A meeting of the Griffith Business School (GBS) Board was held on Friday, 15 September 2006, 10:05am till 1:05pm, in the Board Room, Level 4, Room 4.08, Logan Campus (L07_4.08).

**MINUTES**

**PRESENT:**
- Professor Bill Shepherd (Chair)
- Professor Michael Powell
- Professor Chris Auld
- Professor Graham Cuskey [Acting Dean (Research), GBS]
- Professor Mike Davidson
- Professor Lorelle Frazer
- Professor Leong Liew
- Professor Bill Merrilees
- Professor Chew Ng
- Dr Louis Sanzogni
- Dr Liz Van Acker
- Professor John Dewar, Deputy Vice Chancellor (Academic)
- Associate Professor Bradley Bowden, Department of Management
- Dr Quynh Do, Human Resource (HR) Adviser, Health and Safety, Central HR Services
- Professor Adrian Wilkinson, Department of Industrial Relations

**APOLOGIES:**
- Professor Liz Fulop
- Professor Chris Guilding
- Professor David Peetz
- Professor Art Shulman

Present by Invitation:
- Mrs Sonya Betros (Secretary)

### Name of Item (including Agenda Item Number and Attachment/s) | Brief Description | Resolution | Action to be Taken | Responsible Officer

#### CONFIRMATION OF MINUTES (Agenda Item Number 2.0)
Minutes of the 5/2006 meeting of the GBS Board.
- Taken as read and confirmed
- Committee Secretary to forward to CARMS

#### MATTERS ARISING FROM PREVIOUS MINUTES (Agenda Item Number 3.0)
Nil
- -

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

**REVISED CREDIT TRANSFER POLICY (Agenda Item Number 13.0)**
In discussing the revised Credit Transfer Policy, members agreed that the revisions made the Policy clearer to interpret and were in line with GBS initiatives relating to credit transfer.
- The GBS Board resolved to provide the feedback on the revised Credit Transfer Policy to the Academic Committee.
- Committee Secretary to forward to the Committee Secretary, Academic Committee

**MINOR CHANGE SUBMISSION (#2006/0003831)**
The Pro Vice Chancellor (Business) [PVC(B)] queried the amended program structure within the
- Ratified
- Committee Secretary to review

