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29.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING AND GROUP LEARNING AND TEACHING CITATIONS NOW OPEN

30.0 GRIFFITH GRANTS AND FELLOWSHIPS FOR LEARNING AND TEACHING NOW OPEN

31.0 2012 DIISRTE OFFICE FOR LEARNING AND TEACHING GRANTS PROGRAMS – ROUND 2

32.0 PUBLICATION OF SEMESTER 2/2012 COURSE PROFILES

33.0 OTHER BUSINESS

34.0 2012 MEETING DATES
### Significant Committee Events

- The next meeting of the Griffith Business School Board will be held on Friday, 22 June 2012 via videoconference in Room -1.18, Business 2 Building (N72), Nathan campus; Room 1.04, The Chancellery Building (G34), Gold Coast campus; and Room 2.27, Information Services Building (L03), Logan campus.

### Committee TeamPlace Web Address


- 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 Cuskelly, 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
  - Associate Professor Martin Griffiths, School of Government and International Relations
  - Professor Leong Liew, Department of International Business and Asian Studies
  - Professor Debra Grace, Department of Marketing
  - Professor James Skinner, Department of Tourism, Leisure, Hotel and Sport Management
- Deputy Heads/Discipline Heads of Departments Directly Associated With the Group (appointed)
  - Professor Peter Best, Department of Accounting, Finance and Economics
  - Associate Professor Eduardo Roca, Department of Accounting, Finance and Economics
  - Professor Ross Guest, Department of Accounting, Finance and Economics
  - Professor Glenda Strachan, Department of Employment Relations and Human Resources
  - Dr Peter Tatham, Department of International Business and Asian Studies
  - Dr Marie-Louise Fry, Department of Marketing
  - Associate Professor Laura Lawton, Department of Dr Anoop Patiar, Department of
  - Research Centre Representative (appointed)
  - Professor Beverley Sparks, Director, Centre for Tourism, Sport and Service Innovation
  - Professor Peter Jordan, Deputy Director, Centre for Work, Organisation and Wellbeing
  - Professor Jason Sharman, Director, Centre for Governance and Public Policy
  - Professor Andrew O'Neill, Director, Griffith Asia Institute
  - Invited (for Audience and Debate)
  - Dr Campbell Fraser, Director of Undergraduate Studies
  - Ms Kimberley Cotterell-Anderson, Griffith Business School
  - Ms Lisa Cotterell, Griffith Business School

**Information Copies**
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- Griffith Business School
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- 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
- Credit Transfer and Articulations Manager, Student Administration
- Client Administration Officers, Student Administration
- Centre Coordinators, Griffith Grad Research School

**Other Copies**
- Binding (Corporate Archives and Records Management) copy (attachments)
- Spare copy

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www.griffith.edu.au/committees
The 3/2012 meeting of the Griffith Business School Board will be held on Friday, 25 May 2012, commencing 9:30am via videoconference in Room -1.18, Business 2 Building (N72), Nathan campus; Room 1.04, The Chancellery Building (G34), Gold Coast campus; and Room 2.27, Information Services Building (L03), Logan campus. A light lunch will be provided.

Kate Rees
Secretary

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 Lorelle Frazer, Professor Andrew O’Neil and Professor Beverley Sparks.

2.0 CONFIRMATION OF MINUTES

2.1 The minutes of the 2/2012 meeting will be distributed before the meeting.

To be taken as read and confirmed

3.0 COMMITTEE MEMBERSHIP

Farewell and thank you

3.1 The Board will wish to thank the outgoing member Associate Professor John Sands for his contribution to the work of the Committee.

Welcome

3.2 The Board will wish to welcome Professor Peter Best, Discipline Head, Accounting to the Board.

4.0 CHAIR’S REPORT

4.1 Professor Marie Wilson, Dean (Academic), GBS 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 Dr Campbell Fraser, Acting Dean (Learning and Teaching) will provide a report at the meeting.

7.0 DEAN’S (RESEARCH) REPORT

7.1 Professor Graham Cuskelly, Dean (Research) 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 HEADS OF DEPARTMENT/SCHOOL REPORT
9.1 There are no matters to report.

