GRIFFITH UNIVERSITY
GRIFFITH BUSINESS SCHOOL BOARD

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www.griffith.edu.au/committees
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Significant Committee Events

- The next 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.

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 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

**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.

2.0 CONFIRMATION OF MINUTES

2.1 The minutes of the 4/2008 meeting have been circulated.

To be taken as read and confirmed

3.0 MATTERS ARISING FROM PREVIOUS MINUTES

NIL

4.0 COMMITTEE MEMBERSHIP

4.1 The Griffith Business School Board is asked to welcome the following new members:
   - Professor Christine Smith, Head, Department of Accounting, Finance and Economics.
   - Associate Professor Gillian Mort, Acting Head, Department of Marketing.
   - Professor Haig Patapan, Acting Head, Department of Politics and Public Policy.
   - Professor Peter Brown, Acting Head, Department of Tourism, Leisure, Hotel and Sport Management.
   - Professor Paul Couchman, Acting Director, Centre for Tourism, Sport and Service Innovation.

5.0 CHAIR’S REPORT

5.1 Ms Amanda Daniel, Marketing Manager (Business) and Ms Fiona Taylor, Communications Officer (Business and Law) will provide a report at the meeting.

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

6.0 PRO VICE CHANCELLOR’S (BUSINESS) REPORT

6.1 Professor Michael Powell, Pro Vice Chancellor (Business) will provide a report at the meeting.
7.0 DEAN’S (LEARNING AND TEACHING) REPORT

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

8.0 DEAN’S (RESEARCH) REPORT

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

9.0 DEAN’S (INTERNATIONAL) REPORT

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

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 GBS STRATEGIC PRIORITIES

The GBS Board will discuss key planning issues and priorities for 2009-2011, as detailed in Attachment 10.1. The Pro Vice Chancellor (Business) will speak to this item.

10.2 REVIEW OF GBS PROGRAM DELIVERY – SUMMER SEMESTER COURSE OFFERINGS

The GBS Board will review the offering of courses over the summer semester period, and give consideration to formalising summer semester as part of standard program delivery. Attachment 10.2 summarises previous summer semester course offerings and enrolments from 2005-2008. Heads of Department have been asked to provide a list of recommended course offerings for the 2008/2009 summer semester period. This will be distributed separately to the agenda. The Dean (Academic) and Dean (Learning and Teaching) will speak to this item.

For discussion

11.0 SPECIAL PURPOSE SUBMISSION (#2008/0016811)

AQF PROGRAMS

11.1 The Griffith Business School Board is asked to consider a Special Purpose Submission affecting all GBS undergraduate programs, as detailed in #2008/0016811, effective Semester 1 2009. The Dean (International) will speak to this item.

11.2 This proposal seeks to add a minimum Grade Point Average (GPA) of 4.0 or the equivalent QTAC Selection Rank (=82) to all Australian Qualifications Framework (AQF) recognised programs leading to the admission of all students (international and domestic) to GBS undergraduate programs. In addition, all students seeking admission must have completed the program. Where a student has completed an AQF program under the competency system, they will be required to demonstrate that they have achieved a QTAC Selection Rank of 82. Current entry requirements for English language competency will still apply.

Recommendation:
11.3 The Griffith Business School Board is asked to recommend to Programs Committee a Special Purpose Submission affecting all GBS undergraduate programs, as detailed in #2008/0016811, effective Semester 1 2009.

For discussion

12.0 FULL PROGRAM PROPOSAL (#2008/0016806) 1346 BACHELOR OF ASIAN BUSINESS

12.1 The Griffith Business School Board, on the recommendation of the July Learning and Teaching Committee (GBS), is asked to consider the Full Program Proposal to introduce the 1346 Bachelor of Asian Business at the Nathan campus, as detailed in #2008/0016806, effective Semester 1 2009. The Head, Department of International Business and Asian Studies will speak to this item.

12.2 The Bachelor of Asian Business aims to prepare students to work in Asia or in a company that deals with Asia. The degree emphasises in-country language training and work experience, with a focus on managing in an Asian context and specifically in North East Asia – Japan, Korea and China. This program is designed for high performing students.

12.3 The program consists of 100CP in the 1st-year, 90CP in the 2nd-year, 90CP in the 3rd-year and 40CP of 4th-year level courses, a total of 320CP taught by four departments/schools. 120CP of the 320CP are language courses and 80CP of these are acquired abroad in a student’s chosen country of specialisation. 160CP are courses of diverse disciplines or courses about Asia that provide the core skills for business in Asia. There are no free choice electives in the standard program, because the core aims of the program are the acquiring of a high level competency in an Asian language and culture, and knowledge of the core business disciplines and Asian political economy within only 3.25 years. Students who enter the program with sufficient competency in a relevant Asian language may be able to choose up to 40CP of free choice electives, with permission of the Program Director. There are only 40CP at the 4th-year level in this embedded honours program, but the intensive one-year in-country language training (second year, semester 2 & third year, semester 1) more than makes up for this. The language proficiency acquired from in-country instruction abroad is far superior of that acquired in Australia and students can use their study abroad opportunity to help prepare for an examination for a professional certificate of language proficiency should they wish to do so. Students who do not qualify or choose not to proceed to complete the honours internship project will complete 280CP and exit with a pass degree. The honours project, which is research focused, forms the core of the internship and will be supervised by an academic staff member. The project title is decided by agreement between the student supervisor and host-company. The honours internship may be in Australia or overseas.

12.4 Admission Requirements:

The University’s admission policy applies. Standard English language requirements for undergraduate programs apply.

12.5 Degree Requirements:

To be eligible for the award of Bachelor of Asian Business with Honours (BAsBus) a student must acquire 320CP as prescribed below:
- gain 90CP for first year level courses, consisting of 70CP of core courses and 20CP of first year language electives; and
- gain 110CP for prescribed courses in Years 2, and 3, including 10CP for 3030IBA Asian Business Capstone Course; and
- gain 80CP for intensive in-country language study; and
- gain 40CP for 4001IBA Honours Research Project/Internship;
gain no more than 30CP of courses in which the grade of Pass Conceded (PC) has been attained;
gain no more than 100CP for courses at first year level;
gain at least 60CP for courses (core and elective) at third year level. For the purposes of this rule the in-country language study undertaken in Semester 1, Year 3 is recognised as third year level.

Consistent with the Association to Advance Collegiate Schools of Business (AACSB) Standard 17, a student undertaking this program must complete:
• 80CP of prescribed courses as specified by the Program Director.