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<th>Name of Item (including Agenda Item Number and Attachment/s)</th>
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<tr>
<td>3102 GRADUATE CERTIFICATE IN INTERNATIONAL BUSINESS</td>
<td>submission as it did not reflect the currently approved structure of the postgraduate international business programs. There is a time lag in the processing of changes reflected in the Program Catalogue, which provides the current program structure for programs. Some of the changes previously approved have not yet been reflected in the Program Catalogue and therefore have not transposed to this submission. The GBS Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, resolved to ratify the Chair’s executive action in approving the Minor Change Submission affecting the 3102 Graduate Certificate in International Business, the 5311 Master of International Business, and the 5312 Master of International Business with Honours, as described in 2006/0003831, for implementation in Semester 1 2007, subject to reviewing the amended program structure.</td>
<td>Ratified</td>
<td>and amend the program structure within the submission</td>
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<tr>
<td>MAJOR CHANGE SUBMISSION (#2006/0003836) 1314 BACHELOR OF BUSINESS (HOTEL MANAGEMENT) (Agenda Item Number 15.0)</td>
<td>The GBS Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, resolved to ratify the Chair’s executive action in approving a Major Change Submission proposing to introduce an off-shore offering of the Bachelor of Business (Hotel Management) (1314), as described in 2006/0003836, for implementation in Semester 2 2006.</td>
<td>Ratified</td>
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<td>MINOR CHANGE SUBMISSION (#2006/0003837) MAJOR CHANGE SUBMISSION (#2006/0002560) 1034/1288 BACHELOR OF BUSINESS (Agenda Item Number 16.0)</td>
<td>The GBS Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, resolved to ratify the Chair’s executive action in approving a Minor Change Submission (#2006/0003837) and a Major Change Submission (2006/0002560), affecting the 1034/1288 Bachelor of Business, for implementation in Semester 1 2007.</td>
<td>Ratified</td>
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<td>MINOR CHANGE SUBMISSION (#2006/0003838) 3047/3048 GRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION</td>
<td>The GBS Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, resolved to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 5158/5159 Master of Business Administration program</td>
<td>Ratified</td>
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<td>5158/5159 MASTER OF BUSINESS ADMINISTRATION 5162/5163 MASTER OF BUSINESS ADMINISTRATION (ADVANCED) 5164/5165 MASTER OF BUSINESS ADMINISTRATION WITH HONOURS (Agenda Item Number 17.0)</td>
<td>group, as described in 2006/0003838, for implementation in Semester 1 2007.</td>
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<td>MINOR CHANGE SUBMISSION (#2006/0003840) 5160 MASTER OF BUSINESS ADMINISTRATION (INTERNATIONAL) 5348 MASTER OF BUSINESS ADMINISTRATION (INTERNATIONAL) (ADVANCED) (Agenda Item Number 18.0)</td>
<td>The GBS Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, resolved to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 5160 Master of Business Administration (MBA) (International) and the 5348 MBA (International) (Advanced), as described in 2006/0003840, for implementation in Semester 2 2006.</td>
<td>Ratified</td>
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<td>MINOR CHANGE SUBMISSION (#2006/0003842) 1289 BACHELOR OF BUSINESS (LEISURE MANAGEMENT) (Agenda Item Number 19.0)</td>
<td>The GBS Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, resolved to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 1289 Bachelor of Business (Leisure Management), as described in 2006/0003842, for implementation in Semester 2 2006.</td>
<td>Ratified</td>
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<td>ADVICE OF PROGRAM WITHDRAWAL (#2006/0003843) 9201 CONTINUING EDUCATION CERTIFICATE IN COMMUNITY CULTURAL DEVELOPMENT (Agenda Item Number 20.0)</td>
<td>The GBS Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, resolved to ratify the Chair’s executive action in approving an Advice of Program Withdrawal proposing to withdraw the 9201 Continuing Education Certificate in Community Cultural Development, as described in 2006/0003843, effective Semester 1 2007.</td>
<td>Ratified</td>
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<td>MINOR CHANGE SUBMISSION (#2006/0003844) 1034/1287/1288 BACHELOR OF BUSINESS (Agenda Item Number 21.0)</td>
<td>The GBS Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, resolved to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 1034/1287/1288 Bachelor of Business, as described in</td>
<td>Ratified</td>
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<td>GBS FIRST YEAR ADVISORS FOR 2007 (#2006/0003845) (Agenda Item Number 22.0)</td>
<td>2006/0003844, for implementation in Semester 1 2007.</td>
<td>Ratified</td>
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<td>ADVICES OF PROGRAM WITHDRAWAL (#2006/0003846 AND #2006/0003847) 9318 CONTINUING EDUCATION CERTIFICATE IN TENNIS MANAGEMENT PRACTICES 9319 CONTINUING EDUCATION CERTIFICATE IN TENNIS MANAGEMENT FOUNDATIONS (Agenda Item Number 23.0)</td>
<td>The GBS Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, resolved to ratify the Chair’s executive action in approving GBS First Year Advisors for 2007, as described in 2006/0003845.</td>
<td>Ratified</td>
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<td>ADVICE OF PROGRAM WITHDRAWAL (#2006/0003848) 9216 PGA/IGI GOLF OPERATIONS FOR INTERNATIONAL STUDENTS (Agenda Item Number 24.0)</td>
<td>The GBS Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, resolved to ratify the Chair’s executive action in approving two Advices of Program Withdrawal proposing to withdraw the 9318 Continuing Education Certificate in Tennis Management Practices, as described in 2006/0003846, and the 9319 Continuing Education Certificate in Tennis Management Foundations, as described in 2006/0003847, effective Semester 1 2007.</td>
<td>Ratified</td>
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<td>SPECIAL PURPOSE SUBMISSION (#2006/0007320) FOR ALL COURSES HOSTED BY THE DISESTABLISHED UNIT, GRADUATE SCHOOL OF MANAGEMENT (GSM) (Agenda Item Number 26.0)</td>
<td>The GBS Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, resolved to ratify the Chair’s executive action in approving an Advice of Program Withdrawal proposing to withdraw the 9216 PGA/IGI Golf Operations for International Students, as described in 2006/0003848, effective Semester 2 2006.</td>
<td>Ratified</td>
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<td>MINOR CHANGE SUBMISSION (#2006/0003849) 1286 BACHELOR OF COMMERCE 1034 BACHELOR OF BUSINESS</td>
<td>The GBS Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, resolved to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 1286 Bachelor of Commerce, the</td>
<td>Ratified</td>
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<td>1290 BACHELOR OF BUSINESS (HOTEL, TOURISM, LEISURE, AND SPORT) (HSL) (Agenda Item Number 26.0)</td>
<td>1034 Bachelor of Business, and the 1290 Bachelor of Business (HSL), as described in 2006/0003849, for implementation in Semester 1 2007.</td>
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**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**

**CHAIR’S REPORT**

(#2006/0003851) (Agenda Item Number 4.0)

The GBS Board noted the Chair’s written report, as described in 2006/0003851. The Chair highlighted to members that meetings with Heads are planned to determine areas of academic emphasis (ie research intensive or teaching intensive) for all staff in their Departments as part of preparation for introduction of the GBS Workload Model from Semester 1 2007.