10.0 MARKETING AND COMMUNICATIONS REPORT
10.1 Ms Rachel Christie, Marketing Manager, Business and Ms Helen Wright/Mr Stephen O’Grady, Communications Office, Business/Law have prepared written reports for noting.

11.0 OCCUPATIONAL HEALTH AND SAFETY AND SUSTAINABILITY REPORT
11.1 A written report is attached for noting.

12.0 PRESENTATION: GBS ENGAGEMENT SURVEY
12.1 The Dean (Academic) will present a summary of the GBS Engagement Survey.

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

13.0 QUALITY AND ACCREDITATION ISSUES
13.1 Members are asked to note the attached Closing the Loop reports for semester 2, 2011. Please note that these are lengthy documents; members may choose not to print all reports.

- Bachelor of Business (HTERS)
- Bachelor of Commerce
- Bachelor of International Business
- GBS Honours Program
- Master of International Business
- Master of Business
- International Master of Business Administration
- Master of Commerce
- Master of Business Administration
- Master of Information Systems
- Master of Marketing

For noting

14.0 GRIFFITH'S STUDENT RETENTION STRATEGY 2012 – 2014
14.1 The Griffith Business School Board is asked to consider Attachment 14.1 Operation Student Success: Griffith’s Student Retention Strategy 2012 – 2014 (2012/0007770) with a view to implementing the outlined strategies. The Student Retention Strategy, approved by Executive Group, focuses on the extent and quality of implementation. It makes it clear that implementation is not a choice, but a necessity. Professor Michael Powell, Pro Vice Chancellor (Business) will speak to this item.
14.2 Griffith has undertaken a number of activities to improve its retention rates over the past 10 years, commencing with the Griffith Student Retention Project in 2003, the implementation from 2006 of Succeeding @ Griffith, a framework for student success and the establishment in the University’s Strategic Plan (2009-2013) of clear performance targets for improvements in retention set at University, group and school levels. Retention is also included as the major outcome measure in learning and teaching performance funding to groups and schools. More recently, Operation Student Success has been introduced across several schools to focus on improving retention in programs that have large enrolments and poor retention rates.

14.3 Previous and current Academic Plans (Implementing our vision 2011-2013) specified a series of strategies that aimed at improving Griffith’s student retention rates, building on those outlined in Succeeding @ Griffith. These actions included:-

- attempts to increase the quality of the student cohort
- increased preparation of prospective and commencing students
- proactive academic advising, including the appointment of first year advisers
- enabling transition in early learning environments
- effective program and course design
- enabling early academic success
- enhancing strategic communication with students
- facilitating self-managed learning and problem-solving, including early detection and early intervention of students at risk
- providing a staff-enabling culture, through leadership development, and staff capacity building.

14.4 These actions remain relevant, however, what is in question is the degree to which Griffith has succeeded in gaining traction in the delivery of the strategies, and in communicating to staff across the University their role in the implementation process.

14.5 An implementation plan is provided in Appendix 1.

For discussion

15.0 RISK MANAGEMENT PORTFOLIO

15.1 The Griffith Business School Board is asked to consider and provide feedback on the draft GBS risk register (Attachment 15.1). Professor Marie Wilson, Dean (Academic) will speak to this item.

15.2 At its December 2010 meeting Council approved the Risk Management Framework for the University. The Framework can be accessed at http://www62.gu.edu.au/policylibrary.nsf/xmainsearch/7757fc4d7be983034a2579a4001362ed?opendocument

15.3 As part of the Framework each Group is required to develop a register of key risks and identify mitigation strategies and key officers for accountability. Attached for reference is:

- Attachment 15.2 Memo from PVC (A) regarding the development of Group risk register
- Attachment 15.3 draft University Risk Register as at March 2012
- Attachment 15.4 Risk Management resources.

For feedback
16.0 NAME OF DEPARTMENT OF TOURISM, LEISURE, HOTEL AND SPORT MANAGEMENT

16.1 The Griffith Business School Board is asked to consider a proposal to change the name of the Department of Tourism, Leisure, Hotel and Sport Management. Professor James Skinner, Head, Department of Tourism, Leisure, Hotel and Sport Management will speak to this item.

