1.0 CONFIRMATION OF MINUTES (Agenda Item 2.0)

The minutes of the 6/2010 meeting were circulated and confirmed subsequent to the meeting.

2.0 COMMITTEE MEMBERSHIP (Agenda Item 3.0)

2.1 The Griffith Business School Board was asked to note that this was the final meeting for:

- Dr Robyn Hollander, Acting Dean (Learning and Teaching)
- Professor Andrew McAuley, Head, Department of Marketing
- Professor Kristine Toohey, Head, Department of Tourism, Leisure, Hotel and Sport Management
- Professor Ciaran O’Faircheallaigh, Acting Head, Department of Politics and Public Policy
- Associate Professor Eduardo Roca, Deputy Head, Department of Accounting, Finance and Economics
- Professor Tony Makin, Deputy Head, Department of Accounting, Finance and Economics

The Chair thanked the outgoing members for their contributions to the work of the Committee and the Griffith Business School.
SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES

3.0 ASSESSMENT POLICY DEVELOPMENT AND CONSULTATION (Agenda Item 10.0)

3.1 The Griffith Business School Board, on the recommendation of the 7/2010 Assessment Committee, was asked to consider proposed changes to the University Assessment Policy and to offer feedback to the Assessment Committee to enable further development work to be undertaken.

3.2 The University Assessment Committee has been overseeing the review of Griffith’s Assessment Policy to ensure it includes specific reference to quality control aspects of assessment, includes a series of good practices in assessment and is supported by resources on moderation and the calibration of standards. Faculty Boards were asked to comment on the current drafts of the following documents:

- Assessment Policy (2010/0010258)
- Governance of Assessment and Academic Achievement Standards (2010/0011760)

3.3 The Dean (Learning and Teaching) introduced the item by providing an overview of the changes section by section, and advised members that the majority of change had an emphasis on the framework rather than detailing the process, as well as establishing standards and moderation, an area in which the GBS has already done substantial work.

3.4 Members provided the following feedback:

- Appeals/Review of Grades – need to change wording to be dealt with by the Chair of the Assessment Board, not the Academic Registrar
- Deferred Assessment policy still needs work – there is a consensus around the University that the deferred exams process is getting out of hand. Is any consideration given to “deferred deferred” exams?
- Special Consideration – often used inappropriately and inconsistently, review of policy is an opportunity to further define guidelines on the awarding of special consideration
- Concerns around responsibility for security of examinations – what does secure mean? More detail/guidance is required. Need to also consider electronic assessment and/or submission of assessment.
- PC grades – concerns that removing the PC grade will greatly increase the number of supplementary assessment and review of grade requests
- Provision of exemplars – who will be responsible for providing? Concerns were raised regarding regular changes to assessment, group assessments, and consent.

<table>
<thead>
<tr>
<th>Action item</th>
<th>Responsible Officer/s</th>
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<tbody>
<tr>
<td>Forward Faculty Board feedback on the proposed revised Assessment Policy (2010/0010258) and the proposed Governance of Assessment and Academic Achievement Standards (2010/0011760) to the Assessment Committee.</td>
<td>Secretary (action taken)</td>
</tr>
</tbody>
</table>

4.0 MAJOR PROGRAM PROPOSAL (#2010/0010574) (Agenda Item 14.0)

1035/1286 BACHELOR OF COMMERCE

4.1 The Griffith Business School Board, on the recommendation of the November Learning and Teaching Committee (GBS), was asked to consider a proposal to extend the Financial
Planning major in the Bachelor of Commerce to the Gold Coast campus, effective Semester 1, 2011.

4.2 The expansion of this program to the Gold Coast Campus was approved effective Semester 1, 2009 however the GBS suspended the expansion due primarily to concerns over staffing. Recent success in recruiting staff, combined with the pressure that the Gold Coast Bachelor of Commerce program has come under, has precipitated the desire for this to be implemented in a staged roll out commencing in 2011.

