GRiffith University

Educational Excellence Committee

NOTICE OF MEETING

A meeting of the Educational Excellence Committee will be held at 10.00am on Monday 21 April at Room 2.02, Chancellery (G34), Gold Coast campus.

Apologies may be recorded by telephoning Rae-Anne Locke on extension 57945, or by emailing R.Locke@griffith.edu.au.

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 31st 2008

Pro Vice Chancellor (Learning and Student Outcomes)
Professor Susan Spence ex officio

Senior Academic Staff (one from each Group appointed by the Group Pro-Vice Chancellor)
Dr Jock Macleod (Arts, Education and Law) Until December 31st 2009
Dr Janis Bailey (Business) Until December 31st 2009
Dr Ricardo Simeoni (Health) Until December 31st 2008
Dr Ann McDonnell (Science and Technology) Until December 31st 2008

Chair, Sport Scholarships Committee
Vacant ex officio

Chair, Excellence Expo Committee
Mr Sam Di Mauro ex officio

Dean, Graduate Research School
Professor Joy Cumming ex officio

Director, Griffith Institute for Higher Education or Nominee
Ms Christine Grimmer Until December 31st 2008

Director, Flexible Learning and Access Services or Nominee
Mr Kevin Ashford-Rowe Until December 31st 2008

Director, Office for Human Resource Management or Nominee
Ms Heather Cameron Until December 31st 2008

Director, External Relations or Nominee
Ms Hilarie Dunn Until December 31st 2008

Undergraduate Student
Vacant Until December 31st 2008

Postgraduate Student
Vacant          Until December 31st 2008

Secretary:  Ms Rae-Anne Locke (extension 57945)

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Events

Griffith Awards for Excellence in Teaching

Griffith Learning and Teaching Grants

Carrick

- Applications for Priority projects close April 23rd
- Applications for Citations for Outstanding Contributions to Student Learning close May 9th
- Applications for Awards for Teaching Excellence and Programs that Enhance Learning close July 11th
- Citations Brisbane ceremony August 4th
- CAAUT Canberra ceremony November 25th

Committee QuickPlace Web Address

- 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.
GRiffith University

educational excellence Committee

Agenda

A meeting of the Educational Excellence Committee will be held at 10.00am on Monday 21 April at Room 2.02, Chancellery (G34), Gold Coast campus.

Rae-Anne Locke
Secretary

1.0 Apologies

The Chair will advise apologies received for the 3/2008 meeting of the Educational Excellence Committee.

2.0 Confirmation of Action Sheet

Having been circulated, the Committee is asked to accept the Action Sheet of the Educational Excellence Committee’s 2/2008 meeting as a true and accurate record of that meeting.

3.0 Chairperson’s Report

3.1 Indigenous Inclusive Learning and Teaching Practices Update

3.2 Carrick Institute Update

4.0 Reports from Sub-Committees of the Educational Excellence Committee

4.1 Sports Scholarship Committee
No meeting to report.

4.2 Excellence Expo Committee
No meeting to report.

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 STUDENT SUCCESS IN PRESTIGIOUS EXTERNAL SCHOLARSHIPS AND AWARDS

5.1 The University’s Strategic Plan identifies student success in prestigious external scholarships and awards as one of its key performance indicators.

5.2 The policy, Schedule for Monitoring Progress in the KPI – Success in External Scholarships or Awards (Attachment 5.1 - Document number 2007/0002255), was developed as a means to measure success in this KPI. The Educational Excellence Committee is responsible for overseeing the University’s strategies for this KPI and the Secretariat and the Honours College also have various responsibilities for supporting these strategies.

5.3 Several problems have been identified as arising from this policy, including:

- The inclusion of category three awards in the schedule. These do not represent prestigious external awards so are not reported against this KPI;
- Ambiguity regarding the responsibility and process for collecting and recording data;
- The policy’s stated purpose of providing a strategy for nurturing and supporting high achieving students to achieve success in external scholarships and awards but no mechanism to achieve this;
- The perception that targets that have been identified are unrealistic, therefore we are consistently measuring failure, not success.

5.4 A draft revised policy is attached (Attachment 5.2 - Document number 2008/0022016) for the Committee’s feedback. Major changes to the policy include:

- The consolidation of scholarships and awards measured confined to prestigious external schemes;
- The introduction of a new Griffith University Scholars Encouragement Awards scheme as a mechanism to assist with the identification and nurturing of high achieving students and as a pathway to the prestigious external scholarships and awards schemes. A framework for the development and implementation of these awards will be detailed in guidelines that have yet to be written by the Honours College and Undergraduate Prizes and Scholarships Office;
- Responsibility for the operation of the Griffith scheme, implementing strategies to achieve the success in prestigious externals scholarships KPI and recording and reporting data to be with the Honours College and Undergraduate Prizes and Scholarships Office;
- An expansion of the indicators of success that are measured by this KPI.

5.5 The Deputy Vice Chancellor (Academic), Professor John Dewar has agreed to retain responsibility for overseeing the University’s strategies for this KPI and to fund the new Griffith University Scholars Encouragement Awards scheme and is supportive of the proposed changes.

