting.

8.0 DIRECTOR OF INTERNATIONALISATION, COMMERCIALISATION AND COMMUNITY PARTNERSHIPS’ REPORT

8.1 Professor Glenda Strachan will provide an oral report at the meeting.

9.0 DIRECTOR OF QUALITY AND ACCREDITATION’S REPORT

9.1 Professor Art Shulman will provide an oral report at the meeting.
10.0 DIRECTOR, STUDENT SERVICES PRESENTATION
(presentation at 10am)

10.1 Ms Joanna Peters, Director, Student Services has been invited to the meeting to discuss the following:

10.1.2 Report on Orientation 2005 at Faculty Level
The Chair of the Student Orientation and Engagement Committee, Dr Alf Lizzio, or his nominee (Ms Joanna Peters), will provide a brief overview of feedback regarding the Faculty's 2005 Orientation activities, and outline some strategies being adopted across the University to improve Orientation in 2006.

Two reports have been provided for members' information:
(a) 2005 Orientation Survey Report, Executive Summary; and
(b) Orientation Survey 2005, Overview of Findings (Business Faculty).

10.1.2 Support from Student Services in Achieving Strategic Plan Performance Outcomes
Ms Joanna Peters, Director, Student Services, will attend to provide a brief overview of current and new services and programs offered by Student Services that can help Faculties achieve targets under "Learning" in the Griffith Strategic Plan. A powerpoint presentation has been provided for members (see attached).

10.2 Members are invited to discuss the Orientation report and findings and services available.

For discussion

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 RESEARCH PLAN 2005 - 2008, GRIFFITH BUSINESS SCHOOL

11.1 The Griffith Business School Board is asked to consider a revised Research Plan 2005-2008, Griffith Business School, as described in 2005/0037389 (revised 2005/0037358). The Chair will introduce this item.

11.2 The University's Strategic Plan has identified Griffith as a research-intensive university and has prioritised improvements in research output and research reputation, so as to achieve its aspirations of Top 10 status. Changes to the higher education sector, through the Research Quality Framework (RQF) exercise, will change the face of research funding, thus providing the Griffith Business School with an opportunity to support the University in meeting its Top 10 aspiration (through a Top 10 Business School), through a re-focus of its research strategy to achieve maximum research impact through high quality publications.

11.3 Members will recall the discussion at the 8/2005 meeting centring on key challenges and issues facing the GBS. In line with suggestions arising out of the meeting and the meeting of the Research and Research Training Committee, Griffith Business School, amendments have been incorporated into the document to reflect the position of the Griffith Business School as a research-intensive group in the wider academic context.

Recommendation:

11.4 The Griffith Business School Board is asked to approve the Research Plan 2005-2008 Griffith Business School, as described in 2005/0037389 (revised 2005/0037358).

For discussion
12.0 OPERATIONAL PLAN 2006 - 2010, GRIFFITH BUSINESS SCHOOL

12.1 The Griffith Business School Board is asked to consider the Operational Plan 2006 - 2010, Griffith Business School, as described in 2005/0037390. The Chair will introduce this item.

12.2 The University’s Strategic Plan has identified a range of priority improvement areas so as to achieve its aspirations of Top 10 status. The Griffith Business School’s priorities, within the context of the University’s Vision, are summarised as follows:

12.2.1 Research and research training
- to improve performance in research (R-1)
- to build research capacity (R-2)
- to obtain an improved level of competitive research funding (R-3)
- to improve performance in research training (R-4)
- to continuously improve research and research training (R-5)

12.2.2 Student Learning Experience
- to improve the overall quality of the student intake (L-1)
- to achieve managed and sustainable growth in student numbers, especially in the fee-paying area (L-2)
- to enhance the focus and coherence of our undergraduate and postgraduate programs (L-3)
- to improve student experiences and outcomes; increase retention rates (L-4)
- to obtain an improved level of funding into the Griffith Business from HECS and full fee paying income received by the University (L-5)
- to continuously improve learning and student support systems (L-6)

12.2.3 Academic Staffing
- to enhance our research staff profile in line with strategic priorities, in conjunction with promoting equity and diversity in key areas (AS-1)
- to enhance our teaching staff profile in line with strategic priorities, in conjunction with promoting equity and diversity in key areas (AS-2)
- to continuously improve staff quality and performance (AS-3)