4.3 The Board asked that the submission be amended to update the program catalogue entry for the Bachelor of Commerce, to include a statement regarding the Work Integrated Learning component of the Financial Planning major.

Resolution

4.4 The Griffith Business School Board, on the recommendation of the November Learning and Teaching Committee (GBS), resolved to recommend to Programs Committee the proposal to extend the Financial Planning major in the Bachelor of Commerce to the Gold Coast campus, effective Semester 1, 2011.

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<tr>
<th>Action item</th>
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<tbody>
<tr>
<td>Amend the major change submission for the Bachelor of Commerce (1035/1286) and then forward to Programs Committee.</td>
<td>Secretary (action taken)</td>
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</tbody>
</table>

5.0 MAJOR PROGRAM PROPOSAL (#2010/0010575) (Agenda Item 15.0) 1034/1288 BACHELOR OF BUSINESS

5.1 The Griffith Business School Board, on the recommendation of the November Learning and Teaching Committee (GBS), was asked to consider a proposal to revise the Human Resource Management major and minor in the Bachelor of Business, effective Semester 1, 2012.

5.2 The proposed changes to the major were designed to enhance employability for graduates by increasing their skill and knowledge in key functional domains of HRM, particularly recruitment, selection, performance management, and rewards. Several courses currently offered have been moved to the list of electives, thus providing increased choice for students and providing them with an opportunity to further specialise in HRM offerings or to undertake more courses in employment relations or in health and safety. Additionally, the revisions acknowledge work at University level through the inclusion of a strong capstone course as well as an option to do work-integrated learning (WIL) and/or project courses. The revised major includes a capstone course in Applied HRM which focuses on strategic organisational change as well as the opportunity to undertake independent study through an applied project.

5.3 The Board asked that the submission be amended in relation to the resourcing requirements statement, and the addition of a statement regarding possible elective offerings in alternate years to the program catalogue.

Resolution

5.4 The Griffith Business School Board, on the recommendation of the November Learning and Teaching Committee (GBS), resolved to recommend to Programs Committee the proposal to revise the Human Resource Management major and minor in the Bachelor of Business, effective Semester 1, 2012.
6.0 MAJOR PROGRAM PROPOSAL (#2010/0010576) (Agenda Item 16.0)
3188/3189 GRADUATE CERTIFICATE IN HUMAN RESOURCE MANAGEMENT
5261/5331 MASTER OF HUMAN RESOURCE MANAGEMENT
5262/5389 MASTER OF HUMAN RESOURCE MANAGEMENT WITH HONOURS

6.1 The Griffith Business School Board, on the recommendation of the November Learning and Teaching Committee (GBS), was asked to consider a proposal to revise the Graduate Certificate in Human Resource Management, Master of Human Resource Management and Master of Human Resource Management with Honours, effective Semester 1, 2012.

6.2 In response to a GBS requirement for the MHRM to be reviewed, and a review of the undergraduate major in response to Operation Program Focus, a complete review of the postgraduate degree in HRM was undertaken in 2010. Over several months in the mid and latter half of 2010 substantive consultation was undertaken with relevant stakeholders (academic staff, program directors, program services officers, current students, HR practitioners, and AHRI executives), in the form of 13 meetings as well as informal email feedback, to assess the effectiveness of the current GCHRM and MHRM to provide requisite HRM knowledge, skills, and abilities for both current practitioners as well as individuals seeking to transition into HR careers. The review of the postgraduate program recommended a number of changes including a revision to the existing one year Masters.

6.3 The Board asked that the submission be amended to ensure that core course offerings are scheduled to allow students to progress through the major at one campus on a full-time basis.

Resolution

6.4 The Griffith Business School Board, on the recommendation of the November Learning and Teaching Committee (GBS), resolved to recommend to Programs Committee the proposal to revise the Graduate Certificate in Human Resource Management, Master of Human Resource Management and Master of Human Resource Management with Honours, effective Semester 1, 2012.

