GRiffith Business School Board Agenda 6/2008
Friday 19 September 2008

GRiffith University
GRiffith Business School Board

CONTENTS

1.0 APOLOGIES
2.0 CONFIRMATION OF MINUTES
3.0 MATTERS ARISING FROM PREVIOUS MINUTES
4.0 CHAIR'S REPORT
5.0 PRO VICE CHANCELLOR’S (BUSINESS) REPORT
6.0 DEAN’S (LEARNING AND TEACHING) REPORT
7.0 DEAN’S (RESEARCH) REPORT
8.0 DEAN’S (INTERNATIONAL) REPORT
9.0 EXECUTIVE EDUCATION REPORT

SECTION I: MATTERS FOR DEBATE AND DECISION

10.0 QUALITY/ACCREDITATION ISSUES
11.0 DRAFT 2010 BUSINESS GROUP PROGRAM PROFILE PLAN
12.0 INITIAL PROGRAM PROPOSAL (#2008/0016809)
    GRADUATE CERTIFICATE IN SUSTAINABLE ENTERPRISE
13.0 GBS RHD SCHOLARSHIP SUPPLEMENTATION SCHEME 2009
14.0 2008 FACULTY LEARNING AND TEACHING CITATIONS
15.0 ASIA PACIFIC CENTRE FOR SUSTAINABLE AND RESPONSIBLE ENTERPRISE

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

16.0 COURSE OUTLINES
17.0 SPECIAL PURPOSE SUBMISSION (#2008/0016814)
    5388 MASTER OF INTERNATIONAL RELATIONS
18.0 MINOR CHANGE SUBMISSION (#2008/0016815)
    3229 GRADUATE CERTIFICATE IN LOGISTICS & SUPPLY CHAIN MANAGEMENT
19.0 MINOR CHANGE SUBMISSION (#2008/0016816)
    5457/5458 INTERNATIONAL MASTER OF BUSINESS ADMINISTRATION
20.0 MINOR CHANGE SUBMISSION (#2008/0016817)

Griffith Business School seeks to excel as a provider of high quality, cross-disciplinary and internationally relevant business and public policy education and research, emphasising the relationship between business and society in promoting sustainable enterprises and communities.
1289 BACHELOR OF BUSINESS (HOTEL, TOURISM, EVENT, REAL ESTATE & PROPERTY, SPORT)

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

21.0 REPORTS OF SUB-COMMITTEES OF GBS BOARD
22.0 ANNUAL PROGRAM MONITORING
23.0 POLICY AND PROCEDURES UPDATES
24.0 OTHER BUSINESS
25.0 NEXT MEETING
### Significant Committee Events

- The next meeting of the Griffith Business School Board will be held on Friday, 17 October 2008, from 10:00am till 1:00pm in Room 3.20, Business 2 Building (G27), Gold Coast Campus.

### 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)
- **Deans** (appointed by the Group Pro Vice Chancellor)
  - Professor Graham Cuskelly, Dean (Research)
  - Professor Lorelle Frazer, 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
  - Dr Mark Mourell, Department of Employment Relations
  - Professor Leong Liew, Department of International Business and Asian Studies
  - Dr Louis Sanzogni, Department of Management
  - Associate Professor Gillian Mort, Department of Marketing
  - Professor Haig Patapan, Department of Politics and Public Policy
  - Professor Peter Brown, Department of Tourism, Leisure, Hotel and Sport Management
- **Research Centre Representative** (ex officio)
  - Professor Paul Couchman, Director, Centre for Tourism, Sport and Service Innovation
  - Department of Tourism, Leisure, Hotel and Sport Management

#### Invited (for Audience and Debate)

- NIL

#### Information Copies

(without attachments unless stated)

- Ms Alison Harris, Group Resource Manager, Business
- Mr Martin Teml, Human Resource (HR) Manager, Business
- Ms Amanda Daniel, Marketing Manager, Business
- Ms Kerry Miles, Business Development Management, Business, Griffith Enterprise
- Ms Fiona Taylor, Communications Officer, Business and Law
- Deans’ and Heads of Departments’ Secretaries, Griffith Business School
- 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, Griffith Graduate Research School

#### Other Copies

- Corporate Archives and Records Management copy (attachments)
- Binding copy (attachments)
- Spare copy
GRiffith UNIVERSITY

GRiffith Business School Board

The 6/2008 meeting of the Griffith Business School Board will be held on Friday, 19 September 2008, from 10:00am till 1:00pm in Room 4.08, Hub Link Building (L07), Logan campus. 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.