16.2 Following discussion at Department Committee meetings and, in consultation with the Department Advisory Board, it is proposed to change the name of the Department. A proposal will be distributed prior to the meeting.

Recommendation

16.3 The Griffith Business School Board is asked to provide in principle support to change the name of the Department of Tourism, Leisure, Hotel and Sport Management.

For discussion

17.0 FIVE YEAR REVIEW IMPLEMENTATION PLAN
MASTER OF MARKETING

17.1 The Griffith Business School Board is asked to consider Attachment 17.1 Master of Marketing Five Year Review Implementation Plan. Professor Debra Grace, Head, Department of Marketing will speak to this item.

17.2 Members will recall discussion and approval of the Master of Marketing Five Year Review Report at the 2/2012 meeting. Following approval of the review report, an implementation plan is prepared, including any necessary program changes for consideration by the Group Board. Group Board forwards the Implementation Plan and any necessary program changes to Programs Committee. The Implementation Plan outlines several key areas for action.

Recommendation

17.3 The Griffith Business School Board is asked to approve Attachment 17.1 Five Year Review Implementation Plan for the Master of Marketing.

For discussion

18.0 FIVE YEAR REVIEW IMPLEMENTATION PLAN
BACHELOR OF BUSINESS (INTERNATIONAL TOURISM & HOTEL MANAGEMENT)

18.1 The Griffith Business School Board is asked to consider Attachment 18.1 Bachelor of Business (International Tourism and Hotel Management) Five Year Review Implementation Plan. Dr Anoop Patiar, Deputy Head, Department of Tourism, Leisure, Hotel and Sport Management will speak to this item.

18.2 The Five Year Review Report for the Bachelor of Business (International Tourism and Hotel Management) was approved at the 6/2011 GBS Board meeting. Following approval of the review report, an implementation plan is prepared, including any necessary program changes for consideration by the Group Board. Group Board forwards the Implementation Plan and any necessary program changes to Programs Committee.

18.3 The International Tourism and Hotel Management Major was seen as having been highly successful since its inception in 2008 attracting increasing numbers of students to the program each year. However, given the greater local competition in this field, the global financial situation and the potential impact of QIBT opening a campus at the Gold Coast, the
review committee felt it was important to identify key areas where change was needed and could strengthen the major in the eyes of students and industry.

Recommendation

18.4 The Griffith Business School Board is asked to approve Attachment 18.1 Five Year Review Implementation Plan for the Bachelor of Business (International Tourism and Hotel Management).

For discussion

19.0 FIVE YEAR REVIEW IMPLEMENTATION PLAN
MASTER OF BUSINESS

19.1 The Griffith Business School Board is asked to consider Attachment 19.1 Master of Business Five Year Review Implementation Plan. Dr Anoop Patiar, Deputy Head, Department of Tourism, Leisure, Hotel and Sport Management will speak to this item.

19.2 The Five Year Review Report for the Master of Business was approved at the 6/2011 GBS Board meeting. Following approval of the review report, an implementation plan is prepared, including any necessary program changes for consideration by the Group Board. Group Board forwards the Implementation Plan and any necessary program changes to Programs Committee.

19.3 The Master of Business was seen as having been highly successful since its inception in 2006 attracting increasing numbers of students each year. However, feedback from students, industry and staff coupled with competitor analysis identified key areas where change was needed to maintain and strengthen advantages it holds from the student and industry standpoint.

Recommendation

19.4 The Griffith Business School Board is asked to approve Attachment 19.1 Five Year Review Implementation Plan for the Master of Business.

For discussion

II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

20.0 CHANGES TO GBS BOARD SUB-COMMITTEE CONSTITUTIONS

20.1 The Griffith Business School Board, on the recommendation of the GBS Executive Committee, is asked to ratify changes to the Learning and Teaching Committee and Research and Research Education Committee constitutions, as detailed in Attachments 20.1 and 20.2.

