Griffith Business School seeks to excel as a provider of high quality, cross-disciplinary and internationally relevant business and public policy education and research, emphasising the relationship between business and society in promoting sustainable enterprises and communities.

GRIFFITH UNIVERSITY
GRIFFITH BUSINESS SCHOOL BOARD
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32.0 NEXT MEETING

Significant Committee Events

- The next meeting of the Griffith Business School Board will be held on Friday, 25 June 2010, from 9:30am till 1:00pm via videoconference in Room -1.18, Business 2 Building (N72), Nathan and Room 1.04, The Chancellery (G34), Gold Coast campus.

Committee QuickPlace Web Address

- 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 Marie Wilson, 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
- 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
- Dr Robyn Hollander, Department of Politics and Public Policy
- Professor Kristine Toohey, Department of Tourism, Leisure, Hotel and Sport Management

**Deputy Heads of Departments Directly Associated With the Group (appointed)**
- Professor Jenny Stewart, Department of Accounting, Finance and Economics
- Professor Ross Guest, Department of Accounting, Finance and Economics
- Associate Professor Mark Brimble, Department of Accounting, Finance and Economics
- Professor Kate Hutchings, Department of Employment Relations and Human Resources

**Vacant, Department of Marketing**

**Associate Professor Simone Fullager, Department of Tourism, Leisure, Hotel and Sport Management**

**Associate Professor Laura Lawton, Department of Tourism, Leisure, Hotel and Sport Management**

**Research Centre Representative (appointed)**
- Professor Mike Davidson, 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
- Business Development Management, Business, Griffith Enterprise
- Communications Officer, Business and Law
- Deans’ and Heads of Departments’ Secretaries, Griffith Business School
- Program Service Officers, Griffith Business School
- Executive Manger to the Pro Vice Chancellor (Business)
- Credit Transfer and Articulations Manager, Student Administration
- Client Administration Officers, Student Administration
- Centre Coordinators, Griffith Grad 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.

1.1 Apologies have been received from Professor Kate Hutchings, Professor Andrew McAuley and Associate Professor Laura Lawton. Dr Carmel Herington will attend for Professor McAuley.

2.0 CONFIRMATION OF MINUTES

2.1 The minutes of the 1/2010 meeting have been circulated.

To be taken as read and confirmed

3.0 MATTERS ARISING FROM THE 1/2010 (APRIL) MINUTES

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Responsible Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heads of Department Report</td>
<td>Pro Vice Chancellor (Business)</td>
</tr>
<tr>
<td>In response to the April Heads of Department Report, the Pro Vice Chancellor (Business) advised that two Heads of Department will be invited to attend the Group Executive Committee meetings.</td>
<td></td>
</tr>
<tr>
<td>GBS Learning and Teaching Action Plan</td>
<td>Dean (Learning and Teaching)</td>
</tr>
<tr>
<td>Clarification was requested on Recommendation 14 regarding the options English language training with GELI. Members are referred to Attachment 3.0.</td>
<td></td>
</tr>
</tbody>
</table>

For noting

4.0 CHAIR’S REPORT

4.1 Ms Julia Phipps, Communications Officer (Business and Law) will speak to a written report (attached). Ms Amanda Daniel, Marketing Manager (Business) will provide an oral report on:

- Active campaigns from March-June,
- Campaigns planned for July-September.

4.2 Professor Marie Wilson, Dean (Academic), GBS and Chair, GBS Board will provide a report at the meeting.
5.0 PRO VICE CHANCELLOR’S (BUSINESS) REPORT

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

6.0 DEAN’S (LEARNING AND TEACHING) REPORT

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

7.0 DEAN’S (RESEARCH) REPORT

7.1 Professor Graham Cuskelly, Dean (Research), GBS will provide a report at the meeting. Accompanying this report is the following attachment (to be printed on A3):

- Attachment 7.1 ERA 2010 Summary of academic FTE, publications and income at 2-digit and 4-digit fields of research (April 2010).

8.0 DEAN’S (INTERNATIONAL) REPORT

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

9.0 HEADS OF DEPARTMENT REPORT

9.1 There are no issues to report.

10.0 UNIVERSITY EQUITY AND DIVERSITY PLAN

10.1 Ms Heather Cameron, Principal Adviser, Equity, Diversity & Policy Implementation will attend the meeting to speak to the discussion paper ‘Developing a New University Equity Plan’. Also attending are Ms Suzanne Wilkinson, Principal Advisor, Student Equity and Ms Judy Hartley, Manager, Student Equity Services.