Progression to Year 4 (Honours):
To be eligible to progress to the honours component (40CP Honours Research Project/internship), a student must:
• complete the first three years (280CP) of prescribed coursework and in-country language study;
• achieve a minimum GPA of 5.0 across the second and third year prescribed courses;
• successfully complete an interview with the Program Director and the Honours Internship Co-ordinator and a language proficiency test in their language of specialisation by the mid-semester break in Semester 2 of Year 3;
• have no other documented grounds for being deemed ineligible;
• students should note that progression to Year 4 (Honours) is competitive and students who satisfy the academic requirements may not necessarily progress to fourth year;
• students who fail to meet one or more of these criteria will be deemed ineligible for progression to Year 4 (Honours) and will graduate with a pass degree on successful completion of the 280CP required in years 1 to 3.

Exit point
Students who do not meet the requirements for entry to Honours may graduate with the Bachelor of Asian Business award upon satisfactory completion of 280CP as outlined above for the first three years of the program.

Honours Classification:
A student's Grade Point Average (GPA) from Year 2, 3 and 4 level courses (including the grade earned from the Honours Research Project/internship and excluding 80CP of study abroad language studies), in combination with a minimum grade requirement in the Honours Research Project/internship will be used to determine the award of Honours and the class of Honours to be awarded. The grade of Honours will be determined from the lowest grade determined from each of the GPA and the Honours Research Project/internship in accordance with the following:

<table>
<thead>
<tr>
<th>Class of Honours</th>
<th>GPA from Years 2, 3 and 4</th>
<th>Grade for Honours Research Project/Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class Honours (I)</td>
<td>6.00</td>
<td>80%</td>
</tr>
<tr>
<td>Second Class - Division A Honours (IIA)</td>
<td>5.50</td>
<td>70%</td>
</tr>
<tr>
<td>Second Class - Division B Honours (IIB)</td>
<td>5.00</td>
<td>60%</td>
</tr>
<tr>
<td>Third Class Honours (III)</td>
<td>4.50</td>
<td>50%</td>
</tr>
</tbody>
</table>

Bachelors degree will be awarded if [GPA is < 4.5] or [Honours Research Project/Internship grade is < 50%].

12.6 Program Structure:
Year 1 (100CP)
All students must complete the following 80CP of prescribed courses:
<table>
<thead>
<tr>
<th>Year</th>
<th>Sem</th>
<th>Catalog Nbr</th>
<th>Course</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 I</td>
<td></td>
<td>1004IBA</td>
<td>Asian Societies: People and Environment</td>
<td>10</td>
</tr>
<tr>
<td>1 I</td>
<td></td>
<td>1002IBA</td>
<td>Economics for Managers</td>
<td>10</td>
</tr>
<tr>
<td>1 I</td>
<td></td>
<td>1005IBA</td>
<td>Introduction to International Business</td>
<td>10</td>
</tr>
<tr>
<td>1 I, II</td>
<td></td>
<td>1003MKT</td>
<td>Introduction to Marketing</td>
<td>10</td>
</tr>
<tr>
<td>1 II</td>
<td></td>
<td>1008IBA</td>
<td>An Introduction to Asia</td>
<td>10</td>
</tr>
<tr>
<td>1 II</td>
<td></td>
<td>2023IBA</td>
<td>International Marketing</td>
<td>10</td>
</tr>
<tr>
<td>1 I, II</td>
<td></td>
<td>1102AFE</td>
<td>Accounting for Decision Making</td>
<td>10</td>
</tr>
<tr>
<td>1 II</td>
<td></td>
<td>1006IBA</td>
<td>Business Statistics</td>
<td>10</td>
</tr>
</tbody>
</table>

**PLUS 20CP from one of the following languages:**

<table>
<thead>
<tr>
<th>Year</th>
<th>Sem</th>
<th>Catalog Nbr</th>
<th>Course</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 I</td>
<td>I</td>
<td>1032LAL</td>
<td>Japanese Introductory - Level 1</td>
<td>10</td>
</tr>
<tr>
<td>1 I</td>
<td>II</td>
<td>1033LAL</td>
<td>Japanese Introductory - Level 2</td>
<td>10</td>
</tr>
<tr>
<td>1 I</td>
<td></td>
<td>1051LAL</td>
<td>First Year Korean A</td>
<td>10</td>
</tr>
<tr>
<td>1 I</td>
<td>II</td>
<td>1052LAL</td>
<td>First Year Korean B</td>
<td>10</td>
</tr>
<tr>
<td>1 I</td>
<td></td>
<td>1084LAL</td>
<td>Modern Standard Chinese (Mandarin) IA</td>
<td>10</td>
</tr>
<tr>
<td>1 II</td>
<td></td>
<td>1085LAL</td>
<td>Modern Standard Chinese (Mandarin) IB</td>
<td>10</td>
</tr>
</tbody>
</table>

**Year 2 and 3 (180CP)**

All students must complete the following 180CP of prescribed courses in Year 2 and 3

<table>
<thead>
<tr>
<th>Year</th>
<th>Sem</th>
<th>Catalog Nbr</th>
<th>Course</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 I</td>
<td></td>
<td>2002IBA</td>
<td>Microeconomics of Business Strategy</td>
<td>10</td>
</tr>
<tr>
<td>2 I</td>
<td></td>
<td>3027IBA</td>
<td>Business and Politics in the Asia-Pacific Region</td>
<td>10</td>
</tr>
<tr>
<td>2 I</td>
<td></td>
<td>3012IBA</td>
<td>Social Context of Asian Business</td>
<td>10</td>
</tr>
<tr>
<td>2 II</td>
<td></td>
<td>2010LAL</td>
<td>Modern Standard Chinese (Mandarin) IIA</td>
<td>10</td>
</tr>
<tr>
<td>2 II</td>
<td></td>
<td>2032LAL</td>
<td>Japanese Introductory - Level 3</td>
<td>20</td>
</tr>
<tr>
<td>2 II</td>
<td></td>
<td>2050LAL</td>
<td>Korean IIA</td>
<td>10</td>
</tr>
<tr>
<td>2 II</td>
<td></td>
<td></td>
<td>Intensive in-country language study/exchange</td>
<td>40</td>
</tr>
<tr>
<td>3 I</td>
<td></td>
<td>2007IBA</td>
<td>Legal Framework of International Business</td>
<td>40</td>
</tr>
<tr>
<td>3 II</td>
<td></td>
<td>2011IBA</td>
<td>Export Management</td>
<td>10</td>
</tr>
<tr>
<td>3 II</td>
<td></td>
<td>3004IBA</td>
<td>Inter-Cultural Management</td>
<td>10</td>
</tr>
<tr>
<td>3 II</td>
<td></td>
<td>3014IBA</td>
<td>International Business Negotiation</td>
<td>10</td>
</tr>
<tr>
<td>3 II</td>
<td></td>
<td>3030IBA</td>
<td>Asian Business Capstone Course (not offered until 2010)</td>
<td>10</td>
</tr>
</tbody>
</table>