For ratification

21.0 ADVICE OF PROGRAM WITHDRAWAL (#2011/0003537)
1271 BACHELOR OF BUSINESS (TOURISM AND HOSPITALITY MANAGEMENT)

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 the Advice of Withdrawal of the 1271 Bachelor of Business (Tourism and Hospitality Management), as detailed in 2011/0003537, effective Semester 2, 2011.
22.0 MINOR CHANGE PROPOSAL (#2012/0012017)  
1292 BACHELOR OF POLITICS, ASIAN STUDIES AND INTERNATIONAL RELATIONS

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 Proposal affecting the 1292 Bachelor of Politics, Asian Studies and International Relations, as detailed in 2012/0012017, effective Semester 2, 2012.

22.2 It is proposed to offer 2011GIR Politics Goes to the Movies at the Gold Coast campus via lecture capture/video link. The course will be taught at the Nathan campus in Semester Two and offered by lecture capture/video link at Gold Coast to make it available to more students. The lecture will be via lecture capture/video link only. The tutorials will be in person.

For ratification

23.0 MINOR CHANGE PROPOSAL (#2012/0012018)  
1286 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 Minor Change Proposal affecting the 1286 Bachelor of Commerce, as detailed in 2012/0012018, effective Semester 2, 2012.

23.2 It is proposed to introduce 3112AFE Accounting Internship at the Gold Coast campus from semester 2 2012. The rationale for introduction of this course is to make a WIL experience available to students completing the accounting major within the Bachelor of Commerce.

For ratification

24.0 MINOR CHANGE PROPOSAL (#2012/0012019)  
2075 GBS HONOURS PROGRAM

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 Proposal affecting the 2075 GBS Honours program, as detailed in 2012/0012019, effective Semester 2, 2012.

24.2 It is proposed to withdraw the Semester 2 elective 6020GIR America’s World from the GBS Honours Program due to lack of demand and teaching staff. The two specialisations in which this course appears offers a number of alternative electives therefore students are not disadvantaged.

For ratification

25.0 MINOR CHANGE PROPOSAL (#2012/0012020)  
1288 BACHELOR OF BUSINESS

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 Minor Change Proposal affecting the 1288 Bachelor of Business, as detailed in 2012/0012020, effective Semester 1, 2012.

25.2 It is proposed to withdraw 3014EHR HRM Work Experience (WIL) (both NA and GC) from S1 2012 due to staffing issues and low enrolments.

For ratification
26.0 MINOR CHANGE PROPOSAL (#2012/0012021)  
5388 MASTER OF INTERNATIONAL RELATIONS

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 Proposal affecting the 5388 Master of International Relations, as detailed in 2012/0012021, effective Semester 2, 2012.

26.2 It is proposed to withdraw 7020GIR Terrorism from offer for Semester 2 2012 ONLY. This request is due to a lack of available staff to teach the course in Semester 2 2012.

For ratification

27.0 MAJOR CHANGE PROPOSAL (#2012/0012023)  
1347 BACHELOR OF BUSINESS

27.1 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 Major Change Proposal affecting the 1347 Bachelor of Business, as detailed in 2012/0012023, effective Trimester 2, 2012.

27.2 Major changes were made to the 1347 Bachelor of Business program at Logan in 2011 in order to align it with a new offering through Open Universities Australia. Both programs are administered from Logan and run concurrently. As part of this change a core first year course was mistakenly withdrawn for 2012 which meant that students could only complete 230CP. It is now proposed to correct this error.

For ratification

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

28.0 REPORTS OF SUB-COMMITTEES OF GBS BOARD

28.1 The Griffith Business School Board is asked to note the minutes from the 3/2012 Learning and Teaching Committee, GBS (April).

For noting

29.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING AND GROUP LEARNING AND TEACHING CITATIONS NOW OPEN

29.1 The Deputy Vice Chancellor (Academic) has announced the commencement of the 2012 round of the Group Learning and Teaching Citations and the Griffith Awards for Excellence in Teaching, Griffith’s flagship programs for recognising and rewarding the hard work and great achievements of our staff in a broad range of learning and teaching activities.

