GRiffith University
Griffith Business School Board

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Significant Committee Events

- The next meeting of the Griffith Business School Board will be held on Friday, 19 October 2007, from 10:00am till 1:00pm in the Boardroom, Level 2, Room 2.12, Business 1 Building, Gold Coast Campus (G01 2.12). A light lunch will be served at approximately 12:30pm.

Committee QuickPlace Web Address

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

DISTRIBUTION LIST

Griffith Business School Board Members

- Professor Bill Shepherd, Dean (Academic) (Chair)
- Professor Michael Powell, Pro Vice Chancellor (Business) (ex officio)
- Professor Graham Cuskelley, Dean (Research)
- Professor Lorelle Frazer, Dean (Learning and Teaching)
- Professor Chew Ng, Department of Accounting, Finance and Economics
- Dr Cameron Allan, Department of Industrial Relations
- Professor Leong Liew, Department of International Business and Asian Studies
- Dr Louis Sanzogni, Department of Management
- Dr Debbie Grace, Department of Marketing
- Dr Robyn Hollander, Department of Politics and Public Policy
- Professor Mike Davidson, Department of Tourism, Leisure, Hotel and Sport Management
- Professor Chris Guilding
- Director, Service Industry Research Centre
- Department of Tourism, Leisure, Hotel and Sport Management

Invited (for Audience and Debate)

- Professor Christopher Auld, Director, Internationalisation and Community Partnerships

Deans (appointed by the Group Pro Vice Chancellor)

- Ms Alison Harris, Group Resource Manager, Business
- Mr Martin Teml, Human Resource (HR) Manager, Business
- Ms Kerry Miles, Business Development Management, Business/Law, Office for Commercialisation
- Deans’ and Heads of Departments’ Secretaries, Griffith Business School

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

- Program Service Officers, Griffith Business School
- Ms Lisa Cotterell, Executive Officer to the Pro Vice Chancellor (Business)
- Ms Mary Hassard, Credit Transfer and Articulations Manager, Student Administration
- Client Administration Officers, Student Administration Centre Coordinators, Office of Graduate Studies

Research Centre Representative (ex officio)

- Corporate Archives and Records Management copy (attachments)
- Binding copy (attachments)
- Spare copy
The 5/2007 meeting of the Griffith Business School Board will be held on Friday, 21 September 2007, from 10:00am till 1:00pm in the Boardroom, Level 4, Room 4.08, Hub Link, Logan Campus (L07_4.08). A light lunch will be served at approximately 12:30pm.

Kate Rees
Secretary

AGENDA

1.0 APOLOGIES

1.1 Apologies may be recorded by contacting the Secretary on extension 56408, or by emailing k.rees@griffith.edu.au. Apologies have been received from Professor Graham Cuskelly and Professor Chris Auld.

2.0 CONFIRMATION OF MINUTES

2.1 The minutes of the 4/2007 meeting have been circulated.

To be taken as read and confirmed

3.0 MATTERS ARISING FROM PREVIOUS MINUTES

4.0 CHAIR'S REPORT

4.1 Professor Bill Shepherd, Dean (Academic), GBS and Chair, GBS Board will provide an oral report at the meeting.

5.0 PRO VICE CHANCELLOR'S (BUSINESS) REPORT

5.1 Professor Michael Powell, Pro Vice Chancellor (Business) will provide an oral report at the meeting.

6.0 DEAN'S (LEARNING AND TEACHING) REPORT

6.1 Professor Lorelle Frazer, Dean (Learning and Teaching), GBS will speak to the attachment titled “Guidelines for Logan Courses”.

7.0 DEAN'S (RESEARCH) REPORT

7.1 Professor Graham Cuskelly, Dean (Research), GBS is unable to attend the meeting. There are no matters to report.

8.0 DIRECTOR, INTERNATIONALISATION AND COMMUNITY PARTNERSHIPS' REPORT

8.1 Professor Chris Auld, Director, Internationalisation and Community Partnerships is unable to attend the meeting. His written report is attached for information.

9.0 AUSTRALIAN UNIVERSITIES QUALITY AGENCY AUDIT

9.1 The Senior Project Officer – AUQA Audit will attend the meeting at 10:00am to report on the progress to date in preparing for the 2008 AUQA Audit.
ORDERING OF THE AGENDA

At this point in the agenda, members may propose that any matter on the agenda, not included in Section I, be so included.

SECTION I: MATTERS FOR DEBATE AND DECISION

10.0 BUSINESS GROUP STRATEGIC PLAN 2008 -2010

10.1 The Griffith Business School Board is asked to consider the Business Group Strategic Plan 2008-2010. The Plan will be circulated to members of the Board prior to the meeting.