12.2.4 Physical Facilities and Information Systems
- to improve facilities for existing staff and student’s (P-1)
- to meet facility needs of additional staff and students (P-2)
- to continuously improve physical facilities and Information systems (P-3)

12.2.5 External Linkages
- to strengthen our community and international partnerships (E-1)
- to build and maintain a viable Alumni network domestically and internationally (E-2)
- to obtain an improved level of bequests and donations from Alumni, Industry and benefactors into the Griffith Business School (E-3)
- to enhance the School’s success in commercializing its activity (E-4)
- to continuously improve external linkages (E-5)

12.3 These priorities will be pursued in the context of the Griffith Business School’s mission. These priorities are informed by the University’s strategic plan and advice given by the Business Advisory Council and professional associations.
Recommendation:

12.4 The Griffith Business School Board is asked to recommend the Operational Plan 2006 - 2010, Griffith Business School, as described in 2005/0037390, to the Deputy Vice Chancellor (Teaching and Learning) for implementation.

For discussion

13.0 WORKLOAD MODEL, GRIFFITH BUSINESS SCHOOL

13.1 The Griffith Business School Board is asked to consider a Workload Model for the Griffith Business School, as detailed in 2005/0037391. The Associate Dean, Curriculum, Teaching and Learning will introduce this item.

13.2 Members may recall arising out of The Griffith Project, the Office of the Deputy Vice Chancellor (Teaching and Learning) led an initial round of consultations about the reform of the management of academic work. The reforms proposed went to management processes, policies and practices that support academic work allocation, performance management, recognition and reward. The subject of initial consultations while consistently supportive and constructively critical, led to revision and the development of the Academic Work @ Griffith proposal, which developed a significantly new approach to the way in which we allocate academic workloads at Griffith, and to the way in which we manage academic staff performance.

13.3 In support of this, Faculties were asked to develop a Workloads Model, among other things, that would:

- Align with the Academic Staff Certified Agreement 2003 – 2006;
- Allow for flexibility/discretion in allocating workloads;
- Allow for the maintenance/continuation of a workload profile subject to performance expectations being met;
- Align with the definitions of research threshold/active/intensive;
- Take into account discussions concerning use of hours, research higher degree supervision, fixed profiles and documentation.

Recommendation:

13.4 The Griffith Business School Board is asked to consider the Workload Model, Griffith Business School, as described in 2005/0037391, for implementation.

For discussion

14.0 REVIEW OF PROGRAM SUPPORT, GRIFFITH BUSINESS SCHOOL

14.1 The Griffith Business School Board is asked to consider a confidential report on the Review of Program Support within the Griffith Business School. The Chair and the Associate Dean, Curriculum, Teaching and Learning will introduce this item.

14.2 The confidential report, as detailed in 2005/0037392, will be circulated only at the meeting.

Recommendation:

14.3 The Griffith Business School Board is asked to consider the confidential report on the Review of Program Support within the Griffith Business School, as described in 2005/0037392.
15.0 INTERNATIONALISATION STRATEGY, GRIFFITH BUSINESS SCHOOL

15.1 The Griffith Business School Board is asked to consider a draft proposal for a Griffith Business School Internationalisation Strategy, as detailed in 2005/0037394, and Internationalisation Committee, as detailed in 2005/0037395, for implementation. The Director Internationalisation, Commercialisation and Community Partnerships (ICCP) will introduce this item.

15.2 In the context of a globalised education and business environment, the Griffith Business School is asked to consider the introduction of a formalised internationalisation strategy with a clear set of objectives, such as:

- To develop international research and teaching opportunities for staff.
- To recruit, teach and support international students at undergraduate, postgraduate and research higher degree levels and to integrate them into the GBS community.
- To give all students an international focus and horizon by the development of a curriculum that is international in its perspectives and through programs of student exchange.
- To develop partnerships with international organisations of good standing and quality for the articulation of programs, for research collaboration and for staff and student exchanges.

15.3 A set of guidelines/principles have been included in the attached document for the Internationalisation of the Griffith Business School curriculum, and the development of Strategic Partnerships to support our mission and international accreditation commitments.

