The 5/2010 meeting of the Griffith Business School Board was held on Friday 24 September, 2010, from 9:30am – 1:00pm via videoconference in Room -1.18, Business 2 Building (N72), Nathan campus and Room 1.04, The Chancellery (G34), Gold Coast campus.

MINUTES
PRESENT:
Professor Marie Wilson (Chair)
Dr Robyn Hollander
Associate Professor Deb Grace (attending for Prof. Graham Cuskelly)
Professor Chris Auld
Professor Christine Smith
Associate Professor Michael Barry
Professor Leong Liew
Professor Andrew McAuley
Professor Ciaran O'Faircheallaigh
Professor Kristine Toohey
Professor Jenny Stewart
Associate Professor Simone Fullager
Associate Professor Laura Lawton
Ms Julia Phips (for Item Number 3.1)
Ms Joanne Lee and Ms Alicia Moran (for Item Number 9.0)
Dr Liz Fredline (for Item Number 11.0)
Ms Kate Rees (Secretary)
Professor Michael Powell
Professor Graham Cuskelly
Professor Kate Hutchings
Associate Professor Eduardo Roca
Professor Tony Makin
Professor Peter Jordan
Professor Beverley Sparks

APOLOGIES:
Professor Leong Liew
Professor Michael Powell
Professor Andrew McAuley
Professor Graham Cuskelly
Professor Kate Hutchings
Associate Professor Eduardo Roca
Professor Tony Makin
Professor Peter Jordan
Professor Beverley Sparks

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

CONFORMATION OF MINUTES (Agenda Item  3.0)  The minutes of the 3/2010 and 4/2010 meeting of the Griffith Business School Board, having been circulated, were taken as read and confirmed  Taken as read and confirmed  Forward to CARMS  Committee Secretary

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

FIVE YEAR PROGRAM REVIEW 1289/1290 BACHELOR OF BUSINESS (HOTEL, TOURISM, EVENT, REAL ESTATE & PROPERTY, SPORT) (Agenda Item  11.0)  The Griffith Business School Board considered the recommendations outlined in the Five Year Program Review report for the Bachelor of Business (Hotel, Tourism, Event, Real Estate and Property Development, Sport).

Members noted that a review of the HSL capstone course would be undertaken in 2011.

The Griffith Business School Board approved the recommendations outlined in the report.

Approved  Forward implementation plan to Secretary, Programs Committee  Committee Secretary (action taken)

MAJOR PROGRAM PROPOSAL (#2010/0010555) 1105 BACHELOR OF INTERNATIONAL BUSINESS 1288 BACHELOR OF BUSINESS  The Griffith Business School Board considered a proposal to introduce an International Management major to the Bachelor of International Business and Bachelor of Business, as detailed in 2010/0010555, effective Semester 1, 2011.

Members approved the program proposal subject to the following change:
- It was agreed that students who complete a second 80CP GBS award

Recommended  Forward revised proposal to Secretary, Programs Committee  Committee Secretary (action taken)
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>(Agenda Item 12.0)</td>
<td>major in the Bachelor of International Business will have this recognised on their testamur.</td>
<td>change</td>
<td></td>
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<tr>
<td>NEW PROGRAM PROPOSAL (#2010/0010554)</td>
<td>The Griffith Business School Board considered a proposal to establish the 1380 Bachelor of Business/Bachelor of Digital Media, as detailed in 2010/0010554, effective Semester 1, 2011. Members discussed the core requirements of the business program which were listed as 60CP first year core courses, 2007PPP Legal Issues for Managers and 3019MKT Franchising and Small Business. It was recommended that the 60CP first year core be revised to include 1004PPP Government-Business Relations. Members provided in principle support for the program proposal subject to a review of the first year core courses.</td>
<td>Recommended to Programs Committee, subject to a revision of the first year core courses</td>
<td>Feedback to be sought from members on revised core requirements.</td>
<td>Committee Secretary (action taken)</td>
</tr>
<tr>
<td>CENTRAL COORDINATION OF MID-SEMESTER EXAMINATIONS (Agenda Item 14.0)</td>
<td>The Griffith Business School Board was asked to provide feedback to Assessment Committee on a proposal to move to central coordination of mid-semester exams. Members provided the following comments:  - It was agreed that there is a place for mid-semester examinations in courses as a means of providing progressive feedback to students on their performance. Courses are evaluated regularly to ensure that assessment is ‘fit-for-purpose’.  - If the University agrees to centralise mid-semester examinations, GBS Board recommends that this apply to all mid-semester examinations regardless of class size. There will be coordination issues between central ExT and academic groups if a mixed delivery model is adopted eg. Timing of examinations to avoid clashes.  - If a mid-semester examination period is adopted there needs to be some flexibility in the length of the examination period eg. 2 week period. This is necessary to suit different course design requirements.  - There is a possible preference for centralisation of all exams (includes EOS, mid semester, deferred and supplementary) to ensure consistency of approach and economies of scale. Different business processes are currently used depending on the type of exam eg. EOS, mid semester, defs, supps.</td>
<td>Noted</td>
<td>Forward feedback to Secretary, Assessment Committee</td>
<td>Committee Secretary (action taken)</td>
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**SECTION B: ACTION UNDER DELEGATED AUTHORITY**

