The 5/2009 meeting of the Griffith Business School Board was held on Friday, 18 September 2009, from 10:00am – 1:00pm in Room 1.05/1.06, The Chancellery (G34), Gold Coast campus.

**MINUTES**

**PRESENT:**
- Professor Marie Wilson (Chair)
- Professor Lorelle Frazer
- Professor Graham Cuskelly
- Professor Christine Smith
- Professor Leong Liew
- Dr Mark Morell
- Dr Louis Sanzogni
- Professor Andrew McAuley
- Dr Robyn Hollander
- Professor Kristine Toohey
- Professor Mike Davidson
- Professor Peter Jordan
- Professor Ross Guest
- Dr Geoff Carter

**APOLOGIES:**
- Professor Michael Powell
- Professor Chris Auld
- Professor Lokman Mia (for Professor Jenny Stewart)
- Professor Michael Drew
- Associate Professor Simone Fullager

**BY INVITATION:**
- Dr Robyn Hollander
- Ms Julia Phipps and Ms Amanda Daniel (for Item Number 4.1)
- Professor Kristine Toohey
- Ms Linda O’Brien (for Item Number 10.0)
- Professor Mike Davidson
- Ms Elizabeth Ellis (for Item Number 11.0)
- Dr Geoff Carter
- Ms Kate Rees (Secretary)

**Name of Item (including Agenda Item and Attachment/s)** | **Brief Description** | **Resolution** | **Action to be Taken** | **Responsible Officer**
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**CONFIRMATION OF MINUTES** (Agenda Item 2.0) | The minutes of the 4/2009 meeting of the Griffith Business School Board, having been circulated, were taken as read and confirmed, subject to the following amendment: Item 12.0 Changes to RHD student resourcing and responsibilities for 2010 were approved. It was agreed to consider the issue of centralised RHD facilities separately. | Taken as read and confirmed | Forward to CARMS | Committee Secretary

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

**SECTION B: ACTION UNDER DELEGATED AUTHORITY**

**COURSE OUTLINES** (Agenda Item 17.0) | The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching) and Chair, Griffith Business School Board, resolved to ratify the course outlines for semester 2 2009. | Ratified | - | -

**ADVICE OF PROGRAM WITHDRAWAL** (#2009/0004056 1335 BACHELOR OF) | The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), resolved to ratify the Chair’s executive action in approving an Advice of Program Withdrawal, as detailed in 2009/0004056. | Ratified | Forward to Program Accreditation Officer | Committee Secretary (action taken)
<table>
<thead>
<tr>
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<tr>
<td><strong>BUSINESS (ACCELERATED)</strong> <em>(Agenda Item 18.0)</em></td>
<td>The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), resolved to ratify the Chair’s executive action in approving an Advice of Program Withdrawal, as detailed in 2009/0004062.</td>
<td><strong>Ratified</strong></td>
<td>Forward to Program Accreditation Officer</td>
<td>Committee Secretary (action taken)</td>
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<td><strong>ADVICE OF PROGRAM WITHDRAWAL</strong> <em>(#2009/0004062)</em> 3190 GRADUATE CERTIFICATE IN EMPLOYMENT RELATIONS 5455 MASTER OF EMPLOYMENT RELATIONS WITH HONOURS <em>(Agenda Item 19.0)</em></td>
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<td><strong>MINOR CHANGE SUBMISSION</strong> <em>(#2009/0004063)</em> 1286 BACHELOR OF COMMERCE <em>(Agenda Item 20.0)</em></td>
<td>The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), resolved to ratify the Chair’s executive action in approving a Minor Change Submission, as detailed in 2009/0004063. This submission proposed an additional offering for 2201AFE Corporate Finance.</td>
<td><strong>Ratified</strong></td>
<td>Forward to Program Accreditation Officer</td>
<td>Committee Secretary (action taken)</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**

