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, 16 May 2008, from 10:00am till 1:00pm in the Boardroom, Business 1 Building, Level 0, Room 0.12, Nathan Campus (N50 0.12). 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)

Deans (appointed by the Group Pro Vice Chancellor)

Professor Graham Cuskelley, 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 Ross Guest, Department of Accounting, Finance and Economics
Dr Mark Mourell, Department of Industrial Relations
Professor Leong Liew, Department of International Business and Asian Studies
Dr Louis Sanzogni, Department of Management
Dr Debra Grace, Department of Marketing
Dr Robyn Hollander, Department of Politics and Public Policy
Professor Kristine Toohey, Department of Tourism, Leisure, Hotel and Sport Management

Research Centre Representative (ex officio)

Professor Michael Davidson
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
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.

1.2 Apologies have been received from Professor Michael Powell and Professor Lorelle Frazer.

2.0 CONFIRMATION OF MINUTES

2.1 The minutes of the 1/2008 meeting have been circulated.

To be taken as read and confirmed

3.0 MATTERS ARISING FROM PREVIOUS MINUTES

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Responsible Officers</th>
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</thead>
<tbody>
<tr>
<td>Amend GBS Mission Statement as per feedback provided by GBS Board – for implementation</td>
<td>PVC (B)</td>
</tr>
<tr>
<td>Amend GBS Operational Plan as per feedback provided by GBS Board</td>
<td>PVC (B) and relevant Deans</td>
</tr>
<tr>
<td>Amend CTL Constitution as per feedback provided by GBS Board</td>
<td>Committee Secretary</td>
</tr>
<tr>
<td>Amend Research Sub-committee Constitution as per feedback provided by GBS Board</td>
<td>Committee Secretary</td>
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<tr>
<td>Amend Guidelines for the approval of international agreements as per feedback provided by GBS Board</td>
<td>Committee Secretary</td>
</tr>
<tr>
<td>Forward Program Concept Proposal for the Graduate Certificate in Franchising to the Deputy Vice Chancellor (Academic)</td>
<td>Committee Secretary</td>
</tr>
<tr>
<td>Develop a list of staff consultation hours and contact details, to be kept by the Department Secretary. Consultation hours are to be posted on office doors, and included in course outlines and on the course Learning@Griffith sites.</td>
<td>Heads of Department</td>
</tr>
<tr>
<td>Forward recommendation regarding the timing of RHD conference travel grants round to the Secretary, Research and Postgraduate Studies Committee</td>
<td>Dean (Research) and Committee Secretary</td>
</tr>
<tr>
<td>Draft GBS Board minutes to be added as ‘noting item’ on Department Committee agendas.</td>
<td>Chair, Department Committee meetings</td>
</tr>
<tr>
<td>Forward draft GBS Board minutes to Department</td>
<td>Committee Secretary</td>
</tr>
</tbody>
</table>
Committee Secretaries.

| Provide a report on possible alternative assessment strategies to Dean (Learning and Teaching). | Committee Secretary |
|占用安全健康将作为所有部门委员会议程的固定项目。 | Heads of Department |

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) is unable to attend the meeting. There are no matters to report.

6.0  DEAN’S (LEARNING AND TEACHING) REPORT

6.1  Professor Lorelle Frazer, Dean (Learning and Teaching), GBS is unable to attend the meeting.

6.2  Semester 1 2008 commencing and continuing program enrolment data is attached for member’s information.


7.0  DEAN’S (RESEARCH) REPORT

7.1  Professor Graham Cuskelly, Dean (Research), GBS will provide a report at the meeting.

8.0  DEAN’S (INTERNATIONAL) REPORT

8.1  Professor Chris Auld, Dean (International) will provide a report at the meeting.

9.0  COMMUNICATIONS OFFICER (BUSINESS & LAW) REPORT

9.1  Miss Fiona Taylor, Communications Officer (Business & Law) will attend the meeting at 10:00am to provide a communications report for the GBS.
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 ACCREDITATION/QUALITY ISSUES

10.1 The GBS Board is asked to consider the following AUQA/Quality issue within the GBS.

GBS GUIDELINES FOR ASSESSMENT

10.2 The GBS Board, on the recommendation of the GBS Learning and Teaching Committee, is asked to consider the GBS Guidelines for Assessment, to be implemented effective Semester 1 2008.