COURSE PROFILES The Griffith Business School Board, on the executive recommendation of the Ratified - -
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<tr>
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<tr>
<td>(Agenda Item 16.0)</td>
<td>Dean (Learning and Teaching) and Chair, Griffith Business School Board, resolved to ratify the following course profiles for semester 2 and trimester 2, 2010</td>
<td>Ratified</td>
<td>Forward to Program Accreditation Officer</td>
<td>Committee Secretary (action taken)</td>
</tr>
<tr>
<td>MINOR PROGRAM PROPOSAL (#2010/0010550) 5445 MASTER OF BUSINESS (Agenda Item 17.0)</td>
<td>The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), on behalf of the Chair, Griffith Business School Board, resolved to ratify a Minor Program Proposal affecting the 5445 Master of Business, as detailed in 2010/0010550, effective Semester 1 2011. This submission proposes to change the semester of offer for 7216HSL Managing Financial Resources in Tourism, Event and Sport, 7206HSL International Business of Tourism and Hotel Management and 7201HSL Operations Management: A Service Industry Approach in 2011 only.</td>
<td>Ratified</td>
<td>Forward to Program Accreditation Officer</td>
<td>Committee Secretary (action taken)</td>
</tr>
<tr>
<td>MINOR PROGRAM PROPOSAL (#2010/0010552) 5211 MASTER OF ASIAN STUDIES 5388 MASTER OF INTERNATIONAL RELATIONS (Agenda Item 18.0)</td>
<td>The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), on behalf of the Chair, Griffith Business School Board, resolved to ratify a Minor Program Proposal affecting the 5211 Master of Asian Studies and 5388 Master of International Relations, as detailed in 2010/0010552, effective Semester 1 2011. The submission proposes to withdraw the 2011 offering of 7017IBA The Making of Modern Indonesia.</td>
<td>Ratified</td>
<td>Forward to Program Accreditation Officer</td>
<td>Committee Secretary (action taken)</td>
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<tr>
<td>MINOR PROGRAM PROPOSAL (#2010/0010553) 1105/1107 BACHELOR OF INTERNATIONAL BUSINESS (Agenda Item 19.0)</td>
<td>The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), on behalf of the Chair, Griffith Business School Board, resolved to ratify a Minor Program Proposal affecting the 1105/1107 Bachelor of International Business, as detailed in 2010/0010553, effective Semester 1 2011. This submission proposes to change the course title of 1009IBA from Communication and Functional Skills to Intercultural Communication for the Global Workplace to better reflect the revised content and focus of this first year elective course.</td>
<td>Ratified</td>
<td>Forward to Program Accreditation Officer</td>
<td>Committee Secretary (action taken)</td>
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</table>