2.0 CONFIRMATION OF MINUTES

2.1 The minutes of the 5/2008 meeting have been circulated.

To be taken as read and confirmed

3.0 MATTERS ARISING FROM PREVIOUS MINUTES

NIL

4.0 CHAIR’S REPORT

4.1 Ms Fiona Taylor, Communications Officer (Business and Law) will provide a report at the meeting. Ms Amanda Daniel, Marketing Manager (Business) is unable to attend.

4.2 Professor Bill Shepherd, Dean (Academic), GBS and Chair, GBS Board will provide a report at the meeting.

5.0 PRO VICE CHANCELLOR’S (BUSINESS) REPORT

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

6.0 DEAN’S (LEARNING AND TEACHING) REPORT

6.1 Professor Lorelle Frazer, Dean (Learning and Teaching), GBS will provide a report at the meeting.

7.0 DEAN’S (RESEARCH) REPORT

7.1 Professor Graham Cuskelly, Dean (Research), GBS will provide a report at the meeting. Accompanying this report are the following attachments:

- Attachment 7.1 GBS v GU HERDC weighted publications 2004-2007
- Attachment 7.2 Feedback on Grant Writing Syndicate

8.0 DEAN’S (INTERNATIONAL) REPORT

8.1 Professor Chris Auld, Dean (International), GBS will provide a report at the meeting.
9.0 EXECUTIVE EDUCATION REPORT

9.1 Mr Frank Pollard, Director, Executive Development, will attend the meeting at 11:30am to discuss the attached report on executive education.

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 QUALITY/ACCREDITATION ISSUES

The GBS Board is asked to consider the following quality and/or accreditation issues:

10.1 AACSB INTERNATIONAL PEER REVIEW TEAM SITE VISIT

The Pro Vice Chancellor (Business) will provide an update on the AACSB International Peer Review Team site visit. The site visit will occur from 5th to 8th October 2008. The agenda for the site visit has been approved by the Peer Review Team and all staff, students, alumni and industry representatives involved in the visit have been contacted accordingly. Sessions to brief staff who are involved in the site visit have been arranged.

10.2 ENHANCING ENGLISH COMPETENCY OF INTERNATIONAL STUDENTS

Executive Group have approved the attached paper ‘A Strategy for Enhancing English Competency of International Students at Griffith University.’ The aim of the strategy is to produce a system in which:

- more students are well prepared in terms of English language skills prior to admission to the university and prior to commencing their studies;
- those with English language problems at the point of entry receive immediate English language education; and
- the University is able to demonstrate that those with initial English language weaknesses graduate with strong English language competency.

The recommendations listed in the paper have significant implications for program structures, with changes to be implemented in 2010. Professor Lorelle Frazer, Dean (Learning and Teaching) will speak to this item.

For discussion

11.0 DRAFT 2010 BUSINESS GROUP PROGRAM PROFILE PLAN

11.1 The Griffith Business School Board is asked to consider and provide feedback on the draft 2010 Business Group Program Profile Plan, as detailed in attachment 11.1. Professor Lorelle Frazer, Dean (Learning and Teaching) will speak to this item.

11.2 Each year, as part of Group operational planning, each Academic Group reviews its performance on the key performance indicators and its progress towards strategic plan targets. Each Group also reviews its current program profile. In this context each Group presents its Program Profile Plan, which records all existing programs in addition to the planned program review and development activity of the Group for the next two to three years.
11.3 The Program Profile Plan sets out the Group's intentions for:
- New programs
- Programs to be withdrawn
- Programs to be delivered in a different mode or on another campus
- Programs to be marketed differently, such as a new title or significantly new content
- Amalgamation of programs
- Changes to articulation arrangements/nested programs
- Planned program reviews.