29.2 Griffith Awards and Citations for Excellence in Teaching are offered as follows:

1. Group Learning and Teaching Citations
Up to 17 citations across the University with a prize value of $2,000 each are awarded to individual teachers or teaching teams making significant contributions to student learning.

2. Excellence in Teaching Category
Awards are made in the following 11 areas of teaching:

- 4 Excellence in Teaching Awards, one for each of the Academic Group
- Early Career
- Sessional Academic Staff
- First Year Advisor
- Research Supervision
- Cultural Inclusiveness (for staff contributing to the promotion of cultural inclusivity with cultural and/or linguistically diverse students)
- Work-integrated Learning (for academic staff working in work placement, clinical education, practicums)
- Teaching Large Classes (with enrolments of 300 or more)

Individual teachers or teaching teams must first be nominated for Teaching Excellence Awards by students, peers or through self-nomination. Section 5.3 of the Guidelines (see below) explains the ways in which staff can be nominated - either via a Student Evaluation of Teaching or online nomination form.

3. Programs and Teams that Enhance Learning Category
Awards may be made in the following areas:

The first year experience

- Postgraduate education
- Innovation in curricula, learning and teaching
- Flexible learning and teaching
- Services supporting student learning
- Educational partnerships and collaborations with other organisations
- Widening Participation

All organisational elements of the University are eligible to submit Program applications. Nominations are not required for this Award category.

29.3 How to nominate and apply
The nomination form for Teaching Excellence Awards is available online. Students may nominate individual teachers or teaching teams for an award through the Student Evaluation of Teaching conducted via Evaluations@Griffith. Guidelines and application forms for the Griffith Awards for Excellence in Teaching and the Group Learning and Teaching Citations can be obtained from Policy 2.2.10. Further information can be obtained from the Secretariat at awards-sec@griffith.edu.au.

29.4 Important dates
Group Learning and Teaching Citations applications close 28 May
Griffith Awards for Excellence in Teaching nominations close 21 May
Griffith Awards for Excellence in Teaching applications close 16 July

29.5 Workshops
The GIHE offers workshops to assist staff in preparing applications for citations and awards. Please register for workshops by emailing gihe-register@griffith.edu.au

For noting

30.0 GRIFFITH GRANTS AND FELLOWSHIPS FOR LEARNING AND TEACHING NOW OPEN

30.1 The Griffith Grants and Fellowships for Learning and Teaching scheme is open. $400,000 has been allocated for submissions for grants and/or fellowships that support the University’s strategic priorities as outlined in Academic Plan 2011-2013: Implementing our Vision. The Fellowships are a new component of the scheme designed to attract applicants who are outstanding scholars in their field with demonstrated leadership capacity.
In this round the University would particularly welcome grant and fellowship applications that focus on the following targeted areas:
- Retention and the student experience, including the first year experience
- Enhancing students’ graduate employment outcomes
- Enhancing staff capacity to engage with on-line learning
- Program review and development.

30.2 **Types of grants:**
The grants scheme provides a two-tiered approach for supporting innovation in learning and teaching:

*University Level*: Strategic University-wide grant and/or fellowship projects (2 years duration, up to $100,000); and

*Group Level*: Strategic Group/Discipline/School/Program/Course grants (1-2 years duration, up to $50,000).

30.3 **How to apply**
All applications for all levels of grants will proceed through a two-step process:

**Step 1** – preparation of an initial *Expression of Interest* (EOI) of no more than two pages due by close of business **Monday 9 July**

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

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

Full details of the scheme outlining the scope, focus, and selection criteria for each level of grant, and application process are outlined in the *Griffith Grants and Fellowships for Learning and Teaching Guidelines*. These include the Guidelines, Expression of Interest and Application templates.

30.4 **Where to go for support and assistance?**
GIHE will provide workshops at the Gold Coast and Mt Gravatt campuses as follows to assist with the process of preparing a convincing expression of interest:

15 May, 1.30-3.00 pm, Mt Gravatt –Room 4.11, Social Sciences building (M10)  
24 May, 1:30-3:00, Gold Coast – GIHE Seminar Room 1.03 Business 3 building (G06)

Workshops can also be arranged for groups of staff in Groups or Schools from the start of semester 2 on request to c.grimmer@griffith.edu.au.