10.2 The Strategic Plan outlines the strategies to be adopted to support the Business Group from 2008-2010. It defines goals to be achieved in the core activities of Research and Learning, and for the People supporting strategy (staff and students).

10.3 Professor Michael Powell, Pro Vice Chancellor (Business), will speak to this item.

For discussion

11.0 2005/2006 ANNUAL PROGRAM MONITORING REPORTS

11.1 GRIFFITH BUSINESS SCHOOL UNDERGRADUATE PROGRAMS

11.1.1 The Griffith Business School Board is asked to consider the 2005 and 2006 Annual Program Monitoring Reports for Griffith Business School undergraduate programs, as follows:

11.1.1.1 1105 Bachelor of International Business, 2005/2006 (#2007/0002130)
11.1.1.2 1106 Bachelor of International Business/Bachelor of Commerce, 2005/2006 (#2007/0002131)
11.1.1.3 1107 Bachelor of International Business, 2005/2006 (#2007/0002132)
11.1.1.4 1108 Bachelor of International Business (BIB)/ Bachelor of Arts (AIS), 2005/2006 (#2007/0002133)
11.1.1.5 1034 Bachelor of Business, 2005 (#2007/0002134)
11.1.1.6 1034 Bachelor of Business, 2006 (#2007/0002135)
11.1.1.7 1288 Bachelor of Business, 2006 (#2007/0002136)
11.1.1.8 1255 Bachelor of Marketing, 2005 (#2007/0002137)
11.1.1.9 1257 Bachelor of Marketing, 2005 (#2007/0002138)
11.1.1.10 1291/1292 Bachelor of Arts (Politics, Asian Studies and International Relations, 2006 (#2007/0002139)
11.1.1.11 1314 Bachelor of Business (Hong Kong), 2006 (#2007/0002140)
11.1.1.12 1271 Bachelor of Business (Hospitality Management), 2006 (#2007/0002141)
11.1.1.13 1289 Bachelor of Business (HSL), 2006 (#2007/0002142)
11.1.1.14 1290 Bachelor of Business (HSL), 2006 (#2007/0002143)
11.1.1.15 1155 Bachelor of Business Management, 2005 (#2007/0002144)

11.2 The Griffith Business School Board is also asked to consider the 2005/2006 Annual Program Review Report, prepared by the Dean (Learning and Teaching), as detailed in 2007/0002150.

11.3 Program Directors were requested to prepare Annual Program Monitoring (APM) Reports for each undergraduate program for 2005 and 2006. Program evaluation was to be undertaken in line with the existing Guidelines for Program Evaluation. The Dean (Learning and Teaching) was then to prepare an Annual Program Review Report for the consideration of Faculty Board.
11.4 Professor Lorelle Frazer, Dean (Learning and Teaching), will speak to this item.

Recommendation:

11.5 The Griffith Business School Board is asked to recommend to the Learning and Teaching Committee the 2005 and 2006 Annual Program Monitoring Reports and Annual Program Review Report for the Griffith Business School undergraduate programs.

For discussion

12.0 MANAGEMENT OF COURSE AND TEACHING EVALUATION DATA

12.1 The Griffith Business School Board is asked to consider the scheduled plan for course and teaching evaluations for the Griffith Business School, from Semester 2, 2007 to Semester 2, 2009, as detailed in attachment 12.1 “GBS Evaluation Schedule”.

12.2 *The Principles for the Griffith Framework for Evaluating Programs, Courses and Teaching* states that Heads of School are responsible for ensuring course evaluation takes place, for gathering information relating to the quality of teaching, and for ensuring evaluation outcomes are addressed. This framework normally requires courses be evaluated a minimum of every second time they are taught or every two years.

12.3 In addition to monitoring compliance with the framework for evaluation, Deans are requested to ensure processes are in place for the distribution of feedback on course evaluations to students and for actions taken as a result of the findings of evaluations to improve courses. Groups and Faculties will be required to specify these processes for the forthcoming AUQA audit.

12.4 Attached for members’ information (see attachment 12.2) is a report of evaluation completion results for the past two years, derived from the Data Warehouse.

12.5 Professor Lorelle Frazer, Dean (Learning and Teaching), will speak to this item.

Recommendation:

12.6 The Griffith Business School Board is asked to recommend to the Programs Committee the schedule for course and teaching evaluations from Semester 2, 2007 to Semester 2, 2009, for the Griffith Business School.

For discussion

13.0 REVIEW OF GBS WORKLOAD MODEL, AND ASSOCIATED ISSUES

13.1 The Griffith Business School Board is asked to consider the proposed recommendations relating to the ongoing review and implementation of the GBS Workload Model, as detailed in Item 13.2, and the recommendations relating to the review of the course 1304AFE Business Statistics, as detailed in Item 13.3.