**PRO VICE CHANCELLOR’S (BUSINESS) REPORT**

(Agenda Item Number 5.0)

The PVC(B) provided an oral report at the meeting addressing the following topics of interest:

- **Graduations**
  
  Academic staff graduation ceremony attendance was low. Heads were requested to encourage staff to attend, particularly to meet the expectation of students graduating.

- **HR Manager**
  
  Mr Robert Mitchell has replaced Ms Sandy Smith as the HR Manager, Business.

- **University Budget**
  
  This year, the University has adopted a new budget methodology (to be approved). The new methodology will be considered by the Finance and Resources Committee this month for endorsement by Council in October 2006. The PVC(B) advised that the revised model will place the GBS in a better position than previous budgets. The model provides an incentive for Groups to improve their performance. A nominal amount of 14% is taken from a Group’s budget for research and learning and teaching. Depending on the Group’s performance in these areas ( benchmarked against DEST performance indicators), Groups may receive additional funds. The
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| **PVC(B) is determining ways in which the budget performance fund can be applied at the Department level to engage the Faculty and provide incentive for additional funding.**  
- **Director, Executive Education**  
Mr Frank Pollard has been appointed to the role of Director, Executive Education. The PVC(B) advised that it would be useful for the Director to update Heads on executive education developments, possibly at a future Faculty Board meeting. | | | | |
| **DEAN’S (LEARNING AND TEACHING) REPORT**  
(#2006/0003853)  
(Agenda Item Number 6.0) | The GBS Board noted the Dean’s (Learning and Teaching) written report, as described in 2006/0003853. The Dean advised that 17 expressions of interest were received for the 2007 Griffith Grants for Learning and Teaching. Whilst feedback was forwarded to each applicant from the GBS executive, it is up to the individual/s to decide whether they wish to submit a grant application for this scheme. | Noted | - | - |
| **DEAN’S (RESEARCH) REPORT**  
(#2006/0003854)  
(Agenda Item Number 7.0) | The GBS Board noted the Dean’s (Research) written report, as described in 2006/0003854. The GBS Board recommended that the naming of “sustainable business” within the GBS Research Structure and Programs chart be re-visited as the word “sustainable” is ambiguous. As described in the Dean’s written report, the GBS Board resolved to approve that:  
- a bi-annual review of GBS journal tiers be undertaken with the first review to take place after RQF; and  
- if a researcher has a journal publication not listed in the current Griffith University list but is ranked in the lists used by the GBS then they should submit the relevant rankings with their curriculum vitae(s) (CV). If there is no clear indication of the ranking based on the benchmark journals used in the GBS, then the staff member should approach the Department for verification as to where it is likely to be ranked, taking into account GBS lists. | Noted and Approved | Committee Secretary to forward to the Dean (Research) | Committee Secretary |
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| promotion, confirmation, and other rounds, CVs need to show the tier of journals based on the Griffith rankings. Where other rankings are used the staff member must have it authorised by their Head of Department. It is the responsibility of the staff member to provide the ranking information for promotion, confirmation, and other reviews in an unambiguous manner. The GBS Board also resolved to approve the GBS Research Higher Degree Confirmation Guide 2007 subject to: | - addition of a qualifying clause against the financial support statement on page 2 of the document; and  
- highlighting that additional funds may be available as specified on page 3. | Noted | - | - |
<p>| DIRECTOR, INTERNATIONALISATION AND COMMUNITY PARTNERSHIPS’ REPORT (#2006/0003852) (Agenda Item Number 8.0) | The GBS Board noted the Director, Internationalisation and Community Partnerships’ written report, as described in 2006/0003852. The Director informed members that Dr Hugh Wilkins has been appointed to oversee off-shore operations within the GBS. | Noted | - | - |
| DIRECTOR, QUALITY AND ACCREDITATION’S REPORT (Agenda Item Number 9.0) | The Director, Quality and Accreditation was unable to attend the meeting. The Pro Vice Chancellor (Business) advised that the Director was currently working on the preliminary report seeking international accreditation (approximately 30 pages) to be submitted to AACSB on Monday, 18 September 2006. The CPA Australia and Institute of Chartered Accountants in Australia accreditation visits will also be conducted on Monday, 18 September 2006, seeking re-accreditation of relevant programs offering accounting. | Noted | - | - |
| HEALTH AND SAFETY PRESENTATION (Agenda Item Number 10.0) | Associate Professor Bradley Bowden, Department of Management and Dr Quynh Do, HR Adviser, Health and Safety, Central HR Services provided an overview to members on health and safety issues including issues relating to | Noted | - | - |</p>
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<td>overcrowded lectures, excessive inter-campus travel, and the strain of dealing with international students.</td>
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| **UPDATE ON CURRENT DEVELOPMENTS IN THE LEARNING AND TEACHING AGENDA AT GRIFFITH** *(Agenda Item Number 11.0)* | The Deputy Vice Chancellor (Academic) provided an update to members on the current developments in the learning and teaching agenda at Griffith addressing the following topics of interest:  
- Learning and teaching strategy and policy;  
- Strategic and operational planning;  
- Academic staffing policy and processes, including enterprise bargaining;  
- Student recruitment and scholarships;  
- Student equity;  
- Graduate Outcomes; and  
- Miscellany.  
The Deputy Vice Chancellor (Academic) advised that he will be conducting campus meetings re developments within his portfolio of responsibility and to bring staff up to date with developments in the sector as a whole. | Noted | - | - |
<p>| <strong>REVISED PROGRAM PLANNING, DEVELOPMENT, AND APPROVAL PROCESS</strong> <em>(Agenda Item Number 12.0)</em> | The Academic Services Officer (Business and Law) provided members with an overview of the revised program planning, development, and approval process as a result of the Project Streamline, Programs Approval review. | Noted | - | - |
| <strong>GBS WORKLOAD MODEL (#2006/0003850)</strong> <em>(Agenda Item Number 27.0)</em> | The GBS Board resolved to approve the Workload Model, as described in 2006/0003850. | Approved | - | - |
| <strong>FACULTY LEARNING AND TEACHING CITATIONS</strong> <em>(Agenda Item Number 28.0)</em> | The GBS Board noted the deadlines and process for the 2006 FLATC. | Noted | - | - |
| <strong>2007 GRIFFITH GRANTS FOR LEARNING AND TEACHING SCHEME</strong> <em>(Agenda Item Number 29.0)</em> | The GBS Board noted the deadlines and process for the 2007 Griffith Grants for Learning and Teaching scheme. | Noted | - | - |
| <strong>REPORTS OF SUB-COMMITTEES OF THE FACULTY BOARD</strong> <em>(Agenda Item Number</em> | The GBS Board noted the minutes from the 4/2006 meeting of the Curriculum, Teaching and Learning Committee (GBS). | Noted | - | - |</p>
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<td>30.0) OTHER BUSINESS (Agenda Item Number 31.0)</td>
<td>Nil</td>
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<td>NEXT MEETING (Agenda Item Number 32.0)</td>
<td>The next meeting of the GBS Board will be held on <strong>Friday, 20 October 2006</strong>, from 10:00am till 1:00pm, in the Bray Centre, Level 2, Room 2.06, Nathan Campus (N54_2.06).</td>
<td>Noted</td>
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Confirmed:  