10.2 Griffith is developing the 2011-2013 Equity and Diversity Plan. As a result of discussion at the Equity Committee meeting of 2nd March it was proposed to develop the new plan through a series of consultations and a workshop with key stakeholders.

10.3 The attached discussion paper outlines Griffith’s performance against the targets in the current Equity Plan and also includes definitions of key terms.

10.4 The Griffith Business School Board is ask to consider the following questions:

- If you have been part of the Griffith community for some time, what significant changes in the equity agenda have you noticed over the past few years?
- What would be an optimal environment for social inclusion to flourish at Griffith?
- What, in your opinion, are likely to be the most significant factors affecting the development of equitable work and study environments over the next three years? What barriers do you see to achieving greater improvements in staff and student equity areas? What are the key factors within Griffith that affect the achievement of equity goals?

For discussion

www.griffith.edu.au/committees
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

11.0 QUALITY/ACCREDITATION ISSUES

11.1 The Griffith Business School Board is asked to note the following:

- The annual AACSB Business School Questionnaire has been submitted.
- An accreditation database will be established to track all GBS program accreditation and professional recognition details.

For noting

12.0 RECOMMENDED MINIMUM ENGAGEMENT LEVEL WITH LEARNING@GRIFFITH

12.1 The Griffith Business School Board is asked to provide feedback on Attachment 12.1 Minimum Requirements for GBS Learning@Griffith Course Sites – 2010. Professor Lorelle Frazer, Dean (Learning and Teaching) will speak to this item.

12.2 Griffith has established criteria for the minimum level of functionality Griffith students can expect from engaging with Learning@Griffith course sites. The criteria have been established around both the student’s ability to gain timely access to learning content as well as the tools and functions that can be used to support and enhance the student learning experience. It is intended that these criteria will impact positively upon the quality of the students experience and their willingness and ability to engage with learning content in a meaningful and constructive manner. Deans (Learning and Teaching) have been requested to commence a discussion on these criteria, and from this, develop an implementation plan.

12.3 Attachment 12.2 ‘Griffith University – Recommended minimum engagement level with Learning@Griffith’ outlines the minimum levels of engagement expected by the university. Attachment 12.3 summarises GBS student feedback on Learning@Griffith course sites.

For discussion

13.0 LECTURE CAPTURE PROPOSAL

13.1 The Griffith Business School Board is asked to provide feedback on Attachment 13.0 ‘Lecture Recording using Lecture Capture’. Professor Lorelle Frazer, Dean (Learning and Teaching) will speak to this item.

13.2 Following an initial trial of lecture recordings in Trimester 3 2009, all Trimester 1, 2010 lectures at the Logan campus were recorded. It is now proposed to extend this to all campuses in Semester 2, 2010. Initially the focus will be on those courses delivered in Lecture Capture enabled theatres.

For discussion

14.0 GRIFFITH BUSINESS SCHOOL POSTDOCTORAL RESEARCH FELLOWSHIP SCHEME- 2010

14.1 The Griffith Business School Board is asked to provide feedback on Attachment 14.0 ‘Griffith Business School Postdoctoral Research Fellowship Scheme- 2010’. Professor Graham Cuskelly, Dean (Research) will speak to this item.
14.2 The aim of the GBS Postdoctoral Research Fellowship (PRF) scheme is to assist the GBS to achieve its objective of recruiting early career researchers from a diverse range of research training backgrounds in order to strengthen and internationalise our research profile and capacity. The GBS scheme is based on and complements the University’s PRF scheme.

14.3 The proposal outlines:
- The number of fellowships available in 2010,
- Eligibility criteria,
- Application process, and
- Conditions of the appointment.

For discussion

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

15.0 COURSE OUTLINES

15.1 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 Trimester 2, 2010:

- 1383AFE Economics for Managers (Major Changes)
- 3181IBA Applied Management Project (Major Changes)
- 3089EHR International Human Resource Management (Major Changes)
- 2282AFE Risk Management and Insurance (Major Changes)
- 3182IBA Management Strategy and Decision Making (Major Changes).

For ratification

16.0 PROGRAM DIRECTOR APPOINTMENT

16.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), is asked to ratify the appointment of Dr Dennis Grube as Program Director for the 5275 Master of Public Administration.

For ratification

17.0 MINOR CHANGE SUBMISSION (#2010/0010521)

1035 BACHELOR OF COMMERCE

17.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), on behalf of the Chair, Griffith Business School Board, is asked to ratify a Minor Change Submission affecting the 1035 Bachelor of Commerce, as detailed in 2010/0010521, effective Semester 1 2011.

