GRiffith University

Educational Excellence Committee

NOTICE OF MEETING

A meeting of the Educational Excellence Committee will be held at 10.00am on Monday 7th December in Room 2.02, the Chancellery (G34), Gold Coast campus. The meeting will be followed by a light lunch.

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 Sarais 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)
Working copy (attachments)
Spare copy (attachments)

Events

**ALTC Fellowships**
- 2010 Fellowships close at ALTC February 26th, 2010

**ALTC Australian Awards for University Teaching**
- 2010 Citations close at ALTC April 30th, 2010
- 2010 Awards close at ALTC July 9th, 2010

**ALTC Grants**
- 2010 Competitive Grants Scheme - proposals for round one of 2010 due 2 November 2009
- 2010 Leadership Program – proposals for round one due Thursday, March 18, 2010
- 2010 Priority Projects Program – proposals for round one due Friday, April 9, 2010
- 2010 Competitive Grants Program – proposals for round two due Thursday, June 3, 2010
- 2010 Leadership Program – proposals for round two due Thursday, July 1, 2010
- 2010 Priority Projects Program – proposals for round two due Thursday, July 29, 2010

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.
AGENDA

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Rae-Anne Locke
Secretary

1.0 WELCOME/ACKNOWLEDGMENT TO COUNTRY

2.0 APOLOGIES

The Chair will advise apologies received for the 7/2009 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 6/2009 meeting as a true and accurate record of that meeting.

To be taken as read and confirmed

4.0 CHAIRPERSON’S REPORT

4.1 ALTC FELLOWSHIP PROGRAM UPDATE

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

4.3 OTHER BUSINESS

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 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING STANDING ITEM

5.1 At its 6/2009 meeting, the Committee discussed the feedback and recommendations from the Research Supervision GAET panel. At this meeting, the Dean, Griffith Graduate Research School agreed to redraft the GAET category, criteria and eligibility to bring back to the December meeting of the EEC.

5.2 The redrafted category will be tabled at the meeting.

For consideration

6.0 GRIFFITH BUSINESS SCHOOL TEACHING COMMUNITY OF PRACTICE (TCOP)

6.1 As part of the TCOP’s dissemination strategy, Dr Janis Bailey will report on the activities of the Griffith Business School Teaching Community of Practice.

6.2 Attached for the Committee’s consideration is a report on 2009 TCOP activities (2009/0003510).

For consideration

7.0 STRATEGIC LEADERSHIP – IDENTIFYING TEACHING EXCELLENCE STANDING ITEM

7.1 At its 6/2009 meeting, the Chair reported that the Deputy Vice Chancellor (Academic) has requested the GIHE and Educational Excellence Committee investigate the establishment of an academy or college of excellence/distinguished scholars at Griffith. Discussions points at this meeting included:

- What would be the purpose and duration of such an academy?
- Who would be invited to be members? Could there be tiers of membership? What would be the duration of membership? Could membership extend even after a person has left Griffith?
- Could it be linked with academies in other Universities?
- What would be the University’s expectations of members?
- What would be the benefits of such as academy to members? Might there be financial incentives such as additional conference support?
- Would it have KPIs and ways to measure its success and impact?
- How will it impact on the overall performance in learning and teaching? How will it move the University’s strategic objectives forward?
- What would it be called?
- How could it be used to market Griffith to outside bodies? How would it be marketed within Griffith?
- Who would manage the academy and what are the resource implications?
- How would the academy interact with existing systems and governance, such as the SOLT COP?

7.2 Information on other similar academies that has been prepared by Ms Grimmer is attached for the Committee’s consideration (Attachments 7.1-7.4). Please note that these documents are not for wider distribution.
7.3 Suggestions from a previous Educational Excellence Committee discussions on ways that award recipients of teaching awards could disseminate their best practice and contribute to building leadership capacity and enhancing the learning and teaching culture at Griffith are listed below. These suggestions are relevant to this item.

- 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

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.

8.3 At its 6/2009 meeting, Ms Grimmer reported that an allocation of funds had been made to Groups/Faculties through the Deans/Deputy Deans (Learning and Teaching) to locally determine how best to establish and support scholarly networks. Attached for the Committee’s consideration is the Proposal for funding to assist the process of establishing Scholarly Networks that went to the Deans/Deputy Deans (Learning and Teaching) (Attachment 8.0). Responses to the proposal are also attached (Attachments 8.1-8.5).

For consideration

9.0 FACULTY LEARNING AND TEACHING CITATIONS GUIDELINES

9.1 The Committee is requested to consider the revised Faculty Learning and Teaching Committee Guidelines (2009/0003509 Attachments 9.1 and 9.2).

9.2 In 2009, the eligibility requirements were changed to allow staff to apply for both a Citation and a Griffith Award for Excellence in Teaching for the same contribution in the same year. As a result, four staff received both in 2009. The Committee’s view is sought on the eligibility criteria.

Recommendation

9.3 The Educational Excellence Committee is asked to recommend to Learning and Teaching Committee approval of the Faculty Learning and Teaching Committee Guidelines (2009/0003509).

For consideration
10.0 ALTC STANDING ITEM – UPDATE

10.1 Grants – Incentive funds
The concept of a one-off incentive payment for people to apply for an ALTC grant is brought to the Committee for discussion.

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 CELEBRATING TEACHING EXCELLENCE WEEK 2009

The University’s Celebrating Teaching Excellence Week was held from November 2nd to 6th. A report on the week will be tabled at the meeting.

13.0 GRIFFITH GRANTS FOR LEARNING AND TEACHING STANDING ITEM

Committees are currently undertaking their review of full proposals for all levels of Griffith Grants for Learning and Teaching. While applicants have been advised, a broadcast email to the University community will not be sent until early February as one level 2 application has been asked to revise and resubmit their application.

14.0 NEXT MEETING

2010 schedule 10:00am to 12.30pm on Mondays:

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<thead>
<tr>
<th>Meeting Date</th>
<th>Campus</th>
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<tr>
<td>22 February</td>
<td>Nathan &amp; Gold Coast</td>
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<td>29 March</td>
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<td>27 April (Tuesday)</td>
<td>Nathan &amp; Gold Coast</td>
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