(Chair)  

Date:  

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**Griffith Business School Board Members**  
Professor Bill Shepherd, Dean (Academic) (Chair) (ex officio)  
Professor Michael Powell, Pro Vice Chancellor (Business) (ex officio)  

Deans (appointed by the Group Pro Vice Chancellor)  
Professor Liz Fulop, Dean (Research)  
Professor Lorelle Frazer, Dean (Learning and Teaching)  

Heads of Departments Directly Associated with the Faculty (ex officio)  
Professor Chew Ng, Department of Accounting, Finance and Economics  
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  

Research Centre Representative (ex officio)  
Professor Chris Guilding, Director, Service Industry Research Centre  

**Invited (for Audience and Debate)**  
Professor Christopher Auld, Acting Director, Internationalisation, Commercialisation and Community Partnerships  
Professor Arthur Shulman, Director, Quality and Accreditation  

**Information Copies**  
(without attachments unless stated)  
Ms Alison Harris, Group Resource Manager, Business  
Mr Robert Mitchell, Human Resource (HR) Manager, Business  
Ms Simone Thorne, Acting Marketing Manager, Business/Law  
Ms Suzanne Pinchen, Business Development Management, Business/Law, Office for Commercialisation  
Ms Tracey Howley, CEO, International Golf Institute  
Deans’ and Heads of Departments’ Secretaries, Griffith Business School  
Ms Lisa Cotterell, Executive Officer to the Pro Vice Chancellor (Business)  
Ms Mary Hassard, Credit Transfer and Articulations Manager, Student Administration  
Centre Coordinators, Office of Graduate Studies  
Client Administration Officers, Student Administration  

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