GRiffith university

educational excellence committee

notice of meeting

A meeting of the Educational Excellence Committee will be held at 2.30pm on Monday 21 August 2006 in N54_2.06, Bray Centre, Nathan campus.

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

Contents

1.0 Apologies
2.0 Confirmation of Minutes
3.0 Chairperson’s Report
   3.1 Carrick Awards
   3.2 Nominations for GAETS

section i: matters for debate and decision

4.0 Selection Panels for Griffith Awards for Excellence in Teaching (GAET)
5.0 Nominations for GAETS – Feedback on Process
6.0 Provision of Feedback to Unsuccessful Applicants
7.0 Student Success in External Scholarships
8.0 Draft Research Proposal on RHD Supervision from Educational Excellence Committee

section ii: matters requiring ratification or executive action

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

9.0 REPORTS FROM SUBCOMMITTEES

  9.1 ACADEMIC SCHOLARSHIPS COMMITTEE
  9.2 SPORTS SCHOLARSHIP COMMITTEE
  9.3 EXCELLENCE EXPO COMMITTEE

10.0 NEXT MEETING
### Significant Committee Events

**Engaging Students/Engaging Disciplines**
**Presenter:** Professor Mary Stuart  
**Topic:** STEM - engaging students in Science, Technology, Engineering and Maths  
**Date:** Tuesday 22 August, the Multi Faith Centre, 12.30 to 2.00 pm

**Engaging Disciplines/Engaging Communities**
**Presenter:** Professor Michael Gibbons, MBE, Director, SPRU-Science and Technology Policy Research, Sussex University  
**Topic:** "Old Wine in New Wineskins" - Developing Mode 2 Curriculum for Undergraduates  
**Date:** Tuesday 12 September, The Multi Faith Centre, Nathan Campus 12.30 pm - 2.00 pm

### Deadlines
- Faculty Learning and Teaching citations due 22 September  
- Griffith Awards for Excellence applications due Week 9 Semester 2, September 22.

### Committee QuickPlace Web Address
- [https://gplace02.domino.gu.edu.au/QuickPlace/sec-university-committees/Main.nsf/](https://gplace02.domino.gu.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.
DISTRIBUTION LIST

Committee Members

The Chair of the Committee who shall be nominated by the Deputy Vice Chancellor (Teaching and Learning)
Professor Michelle Barker

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

Chair, Academic Scholarships Committee
Chair, Sport Scholarships Committee
Professor Alan Knight

Chair, Excellence Expo Committee
Mr Sam Di Mauro

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

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

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

Director, External Relations or Nominee
Ms Margaret Fairman

Undergraduate Student
vacant

Postgraduate Student
Vacant

Secretary:  Ms Christine Grimmer (extension 57945)

Other Copies
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A meeting of the Educational Excellence Committee will be held at 2.30pm on Monday 21 August 2006 in N54_2.06, Bray Centre, 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 minutes of the 5/2006 meeting have been circulated.

3.0 CHAIR'S REPORT

3.1 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING

3.1.1 Nominations

3.1.2 Publicity

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

4.0 SELECTION PANELS FOR GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING (GAET)

4.1 The Educational Excellence Committee is required to determine selection panels for ranking applications for Griffith Awards for Excellence in Teaching in each award category including:

4.2 Individual Teacher Award; Teaching Team Award; Early Career Award; Sessional Teacher Award; Honours and Postgraduate Coursework Supervision Award; Higher Degree Research Supervision Award; and Innovation across the Institution Award.

4.3 The Committee is asked to convene selection panels comprised of four academic members (one representative for each of the four Academic Groups), a GIHE
representative and a FLAS representative. A member of the Educational Excellence Committee shall Chair each panel.

4.4 It is recommended that past winners of national and University teaching awards be invited to be members of the panels.

Recommendation:

4.5 The Educational Excellence Committee is requested to recommend members of selection panels for ranking GAET applications as per items 6.7 and 6.8.

