GRIFFITH UNIVERSITY

EDUCATIONAL EXCELLENCE COMMITTEE

NOTICE OF MEETING

A meeting of the Educational Excellence Committee will be held at 10.00am on Monday 3rd August videoconferenced between Room 2.06, Bray Centre (N54,) Nathan campus and Room 1.04 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 (Academic)
Professor Keithia Wilson Until December 31st 2009

Acting Pro Vice Chancellor (Quality and Student Outcomes)
Professor Kerri-Lee Krause ex officio

Dean, Griffith Graduate Research School
Professor Parlo Singh ex officio

Senior Academic Staff (two from each Group appointed by the Group Pro-Vice Chancellor)
Dr Jock Macleod (Arts, Education and Law) Until December 31st 2009
Mr Sam Di Mauro (Arts, Education and Law) Until December 31st 2010
Dr Janis Bailey (Business) Until December 31st 2009
Dr Peter Woods (Business) Until December 31st 2010
Associate Professor Rodney Barrett (Health) Until December 31st 2009
Dr Saras Henderson (Health) Until December 31st 2010
Dr Steve Drew (Science and Technology) Until December 31st 2009
Dr Ann McDonnell (Science and Technology) Until December 31st 2010

Director, Griffith Institute for Higher Education or Nominee
Ms Christine Grimmer Until December 31st 2009

Director, Flexible Learning and Access Services or Nominee
Dr Kevin Ashford-Rowe Until December 31st 2010

Director, Office for Human Resource Management or Nominee
Ms Heather Cameron Until December 31st 2009

Undergraduate Student
Ms Sigrid Ryan Until December 31st 2009

Postgraduate Student
Vacant Until December 31st 2009

Secretary: Ms Rae-Anne Locke (extension 57945)
Other Copies
Binding CARMS copy (attachments)
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Events

**Griffith Awards for Excellence in Teaching**
- Applications close August 17th

**Griffith Grants for Learning and Teaching**
- Expressions of interest close August 17th
- Invited applications close October 26th

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.
GRiFFiTH UnIVERSEy

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AGEnDA

A meeting of the Educational Excellence Committee will be held at 10.00am on Monday 3rd August videoconferenced between Room 2.06, Bray Centre (N54,) Nathan campus and Room 1.04 Chancellery (G34), Gold Coast campus

Rae-Anne Locke
Secretary

1.0 WELCOME/ACKNOWLEDGMENT TO COUNTRY

2.0 APOLOGIES

The Chair will advise apologies received for the 4/2009 meeting of the Educational Excellence Committee.

3.0 CONFIRMATION OF ACTION SHEET

Having been circulated, the Committee is asked to accept the Action Sheet of the Educational Excellence Committee’s 3/2009 meeting as a true and accurate record of that meeting.

4.0 CHAIRPERSON’S REPORT

4.1 ABORIGINAL AND TORRES STRAIT ISLANDER CURRICULUM DEVELOPMENT & IMPLEMENTATION WORKING PARTY AND REFERENCE GROUP UPDATE

4.2 OUA STUDENT EVALUATIONS

At the 3/2009 meeting, members queried the availability of student evaluations for OUA courses. Attached are three documents – 1) a description of OUA evaluation processes; 2) a sample student survey; and 3) a sample statistical analysis report (Attachments 1-3). The Chair wishes to report that the issue will be monitored by the University’s OUA liaison, Professor Sally Borbasi.

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 ALTC STANDING ITEM – UPDATE

5.1 Fellowships and Awards – The Chair will update the Committee on the citations, awards and fellowships rounds and processes. A comparison of the national outcomes of the ALTC Citations is attached for the Committee’s information (Attachment 5.1).

5.2 Grants – The Chair will update the Committee on grant applications. The Committee is asked to consider a process for assisting applicants whose grants were unsupported in the recent ALTC round, to review and revise their applications for resubmission in 2010.