17.2 This submission proposes to offer the course 2306AFE Quantitative Methods for Business, Finance and Economics in Semester I and II at the Nathan campus based on enrolment numbers.

For ratification

18.0 MINOR CHANGE SUBMISSION (#2010/0010522)

5441/5506 MASTER OF COMMERCE (ADVANCED)
18.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), on behalf of the Chair, Griffith Business School Board, is asked to ratify a Minor Change Submission affecting the 5441/5506 Master of Commerce, as detailed in 2010/0010522, effective Semester 2 2010.

18.2 This submission proposes changes to course offerings in the Advanced Accounting specialisation.

For ratification

19.0 SPECIAL PURPOSE SUBMISSION (#2010/0010523)
1035 BACHELOR OF COMMERCE

19.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), on behalf of the Chair, Griffith Business School Board, is asked to ratify a Minor Change Submission affecting the 1035 Bachelor of Commerce, as detailed in 2010/0010523, effective Semester 2 2010.

19.2 This submission outlines the fast-track stream at the Nathan campus.

For ratification

20.0 SPECIAL PURPOSE SUBMISSION (#2010/0010524)
1288 BACHELOR OF BUSINESS

20.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), on behalf of the Chair, Griffith Business School Board, is asked to ratify a Minor Change Submission affecting the 1288 Bachelor of Business, as detailed in 2010/0010524, effective Semester 2 2010.

20.2 This submission outlines the fast-track stream at the Nathan campus.

For ratification

21.0 MINOR CHANGE SUBMISSION (#2010/0010525)
1291/1292 BACHELOR OF POLITICS, ASIAN STUDIES AND INTERNATIONAL RELATIONS

21.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), on behalf of the Chair, Griffith Business School Board, is asked to ratify a Minor Change Submission affecting the 1291/1292 Bachelor of Politics, Asian Studies and International Relations, as detailed in 2010/0010525, effective Semester 2 2010.

21.2 This submission proposes to add 2101PPP Governance for Sustainable Enterprise to the Politics and Government major and minor and 3101IBA Climate Change and Sustainable Development in Asia to the Asian and International Studies major and minor.

For ratification

22.0 MINOR CHANGE SUBMISSION (#2010/0010526)
1288 BACHELOR OF BUSINESS

22.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), on behalf of the Chair, Griffith Business School Board, is asked to ratify a Minor Change Submission affecting the 1288 Bachelor of Business, as detailed in 2010/0010526, effective Semester 2 2010.
22.2 This submission proposes amendments to the transition arrangements in place for the withdrawal of the Information Systems major.

For ratification

23.0 SPECIAL PURPOSE SUBMISSION (#2010/0010529)
1035/1286/1336/1337/1285 BACHELOR OF COMMERCE

23.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), on behalf of the Chair, Griffith Business School Board, is asked to ratify a Special Purpose Submission affecting the 1035/1286/1336/1337/1285 Bachelor of Commerce, as detailed in 2010/0010529, effective Semester 2 2010.

23.2 This submission reflects changes to the professional accreditation requirements regarding the award of PC grades.

For ratification

24.0 MINOR CHANGE SUBMISSION (#2010/0010530)
5311 MASTER OF INTERNATIONAL BUSINESS

24.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), on behalf of the Chair, Griffith Business School Board, is asked to ratify a Minor Change Submission affecting the 5311 Master of International Business, as detailed in 2010/0010530, effective Semester 2 2010.

24.2 This submission proposes to change the name of the course 7009IBA Knowledge Management and Strategy to 7009IBA Knowledge Management for Product Innovation, based on student feedback.

For ratification

25.0 SPECIAL PURPOSE SUBMISSION (#2010/0010531)
5158/5159 MASTER OF BUSINESS ADMINISTRATION
5457/5458 INTERNATIONAL MASTER OF BUSINESS ADMINISTRATION

25.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), on behalf of the Chair, Griffith Business School Board, is asked to ratify a Special Purpose Submission affecting the 5158/5159 Master of Business Administration and 5457/5458 International Master of Business Administration, as detailed in 2010/0010531, effective Semester 2 2010.

25.2 This submission proposes changes to the 40CP international exchange program.

For ratification

26.0 MINOR CHANGE SUBMISSION (#2010/0010532)
1335 BACHELOR OF BUSINESS (ACCELERATED)

26.1 The Griffith Business School Board, on the executive recommendation of the Dean (Learning and Teaching), on behalf of the Chair, Griffith Business School Board, is asked to ratify a Minor Change Submission affecting the 1335 Bachelor of Business (Accelerated), as detailed in 2010/0010532, effective Trimester 2 2010.