<table>
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<tr>
<th>Action item</th>
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<tbody>
<tr>
<td>Amend the major change submission for the Bachelor of Business (1034/1288) and then forward to Programs Committee.</td>
<td>Secretary (action taken)</td>
</tr>
</tbody>
</table>

SECTION B: ACTION UNDER DELEGATED AUTHORITY

7.0 HDR PROFESSIONAL DEVELOPMENT PROGRAM PROPOSAL (Agenda Item 11.0)

7.1 The Griffith Business School Board was asked to consider the Higher Degree Research (HDR) Professional Development Program Proposal. The Dean (Research) introduced the item, providing an overview of the policy and discussing the current variability in professional development received by HDR candidates in the Griffith Business School.
7.2 In response to the variability of candidate competencies across research higher degrees, members were asked to approve the proposed framework for implementation of minimum standards for the professional development program (PDP) of HDR candidates in the GBS.

Resolution

7.3 The Griffith Business School Board resolved to approve the Higher Degree Research Professional Development Program Proposal.

8.0 IDENTIFYING WIL COMPONENTS IN COURSE PROFILES (Agenda Item 13.0)

8.1 The Griffith Business School Board, on the recommendation of the Griffith Business School Health and Safety Committee, was asked to consider a proposal to identify all courses with a Work Integrated Learning (WIL) component in the Course Profile System.

8.2 The Dean (Academic) reported that an audit of WIL activities at Griffith found that not all courses with a WIL component are identified in the Course Profile System. Using the Course Profile System to identify such courses will allow the GBS to produce reports and provide additional training to Course Convenors as required.

Resolution

8.3 The Griffith Business School Board resolved to approve the proposal to identify all courses with a WIL component in the Course Profile System.

9.0 COURSE PROFILES (Agenda Item 17.0)

9.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching) and Chair, Griffith Business School Board, was asked to ratify the following course profiles for Summer Semester 2011/2012:

- 2008EHR
- 2002EHR
- 3001EHR

Resolution

9.2 On the executive recommendation of the Dean (Learning and Teaching) and Chair, the Griffith Business School Board resolved to ratify the above-listed course profiles for Summer Semester 2011/2012.

10.0 MINOR PROGRAM PROPOSAL (#2010/0010564) (Agenda Item 18.0) 5226/5228 MASTER OF MARKETING

10.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), on behalf of the Chair, Griffith Business School Board, was asked to ratify a Minor Program Proposal affecting the Master of Marketing, effective Semester 1 2011.

10.2 The submission proposed to introduce two elective courses at Nathan to the 5226/5228 Master of Marketing, effective Semester 1, 2011.

Resolution

10.3 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), on behalf of the Chair, Griffith Business School Board, resolved to ratify the
Minor Program Proposal affecting the 5226/5228 Master of Marketing, effective Semester 1 2011.

11.0 MINOR PROGRAM PROPOSAL (#2010/0010572) (Agenda Item 19.0)
1035 BACHELOR OF COMMERCE

11.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), on behalf of the Chair, Griffith Business School Board, was asked to ratify a Minor Program Proposal affecting the 1035 Bachelor of Commerce, effective Semester 1 2011.

11.2 The submission proposed to offer 3210AFE Advanced Corporate Finance in both semesters I and II from 2011 and 2206AFE Investment Analysis and Management in both semesters I and II from 2012.

Resolution

11.3 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), on behalf of the Chair, Griffith Business School Board, resolved to ratify the Minor Program Proposal affecting the 1035 Bachelor of Commerce, effective Semester 1 2011.

12.0 MINOR PROGRAM PROPOSAL (#2010/0010557) (Agenda Item 20.0)
1034/1288 BACHELOR OF BUSINESS

12.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), on behalf of the Chair, Griffith Business School Board, is asked to ratify a Minor Program Proposal affecting the 1034/1288 Bachelor of Business, effective Semester 1 2011.

12.2 The submission proposed to introduce a new course for the Logistics and Supply Chain Management major, effective 2011.