**Year 4 (40CP)**

<table>
<thead>
<tr>
<th>Year</th>
<th>Sem</th>
<th>Catalog Nbr</th>
<th>Course</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td>4001IBA</td>
<td>Honours Research Project/Internship (not offered until 2010)</td>
<td>40</td>
</tr>
</tbody>
</table>

**Recommendation:**
12.7 The Griffith Business School Board, on the recommendation of the Learning and Teaching Committee (GBS), is asked to recommend to Programs Committee the Full Program Proposal to introduce the 1346 Bachelor of Asian Business at the Nathan campus, as detailed in #2008/0016806, effective Semester 1 2009.

For discussion

13.0 FULL PROGRAM PROPOSAL (#2008/0016810)
3235 GRADUATE CERTIFICATE IN eMARKETING

13.1 The Griffith Business School Board, on the recommendation of the August Learning and Teaching Committee (GBS), is asked to consider the Full Program Proposal to introduce the 3235 Graduate Certificate in eMarketing at the South Bank campus, as detailed in #2008/0016810, effective Semester 1 2009.

13.2 The aim of this program is to provide a postgraduate program that develops the skills and knowledge that are required to effectively apply digital marketing knowledge to attract consumers in today's society. The program spans the definition of digital marketing through objective setting, planning, research, channels, integration, customer acquisition, data management and retention, campaign implementation, analysis, metrics, best practice and case histories. This Graduate Certificate is aimed at direct and general marketers who use digital media in their campaigns and/or who specialise in managing Internet, email, ITV, mobile, search and other online marketing communications. It is the intention that this program will attract the full-fee paying domestic postgraduate market. It is expected that the majority of the projected student intake will be mature age with industry experience or those seeking a change in career direction.

13.3 Admission Requirements

To be eligible for admission into the Graduate Certificate in eMarketing, a student must:
- hold a bachelors degree in a marketing or related discipline from a recognised University (or another tertiary education institution of equivalent standing) with a minimum Grade Point Average of 4.0 (using a 7.0 scale); or
- have a minimum of five years equivalent full-time professional work experience in a related field at a management or supervisory level.

Degrees from overseas institutions must be assessed as equivalent to a recognised Australian bachelors-level degree.

Standard English Language Requirements for postgraduate programs apply.

13.4 Degree Requirements

To be eligible for the award of Graduate Certificate in eMarketing, a student must acquire 40CP as prescribed below:
- gain 40CP for the prescribed core courses; and
- the grade of Pass Conceded (PC) will not be awarded for any course within the program.

Through formal articulation arrangements students who successfully complete the Graduate Certificate in eMarketing are eligible for 20CP advanced standing towards the Master of Marketing. Students who successfully complete the Graduate Certificate in eMarketing may be eligible for 20CP advanced standing towards a specialisation in the MBA. Students must meet the stated admission requirements for the MBA. These arrangements apply to the courses 7208MKT Interactive Marketing and 7040MKT Digitised Marketing only.

13.5 Program Structure
Graduate Certificate in eMarketing (3235)

Students must complete the following 40CP of core courses:

<table>
<thead>
<tr>
<th>Sem</th>
<th>SB</th>
<th>NA</th>
<th>Catalog Nbr</th>
<th>Course</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>I, II</td>
<td></td>
<td></td>
<td>7001MKT</td>
<td>Corporate Communications</td>
<td>10</td>
</tr>
<tr>
<td>I, II</td>
<td></td>
<td></td>
<td>7002MKT</td>
<td>eCustomer Relationship Marketing</td>
<td>10</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td></td>
<td>7208MKT</td>
<td>Interactive Marketing</td>
<td>10</td>
</tr>
<tr>
<td>II</td>
<td></td>
<td></td>
<td>7040MKT</td>
<td>Digitised Marketing</td>
<td>10</td>
</tr>
</tbody>
</table>

Recommendation:

13.6 The Griffith Business School Board, on the recommendation of the Learning and Teaching Committee (GBS), is asked to recommend to Programs Committee the Full Program Proposal to introduce the 3235 Graduate Certificate in eMarketing at the South Bank campus, as detailed in #2008/0016810, effective Semester 1 2009.

For discussion

14.0 AMENDMENT TO THE 2009 RESEARCH AND CONFERENCE SUPPORT PROGRAM GUIDELINES

14.1 The Griffith Business School Board, on the recommendation of the 3/2008 Research Committee (GBS), is asked to approve the following changes to the 2009 Research and Conference Support (RACS) Program Guidelines. The Dean (Research) will speak to this item.

14.2 Multiple Authorship: Based on the model used by the University of Wollongong, the Research Committee has recommended using a different formula when funding multiple authors to encourage collaboration. Co-authors will be rewarded over-proportionately under the 2009 GBS RACS program. The formula is 2/(number of authors +1), leading to the following proportion per number of authors as follows:

<table>
<thead>
<tr>
<th>number of authors</th>
<th>allocated proportion of funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>0.67</td>
</tr>
<tr>
<td>3</td>
<td>0.50</td>
</tr>
<tr>
<td>4</td>
<td>0.40</td>
</tr>
<tr>
<td>5</td>
<td>0.33</td>
</tr>
<tr>
<td>6</td>
<td>0.29</td>
</tr>
<tr>
<td>7</td>
<td>0.25</td>
</tr>
</tbody>
</table>

The rationale for this change is to alleviate the funding disadvantage of multiple authorships and to encourage increased levels of collaboration and capacity building amongst GBS researchers.

14.3 Adjunct and Emeritus Appointees: The GBS Board has previously approved the inclusion of RACS funding for adjunct appointments. However, the policy needs to be further refined as there are a number of different types of adjunct appointments.
14.3.1 Adjunct appointees employed at another University or research institute (e.g. CSIRO), and who are likely to have access to research and/or conference funding at that institution, should not be eligible to apply for research support under the RACS program.

14.3.2 Adjunct appointees who are not employed at another University (i.e. from industry or government) and who co-author a peer-reviewed research publication with at least one other GBS author, are eligible to apply for funding under the RACS program. Such funds are to be used for research purposes only, acceptable to the adjunct appointee’s supervisor, and are not to be used to pay for assets or professional membership fees.

