NOTICE OF MEETING

A meeting of the Educational Excellence Committee will be held on Monday 13th February 2006 in N72_-1.18, Business 2, Nathan campus at 1.00pm.

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

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Significant Committee Events

- Celebrating Teaching March 8
- Celebrating Teaching Gala Function March 14

Deadlines

- Carrick Citation nominations due May 15
- Carrick Awards nominations due July 14

Committee QuickPlace Web Address

- [https://qplace02.domino.qu.edu.au/QuickPlace/sec-university-committees/Main.nsf/](https://qplace02.domino.qu.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 Until February 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
Associate Professor Margaret McAllister (Health) Until February 2007
Dr Ann McDonnell (Science and Technology) Until February 2007

Chair, Academic Scholarships Committee
Chair, Sport Scholarships Committee
Professor Alan Knight 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 on Monday 13th February 2006 in N72_1.18, Business 2 Building, Nathan campus at 1.00pm.

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 ACTION SHEET

The action sheet of the 2/2005 meeting of the Educational Excellence Committee has been circulated.

3.0 CHAIR'S REPORT

3.1 2005 AUSTRALIAN AWARDS FOR UNIVERSITY TEACHING

3.1.1 Griffith's nominees for the 2005 AAUT were as follows:

- Professor Michelle Barker – Teaching Award: Law Economics, Business and related studies
- Sam Di Mauro - Teaching Award: Humanities and the Arts
- U3A: Three Eras of Cooperation - Institutional Award: Provision of educational services to the community
- Group Assessment in the Arts and Education Group - Institutional Award: Approaches to improving/enhancing assessment

3.1.2 Professor Michelle Barker was announced as winner of the National Teaching Award in the category of Law Economics, Business and Related Studies at the award ceremony in Canberra on the evening of November 29. The Vice Chancellor congratulated Professor Barker and the three finalists in the attached all staff email on November 30.

3.2 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING

3.2.1 At its 2/2005 meeting the Committee discussed the guidelines for the Griffith Awards for Excellence in Teaching (2005/0025007). Committee members made several recommendations for streamlining the guidelines and for provision of advice to selection panels. A draft revised set of guidelines will be prepared for the consideration of the Committee at its April 2006 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

4.0 STUDENT SUCCESS IN EXTERNAL SCHOLARSHIPS AND AWARDS

4.1 Griffith University’s Strategic Plan lists student success in external scholarships or awards as an indicator of quality in its student body.

4.2 The Learning and Teaching Committee has the responsibility of overseeing implementation of a strategy for achieving this KPI under the Student Quality Strategic Goal – to achieve student success in external scholarships or awards.

4.3 The Deputy Vice Chancellor (Teaching and Learning) has requested that the Educational Excellence 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 is 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.

4.4 The Deputy Vice Chancellor (Teaching and Learning) has written 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 at its March meeting 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.

4.5 The Scholarships and Prizes Officer in Student Administration has provided the attached preliminary list (2006/007011) of scholarships for the information of the Committee.

4.6 The Head of the Secretariat and the Deputy Vice Chancellor (Teaching and Learning) have consulted with a previous Rhodes Scholar and are following up on advice to
contact the Queensland Branch of Rhodes Scholars and identify past Rhodes Scholars as mentors.

Recommendation

4.7 The Educational Excellence Committee is asked to discuss the attached schedule for providing advice to the Deputy Vice Chancellor as outlined in Item 4.3 above.

5.0 FACULTY/SCHOOL COHORTS IN THE GCHE

5.1 At its 2/005 meeting the Committee discussed the process of granting and monitoring Vice Chancellor’s Bursaries which may be awarded to academic staff (maximum amount of $2,000 per semester) for undertaking the Graduate Certificate in Higher Education or the Master of Higher Education.

5.2 The Educational Excellence Committee was requested to ratify the Chair’s executive action in approving the payment of funds on the basis of satisfactory progress reports received from GIHE.