10.3 The GBS Guidelines for Assessment, as detailed in Attachment 10.1, has been developed to provide guidance and assistance to GBS academic staff in interpreting the University Assessment Policy.

10.4 The Dean (Academic) will speak to this item.

Recommendation:

10.5 The GBS Board, on the recommendation of the GBS Learning and Teaching Committee, is asked to endorse the GBS Guidelines for Assessment, to be implemented effective Semester 1 2008.

For approval

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

11.0 COURSE OUTLINES

11.1 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 1 2008:

- 7003IBA Asian Societies: Tradition, Transition and Conflict
- 3094MGT Quality Management

Recommendation:

11.2 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 above Course Outlines for Semester 1 2008.

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

12.0 AUQA PERFORMANCE PORTFOLIO

12.1 The University is subject to an audited by the Australian Universities Quality Agency (AUQA) in 2008. The AUQA audit Panel will be visiting the University on 2nd to 6th June inclusive. This is the second time the University has been audited by AUQA, as part of its regular, five-yearly audit cycle.

12.2 The University has submitted a Performance Portfolio addressing the matters prescribed by AUQA in its Audit Manual. Copies of the Portfolio have been distributed to all senior members of the University.


12.4 An important focus of the Cycle 2 audit is the University's Quality Assurance system. Details of Griffith's Quality Assurance system can be found at http://www.griffith.edu.au/office-quality-planning-statistics/quality/quality-assurance-system.

12.5 Some colleagues will be invited to attend a meeting with the audit Panel in June. Further information will be provided to those staff nearer the time of the visit.

For noting

13.0 REPORTS OF SUB-COMMITTEES OF GBS BOARD

13.1 The Griffith Business School Board is asked to note the minutes from the following meetings:

13.1.1 Department of Accounting, Finance and Economics Committee, 1/2008.
13.1.2 Learning and Teaching Committee (GBS), 3/2008

For noting

14.0 RECIPIENTS OF THE GRIFFITH GRANTS FOR LEARNING AND TEACHING 2007

14.1 The Griffith Grants for Learning and Teaching scheme aims to support the University's strategic priorities in learning and teaching by providing funding for projects that focus on:

- innovation in learning and teaching consistent with priorities outlined in the University's Academic Plan 3: Learning for Success
- dissemination of innovations through professional development strategies, publications, and online options
- demonstration of sustainable improvement in learning and teaching outcomes that can be adopted in a range of disciplinary or multi disciplinary contexts.

14.2 The Griffith Grants for Learning and Teaching scheme is comprised of grants at four levels:

Level 1: Strategic University wide projects (two years duration, up to $150,000).
Level 2: Strategic Faculty/Group/Discipline based projects (one to two years duration, up to $50,000).
Level 3: School/Program based projects (one year duration, up to $20,000).
14.3 The Pro Vice Chancellor (Learning and Student Outcomes) has congratulated the recipients of the 2007 Griffith Grants for Learning and Teaching.

**Level 1**

**Implementing PASS in Griffith Health and Griffith Business School**
Professor Lorelle Frazer, and Dr Ruth McPhail, Griffith Business School  
Professor Nick Buys and Ms Janine Chipperfield, Griffith Health

**Griffith E-Mentoring Scheme**
Associate Professor Paul Bates, Griffith Aviation

**Level 2**

**Realising the Value of the BA**
Dr Jock MacLeod, School of Arts

**Virtual Internship – Bridging the Local, Rural, Remote and International Boundaries Through a Collaborative Communication Environment using Horizon Wimba**
Roslyn Franklin, School of Education and Professional Studies