14.3.3 Emeritus appointments are to be treated as GBS staff members in terms of the guidelines that govern RACS funding provided they are publishing their research under a Griffith University affiliation and reporting/validating their research per My Pubs.

For approval

15.0 GBS Assessment of Research Paper and Seminar (RHD Confirmation process)

15.1 The Griffith Business School Board, on the recommendation of the Research Training Sub-committee (GBS), is asked to approve for implementation the GBS Assessment of Research Paper and Seminar form, as per Attachment 15.1. The Dean (Research) will speak to this item.

15.2 GGRS provide a proforma for the assessment of a research seminar, as detailed in Attachment 15.2. The section headed Assessor's Recommendation is a blank page and is it not surprising to note the variance in responses. Currently some reports contain extensive feedback, others only a series of bullet points. Good quality assessor reports are necessary to shape the student's work. The GBS RHD Confirmation Guide outlines minimum requirements for assessor reports. If feedback could be structured, students are more likely to get better quality feedback from the confirmation process.

15.3 The GGRS Confirmation of Candidature guidelines state “Deans..... may develop additional guidelines/requirements concerning the implementation of the confirmation procedure within their faculties”. The 1/2008 meeting of the Research Training Sub-committee considered the GBS Assessment of Research Paper and Seminar form. GBS Independent Assessors and RHD Supervisors will be required to complete the GGRS and GBS forms for assessment of research paper and seminar.

For approval

16.0 MAJOR CHANGE SUBMISSION (#2008/0016805) 5385 MASTER OF INFORMATION SYSTEMS (ADVANCED)

16.1 The Griffith Business School Board, on the recommendation of the July Learning and Teaching Committee (GBS), is asked to consider a Major Change Submission affecting the 5385 Master of Information Systems (Advanced), as detailed in #2008/0016805, effective Semester 1 2009. The Head, Department of Management will speak to this item.

16.2 The Griffith Business School (GBS) introduced the 120CP Master of Information Systems (Advanced) at the Nathan campus in 2007. The Master of Information Systems (Advanced) provides students with the opportunity to expand their expertise by studying an additional 40CP of advanced information systems courses. This is a professional program, enabling graduates to develop knowledge and skills in a specific discipline.
16.3 The GBS is now proposing to change this 120CP program to a 160CP program in a revised format keeping the name Master of Information Systems (Advanced). Students in the Master of Information Systems (Advanced) will complete of 70CP of core courses along with 50CP elective choice in the area of information systems. Students will then complete 40CP of advanced level courses in the specialist areas of marketing, accounting and finance, human resource management and information technology. Students can choose to complete 40CP of courses in one area or across a range of areas, and therefore individual specialisations will not be recognised on a student’s transcript. Additional courses are drawn from existing postgraduate offerings in the GBS and 40CP from the Information Technology section of the School of Information and Communication Technology. The Master of Information Systems (Advanced) will be offered at Nathan campus only.

16.4 The GBS believes the introduction of a 160CP Master of Information (Advanced) would provide Griffith with a competitive advantage providing an option for students to gain advanced or specialist knowledge through an additional two semesters of study. It will also maximise the competitiveness of graduates in the market place.

16.5 **Admission Requirements:** There are no changes to the admission requirements.

16.6 **Revised Degree Requirements**

To be eligible for the award of Master of Information Systems (Advanced) (MInfSys), a student must acquire 160CP as prescribed below:

- gain 70CP from the prescribed core courses;
- gain 50CP from the listed elective courses;
- gain 40CP of specialisation courses;
- the grade of Pass Conceded (PC) will not be awarded for courses in this program.

Consistent with the Association to Advance Collegiate Schools of Business (AACSB) Standard 20, a student undertaking this program must complete:

- 30CP of Business core courses as specified by the Program Director.

16.7 **Program Structure**

Students must complete the following 70CP of core courses:

---

**Core course list**

<table>
<thead>
<tr>
<th>Year</th>
<th>Sem</th>
<th>Catalog Nbr</th>
<th>Course</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I</td>
<td>7206MGT</td>
<td>Information Systems Analysis</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>I</td>
<td>7243MGT</td>
<td>Database Management</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>I</td>
<td>7401MGT</td>
<td>Quality Project and Change Management</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>II</td>
<td>7503MGT</td>
<td>Data Resource Management</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>II</td>
<td>7303MGT</td>
<td>Mobile Workforce Technologies</td>
<td>10</td>
</tr>
<tr>
<td>1,2</td>
<td>II</td>
<td>7305MGT</td>
<td>Information Management and Control *</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>I</td>
<td>7308MGT</td>
<td>Information Policy and Governance</td>
<td>10</td>
</tr>
</tbody>
</table>

[*] Students must satisfy the prerequisite requirements before enrolling in this course.

PLUS 50CP from the following Master of Information Systems elective courses:

---

**Master of Information Systems elective course list #**

<table>
<thead>
<tr>
<th>Year</th>
<th>Sem</th>
<th>Catalog Nbr</th>
<th>Course</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>GC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[www.griffith.edu.au/committees](http://www.griffith.edu.au/committees)
1.2 I  7304MGT  Business Intelligence Systems  10
1.2 II  7207MGT  Business Applications  10
1.2 I,II I  7300MGT  Applied Project  10
1.2 II  7341MGT  Analysis and Design of eBusiness Systems  10
1.2 II  7310MGT  Human Resources Information Systems  10
1.2 II, Summer  7415MGT  Globalisation and Corporate Social Responsibility 10

[†] Elective courses may not be offered each year - please check the course catalogue for offering details.
PLUS 40CP from one of the specialist areas OR 40CP of courses from across any area listed below:
- Accounting and Finance
- Human Resource Management
- Information Technology
- Marketing

## Accounting and Finance

### Course list

<table>
<thead>
<tr>
<th>Sem</th>
<th>Catalog Nbr</th>
<th>Course</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I,II</td>
<td>7211AFE</td>
<td>Corporate Finance</td>
<td>10</td>
</tr>
<tr>
<td>I,II</td>
<td>7111AFE</td>
<td>Accounting</td>
<td>10</td>
</tr>
<tr>
<td>I</td>
<td>7204AFE</td>
<td>Financial Institutions Management</td>
<td>10</td>
</tr>
<tr>
<td>I</td>
<td>7203AFE</td>
<td>Corporate Financial Risk Management</td>
<td>10</td>
</tr>
<tr>
<td>II</td>
<td>7103AFE</td>
<td>Corporate Accounting</td>
<td>10</td>
</tr>
<tr>
<td>II</td>
<td>7114AFE</td>
<td>Management Accounting and Strategy</td>
<td>10</td>
</tr>
</tbody>
</table>