13.2 The Deans and Heads of Department have met to discuss a range of issues associated with the ongoing revision and implementation of the GBS Workload Model. The group have proposed the following recommendations in relation to these issues:

13.2.1 A Workload Committee be established to oversee changes to the model, as a work-in-progress, to ensure equity in implementation of the model across the GBS.

13.2.2 Membership of the Workload Committee shall comprise Dean (Academic) as Chair, Dean (Learning and Teaching), Dean (Research) and two representative Heads of
Department. Professor Liew and Professor Ng will be the initial representative Heads, for an initial two year period from the establishment of the Committee.

13.2.3 The modification of the definitions used to categorise staff as research threshold, active or intensive, as detailed in attachment 13.1 “Table 5: GBS Workload Model”.

- The Workload Committee will consult with relevant Heads in using these definitions to appoint or reject staff applying for research intensive clarification for workload allocation purposes for Semester 1, 2008.

- The Workload Committee will develop wider criteria for use together with the revised research classification criteria for classifying staff in the various categories of teaching or research focused, for implementation in Semester 2, 2008. The Committee will ensure equity of classification and workload allocation across all departments in the GBS.

13.3 The group also discussed the CTL Committee review of the first year course, 1304AFE Business Statistics. Members of the Board will recall a discussion at the August Faculty Board regarding this issue and the recommendation to investigate the development of a second statistics course suitable for the business programs. The group has recommended the establishment of a new first year ‘quantitative methods’ statistics course to cater for the diverse needs of non-commerce students. Additionally, a Working Party will be established, with general terms of reference, to determine how the new course would be introduced, its content and who should be responsible for its delivery. The Working Party will comprise Professor Leong Liew (Chair), Dr Helen Higgs (AFE), Dr Louis Sanzogni (MGT), Dr Cameron Allan (ER) and Dr John Rynne (HSL). The Working Party will report its recommendations in time for the introduction of the new course for Semester 1, 2008.

13.4 Professor Bill Shepherd, Dean (Academic), will speak to these items.

Recommendation:

13.5 The Griffith Business School Board is asked to approve the abovementioned recommendations, as detailed in Items 13.2 and 13.3, regarding the review and implementation of the GBS Workload Model, and the development of a new quantitative statistics course for introduction in Semester 1, 2008.

For discussion

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

14.0 MINOR CHANGE SUBMISSION (#2007/0002092)
3057 GRADUATE CERTIFICATE IN INFORMATION SYSTEMS
5188 MASTER OF INFORMATION SYSTEMS
5385 MASTER OF INFORMATION SYSTEMS (ADVANCED)

14.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 5188 Master of Information Systems program group, as detailed in 2007/0002092, for implementation in Semester 1, 2008.

14.2 The Department of Management is seeking approval for a change of name for the course 7207MGT, currently listed as Applications Development, to Business Applications and the withdrawal of course 7242MGT Information Systems Development.

14.3 The Department teaching philosophy over the years has evolved towards a business and management perspective. Since then the two courses 7242MGT and 7207MGT have
evolved towards having a number of topics that overlap. As a result the Department feels that these two courses should be merged into one course and be called 7207MGT Business Applications. The new course will combine some of the introductory concepts of 7242MGT with the advanced concepts of 7207MGT.

14.4 This submission also proposes to make various changes to the program catalogue entries for the Graduate Certificate in Information Systems, Master of Information Systems, Master of Information Systems (Advanced) and Master of Information Systems Honours programs. The below listed courses have previously been approved for withdrawal; the courses were retained in the program structure for the benefit of continuing students. It is now proposed to remove these entries. The affected courses are:
- 7220MGT Fundamentals of e-Commerce
- 7241MGT Business Processes and Models
- 7403MGT_P1 & P2 Postgraduate Internship Part I & II

Recommendation:

14.5 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 5188 Master of Information Systems program group, as detailed in 2007/0002092, for implementation in Semester 1, 2008.

For ratification

15.0 MINOR CHANGE SUBMISSION (#2007/0002095)
3190 GRADUATE CERTIFICATE IN EMPLOYMENT RELATIONS
5454 MASTER OF EMPLOYMENT RELATIONS
5455 MASTER OF EMPLOYMENT RELATIONS WITH HONOURS

15.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 5454 Master of Employment Relations program group, as detailed in 2007/0002095, for implementation in Semester 1, 2008.

15.2 This submission proposes to amend the mode of offer for the courses 7204IRL Regulation of the Employment Relationship and 7007IRL Negotiation and Dispute Resolution, offered in the Master of Employment Relations program group. These two courses are currently offered in on campus and online mode. The Department of Industrial Relations (IRL) seeks to withdraw the on campus mode of delivery for both these courses and offer them in online mode only through Open Universities Australia (OUA).