15.4 In further support of these activities, it is proposed to establish an Internationalisation Committee, as detailed in 2005/0037395, as a sub-committee of the Griffith Business School Board that would provide strategic advice to the Director, ICCP on the direction, policy and co-ordination of the Griffith Business School's international activities and services.

Recommendation:

15.5 The Griffith Business School Board is asked to consider the draft proposal for a Griffith Business School Internationalisation Strategy, as described in 2005/0037394, and Internationalisation Committee, as described in 2005/0037395, for implementation.

For discussion

16.0 WORK INTEGRATED LEARNING POLICY

16.1 The Griffith Business School Board is asked to consider a draft proposal for a Griffith Business School Work Integrated Learning Policy, as detailed in 2005/0037396, for implementation. The Director Internationalisation, Commercialisation and Community Partnerships (ICCP) will introduce this item.

16.2 In the context of the University’s Academic Plan, whereby “70% of all Undergraduate Programs [are to] have at least as an option that students can undertake work experience/ internship/service learning in their programs or as co-curricula activity”, the Griffith Business School has embarked upon a series of changes to its undergraduate program profile to ensure that all students have the option of a work integrated learning experience.

16.3 Within this framework, the attached policy provides a set of recommendations for operating principles and steps to achieve the stated goal within the timeframe of 2005 – 2009.
Recommendation:

16.4 The Griffith Business School Board is asked to consider the draft proposal for a Griffith Business School Work Integrated Learning Policy, as described in 2005/0037396, for implementation.

17.0 2006 PROGRAM CONVENORS AND FIRST YEAR ADVISORS

17.1 The Griffith Business School Board is asked to consider the Program Convenors for the 2006 revised suite of undergraduate programs as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Convenor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1034/1287/1288 Bachelor of Business</td>
<td>Dr Joo-Gim Heaney</td>
</tr>
<tr>
<td>1289/1290 Bachelor of Business (Hotel, Tourism, Leisure &amp; Sport)</td>
<td>Dr Ray Hibbins</td>
</tr>
<tr>
<td>1291/1292 Bachelor of Arts (Politics, Asian Studies &amp; International Relations)</td>
<td>Dr Robyn Hollander</td>
</tr>
<tr>
<td>1035/1285/1286 Bachelor of Commerce</td>
<td>To Be Advised</td>
</tr>
<tr>
<td>1105/1107 Bachelor of International Business</td>
<td>To Be Advised</td>
</tr>
</tbody>
</table>

17.2 Members are asked to note that the attached document includes all program convenors and first year advisors for the revised and withdrawn suite of undergraduate and postgraduate programs (2005/0037388).

Recommendation:

17.3 The Griffith Business School Board is asked to approve the Undergraduate and Postgraduate Program Convenors and First Year Advisors (Undergraduate Programs only), as described in 2005/0037388, for introduction in semester 1, 2006.

For discussion

18.0 ADVICE OF PROGRAM WITHDRAWAL

1036 BACHELOR OF BUSINESS/BACHELOR OF ARTS IN JAPANESE
1216 BACHELOR OF HOTEL MANAGEMENT/BACHELOR OF ARTS IN JAPANESE

18.1 The Griffith Business School Board, on the recommendation of the Faculty of Arts Board, are asked to consider the Advice of Program Withdrawal for the 1036 Bachelor of Business/Bachelor of Arts in Japanese and the 1216 Bachelor of Hotel Management/Bachelor of Arts in Japanese programs, as detailed in 2005/0037376 for introduction in semester 1, 2006.

18.2 The Arts, Education and Law Group undertook a program review of the Bachelor of Arts in Japanese program (1117) and, in accordance with the Academic Plan, it was identified that the program was under-performing in terms of EFTSU intake. The Arts, Education and Law Group and members of Programs Committee approved the 1117 program for withdrawal from semester 1, 2006 (refer 2005/0037761).