5.0 NOMINATIONS FOR GAETS – FEEDBACK ON PROCESS

5.1 At its 2/2005 meeting the Educational Excellence Committee resolved to revise the Guidelines for the Griffith Awards for Excellence in Teaching including the provision for self nomination by staff.

5.2 At its 5/2006 meeting the Learning and Teaching Committee approved the revised Griffith Awards for Excellence in Teaching Guidelines (2006/0002793).

5.3 Nominations for the 2006 round of Griffith Awards for Excellence in teaching closed on August 11. A summary of the number of nominations received for the 2006 round of the Griffith Awards is attached.

For Discussion

6.0 PROVISION OF FEEDBACK TO UNSUCCESSFUL APPLICANTS

6.1 At its 2/2005 meeting the Educational Excellence Committee recommended that feedback on unsuccessful applications be standardised, relate specifically to the quality of the application in relation to the criteria and comment on evidence provided.

6.2 The Educational Excellence Committee is asked to consider the Guidelines for Feedback on Applications for the Griffith Awards for Excellence in Teaching.

Recommendation

6.3 The Educational Excellence Committee is asked to approve the Guidelines for Feedback on Applications for the Griffith Awards for Excellence in Teaching.

7.0 STUDENT SUCCESS IN EXTERNAL SCHOLARSHIPS AND AWARDS

7.1 At its 1/2006 meeting, the Educational Excellence Committee noted a request from the Deputy Vice Chancellor (Teaching and Learning) that the Committee monitor the progress of the University and the Groups towards the strategic goal of improving the quality of the student body, specifically progress on the indicator: Student success as evidenced by significant external scholarships or awards.

The Educational Excellence Committee was requested to:

(1) Make a recommendation to the Deputy Vice Chancellor (Teaching and Learning) on the set of significant external scholarships or awards which should be the subject of the KPI, together with the targets for each scholarship.
(2) Provide advice on and monitor the strategies which are put in place at University level and Group level to achieve the targets.

(3) Put in place a process to monitor progress towards the targets, specifically to collect data on numbers of applicants and winners for each of the designated scholarships, and report on progress towards the KPI targets to the Learning and Teaching Committee.

7.2 The Deputy Vice Chancellor (Teaching and Learning) wrote to the Group Pro Vice Chancellors (2006/0007001) asking them to nominate the scholarships and awards relevant to their areas for the information of the Educational Excellence Committee by March 1, 2006. The communication included the attached schedule for monitoring success in the KPI (2006/0007008). The Committee will consider responses from the Group Pro Vice Chancellors, along with a discussion paper outlining strategies put in place at University level and Group level to achieve the targets.

Recommendation

7.3 The Educational Excellence Committee is asked to discuss any attached schedules by way of developing advice to the Deputy Vice Chancellor as outlined in Item 7.1(3) above.

8.0 DRAFT RESEARCH PROPOSAL ON RHD SUPERVISION

8.1 At its May/2006 meeting, the Educational Excellence Committee discussed some of potential causes for the small number of applications for the category of Higher Degree Research Supervision in the Griffith Awards for Excellence in Teaching and the decision of the selection panel not to grant an award in 2005.

8.2 Members of the Committee volunteered to formulate a proposal for an investigation into the current climate of RHD Supervision at the University. A draft proposal for a research project was formulated and circulated to the Committee for input. The proposal was forwarded to the Deputy Vice Chancellor Academic for comment.

8.3 The Deputy Vice Chancellor (Academic) sought input from the Dean of Graduate Studies on the proposal. The Educational Excellence Committee is asked to consider feedback from the Dean of Graduate Studies on the proposal.

For Discussion

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

nil

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

9.0 REPORTS FROM SUB - COMMITTEES

9.1 ACADEMIC SCHOLARSHIPS COMMITTEE

9.2 SPORTS SCHOLARSHIP COMMITTEE

9.3 EXCELLENCE EXPO COMMITTEE
10 NEXT MEETING

The next meeting of the Educational Excellence Committee will be held on Monday, 11 September 2006 at 2.30pm in Venue: M24_3.11A.