15.3 The rationale for this change is to introduce efficiencies into the Department’s postgraduate offerings by ceasing to offer the same course separately in different modes of delivery. Each course will now only be offered once per year but will be available to students on all campuses as well as students in the rest of Australia, through OUA. This change is also part of a broader IRL endeavour to develop a full eight course online Masters of Employment Relations through OUA. This change will be reflected in the semester and campus offerings in the program structure.

15.4 With this change, it is proposed to amend the structure to also reflect the current offering of the courses 7201IRL Australian Employment Relations and 7302IRL through OUA. Approval is sought to change the name of course 7302IRL, currently Workplace Industrial Relations, to Workplace Employment Relations. It is felt the new name will be more reflective of the changing nature of the industry and the Department. It is proposed that these changes will be implemented in Semester 1, 2008.
Recommendation:

15.5 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 5454 Master of Employment Relations program group, as detailed in 2007/0002095, for implementation in Semester 1, 2008.

For ratification

16.0 MINOR CHANGE SUBMISSION (#2007/0002112)
1035/1285/1286 BACHELOR OF COMMERCE

16.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 1035/1285/1286 Bachelor of Commerce, as detailed in 2007/0002112.

16.2 It is proposed to remove the noting under the current Banking and Finance minors which requires students to compensate for an overlap of one course by completing an additional elective in the minor. Students complete the course 2201AFE Corporate Finance as part of their award major. This noting requires students to complete a substitute course in place of 2201AFE. It is considered unreasonable to require students to complete 60CP of unique courses for a minor while majors allow a 20CP overlap (as per GBS policy) enabling students to gain a second major with 60CP of unique courses. Students combining the Accounting major with either the Banking or Finance minor are particularly affected by the noting as this combination results in the same 6 courses being required for the minor as the major. Students will be notified of this change by email and by an announcement on the BCom Learning@Griffith program website.

16.3 It is also proposed to correct two incorrect course codes listed in the Finance minor. The existing course codes are listed against the wrong course title.

Recommendation:

16.4 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 1035/1285/1286 Bachelor of Commerce, as detailed in 2007/0002112.

For ratification

17.0 SPECIAL PURPOSE SUBMISSION (#2007/0002115)
1314 BACHELOR OF BUSINESS (HONG KONG)

17.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Special Purpose Submission affecting the 1314 Bachelor of Business (Hong Kong), as detailed in 2007/0002115.

17.2 This submission proposes to amend the English Language Requirements for the 1314 Bachelor of Business program, offered in Hong Kong with the Chinese University of Hong Kong. It is proposed to change the language requirements to make them equivalent with the requirements of the on-shore Bachelor of Business programs i.e. Standard GU language requirements will apply.

17.3 The current English language requirements for this program are as follows:

Applicants must comply with Griffith University’s English language proficiency requirements:
- IELTS 6.0 (no sub-score of less than 5.5) or 550 on TOEFL (Test of English as a Foreign Language).

However, Chinese University of Hong Kong (CUHK) or comparable institution graduates who have completed their Associate Degree or Higher Diploma at CUHK or a comparable institution where the language of instruction is in English and have a Grade Point Average of 2.3/4.0" are exempted from the English language requirements. These conditions are exceptions to the Griffith University policy on English language entry requirements and are subject to annual review by the Pro-Vice-Chancellor (International).

[*] The GPA adopted by CUHK is based on a 4-point scale and a GPA of 2.3 is equivalent to a C+ in CUHK's grading system.

17.4 When the English language entry requirements for the off-shore Bachelor of Business program were established it was intended that the exemption from the IELTS/TOEFL for students with a GPA of >2.3/4 was a beneficial exemption from the normal requirements. In practice, the GPA requirement makes admission for students with a GPA <2.3 more difficult. The GPA requirement is also not consistent with the Business programs offered on shore.

17.5 It is proposed for this change to take effect in line with the Chinese University of Hong Kong applicants to commence Semester 1 (Hong Kong), September 24, 2007.

Recommendation:

17.6 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair's executive action in approving a Special Purpose Submission affecting the 1314 Bachelor of Business (Hong Kong), as detailed in 2007/0002115.

For ratification

18.0 INITIAL PROGRAM PROPOSAL (#2007/0002116)

3229 GRADUATE CERTIFICATE IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT

18.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair's executive action in approving an Initial Program Proposal to introduce the 3229 Graduate Certificate in Logistics and Supply Chain Management, as detailed in 2007/0002116, for Semester 1 2008.

18.2 The Graduate Certificate in Logistics and Supply Chain Management (GCert Logistics and Supply) will comprise the four courses offered in the new Logistics and Supply Chain Management specialisation in the MBA. The GCert Logistics and Supply will provide a stand alone qualification and will also articulate into the Master of Business Administration degree.