**MATTERS ARISING FROM THE PREVIOUS MINUTES** *(Agenda Item 3.0)* | The Board noted the status of action items arising from the previous meeting. | **Noted** | - | - |
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<tr>
<td>CHAIR'S REPORT (Agenda Item 4.0)</td>
<td>Communications Officer (Business and Law) and Marketing Manager (Business) Report</td>
<td>Noted</td>
<td>Distribute results of the corporate campaign</td>
<td>Marketing Manager (action taken)</td>
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<td>Ms Amanda Daniel, Marketing Manager (Business) circulated a written report for August (see attached). In discussing the results of the corporate marketing campaign, Ms Daniel agreed to forward this data to members.</td>
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<td>Ms Julia Phipps, Communications Officer (Business and Law) circulated a written report (see attached).</td>
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<td>Chair's Report</td>
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<td>The Chair reported on the following:</td>
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<td>- Space (as per item 15.0) and the plans to consolidate and upgrade space on both the Nathan and Gold Coast campuses. The GBS is negotiating with GU for increased flexibility on the Nathan campus, and responding to GU needs at the GC. The intent is to create a uniform aesthetic, consolidate and profile student services, establish RHD and PGCW precincts, and reserve research spaces.</td>
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<td>- Recruitment will be largely completed by the end of October; with over thirty new hires in the School, including postdoctoral fellows.</td>
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<td>PRO VICE CHANCELLOR'S (BUSINESS) REPORT (Agenda Item 5.0)</td>
<td>The Group Pro Vice Chancellor tendered apologies for this meeting.</td>
<td>Noted</td>
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<td>DEAN'S (LEARNING AND TEACHING) REPORT (Agenda Item 6.0)</td>
<td>The Dean (Learning and Teaching) spoke to a written report.</td>
<td>Noted</td>
<td>Seek clarification of the level of support available for SEC/SET evaluations at Logan.</td>
<td>Dean (Learning and Teaching)</td>
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<td>In discussing Item 1 Evaluations@Griffith, members queried the level of support available for processing SEC/SET evaluations for Logan trimester courses.</td>
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<td>DEAN'S (RESEARCH) REPORT (Agenda Item 7.0)</td>
<td>The Dean (Research) reported on the following:</td>
<td>Noted</td>
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<td>- Appointments to the Postdoctoral and Research Fellowship scheme</td>
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<td>- RHD advertising</td>
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<td>- Research Excellence Awards</td>
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<td>- Excellence in Research Australia forum.</td>
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<td>DEAN (INTERNATIONAL) REPORT (Agenda Item 8.0)</td>
<td>The Dean (International) tendered apologies for this meeting.</td>
<td>Noted</td>
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<td>HEADS OF DEPARTMENT REPORT (Agenda Item 9.0)</td>
<td>The Head, Department of International Business and Asian Studies spoke to a written report on departmental administrative support provisions. In response to this report, members were advised that a review of the sufficiency of current administrative support arrangements was planned. A proposal has been prepared to engage an external consultant to coordinate the review, and additional support for accreditation processes is planned. Members agreed that flexibility around assessment due dates was important in implementing the Amber Risk Assessment strategy. Members were given an update on the review of the open enrolment process, as discussed at the September Learning and Teaching Committee. Members noted that feedback from PSOs/SAOs recommended that the open enrolment period for 2010 remain as a date following the release of results. Members agreed that feedback from students and academics should be sought on the 2/2009 enrolment process, and that the schedule for staggering open enrolments by campus and group be revised. Members were advised that strategies were being prepared in the GBS to manage this process for semester 1 2010.</td>
<td>Noted</td>
<td>Forward proposal to Board members. Requirements for the Amber Risk Assessment item to be raised with Program Directors.</td>
<td>Dean (Academic) Dean (Learning and Teaching)</td>
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<td>PRESENTATION: INFORMATION SERVICES STRATEGIC PLAN (Agenda Item 10.0)</td>
<td>Ms Linda O'Brien, Pro Vice Chancellor (INS) attended the meeting to present the draft INS Strategic Plan, and invited feedback on the plan. Members noted that support was available from INS to implement the staircase models. Heads of Department and Research Centre Directors were advised to contact Ms O’Brien to arrange this.</td>
<td>Noted</td>
<td>Slide presentation to be forwarded to members. Forward feedback to PVC (INS)</td>
<td>Committee Secretary (action taken) Board members</td>
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<td>PRESENTATION: SUSTAINABILITY DISCUSSION PAPER AND GRIFFITH ENVIRONMENTAL LOAN FUND PROPOSAL (Agenda Item 11.0)</td>
<td>Ms Elizabeth Ellis, Griffith Business School attended the meeting to present the Sustainability Discussion Paper and Griffith Environmental Loan Fund proposal. The Departments of Marketing and Accounting, Finance and Economics agreed to participate in a trial to implement energy saving strategies within the GBS.</td>
<td>Noted</td>
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<td>LOGAN CAMPUS BLENDED LEARNING INITIATIVE (Agenda Item 12.0)</td>
<td>Professor Lorelle Frazer, Dean (Learning and Teaching) demonstrated the use of Wimba, an online virtual classroom facility which allows both audio and visual communication, and circulated a proposal outlining the trial of blended learning tools at Logan in trimester 3. The use of Wimba in classrooms was strongly supported by the Board. In discussing the proposal members raised the following points: - The various uses for Wimba were discussed. It was suggested that focus groups be used to assess the student experience regarding real-time, pre-recorded and remote lectures. - The use of blended learning tools needs to suit course pedagogy. - Wimba allows convenors to record their lectures. This can be used as evidence of teaching quality. - Anecdotal feedback from other universities indicates that most students use online resources as a revision tool. - Concern was raised regarding the misuse of university material downloaded from the web.</td>
<td>Further consideration required</td>
<td>Additional information to be provided to Board, as requested</td>
<td>Dean (Learning and Teaching)</td>
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<td>PROPOSAL TO ESTABLISH FAST-TRACK BUSINESS AND COMMERCE PROGRAMS AT NATHAN (Agenda Item 13.0)</td>
<td>Professor Lorelle Frazer, Dean (Learning and Teaching) presented a proposal to fast-track the Business and Commerce programs at Nathan from 2010. In discussing the proposal members noted the following points: - An audit has been conducted of similar program offerings at other universities. - Members noted the evidence of market competition for fast-tracked programs but queried the level of student demand. - The Board noted that students are now able to complete 50CP per semester without approval. - It is possible to fast-track some majors, using the model outlined, based on 2009/2010 summer semester offerings.</td>
<td>Further consideration required</td>
<td>Additional information to be provided to Board, as requested</td>
<td>Dean (Learning and Teaching)</td>
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<td>- Members queried the staffing implications, given that some courses are already taught twice per year in standard semesters and the workload implications of teaching the Logan trimester. It was noted that additional staff may be required to support the proposal. - A query was raised regarding the possibility of cannibalising enrolments in the Logan accelerated programs, and that it may be preferable to establish a fast-tracked program at the Gold Coast. - Members requested more information regarding: o Advice from timetabling that 50CP courses can be kept clash free each semester. o Evidence of demand for a fast-track program, in particular the number of students currently completing 50CP per semester, a breakdown of international and domestic students and their GPA.</td>
<td>Noted</td>
<td>Data on the correlation between attrition rates and OP scores to be distributed.</td>
<td>Dean (Learning and Teaching)</td>
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<td>GBS RETENTION PROJECT (Agenda Item 14.0)</td>
<td>Professor Lorelle Frazer, Dean (Learning and Teaching) presented the findings from the GBS Retention Project, as detailed in Attachment 14.1. The following points were discussed: - The strategy has workload implications for the Head Tutor role. - A member queried the correlation between attrition rates and OP scores. The Dean advised this data was available for distribution. - Members noted that, in considering the use of early assessment items to identify students at risk, student attendance is strongest in the first few weeks of semester and then declines as the semester progresses. It was agreed that the development of the early assessment item needs to suit course design.</td>
<td>Approved</td>
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<td>PROPOSAL TO ESTABLISH NEW RESEARCH HUB FACILITIES (Agenda Item 15.0)</td>
<td>Professor Graham Cuskelly, Dean (Research) presented a proposal to establish new research hub facilities for RHD students. Feedback from students and staff on the proposal was provided separately. The Dean (Academic) introduced this item by advising there is a need to rationalise and improve space utilisation at the Nathan and Gold Coast campuses. The proposal to establish centralised research facilities for RHD students aligns with GBS plans for improved utilisation of space. The following points were discussed:</td>
<td>Approved</td>
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|                                                     | - The design of the central facilities needs to support individual and group work and allow for staff engagement with students.  
- In response to a query, members were advised there were no plans to move Logan RHD students to a central space at Nathan.  
- Clarification regarding the location of the facilities was provided. It is planned that a central hub be based in each GBS building to position students close to their superiors.  
- Members stated a preference that the RHD space be managed by the GBS rather than at the department level.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |                     |                     |
| QUALITY/ACCREDITATION ISSUES (Agenda Item 16.0)      | AQUA Audit Report  
The Board noted the AUQA Cycle 2 Audit Implementation Plan – 12 month progress report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Noted       |                     |                     |
| REPORTS OF SUB-COMMITTEES OF THE FACULTY BOARD (Agenda Item 21.0) | The Griffith Business School Board noted the minutes from the following sub-committees:  
- Learning and Teaching Committee, 5/2009.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Noted       |                     |                     |
| OTHER BUSINESS (Agenda Item 22.0)                     | NIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Noted       |                     |                     |
| NEXT MEETING (Agenda Item 23.0)                       | The next meeting of the Griffith Business School Board will be held on Thursday 29 October 2009, from 1:00pm till 4:00pm, via videoconference in Room 2.06, Bray Centre (N54), Nathan and Room 3.01, Multimedia Building (G23), Gold Coast.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 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 Cuskeley, Dean (Research)
Professor Lorelle Frazer, Dean (Learning and Teaching)
Professor Chris Auld, Dean (International)

