GRIFFITH UNIVERSITY
EDUCATIONAL EXCELLENCE COMMITTEE

NOTICE OF MEETING

A meeting of the Educational Excellence Committee will be held at 10.00am on Wednesday 18 April at N16_1.13, Macrossan, Nathan Campus

Apologies may be recorded by telephoning Ms Trish MacElroy on extension 57884, or by emailing t.macelroy@griffith.edu.au.

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12.0 NEXT MEETING

The next meeting of the Educational Excellence Committee is to be held on Wednesday 18 April in N16.1.13 Meeting Room Macrossan Building, Nathan Campus.

Significant Committee Events

- May 30 - Celebrating Teaching Seminar
- Postgraduate Supervision – Professor Parlo Singh & Dr Cristina Poyatos-Matas

Deadlines

**Carrick Institute Grants Scheme 2007**

- Competitive Grants Program -
  - **Griffith Deadline** - 26 March 2007
  - **Carrick Deadline** - 23 April 2007

*Griffith Grants for Learning and Teaching*

Committee QuickPlace Web Address

- [https://qplace02.domino.griffith.edu.au/QuickPlace/sec-university-committees/Main.nsf/](https://qplace02.domino.griffith.edu.au/QuickPlace/sec-university-committees/Main.nsf/)
- Use the left navigation bar to select the relevant committee site. Username is your staff number and password is the same as your Novell login. Call the Secretary on 57945 for advice or if experiencing difficulties.
EDUCATIONAL EXCELLENCE COMMITTEE

AGENDA

DISTRIBUTION LIST

Committee Members

The Chair of the Committee who shall be nominated by the Deputy Vice Chancellor (Teaching and Learning)
Associate Professor Keithia Wilson \ ` Until December 2007

Senior Academic Staff (one from each Group appointed by the Group Pro-Vice Chancellor)
Dr Cristina Poyatos-Matas (Arts, Education and Law) Until February 2008
Dr Cameron Allan (Business) Until February 2008
vacant (Health) Until February 2008
Dr Ann McDonnell (Science and Technology) Until February 2008

Chair, Sport Scholarships Committee
Professor Graham Cuskelly ex officio

Chair, Excellence Expo Committee
Mr Sam Di Mauro ex officio

Director, Griffith Institute for Higher Education or Nominee
Dr Duncan Nulty Until February 2007

Director, Flexible Learning and Access Services or Nominee
Mr Kevin Ashford-Rowe Until February 2008

Director, Office for Human Resource Management or Nominee
Ms Heather Cameron Until February 2007

Director, External Relations or Nominee
Ms Margaret Fairman Until February 2008

Undergraduate Student
vacant Until February 2007

Postgraduate Student
Vacant Until February 2007

Secretary: Ms Christine Grimmer (extension 57945)

Other Copies
Corporate Archives & Record Management copy (attachments)
Binding copy (attachments)
Working copy (attachments)
Spare copy (attachments)
A meeting of the Educational Excellence Committee will be held at from 10.00am to 12.30pm on
Wednesday 18 April at N16_1.13, Macrossan, Nathan Campus.

Christine Grimmer
Secretary

1.0 APOLOGIES

Apologies may be recorded by contacting Trish Mac Elroy on extension 57884 or by emailing
t.macelroy@griffith.edu.au.

2.0 CONFIRMATION OF MINUTES

The Action Sheet of the 1/2007 has been circulated.

3.0 CHAIR'S REPORT

3.1 CARRICK GRANTS

The Chair will report on the business of the working party convened to assess
Expressions of Interest for Carrick Grants

3.2 REPORT ON CELEBRATING TEACHING SEMINAR

The Chair will report

3.3 COMMITTEE MEMBERSHIP

The Chair will report

4.0 REPORTS FROM SUB-COMMITTEES OF THE EDUCATIONAL EXCELLENCE COMMITTEE

4.1 SPORTS SCHOLARSHIP COMMITTEE

4.2 EXCELLENCE EXPO COMMITTEE – no 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

5.0 REVISED GUIDELINES FOR GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING

5.1 At its 2/2005 meeting the Educational Excellence Committee resolved to revise the Guidelines for the Griffith Awards for Excellence in Teaching to provide closer alignment with new guidelines for national teaching awards released by the Carrick Institute.