Registrations for the workshops should be forwarded to gihe-register@griffith.edu.au.

30.5 **Resources to assist with writing applications**
Resources to assist with writing applications for the Griffith Grants and Awards and DIISTRE Grants and Awards are available in Learning@Griffith. Enrol in the Learning and Teaching Awards and Grants Organisation and select the grant and award scheme that interests you from the menu. Resources include Guidelines, workshop PowerPoints, advice for developing applications and exemplars.

*Queries regarding GIHE support for writing applications* –  
Chris Grimmer, c.grimmer@griffith.edu.au, ext: 27046

*Queries regarding the grants scheme and documentation* –  
Rosemary Marson, r.marson@griffith.edu.au, ext: 54393.
31.0 2012 DIISRTE OFFICE FOR LEARNING AND TEACHING GRANTS PROGRAMS – ROUND 2

31.1 Applications are invited for Round 2 of the 2012 national learning and teaching Grants Programs administered by the Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE).

31.2 The scheme offers
- Innovation and Development Grants including Seed Projects
- Leadership for Excellence in Learning and Teaching Program and Seed Projects
- Extension Grants (due 3 September).

31.3 These Grants Programs provide funding to investigate, develop and implement innovations in learning and teaching. Grants facilitate scholarship and research into learning and teaching and promote systemic change in the sector.


31.4 Intending applicants need to email an Intention to Apply form by Monday 11 June 2012 to the Secretariat, grants-sec@griffith.edu.au to register their interest and gain University endorsement to submit a Grant application.

31.5 The closing date for applications is Friday 3 August at 5pm. The internal submission date is Monday 23 July 2012. The internal submission date has been fixed to allow time for the Secretariat to undertake expert administrative review of applications and finalisation of high quality applications in advance of the external deadline.

Support for Applicants
The Griffith Institute for Higher Education (GIHE) offers workshops on preparing grant applications which include:
- an overview of the schemes and their focus;
- examples of project topics and outlines;
- opportunities to discuss and refine topics
- tips for structuring effective applications;
- demonstrating alignment with OLT and Griffith University priorities;
- resources including: exemplars, checklists: matrices for ensuring alignment and focus on criteria; and sample budgets and project plans.

31.6 Staff interested in applying for OLT grants can approach the GIHE for individual support by contacting c.grimmer@griffith.edu.au (x 27046) or attend workshops scheduled at the following times:

- Tuesday 29 May 2012 1.30 pm – 3.00 pm, G06_1.03
- Thursday 31 May 2012 1.30 pm – 3.00 pm, M10_4.11

For noting

32.0 PUBLICATION OF SEMESTER 2-2012 COURSE PROFILES

32.1 The course profiles for the Semester 2-2012 courses are now available in the Electronic Course Profile System (ECPS).

32.2 The deadline for publication of course profiles for Semester 2-2012 is Friday, 15 June 2012.
32.3 Please note that **new Assessment Type Titles** have been introduced into the course profile system and all course profiles from Semester 2-2012 onwards will be required to use the new streamlined list of Assessment Type Titles. The following documents are attached for information:

1) List of new Assessment Type Titles and Definitions
2) Selected examples of former Assessment Type Titles mapped to new Assessment Types Titles
3) Course Profile System Instructions for new Assessment fields

Please call or send an email to ecps@griffith.edu.au if you have any queries.

For noting

33.0 OTHER BUSINESS

34.0 2012 MEETING DATES

34.1 Below are the confirmed dates and venues for 2012 meetings:

**2012 Griffith Business School Board**

Fridays, 9:30am till 1:00pm

Meetings will be videoconferenced between the Nathan, Gold Coast and Logan campuses unless otherwise indicated.

<table>
<thead>
<tr>
<th>2012 Meeting Date</th>
<th>Confirmed Venues</th>
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<tr>
<td></td>
<td>Nathan</td>
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<td>22 June</td>
<td>N72 -1.18</td>
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<td>23 November</td>
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*Will only proceed if business warrants

For noting