**A ‘Just In Time Intervention’ to Support the Academic Efficacy of at Risk First Year Students**
Associate Professor Keithia Wilson and Associate Professor Alf Lizzio, School of Psychology

**Embedding research-based learning in curricula through public scholarship at Griffith**
Dr Alison Green, Griffith Institute for Higher Education

**The determination and communication of an e-portfolios capability or capabilities at Griffith University**
Mr Kevin Ashford-Rowe, Flexible Learning and Access Services and Professor Kerri-Lee Krause, Griffith Institute for Higher Education

**Level 3**

**Writing Across the CCJ Curriculum: An Integrated Approach to Skills Development**
Dr Janet Ransley, School of Criminology and Criminal Justice

**Implementing a Professional Development Program into the Logan Campus Accelerated and Professional Degrees**
Dr Mark Brimble, Department of Accounting, Finance and Economics

**Advancing effective Work-integrated Learning in the Griffith Business School context: 2008 and beyond**
Dr Sharon Schembri, Department of Marketing and Mr Ken Bennett, Department of International Business and Asian Studies

**Successful First Year student transition and timely higher education affordances**
Dr Sharn Donnison, School of Education and Professional Studies

**Learning and Teaching using the Griffith University Second Life virtual learning environment**
Mr Jason Zagami, School of Education and Professional Studies
Critical Thinking in Social Work Education – Incorporating Client Knowledge  
Dr Clare Tilbury, School of Human Services

Assessment and Generic Skills in Engineering Curricula at Griffith  
Professor Bofu Yu, Griffith School of Engineering

Acquisition of Scientific Writing Skills through Active Learning Exercises  
Dr Kathryn Tonissen, School of Biomolecular and Physical Sciences

**Level 4**

Building Ethics into the Business Law Curriculum  
Dr Colin Anderson, Department of Accounting, Finance and Economics

Students Learning and Retention through Weekly Concepts  
Dr Peter Clarke, Department of Marketing

Strengthening the Research Culture in the Undergraduate Psychology Program  
Associate Professor Alf Lizzio, School of Psychology

Development of a DVD Teaching Resource on Working with Non-English-Speaking Background (NESB) Service Users in Human Service/Social Work Settings  
Dr Jennifer Osmond, School of Human Services

Using Web-Based Technology to Develop Communication and Counselling Skills in Pharmacy Practice  
Ms Nicola Shapland, School of Pharmacy

Tools to Facilitate Teaching in Medicine and Pharmacy  
Mrs Laetitia Hattingh, School of Pharmacy

Enhancing Learning, Teaching and Cohesion of the Griffith Law School’s Clinical Program  
Ms Zoe Rathus, Griffith Law School

Developing Wireless Networking Teaching Laboratory  
Dr Vallipuram Muthukkumarasamy, School of Information and Communication Technology

**For noting**

15.0 **GRiffith Blended Learning Fellowships**

15.1 The Pro Vice Chancellor (Learning and Student Outcomes) has announced the availability of the 2008 Griffith Blended Learning (formerly Griffith E-Learning) Fellowship program to:

- support the University's strategic objectives in learning and teaching through use of educational technologies;
- support innovation in learning and teaching; and to
- disseminate such innovations through professional development.

15.2 In 2008 the Griffith Blended Learning Fellowships will be directed to projects which meet one or more of the following strategic objectives:

- improving student engagement and retention;
- renewing postgraduate programs;
- strengthening research-based learning and/or work-integrated learning;
- developing closer links with secondary schools;
- internationalisation of the curriculum;
- enhancing the quality of assessment practices.

15.3 In 2008 a number of fellowships will be granted up to a maximum of four. It is expected that the value of each fellowship will be between $30,000 and $60,000. However the value of any one fellowship may not exceed $60,000. The fellowship is to cover funds for the School/Department to provide teaching relief for the fellowship holder, as well as for hardware, software, project support staff, conference travel, and for the Fellow’s presentation at the Griffith Blended Learning Showcase.