5.2 Revised Guidelines were circulated for the 2006 round of the Griffith Awards for Excellence in Teaching. Following the 2006 round further amendments were recommended including:

- A category for First Year Advisors
- Revised criteria for Post Graduate Supervision and Higher Degree Research Supervision
- Guidance about structuring applications

5.3 At its 2/2007 the Educational Excellence Committee approved the inclusion of guidance for structuring responses to criteria into page 4 of the Guidelines for 2007 and discussed the inclusion of a category for a First Year Advisor Award.

5.4 Associate Professor Keithia Wilson gave an undertaking to contact Professor John Dewar and Associate Professor Alf Lizzio to gather information on the underlying rationale for the inclusion of a First Year Advisor category, and to report this information back to the April meeting with the plan that the Committee would forward a proposal to GIHE for comment regarding the inclusion a category for First Year Advisor for 2007 and the revision of the guidelines for the GAETS to match those for the Carrick Awards for Australian University Teaching.

5.5 The Deputy Vice Chancellor (Academic) and Associate Professor Alf Lizzio indicated that inclusion of a First Year Advisor Award would be regarded very favourably as a mechanism for recognising the University’s initiatives in retention and supporting students in their first year of study. Associate Professor Wilson drafted a set of criteria for the award accordingly and sought feedback on these from Professor Kerri-Lee Krause and Dr Duncan Nulty at GIHE. The Award and draft criteria are included in track changes in the attached revised Guidelines for the Griffith Awards for Excellence in Teaching (2007/0002261).

5.6 In the process of the consultation a suggestion was made that inclusion of a category for Excellence in Work Integrated Learning would also support the priorities of the Strategic and Academic Plans. At the request of the Chair, Associate Professor Stephen Billet and Dr Calvin Smith, members of Griffith’s Work Integrated Learning Community of Practice and WIL Working Party were approached for assistance in developing draft criteria for an Excellence in Work Integrated Learning category for the 2007 round of Griffith Awards for Excellence in Teaching. Draft criteria for an Excellence in Work Integrated Learning Award are included in track changes the attached revised Guidelines for Griffith Awards for Excellence in Teaching (2007/0002261) include:
5.7 Following recommendations from selection panels for the 2006 Griffith Awards for Excellence in Teaching, the Educational Excellence Committee requested Professor Joy Cumming to develop revised criteria for Post Graduate Supervision and Higher Degree Research Supervision. Draft criteria for Post Graduate Supervision and Higher Degree Research Supervision are included in track changes in the attached revised Guidelines for Griffith Awards for Excellence in Teaching (2007/0002261)

Recommendation

5.8 The Educational Excellence Committee is asked to recommend the revised Guidelines for Griffith Awards for Excellence in Teaching (2007/0002261) to the Learning and Teaching Committee for consideration at its meeting on 8 May 2007.

6.0 STRATEGY FOR APPLICATIONS FOR CARRICK GRANTS AND AWARDS

6.1 The Educational Excellence Committee is requested as one of its responsibilities to “provide advice on the development, evaluation, and selection of the University’s nominations for the Carrick Awards for Australian University Teaching”

6.2 Following discussion on feedback from the Chair of Education Excellence Committee, from meetings with the Director of GIHE and the Head of the Secretariat it was agreed that the Educational Excellence Committee will develop a Strategic Plan for a whole of university integrated approach to all Learning and Teaching grants and awards including Carrick Awards and Grants Schemes and the Griffith Awards and Grants Schemes.

6.3 The Committee requested Dr Duncan Nulty, as the GIHE Coordinator for Carrick Grants and Awards, to prepare the following for review by the Educational Excellence Committee for discussion at its 3/2007 meeting:

1. A draft calendar of both the Carrick Grants and Awards and Griffith’s internal grants and awards time lines.

2. A draft schedule for a series of GIHE workshops for Academic staff responsible for identifying applicants, and for the development of applications timed to fit in with Carrick Institute deadlines.

Recommendation

6.4 The Educational Excellence Committee is asked to consider the draft schedule and calendar outlined in Item 6.3 and inclusion of any additional events and timelines that may be proposed.