18.3 The strategic focus of the proposed program aims to provide a postgraduate qualification that addresses a market need for qualified people domestically, in the area of the strategic management of logistics and the supply chain. L&SCM is an area where GBS can provide courses that focus on sustainable business practices that are in step with the changing global business environment. The Graduate Certificate provides high quality, relevant courses that have been developed in conjunction with industry.

18.4 Each course will be offered intensively and with 150 hours of study time. This study time will be made up of 39 hours of face to face contact undertaken over two sequences of 3 days of 6.5 hours. The first sequence will occur early in the semester and the second sequence will occur later in the semester. The remainder of the 150 hours consists of individual study, group work, projects, workplace visits, and written assessment.
Recommendation:

18.5 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving an Initial Program Proposal to introduce the 3229 Graduate Certificate in Logistics and Supply Chain Management, as detailed in 2007/0002116, for Semester 1 2008.

For ratification

19.0 SPECIAL PURPOSE SUBMISSION (#2007/0002119)
3083 GRADUATE CERTIFICATE IN PUBLIC ADMINISTRATION
5275 MASTER OF PUBLIC ADMINISTRATION
5327 MASTER OF PUBLIC ADMINISTRATION WITH HONOURS

19.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Special Purpose Submission affecting the 5275 Master of Public Administration program group, as detailed in 2007/0002119, effective Semester 1 2008.

19.2 The Griffith Business School is seeking approval to suspend the following programs in 2008, pending an internal program review:
- 3083 Graduate Certificate in Public Administration
- 5275 Master of Public Administration
- 5327 Master of Public Administration with Honours

19.3 The rationale for the suspension of the above programs in 2008 is the confluence of different factors. First, there has been a secular decline in student numbers in the Master of Public Administration (MPA) leading to a Head of Department decision not to offer certain core courses (7407PPP in semester two, 2007). Second, the Deputy Vice Chancellor (Academic) has encouraged the delivery of postgraduate offerings as far as possible through Open Universities Australia (OUA) (50% of MPA currently consists of OUA courses). Third, the pilot program for the Graduate Certificate in Policy Analysis is underway and will finish in February 2008. Whilst student numbers and initial evaluations are very encouraging, it is appropriate to wait to see if this course will attract strong numbers in years to come.

19.4 In these terms it is prudent to suspend the MPA for the 2008 academic year in order to allow the Department of Politics and Public Policy to re-evaluate its postgraduate offerings with the objective of increasing the level of fee income and raising quality of provision.

Recommendation:

19.5 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Special Purpose Submission affecting the 5275 Master of Public Administration program group, as detailed in 2007/0002119, effective Semester 1 2008.

For ratification

20.0 MINOR CHANGE SUBMISSION (#2007/0002121)
1314 BACHELOR OF BUSINESS (HONG KONG)

20.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 1314 Bachelor of Business (Hong Kong), as detailed in 2007/0002121.
20.2 This program was introduced at the Chinese University of Hong Kong in September 2006 with the first cohort of students with 120CP Advanced Standing being required to complete both 1101AFE Accounting Principles and 1001MGT Management Concepts as part of their top-up program.

20.3 Several of these students requested either credit or exemption for these courses on the basis of prior learning, supplying Course Outlines which have been assessed as being eligible for Credit Transfer.

20.4 After discussions with the School of Continuing and Professional Studies at Chinese University of Hong Kong, a decision was made to replace these two courses with more appropriate courses for the level of the program, still maintaining a 120CP top-up for students with an Associate Degree in Hospitality and Tourism Management.

20.5 Consultation between the Program Director and Heads of Department and teaching staff of 1101AFE Accounting Principles and 1001MGT Management Concepts has resulted in the amicable withdrawal of these courses from the Hotel Management major.

20.6 The introduction of the replacement courses into the 120CP top-up program has necessitated some change of semester offerings within the program.

20.7 Additionally, this submission seeks to amend the program structure of the 80CP top-up Hotel Management program which currently comprises 80CP specified courses. It is proposed to amend the structure to include 60CP of core courses and 20CP electives. This change is being made to comply with the GBS pursuit of accreditation with the Association to Advanced Collegiate Schools of Business (AACSB) which requires that the learning outcomes for the on-shore Hotel Management major be similar to those of the off-shore major. The proposed structure will ensure students in the on-shore and off-shore major complete at least 60CP in common. Students in the off-shore program will not be disadvantaged by this change, as the original 8 courses will remain in the program structure.

Recommendation:

20.8 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 1314 Bachelor of Business (Hong Kong), as detailed in 2007/0002121.