11.4 The Program Profile Plan is reviewed and submitted annually as part of the Group’s Operational Plan. Accompanying the Program Profile Plans are Program Concept Proposals for new programs and Curriculum Resource Requests. These one page requests are to access support from GIHE and FLAS in terms of curriculum design and development, teaching delivery, resource selection and development.

11.5 The Board's feedback on the draft program profile plan for 2010 will be referred to the Business Executive for consideration. The Business Executive will determine which proposals will be developed to go forward to Executive Group and the Deputy Vice Chancellor (Academic) later this year. Key issues for consideration will be strategic justification, viability (minimum 25EFTSU for undergraduate programs/20EFTSU for postgraduate programs), and resource impact.

For discussion

12.0 INITIAL PROGRAM PROPOSAL (#2008/0016809)
GRADUATE CERTIFICATE IN SUSTAINABLE ENTERPRISE

12.1 The Griffith Business School Board is asked to consider and provide feedback on the Initial Program Proposal to introduce a Graduate Certificate in Sustainable Enterprise, as detailed in 2008/0016809, effective Semester 2 2009. Professor Michael Powell, Pro Vice Chancellor (Business) will speak to this item.

12.2 The Griffith Business School (GBS) proposes to establish a Graduate Certificate in Sustainable Enterprise at the South Bank campus, effective Semester II, 2009. The four courses in the Graduate Certificate will also be offered as a 40CP specialisation in the Master of Business Administration. Students who are eligible for entry to the Master of Business Administration may be eligible for 40CP advanced standing for the courses completed in the Graduate Certificate.

12.3 Corporate sustainability and responsibility has become a key strategic business issue in many parts of the world, including Australia, leading to greater demand for relevant education from employers, students and policy makers. The Graduate Certificate in Sustainable Enterprise gives students an up-to-date understanding of the strategic issues involved in managing corporate sustainability across the whole organisation. The program will address issues such as globalisation and the sustainable enterprise, recognition of risks and opportunities, stakeholder engagement and influence on business, corporate social responsibility, and organisation strategy.

12.4 An advisory board has been formed comprising a number of industry representatives as well as academic and administrative staff from the University. Feedback from the board has been incorporated into the proposal and has led to the development of a draft program structure (see attachment 12.1).

For discussion
13.0  GBS RHD SCHOLARSHIP SUPPLEMENTATION SCHEME 2009

13.1  In light of increased competition, and to secure high quality applicants in the upcoming scholarship round (closing 31 October 2008), the GBS intends to introduce a RHD Scholarship Supplementation Scheme for 2009. Professor Graham Cuskelly, Dean (Research) will speak to this item.

13.2  The purpose of the scheme is to financially assist GBS Research Higher Degree (RHD) students with many of the costs associated with completing their degree.

13.3  As a scholarship supplementation scheme it is designed to attract new RHD students and retain continuing RHD students who currently hold or have been offered an Australian Postgraduate Award (APA) scholarship, a Griffith University Postgraduate Research Scholarship (GUPRS) or an Endeavour International Postgraduate Research Scholarship (EIPRS).

13.4  The scheme is open to all GBS RHD scholarship applicants and continuing (currently enrolled) scholarship holders not supported by any other form of top-up funding.

Recommendation:

13.5  The Griffith Business School Board, on the recommendation of the Research Training Sub-Committee (RTCS), is asked to approve the implementation of the GBS RHD Scholarship Scheme for 2009.

For discussion

14.0  2008 FACULTY LEARNING AND TEACHING CITATIONS

14.1  The Griffith Business School Board, on the recommendation of the Learning and Teaching Committee, GBS is asked to consider the 2008 applications for the Faculty Learning and Teaching Citation applications. The Griffith Business School has received 15 applications for a Faculty Learning and Teaching Citation in 2008. These applications will be distributed in hard copy only prior to the meeting. Professor Lorelle Frazer, Dean (Learning and Teaching) will speak to this item.