18.3 This submission seeks to formalise the withdrawal of the GBS hosted double degree programs that include the Bachelor of Arts in Japanese program. The Arts, Education and Law Group have advised that students will be able to complete Japanese language studies at the Gold Coast campus.
Recommendation:

18.4 The Griffith Business School Board, on the recommendation of the Faculty of Arts Board, is asked to approve the Advice of Program Withdrawal for the 1036 Bachelor of Business/Bachelor of Arts in Japanese and the 1216 Bachelor of Hotel Management/Bachelor of Arts in Japanese programs, as described in 2005/0037376 for introduction in semester 1, 2006.

For discussion

19.0 NEW PROGRAM SUBMISSION
CONTINUING EDUCATION CERTIFICATE IN TOURISM, LEISURE, HOTEL AND SPORT MANAGEMENT

19.1 The Griffith Business School Board, on the recommendation of the Curriculum, Teaching and Learning Committee (GBS), are asked to consider the New Program Submission for a Continuing Education Certificate in Tourism, Leisure, Hotel and Sport, as detailed in 2005/0037371 for introduction in semester 1, 2006.

19.2 In developing this new certificate program, the Department of TLHS have proposed to withdraw the following certificate programs:

19.2.1 9300 Continuing Education Certificate in Hospitality and Tourism Management (2005/0037373);
19.2.2 9202 Continuing Education Certificate in Leisure Management (2005/0037372); and
19.2.3 9215 Continuing Education Certificate in Sport Management (2005/0037374).

19.3 The proposed new certificate program structure is provided below:

<table>
<thead>
<tr>
<th>Sem</th>
<th>Catalog Nbr</th>
<th>Course</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>1001HSL</td>
<td>Foundation Studies for TLHS</td>
<td>10</td>
</tr>
<tr>
<td>I</td>
<td>1220HSL</td>
<td>TLHS Technology</td>
<td>10</td>
</tr>
<tr>
<td>II</td>
<td>1002HSL</td>
<td>Introduction to Research</td>
<td>10</td>
</tr>
</tbody>
</table>

Choose 10CP from the following courses:

<table>
<thead>
<tr>
<th>Sem</th>
<th>Catalog Nbr</th>
<th>Course</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>II</td>
<td>1202HSL</td>
<td>Introduction to Tourism Management</td>
<td>10</td>
</tr>
<tr>
<td>II</td>
<td>1105HSL</td>
<td>Leadership in Leisure Management</td>
<td>10</td>
</tr>
<tr>
<td>II</td>
<td>1304HSL</td>
<td>Introduction to Sport Management</td>
<td>10</td>
</tr>
</tbody>
</table>

19.4 In discussing the new program, the Head of Department advised the Curriculum, Teaching and Learning Committee (CTL) members that the specialised (former) Introduction to Hospitality course content had been subsumed into the new course, 1001HSL *Foundation Studies for TLHS*, and that given the resource intense nature of the laboratory courses at CJ's Restaurant, it was felt that specific courses in Food and Beverage Service Management or Food Production Management were not required as part of a certificate program.

Recommendation:

19.5 The Griffith Business School Board, on the recommendation of the Curriculum, Teaching and Learning (CTL) Committee is asked to the new Continuing Education Certificate in
Tourism, Leisure, Hotel and Sport, as described in 2005/0037371, for introduction in semester 1, 2006;

19.6 The Griffith Business School Board, on the recommendation of the Curriculum, Teaching and Learning (CTL) Committee, is asked to approve the withdrawal of the Continuing Education Certificate programs, as detailed in paragraphs 19.2.1 (2005/0037373), 19.2.2 (2005/0037372) and 19.2.3 (2005/0037374) above for introduction in semester 1, 2006.

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

20.0 MAJOR CHANGE SUBMISSION AND MINOR CHANGE SUBMISSION

1021/1022/1016 BACHELOR OF ARTS

20.1 The Griffith Business School Board, on the recommendation of the Faculty of Arts, is asked to ratify the Chair’s executive action in approving a Major Change Submission, as described in 2005/0037832 (revised 2005/0037825) and a Minor Change Submission, as described in 2005/0037826 for the 1021/1022/1016 Bachelor of Arts and associated programs, for introduction in semester 1, 2006.

20.2 In summary, the major change submission (2005/0037825) proposed to withdraw the following arts majors: Media and Culture, Cultural History, History and Philosophy of Science, Philosophy and Ethics, and Theology.