15.4 Griffith staff are invited to apply for these six-month Fellowships to be undertaken in semester 2, 2008. Applications should be prepared in accordance with the Griffith Blended Learning Fellowship Guidelines (2008/0023753) and in conjunction with the Director, Flexible Learning and Access Services and Director, Griffith Institute for Higher Education or their designated staff members. In making an application for a fellowship staff should obtain the support of the relevant Head of School/Department for release from teaching in semester 2, 2008.

15.5 Applications should be submitted to Mr Barry Reardon by 5 pm on Wednesday 30 April 2008. The Learning Environment Committee will meet in May to select the 2008 Griffith Blended Learning Fellowship recipients. For further information, please contact Barry Reardon

For noting

16.0 GRIFFITH INDUSTRY MENTORING PROGRAM

16.1 The Griffith Industry Mentoring Program is widely recognised for its role in assisting students to achieve their career aspirations, and for building links between Griffith University and potential employers of our students.

16.2 Students who have completed 80CP or more in their degree are matched with an industry mentor in a relevant field as a source of workplace information and career support.

16.3 Applications from students for the 2008 Program are currently being sought and "biosketches" for more than 200 mentors are currently available online. Students may select mentors appropriate to their study program and career interests by submitting an application online and a supplementary paper copy application.

16.4 The Pro Vice Chancellor (Learning and Student Outcomes) has requested that staff support this promotion by communicating relevant information through:

- faculty or school web pages
- course learning@griffith sites
- email communication to students.

16.5 Full particulars are available on the website of the Careers and Employment Service, Student Services www.griffith.edu.au/careers where students may also apply for a place. Further information is available from Career Development Officer, Tiana Fenton, ext 57062, email t.fenton@griffith.edu.au.

For noting
17.0 COURSE OUTLINE TIP SHEET

17.1 Attachment 17.1 "Course Outline Submission Tip Sheet for academic and administrative staff" is available to assist in the process of uploading course outlines for semester 2 this year.

17.2 This tip sheet should be read in conjunction with Attachment 17.2 “Quick Guide for course convenors”.

17.3 Please also note that it is intended a review of the Course Outline System will be undertaken after every semester's uploading process. Please forward your feedback on difficulties experienced during the uploading process to either your Group ASO or the Program Accreditation Officer so it can be included in the next evaluation.

For noting

18.0 ONLINE PROGRAM DEVELOPMENT PROJECT WEBSITE

18.1 The Online Program Planning, Development, Approval and Review project has released a website to provide information about the project including its objectives, benefits, activities and timelines.

http://www.griffith.edu.au/projects/online-program-development-project

18.2 The Project will be delivering a new web based program development and approval system that will be trialled for six months from May to October 2008 for new program submissions only. The website will be updated with information leading up to the trial and will communicate progress throughout the trial.

18.3 For those unfamiliar with the Project, the new web based system will provide:
   - program proposal templates that can be completed, submitted and approved online, and
   - automatic publication of program information to the Program Catalogue.

18.4 The new system will also provide:
   - a transparent process whereby stakeholders can check the progress of program approvals;
   - a work-flow process to inform relevant staff of action to be taken as decisions are made;
   - an archive of changes made to programs over time, accessible to all stakeholders;

For noting

19.0 GBS RESPONSE TO POSTGRADUATE COURSEWORK STRATEGY TASKFORCE

19.1 The Griffith Business School Board is asked to note the following attachments, detailing the GBS response to the recommendations from the Postgraduate Coursework Strategy Taskforce.

   - Attachment 19.1 GBS Postgraduate Coursework Programs Strategy
   - Attachment 19.2 GBS Postgraduate Review Model
   - Attachment 19.3 GBS 2009 Postgraduate Fees

For noting

20.0 OTHER BUSINESS

For noting
21.0 **NEXT MEETING**

21.1 The next meeting of the Griffith Business School Board will be held on Friday, 16 May 2008, from 10:00am till 1:00pm in the Boardroom, Business 1 Building, Level 0, Room 0.12, Nathan Campus (N50_0.12).

For noting