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
<table>
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<td><strong>Chair’s Report</strong> <em>(Agenda Item 3.0)</em></td>
<td>Ms Julia Phipps, Communications Officer (Business and Law) spoke to a written report. Professor Marie Wilson, Dean (Academic), GBS and Chair, GBS Board distributed a written report at the meeting (attached).</td>
<td>Noted</td>
<td>-</td>
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<td><strong>PRO VICE CHANCELLOR’S BUSINESS REPORT</strong> <em>(Agenda Item 4.0)</em></td>
<td>Professor Michael Powell, Pro Vice Chancellor (Business) was unable to attend the meeting. There were no matters to report.</td>
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<td><strong>DEAN’S (LEARNING AND TEACHING) REPORT</strong> <em>(Agenda Item 5.0)</em></td>
<td>Dr Robyn Hollander, Dean (Learning and Teaching), GBS distributed a written report at the meeting (attached). Members also discussed issues that arose during the stage 1 trial of Starfish.</td>
<td>Noted</td>
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<td><strong>DEAN’S (RESEARCH) REPORT</strong> <em>(Agenda Item 6.0)</em></td>
<td>Associate Professor Debra Grace, Acting Dean (Research), GBS spoke to a written report.</td>
<td>Noted</td>
<td>-</td>
<td>-</td>
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<td><strong>DEAN’S (INTERNATIONAL) REPORT</strong> <em>(Agenda Item 7.0)</em></td>
<td>Professor Chris Auld, Dean (International), GBS spoke to a written report.</td>
<td>Noted</td>
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<td>-</td>
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<td><strong>HEADS OF DEPARTMENT REPORT</strong> <em>(Agenda Item 8.0)</em></td>
<td>Professor Leong Liew, Head, Department of International Business and Asian Studies, spoke to a written report.</td>
<td>Noted</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>GB’S STUDENT ASSOCIATION UPDATE</strong> <em>(Agenda Item 9.0)</em></td>
<td>Ms Joanne Lee, Student Development Coordinator and Ms Alicia Moran, eCommunication Officer attended the meeting to provide an update on GB’s Student Association and the GBS Student Consultative Committee. Members provided feedback on ways to increase the involvement of staff, student and industry in student activities: - Increase the awareness of staff of the role of GB’s and the Student Consultative Committee. - Encourage students in WIL programs to become more involved in activities as part of the course. - Strengthen the link between the Student Consultative Committee and other GBS committees eg. Invite student representatives to attend meetings. - Consider the relationship between GB’s and other student committees eg. GERMS and Accounting to avoid overlap and duplication.</td>
<td>Noted</td>
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<td>NEW PROGRAM PROPOSAL #2009/0004082 GRADUATE CERTIFICATE IN PHARMACY MANAGEMENT (Agenda Item 10.0)</td>
<td>This item was withdrawn prior to the meeting.</td>
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| QUALITY/ACCREDITATION ISSUES – STARTING@GRIFFITH SURVEY (Agenda Item 15.0) | The Chair provided an update on:  
- Operation Program Focus  
- EQUIS accreditation  
- The establishment of a master schedule for GBS accreditation. | Noted | - | - |
| REPORTS OF SUB-COMMITTEES OF THE FACULTY BOARD (Agenda Item 20.0) | The Griffith Business School Board noted the minutes from the August 2010 Learning and Teaching Committee. | Noted | - | - |
| VICE CHANCELLOR'S RESEARCH EXCELLENCE AWARDS (Agenda Item 21.0) | The Griffith Business School Board noted the commencement of the 2010 round of the Vice Chancellor's Research Excellence Awards. | Noted | - | - |
| 2010 ROUND OF TRAVEL FELLOWSHIPS AND WORKSHOP AWARDS (Agenda Item 22.0) | The Griffith Business School Board noted the commencement of the 2010 round of the travel fellowships and workshop award. | Noted | - | - |
| GRIFFITH UNIVERSITY RESEARCH INFRASTRUCTURE PROGRAM (Agenda Item 23.0) | The Griffith Business School Board noted that applications are open for the 2011 Griffith University Research Infrastructure Program (GURIP). | Noted | - | - |
| OTHER BUSINESS (Agenda Item 24.0) | The Dean (Learning and Teaching) reported on an occupational health and safety incident involving an electrical fault in the N72 central locking system. The incident will be reported to the university's safety committee. | - | - | - |
| NEXT MEETING (Agenda Item 25.0) | The next meeting of the Griffith Business School Board will be held on Friday, 29 October 2010. | Noted | - | - |
Confirmed: ___________________________________

(Chair)

Date: _____________________________________
DISTRIBUTION LIST

Griffith Business School Board Members
Professor Marie Wilson, Dean (Academic) (Chair)
Professor Michael Powell, Pro Vice Chancellor (Business) (ex officio)

Deans (appointed by the Group Pro Vice Chancellor)
Professor Graham Cuskelly, Dean (Research)
Dr Robyn Hollander, Acting Dean (Learning and Teaching)
Professor Chris Auld, Dean (International)

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

Deputy Heads of Departments Directly Associated With the Group (appointed)
Professor Jenny Stewart, Department of Accounting, Finance and Economics
Professor Tony Makin, Department of Accounting, Finance and Economics (Acting)
Associate Professor Eduardo Roca, Department of Accounting, Finance and Economics (Acting)
Professor Kate Hutchings, Department of Employment Relations and Human Resources
Vacant, Department of Marketing
Associate Professor Simone Fullagar, Department of Tourism, Leisure, Hotel and Sport Management
Associate Professor Laura Lawton, Department of Tourism, Leisure, Hotel and Sport Management

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

Invited (for Audience and Debate)
NIL

Information Copies
(without attachments unless stated)
Griffith Business School
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
Credit Transfer and Articulations Manager, Student Administration
Centre Coordinators, Office of Graduate Studies
Client Administration Officers, Student Administration

www.griffith.edu.au/committees