20.3 In summary, the minor change submission (2005/0037826) proposed a range of course withdrawals, renaming of courses etc that affect first year courses and courses offered as part of a range of majors.

For ratification

21.0 MINOR CHANGE SUBMISSION

3174 / 3175 GRADUATE CERTIFICATE IN COMMERCE

5439 / 5440 MASTER OF COMMERCE

21.1 The Griffith Business School Board, on the recommendation of the Department of Accounting, Finance and Economics, is asked to ratify the Chair’s executive action in approving a Minor Change Submission, as described in 2005/0037393, for the 3174/3175 Graduate Certificate in Commerce and 5439/5440 Master of Commerce, and associated programs, for introduction in semester 1, 2006.

21.2 In summary, the minor change submission seeks to:

- amend the semester of offer for 7102AFE Corporate Auditing from Semesters I and II to be offered in Semester II only. This change will ensure that cross campus consistency is maintained across the program; and

- withdraw 7215AFE Asia-Pacific Capital Markets from offer in Semester 1, 2006 at the Nathan campus only. The course is offered as an elective course in the Banking & Finance specialisation and would normally require students to undertake this course in Year 2 of their program. The Department has considered student demand and the implications of offering courses with low enrolments (refer GBS’ Minimum Enrolments Policy) and has determined that it is appropriate to first offer this course to students in the above programs in semester 1, 2007. By withdrawing this course from offer in 2006 only, the Department believes that no students will be disadvantaged as there are a number of elective options available within this specialisation.

For ratification
22.0 MINOR CHANGE SUBMISSION
1035 BACHELOR OF COMMERCE

22.1 The Griffith Business School Board, on the recommendation of the Department of Accounting, Finance and Economics, is asked to ratify the Chair’s executive action in approving two Minor Change Submissions, as described in 2005/0037375 and 2005/0037386 respectively, for the 1035 Bachelor of Commerce program, for introduction in semester 1, 2006.

22.2 In brief, the first minor change submission (2005/0037375) proposed to amend the transition arrangements for students who entered the Applied Finance major in the pre-2006 program. In the Applied Finance major, students will be required to undertake the course 2210AFE Investment Planning, offered in semester 1, in place of 2203AFE Financial Statement Analysis which is to be withdrawn. As the transitional course 2210AFE Investment Planning would only be offered at the Logan campus, the Department felt that this may create difficulties for those students undertaking the major at the Nathan campus. It is therefore proposed to replace 2210AFE Investment Planning with 2204AFE Financial Institutions Management that is offered at Nathan in semester I.

22.3 In brief, the second minor change submission (2005/0037386) proposed to amend two course titles in order to better reflect their respective content and be more applicable to the business area:

<table>
<thead>
<tr>
<th>Current Course Title</th>
<th>Proposed Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>2306AFE Maths for Business, Finance</td>
<td>2306AFE Quantitative Methods for and Economics</td>
</tr>
<tr>
<td>Economics</td>
<td></td>
</tr>
<tr>
<td>3306AFE Economics of Financial Markets</td>
<td>3306AFE Financial Economics</td>
</tr>
</tbody>
</table>

For ratification

23.0 MINOR CHANGE SUBMISSION
3138 GRADUATE CERTIFICATE IN MANAGEMENT – INNOVATION AND CHANGE
5375 MASTER OF MANAGEMENT – INNOVATION AND CHANGE
5377 MASTER OF MANAGEMENT WITH HONOURS – INNOVATION AND CHANGE

23.1 The Griffith Business School Board, on the executive recommendation of the Associate Dean, Postgraduate Studies (GBS), is asked to ratify the Chair’s executive action in approving a Minor Change Submission, as described in 2005/0037387, for the 3138 Graduate Certificate in Management – Innovation & Change, 5375 Master of Management – Innovation & Change, and the 5377 Master of Management with Honours – Innovation & Change, for introduction in semester 1, 2006.

23.2 In summary, the Department of Management, Griffith Business School, sought approval to change the course code of the following course: 7047GSM Corporate Governance to 7047MGT Corporate Governance. Historically, ownership of this course was shared between the Graduate School of Management (GSM) and the Department of Management and the GSM has since removed this course from its list of offerings thus alleviating it of associated teaching responsibilities. This course is currently offered as a core in the above suite of programs and the Department of Management has now assumed full teaching responsibility for this course.