## Human Resource Management

### Course list

<table>
<thead>
<tr>
<th>Sem</th>
<th>Catalog Nbr</th>
<th>Course</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>7342MGT</td>
<td>International HRM</td>
<td>10</td>
</tr>
<tr>
<td>I,II</td>
<td>7410MGT</td>
<td>Strategy and HR</td>
<td>10</td>
</tr>
<tr>
<td>II</td>
<td>7414MGT</td>
<td>HR Innovation and Change Management</td>
<td>10</td>
</tr>
<tr>
<td>II</td>
<td>7421MGT</td>
<td>Leadership and Self-Development</td>
<td>10</td>
</tr>
</tbody>
</table>

## Information Technology

### Course list

<table>
<thead>
<tr>
<th>Sem</th>
<th>Catalog Nbr</th>
<th>Course</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>GG</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>7202ICT</td>
<td>Database Administration</td>
<td>10</td>
</tr>
<tr>
<td>II</td>
<td>Summer 7203ICT</td>
<td>Database Applications</td>
<td>10</td>
</tr>
<tr>
<td>II</td>
<td>7401ICT</td>
<td>eService Technology</td>
<td>10</td>
</tr>
<tr>
<td>I</td>
<td>7402ICT</td>
<td>eService Planning</td>
<td>10</td>
</tr>
<tr>
<td>I,II</td>
<td>7501ICT</td>
<td>Information Security</td>
<td>10</td>
</tr>
<tr>
<td>II</td>
<td>7502ICT</td>
<td>Advanced Networking</td>
<td>10</td>
</tr>
<tr>
<td>I</td>
<td>7503ICT</td>
<td>Network and Security Management</td>
<td>10</td>
</tr>
</tbody>
</table>
[*] Nathan students may be required to travel to the Gold Coast campus to complete courses in the Information Technology specialisation.

**Marketing**

<table>
<thead>
<tr>
<th>Sem</th>
<th>SB</th>
<th>NA</th>
<th>Catalog Nbr</th>
<th>Course</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>I,II</td>
<td>7005IBA</td>
<td>International Marketing</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I,II</td>
<td>7002MKT</td>
<td>eCustomer Relationship</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I,II</td>
<td>7001MKT</td>
<td>Corporate Communications</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>7207MKT</td>
<td>Market Research</td>
<td>10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Recommendation:**

16.8 The Griffith Business School Board, on the recommendation of the Learning and Teaching Committee (GBS), is asked to recommend to Programs Committee a Major Change Submission affecting the 5385 Master of Information Systems (Advanced), as detailed in #2008/0016805, effective Semester 1 2009.

**For discussion**

17.0 **HEALTH & SAFETY RESPONSIBILITIES**

17.1 The health and safety responsibilities of managers with respect to their own staff are summarised in Attachment 17.1. The Dean (Academic) will speak to this item.

17.2 All academic staff have received an e-mail directing them to a web document and a video presentation about important responsibilities in the area of health and safety. The information brochure ‘If you teach at Griffith you have health and safety responsibilities’ and the ‘Student safety in lectures’ Powerpoint are located at [http://www.griffith.edu.au/hrm/health_and_safety/content_responsibilities.html](http://www.griffith.edu.au/hrm/health_and_safety/content_responsibilities.html). The presentation ‘Keeping you safe at Griffith University’ (8 minutes) is located at [http://www.griffith.edu.au/hrm/health_and_safety/content_vc_introduction.html](http://www.griffith.edu.au/hrm/health_and_safety/content_vc_introduction.html)

17.3 Members of the Board are asked to emphasise the importance of this information by discussing it with staff at the next committee meeting.

**For discussion**

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

18.0 **COURSE OUTLINES**

18.1 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 and Semester 2 2008:

- 1304HSL Introduction to Sport Management (Major Changes)
- 2001IBA Chinese Political Economy and Business (Major Changes)
- 2002MKT Corporate Communications and Public Relations (Major Changes)
- 2011IBA Export Management (Major Changes)
- 2023IBA International Marketing (Major Changes)
- 2093MGT Database Management (New Course)
- 2105HSL Leisure Travel Marketing (Major Changes)
- 3004MGT Business Intelligence (Major Changes)
19.0 PROGRAM DIRECTORS AND FIRST YEAR ADVISOR APPOINTMENTS

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 changes to Program Directors and First Year Advisors, as detailed below.

- Dr Bernie Bishop as Program Director
  3102 Graduate Certificate in International Business
  5311 Master of International Business
  5312 Master of International Business with Honours

- Dr Peter Clarke as Program Director and First Year Advisor
  1288 Bachelor of Business

19.2 These changes will also apply to the 1307/1308 Griffith Business School Double Degree Program and all continuing only programs.

For ratification

20.0 MINOR CHANGE SUBMISSION (#2008/0016796)

1291/1292 BACHELOR OF ARTS (POLITICS, ASIAN STUDIES & INTERNATIONAL RELATIONS)

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 1291/1292 Bachelor of Arts (Politics, Asian Studies & International Relations), as detailed in 2008/0016796, effective Semester 1 2009.
20.2 The change involves a direct exchange of semesters between two second year courses in the Politics & Government Major and Minor. The decision for this change is based on staffing availability. This change is for 2009 only and will revert back in 2010. The courses are: 2002PPP Australian Politics currently offered S1 and 2011PPP Contemporary Politics and Movements currently offered S2.

For ratification

21.0 MINOR CHANGE SUBMISSION (#2008/0016797)
1288/1034 BACHELOR OF BUSINESS

21.1 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 1288/1034 Bachelor of Business, as detailed in 2008/0016797, effective Semester 2 2008.

21.2 This submission proposes two changes to the Logistics & Supply Chain Management major.

21.2.1 Due to resourcing issues and budgetary constraints related to the high volume of students enrolling in 3013IBA International Business Internship, it is proposed that the Department of Management will develop a new internship course specific to the Logistics & Supply Chain Management major/minor. Therefore 3013IBA International Business Internship is to be replaced with 3054MGT Logistics and Supply Chain Management Internship.

21.2.2 To better reflect changes in industry language and standards, along with a change in course content it is decided to make a minor change to the name of the below course within the Logistics and Supply Chain major/minor. Therefore 2054MGT Physical Distribution is to be renamed to 2054MGT Business Logistics. Both courses are incompatible with each other.