Resolution

12.3 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), on behalf of the Chair, Griffith Business School Board, resolved to ratify the Minor Program Proposal affecting the 1034/1288 Bachelor of Business, effective Semester 1 2011.

13.0 MINOR PROGRAM PROPOSAL (#2010/0010578) (Agenda Item 21.0)
3188/3189 GRADUATE CERTIFICATE IN HUMAN RESOURCE MANAGEMENT
5261/5331 MASTER OF HUMAN RESOURCE MANAGEMENT
5158/5159 MASTER OF BUSINESS ADMINISTRATION
5441/5506 MASTER OF COMMERCE (ADVANCED)

13.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), on behalf of the Chair, Griffith Business School Board, was asked to ratify a Minor Program Proposal affecting the Graduate Certificate in Human Resource Management, Master of Human Resource Management, Master of Business Administration and Master of Commerce (Advanced), effective Semester 1 2011.

13.2 The submission proposed to include 7024EHR International Human Resource Mgt as a core course and move 7112IBA Globalisation and Corporate Social Responsibility to the elective course list. It will be necessary to offer 7024EHR over both semesters 1 & 2 at Nathan and Gold Coast to allow students to complete the program within one year full-time.
Resolution

13.3 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), on behalf of the Chair, Griffith Business School Board, resolved to ratify the Minor Program Proposal affecting the Graduate Certificate in Human Resource Management, Master of Human Resource Management, Master of Business Administration and Master of Commerce (Advanced), effective Semester 1 2011.

14.0 MINOR PROGRAM PROPOSAL (#2010/0010579) (Agenda Item 22.0)

14.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), on behalf of the Chair, Griffith Business School Board, was asked to ratify a Minor Program Proposal affecting the 5410 Executive Master of Public Administration and 5275 Master of Public Administration, effective Summer Semester (Jan/Feb) 2011.

14.2 The submission proposed to change the Semester of offer for 7211PPP Governance and the Core Executive from Semester 1 to Summer Semester (January/February).

Resolution

14.3 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), on behalf of the Chair, Griffith Business School Board, resolved to ratify the Minor Program Proposal affecting the 5410 Executive Master of Public Administration and 5275 Master of Public Administration, effective Summer Semester (Jan/Feb) 2011.

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

Nil

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

15.0 CHAIR’S REPORT (Agenda Item 4.0)

15.1 The Group Marketing Manager (GBS) spoke to a written report.

15.2 The Chair, Griffith Business School Board provided members with an update regarding building renovations at the Gold Coast and Nathan campuses. The Chair also reported on staffing within the GBS and provided members with an update on current recruitment activities to increase the academic staffing profile.

Noted

16.0 PRO VICE CHANCELLOR’S (BUSINESS) REPORT (Agenda Item 5.0)

16.1 The Pro Vice Chancellor (Business) did not attend the meeting. There were no matters to report.

17.0 DEAN’S (LEARNING AND TEACHING) REPORT (Agenda Item 6.0)

17.1 A written report of QTAC application statistics was tabled at the meeting.

17.2 The Dean (Learning and Teaching) reported on the following matters:
• The University Learning and Teaching Committee will be reviewing the SET/SEC process in 2011 and feedback is welcomed from members.

• A meeting of First Year Course Convenors was held recently, and it was discussed that there is insufficient communication between courses that run alongside each other. Program level meetings will commence in 2011 to assist with this.

• Learning@Griffith has resulted in a better look and feel to the program/course pages. IN 2011 the focus will be the Grade Centre to enhance the system capability (eg. flow into marks entry spreadsheet) and encourage greater use of this tool.

• A proposal is being developed for the OUA offering of the Bachelor of Business, which will be linked to the Logan program.