For ratification

21.0 MINOR CHANGE SUBMISSION (#2007/0002125)
1291/1292 BACHELOR OF ARTS (POLITICS, ASIAN STUDIES & INTERNATIONAL RELATIONS)
1307/1308 GBS DOUBLE DEGREE PROGRAM

21.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 1291/1292 Bachelor of Arts (Politics, Asian Studies & International Relations) and the 1307/1308 GBS Double Degree Program, as detailed in 2007/0002125, effective Semester 1 2008.

21.2 This submission proposes the following changes:
- Three courses offered in the International Relations major and/or the Asian and International Studies major will be renamed:
  o 2019IBA Politics of International Law & International Organisations – to become Politics of International Law;
  o 3002IBA Australia’s Foreign Relations with Asia – to become Australia’s Foreign Relations;
- The core course in the International Relations major, 2008IBA Ethics and International Relations, previously withdrawn from 2007 due to staffing constraints, will be replaced with a new course, 2025IBA Dilemmas in International Relations. This replacement course will also be included as an elective in the Asian & International Studies major.

- The course 3006PPP The Politics of Finance, an elective in the Politics & Government major, will be withdrawn. This decision is consistent with the GBS review of courses and programs.

- The course 2010PPP Introduction to American Politics will now be offered in Semester 1 instead of Semester 2, on recommendation of the Head of Department, Politics and Public Policy.

Recommendation:

21.3 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 1291/1292 Bachelor of Arts (Politics, Asian Studies & International Relations) and the 1307/1308 GBS Double Degree Program, as detailed in 2007/0002125, effective Semester 1 2008.

For ratification

22.0 MINOR CHANGE SUBMISSION (#2007/0002126)

3047/3048 GRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION
5158/5159 MASTER OF BUSINESS ADMINISTRATION
5457/5458 INTERNATIONAL MASTER OF BUSINESS ADMINISTRATION

22.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 5158/5159 Master of Business Administration program group and 5457/5458 International Master of Business Administration, as detailed in 2007/0002126, effective Semester 1 2008.

22.2 The purpose of this Minor Change Submission is twofold:

- **Semester of Offer**: This section relates to the MBA and nested programs only.

As a result of monitoring the class sizes within the MBA program at the South Bank campus and the MBA program at the Gold Coast campus over the past two semesters, the GBS requests approval to change the semesters of offer for 7902AFE Business Economics and 7905AFE Corporate Finance at the South Bank campus. Both courses are currently offered twice a year at South Bank. The total enrolment figure for Semester 1, 2007 and Semester 2, 2007 for 7902AFE Business Economics is 34. The total enrolment figure for Summer Semester 2006/2007 and Semester 1, 2007 for 7905AFE Corporate Finance is 42. Similarly, the core course 7905AFE Corporate Finance is currently offered twice a year on the Gold Coast campus. The total enrolment figure for Semester 1, 2007 and Semester 2, 2007 is 26. The GBS believes that cost efficiencies can be made by reducing the offerings to once per year without placing the Griffith MBA five star rating at risk.

The GBS seeks approval to offer the 7905AFE Corporate Finance course in Semester 1 only at the South Bank and Semester 2 only at the Gold Coast campus. By offering the courses in separate semesters, students have the option of travelling to another campus to complete the course should they need to do so.

The GBS seeks approval to offer the 7902AFE Business Economics course in Semester 2 only at the South Bank campus. This course is offered in both Semester 1 and Semester 2
at the Gold Coast campus as it is also a core course in the International MBA program which has been experiencing strong enrolments.

- **Marketing specialisation**: This section relates to both the MBA and IMBA program.

The Marketing specialisation in its current form is proving problematic for students wishing to complete that particular specialisation. This is due to the semesters of offer for the courses which make up the specialisation being unbalanced with most courses in the specialisation being offered in semester two. After much consultation with the Head of Department for Marketing, the GBS seeks approval to reduce the number of core courses within the specialisation from three to two and to increase the number of elective courses within the specialisation from five to six to promote a greater balance of offerings in each semester. The courses to be used are existing courses within the Department of Marketing.

**Recommendation:**

22.3 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to **ratify** the Chair's executive action in approving a Minor Change Submission affecting the 5158/5159 Master of Business Administration program group and 5457/5458 International Master of Business Administration, as detailed in 2007/0002126, effective Semester 1 2008.

**For ratification**

23.0 **MINOR CHANGE SUBMISSION (#2007/0002127)**

**1307/1308 GBS DOUBLE DEGREE PROGRAM**

23.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to **ratify** the Chair's executive action in approving a Minor Change Submission affecting the 1307/1308 GBS Double Degree program, as detailed in 2007/0002127.

23.2 The Griffith Business School proposes to amend the first year structure for the Bachelor of International Business/Bachelor of Arts (Politics, Asian Studies and International Relations) combination within the GBS Double Degree Program. This submission relates specifically to the combination of International Business and International Relations majors.