14.2  Applications are to be assessed on the basis of how effectively they have demonstrated the development of an approach that improves student learning. The Faculty Board may choose not to award a citation or may choose joint citation winners, in the latter case the available funds for the citation shall be shared. The Faculty Board may choose to award a Dean’s Certificate of Commendation to recognise teachers who are contributing to quality student learning. The Faculty Learning and Teaching Citation policy is attached.

14.3  Seven citations may be awarded by the GBS (based on EFSTU), valued at $2,000.00, for professional development use as university teachers.

14.4  The Deputy Vice Chancellor (Academic) will announce the citation winners on Friday 31 October 2008.

Recommendation:

14.5  The Griffith Business School Board, on the recommendation of the Learning and Teaching Committee, GBS is asked to approve the 2008 FLATC recipients.

For discussion
15.0 **ASIA PACIFIC CENTRE FOR SUSTAINABLE AND RESPONSIBLE ENTERPRISE**

15.1 The Griffith Business School Board is asked to consider and provide feedback on the proposal to establish a new academic centre, as detailed in attachment 15.0. Professor Michael Powell, Pro Vice Chancellor (Business) will speak to this item.

15.2 The Griffith Business School proposes to establish the Asia Pacific Centre for Sustainable and Responsible Enterprise to position the GBS (in the first instance) as the leading Centre for practical solutions to new world challenges. The Centre will achieve this by positioning itself as a hub of excellence in business sustainability research, sustainability oriented professional development and post graduate programs, collaborative partnerships and interdisciplinary services.

For discussion

**SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION**

16.0 **COURSE OUTLINES**

16.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching) and Chair, Griffith Business School Board, is asked to ratify the following Course Outlines for Semester 2 and Summer Semester 2008:

- 2087PPP Legal Issues for Managers (New Course)
- 2088MGT Production & Management Systems (New Course)
- 2095MGT Organisational Processes (New Course)
- 2099MKT Advertising and Creative Strategies (New Course)
- 2180MGT Business Communication (New Course)
- 2298HSL International Food and Beverage Management (New Course)
- 3054MGT Logistics and Supply Chain Internship (New Course)
- 3080MGT Human Resource Information Systems (New Course)
- 3083MGT Corporate Social Responsibility (New Course)
- 3181AFE Accounting Theory (New Course)
- 3182AFE Auditing (New Course)
- 3186AFE Revenue Law: Theory & Policy in Action (New Course)
- 3282AFE Financial Planning Construction & Review (New Course)
- 3284AFE Retirement & Estate Planning (New Course)
- 7503GBS Risk Management: Frameworks, Programs & Systems (Major Changes)
- 2298HSL International Food and Beverage Management (New Course)

For ratification

17.0 **SPECIAL PURPOSE SUBMISSION (#2008/0016814) 5388 MASTER OF INTERNATIONAL RELATIONS**

17.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), is asked to ratify the Chair’s executive action in approving a Special Purpose Submission affecting the 5388 Master of International Relations, as detailed in 2008/0016814, effective Semester 1 2009.

17.2 Students in the Master of International Relations (Coursework Route) are required to complete 40CP of core and 40CP of elective courses. This submission proposes to amend the degree requirements for the coursework route to require students to complete 20CP of core courses and 60CP of elective courses. The primary reasons for these changes to the core are pedagogical and career-minded. Some students undertaking this degree do so to increase their general knowledge of international relations, but most have particular and varying areas of interest within the wider discipline of international relations. Reducing the
core to two courses allows students to specialise in particular areas of interest that will be beneficial for their personal career goals. The courses that remain as core, 7001IBA International Relations Theory for the 21st Century and 7006IBA International Security, are essential courses for any postgraduate international relations degree. Decreasing the core requirement to two courses provides greater flexibility in relation to course offerings and greater choice for the student cohort, which contains a majority of international students.

17.3 The degree requirements for the Graduate Certificate in International Relations and Master of International Relations (Research Route) will stay as is however changes to the program structure are necessary to align these programs with the revised coursework Masters program.