For ratification

SECTION III: MATTERS FOR NOTING AND WHERE APPROPRIATE, ACCEPTANCE OF RECOMMENDATIONS
24.0 CHANGES TO POSTGRADUATE PROGRAM PLANNING AND APPROVAL PROCESS

24.1 The Office of Graduate Studies has advised that the Deputy Vice Chancellor (Teaching and Learning) and the Dean, Graduate Studies require an amendment to the Program Planning and Approval Process, to include postgraduate programs. A process and timeline similar to the current undergraduate process will be implemented for postgraduate program planning and approvals. The Office of Graduate Studies will provide further information regarding the details of the process and timeline for postgraduate programs in October 2005.

24.2 The current Program Planning and Approval Policy provides a clearly identified process and timeline for undergraduate New Program Concept Proposals, the initial stage of new program planning. Under this process:

- The Academic Registrar’s office coordinates the collection of all proposals for new or modified undergraduate programs in October/November, 14-15 months ahead of the relevant admission period.
- The new undergraduate Program Concept Proposals generated by Academic Groups are linked to their strategic, operational and Academic Group Work Plan planning processes.
- The suite of new and modified undergraduate programs are considered en masse and approved by the Vice Chancellor’s Executive Group, (usually in November).
- The approved initiatives are incorporated into relevant recruitment materials for prospective students and incorporated into the University’s New Programs website.

24.3 The Griffith Business School Board and Heads of Department are requested to note the impending changes to the postgraduate program planning and approval process and factor these in to the planning and review process of postgraduate program offerings for the 2007 admission period.

For noting

25.0 FEES AND CHARGES POLICY

25.1 The Griffith Business School Board is asked to note recent advice from the Office of Graduate Studies to Section 6 of the Fees and charges Policy that specifically refers to fees for non-international fee-paying postgraduate studies. The Policy outlines that non-international postgraduate student tuition fees are fixed for 3 years only. When a student enrols in their program for the 4th year since their commencement in the program their tuition fee will be reset to the approved tuition fee applicable to the program in the current semester. This is irrespective of whether or not the student has taken a leave of absence.

25.2 Heads of Departments are asked to ensure staff within their school who conducts student recruitment, orientation, academic advisement or student administration activities are aware of the detail of the policy.

For noting

26.0 HOSPITALITY PROVIDED BY THE UNIVERSITY

26.1 The Griffith Business School Board is asked to note the recently approved policy titled Hospitality Provided by the University which sets out the circumstances under which hospitality expenditure may be incurred and the guidelines which should be followed by staff when arranging or approving hospitality expenditure.
26.2 Members are asked to encourage staff to familiarise themselves with this policy which can be accessed at the following web site:

For noting

27.0 OTHER BUSINESS

28.0 2006 PROPOSED MEETING DATES

28.1 Members are asked to consider the schedule of 2006 committee-meeting dates. The proposed dates are line with the continuation of meeting free weeks across the University, which were first introduced as a quality enhancement initiative in 2004, and in accordance with a set of specified parameters rolled over from 2005 calendar, and the interdependences of various committees.

28.2 Taking into account the 8 meeting free weeks in 2006 (Weeks 2, 3 & 4 of January, Weeks 2 & 3 of April, Week 4 of July, Week 5 of September and Week 4 of December), it is proposed to schedule the 2006 GBS meetings, with venue and timing to be determined, as follows:

- Friday 17 February (2 weeks prior to formal commencement of teaching)
- Friday 17 March (Week 3)
- Friday 28 April (Week 8)
- Friday 19 May (Week 11)
- Friday 16 June (Week 15)
- Friday 21 July (1 week prior to formal commencement of teaching)
- Friday 18 August (Week 4)
- Friday 15 September (Week 8)
- Friday 20 October (Week 12)
- Friday 17 November (Week 16)

28.3 Members are asked to comment on the above scheduling.

For discussion

29.0 NEXT MEETING

29.1 Members are asked consider whether there would be sufficient business to warrant an additional meeting of the Griffith Business School. A tentative date has been suggested for Friday 2 December 2005. Venue details are to be considered.

For discussion