5.3 Members commented that the Educational Excellence Committee might take a more proactive role in promoting and monitoring the scheme. Dr Duncan Nulty noted that Griffith Institute for Higher Education had proposed in 2004, to the Deputy Vice Chancellor (Teaching and Learning), a scheme whereby cohorts of staff from a school or faculty might be encouraged to undertake the Certificate as a group and would then represent a stronger force for change within their Faculty on completion. The paper A Proposal to Support Faculty/School Cohorts in the GCHE (2006/0007013) is attached for discussion and may require revision due to the length of time elapsing since its original proposal.

Recommendation

5.4 The Educational Excellence Committee is asked to discuss the paper Proposal to Support Faculty/School Cohorts in the GCHE (2006/0007013) and to recommend a final version to the Learning and Teaching Committee.

6.0 PROPOSED STUDENT EVALUATION OF POSTGRADUATE SUPERVISION

6.1 At its 2/2005 meeting the Educational Excellence Committee discussed the decision of the selection sub-panel evaluating applications in the category of Higher Degree Research Supervision of the Griffith Awards for Excellence in Teaching not to make an award. A number of recommendations were made to improve the quantity and quality of applications including:

- Ensure that all RHD students and their supervisors are aware of the scheme
- Review the criteria to ensure that they are appropriate for RHD Supervision
- Provide clear models of what good supervision entails
- Include a question on the SET and SEC regarding student experience of RHD supervision

6.2 In relation to the last item, Dr Duncan Nulty has prepared the attached draft Proposed Student Evaluation of Postgraduate Supervision Questionnaire – SEPS (2006/0007016) for the consideration of the Committee.
Recommendation

6.3 The Educational Excellence Committee is asked to consider the Proposed Student Evaluation of Postgraduate Supervision Questionnaire – SEPS (2006/0007016) and to recommend a final version to the Learning and Teaching Committee.

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

nil

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

7.0 CELEBRATING TEACHING GALA FUNCTION

7.1 Members of the Learning and Teaching Committee are advised that the gala Celebrating Teaching function to recognise and celebrate Griffith University's outstanding teachers has been scheduled for March 14, 2006 from 6.00pm to 8.00pm at the Queensland Conservatorium. Winners and staff receiving Certificates of Commendation in the Griffith Awards for Excellence in Teaching, winners of Faculty Learning and Teaching Citations and staff receiving Dean's Certificates of Commendation will receive their certificates at this ceremony.

7.2 The Celebrating teaching booklet, CD, Powerpoint presentation, and certificates are currently in production through the Secretariat. The theme for the event is 'Recognising Reflective Learning - Transforming Knowledge into Professional Capability'. The current production for material associated with the function is as follows:

- 2006 booklet draft design by 10 February
- 2006 booklet text completed 10 February
- DVD's delivered from FLAS in the week commencing 13 February
- Posting DVD, booklet 2005, letter and invitation - Friday, 17 February
- Photographic images (for 2006 booklet) to Secretariat by 17 February
- Booklet finalised for printing 24 February
- Printing of booklet 25 Feb – 4 March
- Deliver booklet to Secretariat Monday, 6 March 2006

8.0 CARRICK AUSTRALIAN AWARDS FOR UNIVERSITY TEACHING

8.1 The national awards scheme for recognising and rewarding excellent teaching has been significantly enhanced and is now named the Carrick Awards for Australian University Teaching. The Educational Excellence Committee has been established to manage, amongst a range of initiatives, University participation in internal and external award schemes. The Secretariat is now in the process of identifying and nurturing applications.

8.2 Significant changes in the national scheme include the following:

- Organisation and management of the awards by the Carrick Institute from 2006
- Change of name from AAUT to CAAUT – Carrick Awards for Australian University Teaching
- Creation of 210 Citations for Contributions to Student Learning
- Eligibility of academic staff, general staff, sessional staff or institutional associates for above Citations
- Expansion of the number of Teaching and Program Excellence awards to 40 26 Teaching Excellence [nested within this 26 there will be 8 Distinguished University Teacher Awards and 1 Teacher of the Year Award] and 14 Program Awards)
- Expansion of categories for Teaching Excellence from 6 to 8 (Indigenous Education and an Annual Teaching Priority have been added)
- Inclusion of the Neville Bonner Award for Indigenous Education within the above 26 awards as an “indigenous” category amongst the 8 award categories
- Reduction of the criteria for awards for Teaching Excellence from 10 to 5 core criteria
- Change of the name from “Institutional Awards” to “Awards for Programs that Enhance Learning”
- Application of a common set of 4 selection criteria for all programs applying for program awards, regardless of category (there are 7 categories)