For ratification

22.0 MINOR CHANGE SUBMISSION (#2008/0016798)
5311 MASTER OF INTERNATIONAL BUSINESS

22.1 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 5311 Master of International Business, as detailed in 2008/0016798.

22.2 The Department of International Business and Asian Studies is proposing to add the course 7010IBA China’s Rise: Challenges & Opportunities to the elective choice in the Master of International Business program. The course covers inter alia then economic reform process after 1978 as well as China’s regional and global economic relations and would be of benefit for the International Business students.

22.3 7015IBA underwent a name change and semester change in a previously approved Minor Change Submission. These changes are to be updated in the Master of International Business program structure.

For ratification

23.0 MINOR CHANGE SUBMISSION (#2008/0016799)
5226/5228 MASTER OF MARKETING

23.1 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 5226/5228 Master of Marketing, as detailed in 2008/0016799, effective Semester 1 2009.

23.2 Currently the majority of postgraduate offerings are offered in the same semester at both Nathan and Gold Coast campuses. The GBS proposes that where a course is offered at both Nathan and Gold Coast campuses, the semester of offer for the Gold Coast course will be changed so that it is offered in the alternate semester to the Nathan offering.

23.3 7206MKT Services Marketing will be renamed “Service Sector Marketing & Operations”. The new title more clearly represents course content.

23.4 7040MKT Digitised Marketing (new course) will be added to the elective course offerings from Semester 2 2009. This course forms an integral part of the proposed “Graduate Certificate in eMarketing” currently under consideration by the GBS.

For ratification

24.0 SPECIAL PURPOSE SUBMISSION (#2008/0016800)
5457 INTERNATIONAL MASTER OF BUSINESS ADMINISTRATION

24.1 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 5457 International Master of Business Administration, as detailed in 2008/0016800.

24.2 Part A: The GBS has two IMBA programs; the 5458 program of 120CP and the 5457 program of 160CP. Both programs require students to have obtained a Grade Point Average (GPA) of 5.0 in their undergraduate degree. The difference in the two program cohorts relates to the required work experience. The 5458 program requires students to have a minimum of two years full-time work experience, as stated in the admission requirements. The 5457 program is intended for those students with less than 2 years work experience. Students who meet the 5457 requirement complete a 160CP program which incorporates an additional 40CP work integrated learning component in the final semester of study. The WIL component is designed to apply the IMBA theoretical concepts in a business context. Some students are seeking out 160CP programs for personal reasons and in doing so may not be disclosing their work experience which would deem them unsuitable for the 5457 program. The 5457 program has an additional requirement which states:

“To be eligible to participate in the Work-integrated Learning component of the 160CP IMBA [5457] program, students must attain a cumulative Grade Point Average of 5.0 (on a 7.0 point scale) over the first 80CP of coursework. Students who do not meet this requirement may (at the discretion of the Dean) be awarded an exit qualification.”

It is our experience that when a student has a change of circumstance or does not meet the requirement to continue in the 5457 program that the student then produces evidence of work experience and requests a change of program, usually to the 120CP IMBA program. This creates difficulties for program planning, particularly with reference to the lead time to organise WIL placements. The GBS has again reviewed the program and to further clarify the difference between the two programs, proposes to specify in the admission requirements that students must have less than two years full-time (or equivalent) relevant paid or unpaid work experience. The admissions page will also state that all work experience must be disclosed on the program application form.

24.3 Part B: The 5457 IMBA program is a 160CP program offered at the Gold Coast campus within the GBS. The course 7930GBS Work Integrated Learning (WIL) is a 40CP course which is offered in the final semester of study in the IMBA 5457 program. Students enrolled in this course must have a) achieved the admission requirement of a 5.0 GPA in their
undergraduate degree and have less than two years relevant work experience and; b) achieved a GPA of 5.0 after completing 80CP of coursework in the IMBA 5457 program. Two cohorts have completed this course however a few students from both have experienced difficulty in completing the requirements of the course or in meeting the expectations of the host organisation. Students who are placed into industry via this course are expected to be well prepared to perform satisfactorily, both academically and in practical business tasks. Some students have been unsuccessful in their work placement interviews resulting in the GBS having to approach other organisations to host the students.

24.4 The placement of students in host organisations is a rigorous and lengthy process which involves matching student career aims and the host organisation’s needs to ensure appropriate outcomes for the student, the placement organisation and the University. No company will accept the same student for a repeat work placement and Griffith University would not want to request that a host organisation accept a student with a history of poor performance. In doing so, Griffith would risk alienating itself from preferred industry partners and tarnishing the reputation of the IMBA 5457 program which, in a short period of time, has made a good name for itself in the market place.

24.5 The GBS proposes to establish a program rule which effectively excludes students from the IMBA 5457 program in the event of a FAIL in the course 7930GBS Work Integrated Learning. Students who FAIL this course will not be allowed to enroll into that course again. This rule will be implemented for students enrolling in the course from Semester 2, 2008. Students who do not PASS the course at the first attempt will be offered an exit strategy which may include either a transfer to the 120CP Master of International Business program or a Graduate Diploma in International Business Administration (exit point only). Each student will be considered individually based on the completion of coursework and grades achieved at the time of failing the course.

For ratification

25.0 MINOR CHANGE SUBMISSION (#2008/0016801)
1289 BACHELOR OF BUSINESS (HOTEL, TOURISM, EVENT, REAL ESTATE & PROPERTY, SPORT)

25.1 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 2008/0016801.

25.2 This submission proposes changes to the International Tourism and Hotel Management major in the Bachelor of Business (Hotel, Tourism, Event, Real Estate and Property, & Sport). Three courses are incorrectly listed in the structure, and the changes in this submission seek to correct that.

26.0 MAJOR CHANGE SUBMISSION (#2008/0016802)
1314 BACHELOR OF BUSINESS (HONG KONG)

26.1 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 Major Change Submission affecting the 1314 Bachelor of Business (Hong Kong), as detailed in 2008/0016802.

26.2 The Griffith Business School (GBS) introduced an articulation arrangement (as per a contractual agreement) to the 1314 Bachelor of Business (Hotel Management) for the School of Continuing and Professional Studies, Chinese University of Hong Kong (SCS-CUHK) students in Semester 2, 2006 and extended this to include a Bachelor of Business (Management) in semester 2 2007. The GBS proposes to further extend the discipline area studies to introduce a new award major, Marketing.
26.3 The new articulation agreement will target students from the School of Continuing and Professional Studies, Chinese University of Hong Kong (SCS-CHUK) who have successfully completed an Associate Degree or a Higher Diploma in business with a marketing specialisation, or have successfully completed a comparable qualification (assessed by the Program Director) from a recognised provider. The Griffith University components will be taught off-shore in Hong Kong.