7.0 FINAL REPORT FROM SIGNATURE EXPERIENCE GRANT

7.1 At the 2/2007 meeting of the Educational Excellence Committee members were invited to discuss a final report for Griffith Signature Grant submitted by Phillip Rodgers-Falk entitled The Pathways Model - Pathways to Indigenous Inclusive Teaching and Learning Practices (2007/0002252).

7.2 Members noted that the findings of the report are very significant both for the issues of Indigenous content and Indigenous Knowledge across the academic work of the University and especially for the Indigenous Academic Centre currently under development.
7.3 Associate Professor Keithia Wilson offered to prepare a discussion paper from the Report for tabling at the next meeting with a view to identifying recommendations which can be generalised to other academic elements.

7.4 Heather Cameron offered to prepare a paper recommending the adoption of the recommendations of the report in the planning for the Indigenous Academic Centre where appropriate.

Recommendation

7.5 Associate Professor Wilson and Heather Cameron will report

8.0 GRIFFITH GRANTS FOR LEARNING AND TEACHING INTERIM REPORTS

8.1 The Guidelines for Griffith Grants for Learning and Teaching require reporting as follows:

Reporting

A report on the outcomes of the project and a financial statement showing funding expenditure, both endorsed by the relevant Dean/Provost and Director, must be lodged with the Secretary, Learning and Teaching Committee by 31 August in the year of the project's completion date. An interim progress report is also required by 31 October of the year in which the grant was approved for commencement. In the case of a Strategic Program project, an interim progress report is also required and must be lodged with the Secretary, Learning and Teaching Committee by August of the year following the year of the award of the grant.

8.2 At the 2/2007 meeting of the Committee, the Chair recommended that, there being insufficient time for members to read all reports, they be divided up between members for feedback at the April meeting. Members will brief the meeting on reports in the following table accordingly:

<table>
<thead>
<tr>
<th>Name</th>
<th>Project Title</th>
<th>Report Received/Not Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janine McMaster-Kirkwood, Griffith Law School</td>
<td>Advocacy in Practice</td>
<td>Received</td>
</tr>
<tr>
<td>Dr Peter Johnson, School of Pharmacy</td>
<td>Implementing Peer and Self Assessment Practices to Enhance Learning Outcomes in the Biomedical and Allied Health Sciences</td>
<td>Received</td>
</tr>
<tr>
<td>Dr Stephen Cronin, QCGU</td>
<td>Music Theory Literacy Project</td>
<td>Received</td>
</tr>
<tr>
<td>Dr Richard Hindmarsh, Griffith School of Environment and Joanna Peters, Student Services</td>
<td>Mainstreaming Mentoring at Griffith</td>
<td>Received</td>
</tr>
<tr>
<td>Gregg Howard, QCGU</td>
<td>Development of an Online, Self-Paced Course in Music Literature</td>
<td>Received</td>
</tr>
<tr>
<td>Associate Professor Mike Levy, School of Languages and Linguistics</td>
<td>Developing and Evaluating a Web-Based Teacher Training Program for Synchronous Online Language</td>
<td>Received</td>
</tr>
<tr>
<td>Learning and Teaching</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glen Hornby, Department of Tourism, Leisure, Hotel and Sport Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational Resource Development for the Teaching of Ethics and Responsible Practice in Research in Field Work Courses</td>
<td>Received</td>
<td></td>
</tr>
<tr>
<td>Ros Franklin, School of Education and Professional Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technological Coaching and Mentoring in the Community of Practice</td>
<td>Received</td>
<td></td>
</tr>
<tr>
<td>Tiziana Miceli, Sara Visocnik-Murray and Taeko Imura, School of Languages and Linguistics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engaging First Year Students in Reflecting on their Learning Beliefs: a way to enhance the Griffith University Language Learning Experience</td>
<td>Received</td>
<td></td>
</tr>
<tr>
<td>Dr Marion Mitchell, School of Nursing and Midwifery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Innovation in Learning – a Multi-Professional Approach</td>
<td>Received</td>
<td></td>
</tr>
<tr>
<td>Dr Sue Thomas, School of Languages and Linguistics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Thomas advised that her project was delayed and will not commence until 2007</td>
<td>Not received</td>
<td></td>
</tr>
<tr>
<td>Megan Dalton, School of Physiotherapy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms Dalton advised that her project was delayed and did not begin until September 2006</td>
<td>Not received</td>
<td></td>
</tr>
<tr>
<td>Associate Professor Dianne Watters, School of Biomolecular and Physical Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of Authentic Learning Tasks, Concept Tests and Keypad Technology to Provide an Effective Learning Environment for First Year Students of Acid-Base Chemistry</td>
<td>Received</td>
<td></td>
</tr>
<tr>
<td>Associate Professor Ashley Lye, Department of Marketing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How to effectively design and implement an embedded 40CP work-integrated-learning component, with appropriate assessment, into the MBA (Practicum) in a manner that achieves positive outcomes for the student and participating organisations</td>
<td>Received</td>
<td></td>
</tr>
<tr>
<td>Ms Yuping Wang, School of Languages and Linguistics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Developing and evaluating a Web-based teacher training program for synchronous online language learning and teaching</td>
<td>Received</td>
<td></td>
</tr>
<tr>
<td>Ms Robyn Stephens, Griffith Business School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Developing a community of practice: Teaching, a staff-centred approach to enhancing learning and teaching within the GBS</td>
<td>Not received to date</td>
<td></td>
</tr>
<tr>
<td>Dr Cameron Allan, Griffith Business School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessing the impact of teacher online group feedback on undergraduate and postgraduate online learning: A case study</td>
<td>Received</td>
<td></td>
</tr>
</tbody>
</table>