**Noted**

1.0 **DEAN’S (RESEARCH) REPORT (Agenda Item 7.0)**

1.1 The Dean (Research) spoke to a written report on the following matters:

• Scholarship applications are being sought from convenors asap in order to make timely offers

• 3 Post Doctorate Fellows offers are waiting on response/acceptance

• 3 HDR terminations currently in process – one being denied due to insufficient guidance regarding what is required and when. Members are reminded to document any problems with supervision as there are no grounds for termination otherwise.

**Noted**

2.0 **DEAN’S (INTERNATIONAL) REPORT (Agenda Item 8.0)**

2.1 The Dean (International) did not attend the meeting. There were no matters to report.

**Noted**

3.0 **HEADS OF DEPARTMENT REPORT (Agenda Item 9.0)**

3.1 There were no matters to report.

**Noted**

4.0 **PPP REVIEW SUMMARY (Agenda Item 12.0)**

4.1 The Head of the Department of Politics and Public Policy provided a summary of the Departmental review undertaken in May 2010.

4.2 The review report provided some positive comments regarding the Department’s research, ethos, and synergies between departments and the GBS as a whole, however some concern was expressed in relation to the sustainability of these. The Review Committee recommended a review of the undergraduate and postgraduate programs, with a greater focus on international context, particularly in relation to northern neighbours.
4.3 The Review Committee noted Griffith’s strength in the areas of political science, public policy and social science, but that these disciplines are located in different areas across the university and it was recommended that they be brought together.

4.4 An implementation plan is currently being drafted to address the review recommendations.

Noted

5.0 REPORTS OF SUB-COMMITTEES OF GBS BOARD (Agenda Item 23.0)

5.1 The Griffith Business School Board was asked to note the minutes from the following sub-committees:
   - Learning and Teaching Committee (October 2010)

Noted

6.0 OTHER BUSINESS (Agenda Item 24.0)

6.1 There were no other matters to report.

Noted

7.0 NEXT MEETING (Agenda Item 25.0)

7.1 The next meeting of the Griffith Business School Board will be held on Friday, 4 March 2011 via videoconference in Room -1.18, Business 2 Building (N72), Nathan campus; Room 1.04, The Chancellery Building (G34), Gold Coast campus; and Room 2.27, Information Services Building (L03), Logan campus.

Noted

Confirmed: ____________________________

(Chair)

Date: ____________________________
DISTRIBUTION LIST

Griffith Business School Board Members

Professor Marie Wilson, Dean (Academic) (Chair)
Professor Michael Powell, Pro Vice Chancellor (Business) (ex officio)
Deans (appointed by the Group Pro Vice Chancellor)
Professor Graham Cuskelly, Dean (Research)
Dr Robyn Hollander, Acting Dean (Learning and Teaching)
Professor Chris Auld, Dean (International)

Heads of Departments Directly Associated With the Faculty (ex officio)
Professor Christine Smith, Department of Accounting, Finance and Economics
Associate Professor Michael Barry, Department of Employment Relations and Human Resources
Professor Leong Liew, Department of International Business and Asian Studies
Professor Andrew McAuley, Department of Marketing
Professor Ciaran O'Faircheallaigh, Department of Politics and Public Policy (Acting)
Professor Kristine Toohey, Department of Tourism, Leisure, Hotel and Sport Management

Deputy Heads of Departments Directly Associated With the Group (appointed)
Professor Jenny Stewart, Department of Accounting, Finance and Economics
Professor Tony Makin, Department of Accounting, Finance and Economics (Acting)
Associate Professor Eduardo Roca, Department of Accounting, Finance and Economics (Acting)
Professor Kate Hutchings, Department of Employment Relations and Human Resources
Vacant, Department of Marketing

Associate Professor Simone Fullagar, Department of Tourism, Leisure, Hotel and Sport Management
Associate Professor Laura Lawton, Department of Tourism, Leisure, Hotel and Sport Management

Research Centre Representative (appointed)
Professor Beverley Sparks, Director, Centre for Tourism, Sport and Service Innovation
Professor Peter Jordan, Deputy Director, Centre for Work, Organisation and Wellbeing

Invited (for Audience and Debate)
NIL

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