26.2 This submission proposes to withdraw the courses 3082EHR Human Resource Information Systems and 3084EHR Safety Management Production from offer.
SECTION III: MATTERS FOR NOTING AND WHERE APPROPRIATE, ACCEPTANCE OF RECOMMENDATIONS

27.0 REPORTS OF SUB-COMMITTEES OF GBS BOARD

27.1 The Griffith Business School Board is asked to note the minutes from the 1/2010 meeting of the GBS Research and Research Education Committee.

For noting

28.0 COURSE PROFILE PUBLISHING - SEMESTER II, 2010

28.1 The Deputy Vice Chancellor (Academic) has advised that the new Course Profile System will be implemented university-wide in Semester 2 (phase 2 of the trial).

28.2 Change in Course Profile Approval and Publishing Deadline
The deadline for publishing Course Profiles for Semester 2, 2010 has been extended by 3 weeks and will be Friday 9 July 2010 (NB. An internal deadline of Friday 25 June applies to all GBS course profiles). After a Course Profile is published in accordance with this date no further changes can be made to the profile, with the exception of updating teaching staff details in the Course Staff section. Publishing deadlines for future semesters will revert to the dates specified in the University's Course Profile Requirements document.

28.3 Access to the Course Profile System will be available via the Griffith Portal from Monday 24 May 2010.

28.4 Training and Support
Hands-on training workshops are available. Bookings can be made via the web. (https://apps01.domino.griffith.edu.au/apps/ins/eagle-training.nsf/home)

A range of self-paced resources is also available and can be accessed via Program EAGLe blog (http://apps01.domino.griffith.edu.au/apps/blogs/eagle.nsf/)

All course convenors are strongly encouraged to attend the training provided; experience during phase 1 of the trial showed that those staff who attended training were able to complete their Course Profiles far more quickly and with significantly less trouble than those who didn't attend.

If you have any questions or require further details please don't hesitate to contact Program EAGLe, <eagle@griffith.edu.au>

For noting

29.0 INVITATION TO CELEBRATING TEACHING SEMINAR

29.1 The Dean (Student Outcomes) has invited staff to attend the Celebrating Teaching Seminar showcasing award winning innovations and approaches to implementing Griffith University's Principles to Promote Excellence in Learning and Teaching Practices.

29.2 The topic for the lunchtime seminar will be Learning and Teaching Principle 3 – Emphasise the importance, relevance and integration of theory and knowledge with professional practice to develop solutions to real world issues. Presented by Glen Hutchings (Curtin University) and Dr Merrelyn Bates (Griffith University).
29.3 Details are below:

Friday 4 June
12.30pm – 2.00pm (lunch 12.30pm – 1.00pm, Keynotes 1.00 - 2.00pm)
Eco Centre, Nathan

29.4 REGISTER: By emailing gihe-register@griffith.edu.au by Wednesday 2 June.

For noting

30.0 POLICY AND PROCEDURE UPDATES

ACADEMIC AWARDS, PROGRAMS, NOMENCLATURE AND ABBREVIATIONS POLICY

30.1 The Griffith Business School Board is asked to note Council’s approval of the new Academic Awards, Programs, Nomenclature and Abbreviations policy (2010/0011520) which replaces the Awards, Nomenclature and Abbreviations Policy (91/1217).

30.2 Key aspects of the new policy include:

- the academic awards that may be conferred or granted by the Council;
- the processes associated with the conferral of awards;
- the provision of transcripts, testamurs and the Australian Higher Education Graduation Statement;
- the University’s approach to naming its programs and awards.

STUDENT RECORDING OF LECTURES AND OTHER CLASSES

30.3 The Griffith Business School Board is asked to note Academic Committee’s approval of the Policy on Student Recording of Lectures and other Classes, as described in 2010/0011529.

30.4 The policy outlines the requirement for students to request permission to record a lecture, and the conditions under which they may do so.

For noting

31.0 OTHER BUSINESS

For noting

32.0 NEXT MEETING

32.1 The next meeting of the Griffith Business School Board will be held on Friday, 25 June 2010, from 9:30am till 1:00pm via videoconference in Room -1.18, Business 2 Building (N72), Nathan and Room 1.04, The Chancellery (G34), Gold Coast campus.

For noting