For ratification

18.0 MINOR CHANGE SUBMISSION (#2008/0016815)
3229 GRADUATE CERTIFICATE IN LOGISTICS & SUPPLY CHAIN MANAGEMENT

18.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 3229 Graduate Certificate in Logistics and Supply Chain Management, as detailed in 2008/0016815, effective Semester 1 2009.

18.2 Feedback from industry suggests that the program should include a course covering “legal aspects of procurement”. It is proposed that the course 7422MGT Creativity and Innovation in Business be replaced with a new course 7604MGT Legal Aspects of Procurement. 7422MGT is not available in any other program.

18.3 The inclusion of this course in the program will also enhance our chances of accreditation of the qualification with the Chartered Institute of Purchasing & Supply Australia and New Zealand (CIPSA).

For ratification

19.0 MINOR CHANGE SUBMISSION (#2008/0016816)
5457/5458 INTERNATIONAL MASTER OF BUSINESS ADMINISTRATION

19.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 5457/5458 International Master of Business Administration, as detailed in 2008/0016816, effective Semester 1 2009.

19.2 It is proposed to remove the course 7907MGT Managing Strategically from the IMBA program and replace it with a new course 7914MGT International Strategic Management. The latter course will be a reintroduction of the former course 7014GSM International Strategic Management but newly coded into the Department of Management. 7914MGT International Strategic Management will be offered on the Gold Coast campus in Semester 1 and 2. It is expected that the course will maintain good enrolment numbers. It is also proposed that 7907MGT Managing Strategically, offered in the MBA, be offered at the Gold Coast in Semester 1 and South Bank in Semester 2 each year. Just the one offering of the MBA course per year on each campus will ensure an acceptable number of student enrolments for each offering.

For ratification
20.0 MINOR CHANGE SUBMISSION (#2008/0016817)
1289 BACHELOR OF BUSINESS (HOTEL, TOURISM, EVENT, REAL ESTATE & PROPERTY, SPORT)

20.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), is asked to ratify the Chair’s executive action in approving a Minor Change Submission affecting the 1289 Bachelor of Business (HTERS), as detailed in 2008/0016817, effective Semester 1 2009.

20.2 Two of the courses listed in the International Tourism and Hotel Management major at the Nathan campus will be offered in different semesters in 2009. The change will align the courses’ semester of offer with the program 1271 Bachelor of Business (Tourism and Hospitality Management). It will also provide students with a more even spread of second and third year courses being offered in different semesters, therefore making planning easier for students. This change does not require transition arrangements as it will not effect student’s program plan.

For ratification

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

21.0 REPORTS OF SUB-COMMITTEES OF GBS BOARD

21.1 The Griffith Business School Board is asked to note the minutes from the Learning and Teaching Committee, GBS, August 2008.

For noting

22.0 ANNUAL PROGRAM MONITORING

22.1 In 2008 the University is implementing a new On-line Program Planning, Development, Approval and Review system. A component of this system will comprise annual program monitoring, renamed Annual Program Review and Improvement Report (APRIR) for which a new template will be provided. In addition staff will be able to access user-friendly links from the on-line system to data provided by the office of Quality, Planning and Statistics for their use in preparing APRIRs.

22.2 This system is designed to streamline the annual program monitoring process for academic staff. It is anticipated the new on-line system will be operational by mid to late September 2008. This year APRIRs will be required for undergraduate programs only, based on the 2007 data.

22.3 Staff will be kept informed and more detail will be provided as the system becomes operational.

22.4 For more information or if you have any questions please contact Sharon Clifford in the Secretariat (Ext. 57096 or email: s.clifford@griffith.edu.au)

For noting

23.0 POLICY AND PROCEDURES UPDATES

23.1 The Board is advised of the following policy/form update:

Authority to Sign Contracts and Agreements - Schedule of Delegations
24.0 OTHER BUSINESS

For noting

25.0 NEXT MEETING

25.1 The next meeting of the Griffith Business School Board will be held on Friday, 17 October 2008, from 10:00am till 1:00pm in Room 3.20, Business 2 Building (G27), Gold Coast Campus.

For noting