5.6 The Secretary seeks the Committee’s feedback on the proposed policy.

For consideration

6.0 EDUCATIONAL EXCELLENCE COMMITTEE CONSTITUTION

6.1 Attached is a draft revised constitution for the Educational Excellence Committee (Document number 2008/0022014). Before finalising the revision of the constitution, the Chair is seeking the Committee’s feedback on the role of the Educational Excellence Committee, as described in section 3.0 Functions.
Recommendation

6.2 The Educational Excellence Committee is asked to review the Committee’s functions before making further changes and before recommending to Learning and Teaching Committee that the revised constitution (Document number 2008/0022014) be approved.

For consideration

7.0 VICE CHANCELLOR AND PRESIDENT’S TEACHING BURSARIES

7.1 The Vice Chancellor and President’s Teaching Bursaries provide financial support to academic staff to support their enrolment in the Griffith Institute for Higher Education’s postgraduate programs. The bursaries are a part of the University’s strategy to encourage academic staff to maintain or extend their teaching capability.

7.2 Staff may apply for a bursary (maximum amount of $2,000 per semester), with funds being used to provide teaching relief during the course of study and to be paid to the appropriate school at the end of the semester, subject to satisfactory progress.

7.3 The bursaries are administered by GIHE, while the approval process is the responsibility of Educational Excellence Committee.

7.4 Attached is a draft revised policy for the Vice Chancellor and President’s Teaching Bursaries (Attachments 7.1 and 7.2 - Document number 2008/0022013). Also attached are the revised application form and progress report template (Attachments 7.3 and 7.4).

Recommendation

7.5 The Educational Excellence Committee is asked to recommend to the Learning and Teaching Committee that the attached revised policy (2008/0022013) be approved.

For consideration

8.0 DISSEMINATION OF BEST PRACTICE BY TEACHING AWARD WINNERS

8.1 At the previous meeting, the Educational Excellence Committee discussed ways that recipients of teaching awards could disseminate their best practice. Suggestions included:
   • Contributing to the Graduate Certificate in Higher Education or the intensive Foundations of University Teaching programs run by GIHE
   • Peer review of teachers, either by having an award winner sit in on a person’s teaching or having the person sit in on an award winner’s teaching
   • Filming or podcasting award winner’s teaching sessions

8.2 This item remains on the agenda for further discussion.

For consideration

9.0 ROLE OF EDUCATIONAL EXCELLENCE COMMITTEE IN CARRICK AWARD APPLICATIONS

9.1 The Chair seeks to discuss ways that Educational Excellence Committee members might contribute to the development and review of Carrick Citation and Award
applications in support of the University’s institutional strategy (Attachment 9.1) and the Carrick Promoting Excellence Initiative strategy (Attachment 9.2).

For consideration

10.0 STRATEGIC LEADERSHIP – IDENTIFYING TEACHING EXCELLENCE

10.1 At the previous meeting, the Educational Excellence Committee agreed the issue of identifying and rewarding excellence in teaching was a strategic priority for Educational Excellence Committee in 2008. The Committee believes that it is well placed to assist the University to develop resources that can both assist staff to demonstrate excellence and assist panels and academic managers to recognise and verify claims of excellence.

10.2 The Pro Vice Chancellor (Learning and Students Outcomes), Professor Sue Spence has agreed for the Educational Excellence Committee to work on operationalising learning and teaching effectiveness and excellence in the Griffith context.

10.3 This item remains on the agenda for further discussion.

For consideration

11.0 CELEBRATING TEACHING AT GRIFFITH WEEK

11.1 The Deputy Vice Chancellor (Academic), Professor John Dewar and the Pro Vice Chancellor (Learning and Student Outcomes), Professor Sue Spence have proposed a Celebrating Teaching at Griffith week to be held in study week in November, which provides a learning and teaching professional development focus for staff.

11.2 This week is to include the Blended Learning Showcase and the Effective Teaching and Learning Conference, which is jointly hosted by Griffith, QUT and UQ. Responsibility for this conference is rotated every two years between the three institutions, with its return to Griffith in 2009 and 2010.

11.3 The Chair brings this to the Committee’s attention to discuss ideas and Educational Excellence Committee involvement in this week.

For consideration

12.0 PROMOTING EXCELLENCE INITIATIVE STANDING ITEM

12.1 The Carrick Promoting Excellence Initiative provided one-off funding to build and strengthen the capacity of institutions to respond to the programmes of Carrick Institute. Griffith received the maximum available funding.

12.2 Ms Christine Grimmer, from GIHE is managing the implementation of these funds.

Ms Christine Grimmer to report on this item

For consideration

13.0 STRATEGIC LEADERSHIP DISCUSSION STANDING ITEM

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION
Nil

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

14.0 OTHER BUSINESS

15.0 NEXT MEETINGS: 2008 Meeting Schedule (All meetings 10.00-12.30)

* Meetings Videoconferenced

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