Heads of Departments Directly Associated With the Group (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
Professor Bill Merrilees, Department of Marketing
Dr Robyn Hollander, Department of Politics and Public Policy
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 Ross Guest, Department of Accounting, Finance and Economics
Professor Michael Drew, Department of Accounting, Finance and Economics
Dr Geoff Carter, Department of Management
Vacant, Department of Marketing
Associate Professor Simone Fullager, Department of Tourism, Leisure, Hotel and Sport Management

Research Centre Representatives (appointed)
Professor Mike Davidson, Director, Centre for Tourism, Sport and Service Innovation
Professor Peter Jordan, Acting Director, Centre for Work, Organisation and Wellbeing

Invited (for Audience and Debate)
NIL

Information Copies
(without attachments unless stated)
Group Resource Manager, Business
Human Resource Manager, Business
Marketing Manager, Business
Communications Officer, Business and Law
Business Development Manager, Business, Griffith Enterprise
Deans’ and Heads of Departments’ Secretaries, Griffith Business School
Executive Manager to the Pro Vice Chancellor (Business)
Program Service Officers, Griffith Business School
Planning and Management Support Officers, Griffith Business School
Senior Manager, Strategic Initiatives, Griffith Business School
Credit Transfer and Articulations Manager, Student Administration
Centre Coordinators, Office of Graduate Studies
Client Administration Officers, Student Administration

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