5.3 The Committee is asked to consider recommendations for applicants for the 2010 round of ALTC citations and awards.

For consideration

6.0 GRIFFITH GRANTS FOR LEARNING AND TEACHING REVIEW PROCESS FOR REPORTS

6.1 One key role of the EEC is the facilitation of effective processes for the administration of the Griffith Grants for Learning and Teaching. The new grants system implemented in 2008 requires successful applicants to submit six monthly progress and final reports. While Level 3 and 4 grants and reports are processed at the Group and Faculty levels, Level 1 and 2 grants are the direct responsibility of the Griffith LTC and its sub-committee EEC. While we have a monitoring system in place, there is currently no process for the management and review of grant reports. The purpose of the grant report review process is to ensure accountability and value for money for the University and offer constructive developmental feedback at formative times for the grant holder.

6.2 The Chair requests that EEC makes recommendation for effective processes for the review of all grant reports involving –

- Processes for review of level 3 and 4 progress and final reports at the Group and Faculty levels
- Processes for review of level 1 and 2 progress and final reports at the University level
- Criteria and standards for review
- The role of reviews for the allocation of funds in future grant rounds

6.3 At its 3/2009 meeting, the Committee piloted a draft proforma with a final grant report. Attached for the Committee’s consideration is a draft process (Attachment 6.1) and three revised proformas (Attachments 6.2-6.4) – one for progress reports, one for end of year one reports for two year grants and one for final reports.

6.4 The grant holder and reference group report proformas have been combined into one dynamic document to ensure all information on the report is kept together. It is recommended that reports are only lodged electronically to streamline processes.

For consideration and recommendation

The Committee is requested to make recommendations to the Learning and Teaching Committee for review processes to be implemented.
7.0 **GRIFTFITH AWARDS FOR EXCELLENCE IN TEACHING STANDING ITEM**

The Educational Excellence Committee is requested to consider two items for the Griffith Awards for Excellence in Teaching.

7.1 The 2009 round of the Awards are underway. The Secretary will provide an update on GAET nominations.

7.2 The Committee is asked to consider strategies for identifying and recruiting applications for Programs that Enhance Learning Awards, including those from general staff areas.

For consideration

8.0 **PROMOTING EXCELLENCE INITIATIVE STANDING ITEM**

8.1 The Promoting Excellence Initiative provided one-off funding to build and strengthen the capacity of institutions to respond to the programs of the Australian Learning and Teaching Council (ALTC).

8.2 Ms Christine Grimmer is managing this project and will provide an update to the Committee and a progress report in relation to project objectives and time frames.

For consideration

9.0 **STRATEGIC USE OF AWARD WINNERS & DISSEMINATION OF BEST PRACTICE BY TEACHING AWARD WINNERS**

9.1 At the 4/2008 and 5/2008 meetings, the Educational Excellence Committee discussed ways that recipients of teaching awards could disseminate their best practice while building leadership capacity. The GAET Guidelines (Section 8.0 – Obligations of Award Winners) also indicate that award winners may be asked to contribute to practice dissemination. The broader aim is to further contribute to the enhancement of the learning and teaching culture at Griffith. University endorsement of such activities also contributes potentially to their recognition for promotional purposes. 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
- Participation in GAET selection panels
- Presenting at Celebrating Teaching seminar series
- Mentoring individual teaching staff in their L&T practice
- Mentoring an ALTC Citation applicant in their discipline
- Contributing to particular Communities of Practice
- Contributing to the Promoting Excellence Initiative (PEI) strategies in Groups & Faculties

The Committee may recommend a process for the engagement of GAET and ALTC award winners in learning and teaching leadership capacity building.

This item remains on the agenda for further discussion.
10.0 STRATEGIC LEADERSHIP – IDENTIFYING TEACHING EXCELLENCE - STANDING ITEM

10.1 This remains as a standing item to identify additional, strategic learning and teaching priorities which the EEC may wish to raise with Acting PVC (Quality & Student Outcomes).

For consideration

11.0 OTHER BUSINESS

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

Nil

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

12.0 NEXT MEETING

2009 Meeting Schedule (all meetings 10:00am-12:30pm)

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<tr>
<th>Meeting Date</th>
<th>Campus</th>
<th>Allocated Venues</th>
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<td></td>
<td>Nathan</td>
<td>Gold Coast</td>
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<td>21 September</td>
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<td>9 November</td>
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<td>7 December **</td>
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**Meeting extended to 1.30 for Christmas lunch