23.3 Within the Arts side of the program, students wishing to major in International Relations must complete 1003IBA Globalisation, the Asia Pacific and Australia in preparation for the major.

23.4 Within the International Business side of the program, students are able to complete either Option A (non-language) or Option B (Language). Students wishing to complete Option A must complete 1003IBA Globalisation, the Asia Pacific and Australia.

23.5 As the course is a core course for both majors, the Department of International Business and Asian Studies seeks to amend the structure to ensure that each student completes the course at some point and provide additional elective choices for the Option A students.

**Recommendation:**

23.6 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to **ratify** the Chair's executive action in approving a Minor Change Submission affecting the 1307/1308 GBS Double Degree program, as detailed in 2007/0002127.

**For ratification**
24.0 MINOR CHANGE SUBMISSION (#2007/0002145)
1289/1290 BACHELOR OF BUSINESS (HOTEL, TOURISM, EVENT AND SPORT)

24.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 1289/1290 Bachelor of Business (Hotel, Tourism, Event and Sport), as detailed in 2007/0002145, effective Semester 1 2008.

24.2 This submission proposes the following changes:
- The Department of Tourism, Leisure, Hotel and Sport Management proposes to offer the core course 1002HSL Introduction to Research at Nathan campus in Semester 1 each year in addition to Semester 2. The rationale for this addition is based on the large number of students, particularly from our pathway partner QIBT, entering the Bachelor of Business in both intakes each year and requiring this core course. With the introduction of the International Tourism and Hotel Management award major at Nathan, which has attracted a large amount of interest from QIBT students who receive 80CP credit predominantly towards first year core courses, the Department considers the introduction of the course in Semester 1 will provide these students with the opportunity to complete their first year core prior to moving on into their major. In Semester 2, 2006, the first semester of offering this course, numbers reached capacity at 300, currently enrolments stand at 356, with many students not being able to enrol.
- Minor corrections are also proposed to the 9324 Continuing Education Certificate in Tourism Leisure, Hotel and Sport Management program where approved changes have not flowed through, including the name of 1220HSL incorrectly identified as TLHS Technology and the withdrawal of 1105HSL Leadership in Leisure Management.

Recommendation:

24.3 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 1289/1290 Bachelor of Business (Hotel, Tourism, Event and Sport), as detailed in 2007/0002145, effective Semester 1 2008.

For ratification

25.0 MINOR CHANGE SUBMISSION (#2007/0002146)
1035 BACHELOR OF COMMERCE (PRE-2006 STRUCTURE)

25.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 1035 Bachelor of Commerce (pre-2006 structure), as detailed in 2007/0002146.

25.2 This submission proposes the following changes:
- The credit point totals for sections of the Politics and Public Policy major (pre-2006) will be amended in line with the previous withdrawal of a core course. This will ensure 60CP of courses are available to students.
- The Retailing major was withdrawn in 2003. Over time, courses from the major have also been progressively withdrawn. It is proposed to delete the course list under the major and direct any continuing students to the Program Director for advice. A PeopleSoft report for the current semester indicates that no students have registered that they are completing the Retailing major.
- The remaining amendments are aimed at correcting typographical errors and providing advice to students on withdrawn courses.
Recommendation:

25.3 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 1035 Bachelor of Commerce (pre-2006 structure), as detailed in 2007/0002146.

For ratification

26.0 SPECIAL PURPOSE SUBMISSION (#2007/0002147) 5439/5440 MASTER OF COMMERCE

26.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Special Purpose Submission affecting the 5439/5440 Master of Commerce, as detailed in 2007/0002147.

26.2 The Master of Commerce currently comprises three 120CP specialisations in the areas of Professional Accounting, Banking & Finance and Financial Planning. This specialisation is recognised on the students Testamur, and the student is awarded a Master of Commerce.

26.3 A number of students have expressed a desire to complete two specialisations, and to gain recognition for each on their Testamur. Under the Structure and Requirements of Degrees Awarded by Griffith University policy, section 14.1, students can complete up to an additional 80CP courses in excess of their degree requirements. It is proposed that students be able to gain recognition on their testamur under this policy for this second specialisation.

26.4 Students completing the Financial Planning specialisation and Banking & Finance Specialisation will have a 30CP overlap; in these cases students will be advised to complete substitute courses in the relevant area by the Program Director.

26.5 This submission is effective for students graduating from Semester 2 2007.

Recommendation:

26.6 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), GBS, is asked to ratify the Chair’s executive action in approving a Special Purpose Submission affecting the 5439/5440 Master of Commerce, as detailed in 2007/0002147.