For ratification

27.0 SPECIAL PURPOSE SUBMISSION (32008/0016807)
1336 BACHELOR OF COMMERCE (PROFESSIONAL)
1337 BACHELOR OF COMMERCE (ACCELERATED)

27.1 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 1336 Bachelor of Commerce (Professional) and 1337 Bachelor of Commerce (Accelerated), as detailed in 2008/0016807.

27.2 This change is in relation to the degree requirements for the Bachelor of Commerce (Professional) and Bachelor of Commerce (Accelerated). Since the program was introduced in 2008, students, especially those who have commenced with credit from previous studies, have been able to complete a 60CP minor in the area of Financial Planning or Accounting. The Griffith Business School is proposing to amend the degree requirements to clearly specify this option.

For ratification

28.0 MINOR CHANGE SUBMISSION (#2008/0016808)
1335 BACHELOR OF BUSINESS (ACCELERATED)

28.1 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 1335 Bachelor of Business (Accelerated), as detailed in 2008/0016808.

28.2 The course 3189MGT Safety Management of Production Systems will be suspended for offer on the Logan campus in 2008 due to a difficulty in sourcing suitably qualified teaching staff. Completion of this course along with 2080IRL Workplace Health and Safety is required if students want to achieve accreditation from the Division of Workplace Health and Safety as a Workplace Health and Safety Officer (WHSO). It is required that staff teaching these courses are highly specialised with accreditation in this area. The Department will address this resourcing issue for 2009.

For ratification

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

29.0 REPORTS OF SUB-COMMITTEES OF GBS BOARD

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

29.1.1 Learning and Teaching Committee (GBS), June 2008
29.1.2 Learning and Teaching Committee (GBS), July 2008
29.1.3 Research Committee (GBS), May 2008
29.1.4 Research Committee (GBS), July 2008
29.1.5 Research Training Sub-committee (GBS), May 2008

For noting

30.0 POLICY AND PROCEDURES UPDATES

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

30.1.1 Best Practice in First Year Orientation and Engagement Guidelines for the First Year Advisor Role (2008/0022019). The purpose of this role statement is to initiate a process for identifying and disseminating best practice in First Year Orientation and Engagement (FYO&E) at the School or Program levels for Griffith University. It aims to:
- provide a benchmark for best practice
- clarify the responsibilities of the First Year Advisor (FYA) role,
- establish guidelines for the FYA workload allocation, and
- identify the relationship between best practice and the resourcing of first year activities.

The document is designed to accompany the FYA Role Statement (2005/0025014) also attached.

30.1.2 Vice Chancellor and President's Teaching Bursaries (2008/0022013)

30.1.3 International Student Exchange Program (2008/0016281)

The new/revised policies will be available in the Policy Library shortly.

31.0 AMENDED INTERNATIONALISATION COMMITTEE (GBS) CONSTITUTION

31.1 The Griffith Business School Board is asked to note changes to the constitution for the Internationalisation Committee (GBS).

31.2 Changes to the position titles for the Director, Internationalisation and Community Partnerships and Director, Quality/Accreditation, have been made. The revised titles are Dean (International) and Advisor, Quality and International Accreditation.

For noting

32.0 QTAC ANNUAL ADMISSIONS ROUND

32.1 The Queensland Tertiary Admission Centre (QTAC) is enhancing flexibility for applicants and institutions by moving to a single annual admissions period from July 1. Under the new process, the admissions period will operate between July and the following June. 2008 will be the last year QTAC conducts the mid-year admissions period.

32.2 From July 1, QTAC applications will open for all programs commencing in Semester 3/2008, Semester 1/2009 and Semester 2/2009. With Year 12 applicants receiving their results in December, they will only be assessable for and able to select programs beginning in Semester 1/2009 and/or Semester 2/2009.

32.3 Most Semester 1 programs will continue to have their major offer round in January.

32.4 Institutions can elect to make early offers to eligible applicants before the major offer round, subject to quota management guidelines. Applicants receiving offers in the major round will not be disadvantaged by the early offers with institutions required to offer at least to the level of any early offers in the major offer round.
Key dates for first QTAC annual admissions round, 2008/9:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1</td>
<td>Applications open</td>
</tr>
<tr>
<td>September 30</td>
<td>Deadline for on-time applications</td>
</tr>
<tr>
<td>December 17</td>
<td>Early offers round for some Semester 1 programs</td>
</tr>
<tr>
<td>December 19</td>
<td>Year 12 results mailed by Queensland Studies Authority</td>
</tr>
<tr>
<td>January 15</td>
<td>Major offer round for most Semester 1 programs</td>
</tr>
<tr>
<td>February 5</td>
<td>Top-up offer round for most Semester 1 programs</td>
</tr>
</tbody>
</table>

32.5 QTAC is also introducing a process to allow assessed applicants to learn if they have met minimum entry requirements as soon as they are assessed. The PARTE (Progressive Assessment and Reporting of Tertiary Eligibility) process will potentially give applicants the chance to address any minimum entry requirement gaps before the offer round, or change their preferences.

For noting

33.0 GRIFFITH GRANTS FOR LEARNING AND TEACHING NOW OPEN

33.1 The Pro Vice Chancellor (Learning and Student Outcomes) has advised the Griffith Grants for Learning and Teaching scheme is open for submissions for grants for funding in 2009. 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.

33.2 The grants scheme provides 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.

33.3 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).
- Level 4 - Individual/Course based projects (one year duration, up to $5,000).

33.4 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 18 August. *The submission of an Expression of Interest prior to a Full Application is mandatory.*

Step 2 – if your Expression of Interest is invited to proceed to a full application, then your a Full Application will be due on Monday 27 October.

33.5 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. The Guidelines, Expression of Interest and Application templates are available on the Learning and Teaching website at:

33.6 GIHE will provide workshops at the in September Gold Coast and Mt Gravatt campuses to assist with the process of preparing grants. Registrations for the workshops should be forwarded to gih-projects@griffith.edu.au.

33.7 Queries regarding GIHE support for writing applications – Chris Grimmer, C.Grimmer@griffith.edu.au, Phone: 27046. Queries regarding the grants scheme and documentation – Rae-Anne Locke, R.Locke@griffith.edu.au, Phone: 57945

For noting

34.0 GRIFFITH BONUS ADMISSION SCHEME

34.1 The July 17 2008 Academic Committee recently approved a new bonus admission scheme - "The Griffith Bonus Admission Scheme" - for entry in 2009.