8.3 At the 2/2007 meeting of the Committee, The Chair tabled a message from the Deputy Vice Chancellor (Academic) requesting the Educational Excellence Committee to give consideration to three issues in relation to this grant scheme, and make recommendations accordingly. These issues are:
• The extent to which the reporting and reference group requirements of our existing policy have been met;
• Whether the EEC thinks there should be any changes to those aspects of our policy; and
• Whether any other changes to our policy are desirable, especially in the light of last years’ experience with this scheme.

8.4 In respect of these issues, the Sub-Committee which considered applications for funding in the 2006 round of Griffith Grants for Learning and Teaching provided the following notes for the consideration of the Deputy Vice Chancellor (Academic):

“The Sub-Committee also recommended that the current grant process be reviewed, as currently there is a significant amount of time and effort spent in submitting/assessing applications that may not warrant funding under the guidelines, for example, applications that are seeking funding for course development, purchase of equipment or research oriented projects. The Sub-Committee recommended that the following new process be considered and trialled:

- Applicants to be asked to submit a one page Expression of Interest document to be considered by the Learning and Teaching Committee or an appointed Sub-Committee;
- Applicants would be asked to confer with their Dean (Learning and Teaching) prior to submitting an Expression of Interest. Groups may wish to consider running a workshop to facilitate this process;
- Applicants may then be invited to make a presentation to the Learning and Teaching Committee or Sub-Committee, and to address any questions that may be asked.
- The Sub-Committee also recommended that the categories be revised to link more closely with the Carrick Grants Scheme.

Recommendation

8.5 The Educational Excellence Committee is asked to:

1. approve the interim reports for funded projects from the 2006 round of the Griffith Grants for Learning and Teaching

2. Depending on time available for addressing the matter in a thorough manner, consider issues raised in items 8.3 and 8.4 and make recommendations to the Deputy Vice Chancellor (Academic) accordingly

9.0 STRATEGIC LEADERSHIP DISCUSSIONS

8.0 At the 1/2006 meeting of the Educational Excellence Committee, members resolved to add 30 minutes to the meeting time at each meeting to discuss matters related to strategic leadership at the University with a view to developing ideas for presentation to the Learning and Teaching Committee.

8.1 Members began discussions on the theme of integration of a number of strategic activities related to learning and teaching including the integration of technology. Committee member, Kevin Ashford-Rowe, Associate Director, Educational Products
and Services, and member of the University’s Learning Environment Committee offered to provide an overview of initiatives in e-learning at the next meeting.