For ratification

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

27.0 REPORTS OF SUB-COMMITTEES OF THE FACULTY BOARD

27.1 The Griffith Business School Board is asked to note the minutes from the following meetings:
  27.1.1 Research Sub-committee (GBS), 3/2007
  27.1.2 Research Training Sub-committee (GBS), 3/2007
  27.1.3 Curriculum, Teaching and Learning Committee (GBS), 7/2007

For noting
28.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING

28.1 Applications for "Programs that Enhance Learning" are invited from Academic and General staff for innovative and practical projects and services that enhance student learning. Nominations are not required. SEE: http://www.griffith.edu.au/landt/gaet/ WHEN: Applications due by Friday September 7. CONTACT: Manager, Learning and Teaching Strategy x57037 or awards-sec@griffith.edu.au

For noting

29.0 2008 GRIFFITH GRANTS FOR LEARNING AND TEACHING

29.1 The 2008 Griffith Grants for Learning and Teaching scheme is now open for submissions. Up to $680,000 has been made available for grants that support the University's strategic priorities as outlined in Academic Plan 3: Learning for Success. Final applications are due by 5.00 pm on Monday 19 November 2007.

29.2 The University's learning and teaching grants scheme has been revised for 2008. In order to focus staff energy and resources on quality projects that most directly support strategic priorities in learning and teaching, the range of grants and the processes for both submission and allocation of funds have been revised.

29.3 The revised grants scheme provides for a two-tiered approach for supporting innovation in learning and teaching:
- Strategic Grants (Levels 1 and 2) - allocated by the University-wide Learning and Teaching Committee; and
- Innovation and Best Practice Grants (Levels 3 and 4) - allocated by Group/Faculty Learning and Teaching Committees.

29.4 The four levels of grants offered are:
- Level 1 - Strategic University wide projects (two years duration, up to $150,000). Two grants offered at this level.
- Level 2 - Strategic Faculty/Group/Discipline based projects (one to two years duration, up to $50,000). Four grants offered at this level.
- Level 3 - School/Program based projects (one year duration, up to $20,000). Six grants offered at this level.
- Level 4 - Individual/Course based projects (one year duration, up to $5,000). Twelve grants offered at this level.

29.5 All applications for all levels of grants will proceed through a two-step process –
Step 1 - preparation of an initial one page Expression of Interest (EOI) due on Monday 10 September,
Step 2 - an invitation to proceed to a Full Application due on Monday 19 November. The submission of an Expression of Interest prior to a Full Application is mandatory.

29.6 Full details of the scheme outlining the scope, focus, and selection criteria for each level of grant, and application and reporting processes are outlined in the Griffith Grants for Learning and Teaching Guidelines. In general, the scheme includes the following sequence:
- Development of Expressions of Interest (Group/Faculty mentoring/assistance with development is encouraged);
- Review and feedback on Expressions of Interest (by Faculty Learning and Teaching Committees/Sub-Committees);
- Invitations for development to Full Applications (Group/Faculty mentoring/assistance with development is encouraged);
- Grant-writing workshops provided by GIHE (optional)
- Submission of Full Applications.
29.7 All Expressions of Interest and Full Applications are to be submitted by email, by the respective due dates, to grants-sec@griffith.edu.au

29.8 GIHE will provide workshops at the Gold Coast and Nathan campuses as follows to assist with the process of preparing applications:

Nathan Tuesday 25 September from 1.30 to 3.30pm, Room N72_-1.18
Gold Coast Friday 28 September from 10.00 to 12.00 midday, Room G34_2.02

29.9 For queries about the Griffith Grants for Learning and Teaching, please contact the Manager, Learning and Teaching Strategy on ext 57945 or 27046, or email: grants-sec@griffith.edu.au.

For noting

30.0 TRANSNATIONAL PROGRAM APPROVAL PROCESS

30.1 The Transnational Program Approval Process and associated documents have been approved at 4/2007 meeting of Academic Committee. The full set of documents is now available in the policy library and is to be read in conjunction with the University's Program Planning, Development, Approval Procedures.

Procedures for Planning, Developing and Approving Transnational Programs

Due Diligence Process for Transnational Program Partnerships

Transnational Program Business Plan Template

31.0 POLICY AND PROCEDURES UPDATES

The Board is advised of the following policy/form updates:

Course Approval and Evaluation Policy
http://domdoc03.dominogu.edu.au/policylibrary.nsf/76BE8738BAE04D5F4A256AEC007E2B25/7E1651DEA140E1E44A256B880062FBB6?OpenDocument

Policy on Student Evaluation of Courses

Policy on Student Evaluation of Teaching

Illustration of Course Outline required format

Staffing Delegations - Academic Groups
For noting

32.0 OTHER BUSINESS

For noting

33.0 NEXT MEETING

33.1 The next meeting of the Griffith Business School Board will be held on Friday, 19 October 2007, from 10:00am till 1:00pm in the Boardroom, Level 2, Room 2.12, Business 1 Building, Gold Coast Campus (G01_2.12).