34.2 The Scheme seeks to reward Year 12 OP eligible and interstate equivalent applicants taking certain subjects and/or advanced studies in their Queensland Certificate of Education (QCE). Information is available in the attached flyer.

34.3 Because admission to universities is becoming increasingly competitive, the University continues to seek areas in which to innovate and recognise excellence. Academic Committee further agreed that the Scheme would apply for entry in 2009 and would be reviewed after one year of operation.

34.4 Any queries should be directed to Ms Margaret Price, Manager, Admissions (Nathan) on x55374 or email: m.price@griffith.edu.au or Ms Elena Ragonese, Admissions Officer (Gold Coast) on x29061 or email: e.ragonese@griffith.edu.au

For noting

35.0 APPLICATIONS FOR AN AUSTRALIAN LEARNING AND TEACHING COUNCIL GRANT

35.1 The Pro Vice Chancellor (Learning and Student Outcomes) has advised that the University is inviting applications for Australian Learning and Teaching Council (ALTC) Grants for funding in 2009.

35.2 The ALTC Grants Scheme has three programs.

1. Competitive Grants Program: The priorities for Competitive Grants funding in 2009 are:
   Priority 1: Research and development focussing on issues of emerging and continuing importance.
   Priority 2: Strategic approaches to learning and teaching that address the increasing diversity of the student body.
   Priority 3: Development of robust methods of identifying and rewarding excellence in teaching (excluding awards schemes) -- No applications under this priority in 2009.
   Priority 4: Innovation in learning and teaching, particularly in relation to the role of new Technologies.

   Funding range: $60,000 to $220,000
   Projects’ duration: Up to 2 years
   Closing dates for program: Expressions of Interest and Full Proposals — 6 November 2008
   Second Round — 30 April 2009 (full proposals arising from short-listed expressions of interest only)

2. Leadership for Excellence in Learning and Teaching Program: The priorities for Leadership Grants funding in 2009 are:
Priority one: institutional leadership to enhance learning and teaching through leadership capacity-building at the institutional level. Funding range: $150,000 to $220,000, Projects duration: up to 2.5 years.
Priority two: disciplinary and cross-disciplinary leadership to enhance learning and teaching through leadership capacity-building in discipline structures, communities of practice and cross-disciplinary networks. Funding range: $80,000 to $220,000. Project duration: up to 2 years.
Priority three: consolidating leadership by building on the outcomes of projects funded in earlier years under the Leadership for Excellence in Learning and Teaching Program. Funding range: $80,000 to $120,000. Project duration: up to 1.5 years.

Closing dates for program: Expressions of Interest and Full Proposals — 19 March 2009 Second Round — 2 July 2009 (full proposals arising from short-listed expressions of interest only).

3. Priority Projects Program: The priorities for Priority Projects Grants funding in 2009 are:
- academic standards, assessment practices and reporting.
- curriculum renewal.
- teaching and learning spaces.
- peer review for promotion.

Funding range: $80,000 to $220,000. Projects’ duration: Up to 2 years (Small projects should be completed in one year) Closing dates for program: Expressions of Interest and Full Proposals – 8 April 2009 Second Round – 23 July 2009 (full proposals arising from short-listed expressions of interest only)

35.3 Further information may be obtained from the Guidelines on the ALTC website at: http://www.altc.edu.au/carrick/go/home/grants/pid/54

35.4 Internal Deadlines: Applicants may submit either an expression of interest or full proposal. Final copies of applications must be submitted to the Secretariat by:

- 20th October 2008 for Competitive Grants
- 2nd March 2009 for Leadership Grants
- 23rd March 2009 for Priority Projects Grants

NOTE: Staff intending to apply in partnership with other institutions where Griffith is not the lead institution require the endorsement of the University. Requests for written endorsement must be lodged with the Secretariat by the above dates.

35.5 GIHE will provide workshops in October at the Gold Coast and Mt Gravatt campuses to assist with the process of preparing grants. Registrations for the workshops should be forwarded to gihe-register@griffith.edu.au.

35.6 Queries regarding GIHE support for writing applications – Chris Grimmer, C.Grimmer@griffith.edu.au, Phone: 27046. Queries regarding the grants scheme, documentation and submission – Rae-Anne Locke, R.Locke@griffith.edu.au, Phone: 57945.

For noting

36.0 GRIFFITH SUCCESS AT ALTC CITATION S FOR OUTSTANDING CONTRIBUTIONS TO STUDENT LEARNING

36.1 The Citations for Outstanding Contributions to Student Learning are one of the programs that form the Australian Awards for University Teaching which are hosted by the Australian Learning and Teaching Council (formerly Carrick Institute). The Citations recognise and
reward the diverse contributions that individuals and teams make to the quality of student learning. Citations are awarded to academic, general and sessional staff and institutional associates who have made significant contributions to student learning in a specific area of responsibility over a sustained period.

36.2 This year Griffith is proud to announce that seven members of staff have received Citations. These awards join a long tradition of acknowledgement for Griffith's innovative and engaging teachers. The following award recipients are listed in alphabetical order.

Dr Debra Bath, School of Psychology
*For enhancing students’ learning during their first-year through the creation of a safe, engaging and inspiring learning environment where a large class feels small.*

Mr Barry Bell, Department of Tourism, Leisure, Hotel and Sport Management
*For a career commitment and leadership in the development of work integrated learning (WIL) in tertiary education.*

Dr Glenn Finger, School of Education and Professional Studies
*For distinctive and sustained leadership in the design and implementation of innovative teaching to enable teachers to transform learning with information and communication technologies.*

Mr Brett Freudenberg, Department of Accounting, Finance and Economics
*For empowering tax law students for lifelong learning through enthusiasm, contextualisation and information literacy.*

The Griffith Industry Mentoring Program, Careers and Employment Service, Student Services (Ms Dina Fyffe, Ms Tiana Fenton, Mr Tony Lyons, Ms Delys Haskett and Ms Jenny Prakash)
*For a program sustained over 13 years and widely recognised for its contribution to student learning, career development and University-industry partnership.*

Associate Professor Alf Lizzio, School of Psychology
*For commitment to evidence-based practice and leadership in developing effective programs that foster graduate attributes and student engagement across the lifecycle.*

Dr David Neumann, School of Psychology
*For improved student engagement, retention, and success in statistics courses through the creative use of technology and the development and delivery of learning resources.*

36.3 Warm congratulations to all of these colleagues for their outstanding achievements.

For noting

37.0 OTHER BUSINESS

For noting

38.0 NEXT MEETING

38.1 The next 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.

For noting