8.2 Kevin Ashford-Rowe and team members from Flexible Learning and access Services will present at 12.00pm.

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

nil

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

10.0 APPLICATIONS FOR CARRICK GRANTS

10.1 The paper *Institutional Strategy for Supporting Griffith Staff to Apply for 2007 Carrick Grants* (2006/0007066) outlines a timetable and stages of a strategy to deliver more targeted applications from Griffith for the three rounds of Grants. The paper recommends roles for the Secretariat, Griffith Institute for Higher Education, Deans and Deputy Directors Learning and Teaching, the Educational Excellence Committee and Griffith’s Carrick Grant Assessors.

10.2 The following table outlines expressions of interest/applications received with associated dates, and Carrick Assessor and GIHE staff assigned to provide feedback. All applicants received feedback from Educational Excellence committee except for Professor Paul Draper as his EOI was received on Friday 13 April.

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Applicant</th>
<th>Griffith deadline</th>
<th>Carrick Deadline</th>
<th>Date In</th>
<th>Carrick Assessor</th>
<th>GIHE mentor</th>
<th>Revis Req’d</th>
<th>Carric</th>
<th>Successful</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority</td>
<td>Dianne Watters</td>
<td>5/2</td>
<td>26/2</td>
<td>20/2</td>
<td>Nick Buys</td>
<td>nil</td>
<td>yes</td>
<td>yes</td>
<td>NO</td>
</tr>
<tr>
<td>Leadership</td>
<td>Phillip Celka (withdrawn)</td>
<td>27/2</td>
<td>19/3</td>
<td>26/2</td>
<td>N/A</td>
<td>N/A</td>
<td>yes</td>
<td>no</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cristina Poyatos Matas</td>
<td>27/2</td>
<td>19/3</td>
<td>8/3</td>
<td>Alf Lizzio</td>
<td>Calvin Smith</td>
<td>yes</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Huib Schippers</td>
<td>27/2</td>
<td>19/3</td>
<td>15/3</td>
<td>N/A</td>
<td>Kerri-Lee Krause</td>
<td>yes</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Karen van Haeringen &amp; Marie Boyle</td>
<td>27/2</td>
<td>19/3</td>
<td>16/3</td>
<td>N/A</td>
<td>N/A</td>
<td>yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Competitive</td>
<td>Chiharu Tsurutani</td>
<td>26/3</td>
<td>23/4</td>
<td>5/01</td>
<td>Paul Turnbull</td>
<td>TBA</td>
<td>yes</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Marnie Holt</td>
<td>26/3</td>
<td>23/4</td>
<td>23/2</td>
<td>Nick Buys</td>
<td>Kerr-Lee Krause</td>
<td>yes</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dianne Dredge</td>
<td>26/3</td>
<td>23/4</td>
<td>21/3</td>
<td>Alf Lizzio</td>
<td>Duncan Nulty</td>
<td>yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hennessey Hayes</td>
<td>26/3</td>
<td>23/4</td>
<td>26/3</td>
<td>Alf Lizzio</td>
<td>Craig Zimtlat</td>
<td>yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Recommendation

10.3 The Educational Excellence Committee is asked to ratify the decision of the Working Party to recommend to the Deputy Vice Chancellor (Academic) applications for Carrick Institute Competitive Grants as per item 11.4 above

11.0 MEETING DATES FOR 2007

Meeting Day: Wednesdays 10.00 – 12.30pm

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Confirmed Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 April</td>
<td>N16_1.13</td>
</tr>
<tr>
<td>23 May</td>
<td>N54_2.01</td>
</tr>
<tr>
<td>13 June</td>
<td>L08_1.07</td>
</tr>
<tr>
<td>18 July</td>
<td>N54_2.01</td>
</tr>
<tr>
<td>22 August</td>
<td>N16_1.13</td>
</tr>
<tr>
<td>12 September</td>
<td>M24_3.11A</td>
</tr>
<tr>
<td>22 October</td>
<td>N54_2.01</td>
</tr>
<tr>
<td>12 November</td>
<td>N54_2.06</td>
</tr>
</tbody>
</table>

12.00 NEXT MEETING

The next meeting of the Educational Excellence Committee is to be held at 10.00am on Wednesday 23 May in N54_2.10 Bray Centre, Nathan Campus.