8.3 The following major implications for Griffith should be noted:

- The number of possible nominations for teaching and program awards has more than doubled from 7 to 15. Griffith is likely to prepare 10 in total – 8 individual and 2 program awards. One of these will be in the priority area of Team Teaching.
- The Carrick Citations present an additional layer of 10 nominations, although the application process is a little less onerous and is managed internally by eligible institutions.
- The above preparation requires intensive input from staff since the documentation required for applications has not changed. Student questionnaires are still required. We will be able to ‘re-submit’ some applications with minor revisions. Nomination details are as follows:

**Teaching Excellence Awards – up to 8 individuals or teams**
Applications require the application proforma, 8 page written statement, two referees of one page each, curriculum vitae up to 3 pages, completed student questionnaires

**Awards for Programs that Enhance Learning – up to 7 individuals or teams**
Applications require the application proforma, 12 page written statement including evidence from students, peers and colleagues to support claims

**Citations for Contributions to Student Learning – up to 10 ranked by submitting institution**
Applications require the application proforma, 4 page written statement and a 20 word citation, two referees up to 2 pages, curriculum vitae up to 3 pages
8.4 The key dates for the national awards are as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrick Citations due</td>
<td>May 15</td>
</tr>
<tr>
<td>Citations winners announced</td>
<td>June 14</td>
</tr>
<tr>
<td>Carrick Awards nominations due</td>
<td>July 14</td>
</tr>
<tr>
<td>Award winners announced</td>
<td>September 2006</td>
</tr>
</tbody>
</table>

9.0 CELEBRATING TEACHING PROGRAM FOR 2006

A draft Celebrating Teaching program below is offered for the consideration of the Educational Excellence Committee. (not all speakers have been approached)

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature Experience</th>
<th>Presenter</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>Students</td>
<td>Paul Meyers, University of Tasmania (Science) Keithia Wilson</td>
<td>Developing a learning environment that encourages deep learning outcomes, or Encouraging deep learning through appropriate assessment strategies</td>
</tr>
<tr>
<td>April</td>
<td>Students &amp; Staff</td>
<td>David Boud, Mark Freakley, Don Lebler, Matt Hitchcock Bruce Burton</td>
<td>Peer and Self Assessment</td>
</tr>
<tr>
<td>May</td>
<td>Disciplines</td>
<td>Susan Hamilton, Ian Lowe</td>
<td>Bright Minds at the University of Queensland</td>
</tr>
<tr>
<td>June</td>
<td>Students</td>
<td>Dianna Laurillard, Paul Turnbull</td>
<td>Students and Technology</td>
</tr>
<tr>
<td>July</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>Students</td>
<td>Mary Stuart</td>
<td>Student Life Cycle</td>
</tr>
<tr>
<td>September</td>
<td>Research</td>
<td>Linda Conrad, Jay Bandaralage</td>
<td>Research and Higher Degree Supervision</td>
</tr>
<tr>
<td>October</td>
<td>Community &amp; Staff</td>
<td>Jane Fowler &amp; Dina Fife, Michelle Barker &amp; Sarah Hammer, Christina Poyatas Matas &amp; Paul Draper</td>
<td>Communities of Practice</td>
</tr>
<tr>
<td>November</td>
<td>Staff</td>
<td></td>
<td>WIL</td>
</tr>
</tbody>
</table>

10.0 SUB-COMMITTEES OF THE EDUCATIONAL EXCELLENCE COMMITTEE

10.1 THE ACADEMIC SCHOLARSHIP COMMITTEE

10.1.1 STUDENT SCHOLARSHIPS 2006
The Educational Excellence Committee has as one of its subcommittees the Academic Scholarship Committee. The Scholarships and Prizes Officer has forwarded the attached minutes, Academic Excellence Scholarships Committee (2006/007014) reporting on progress of allocation of University scholarships for 2006 and including feedback on the discussion paper from Deputy Vice Chancellor (Teaching and Learning) regarding a revised scholarship Scheme for Griffith.

10.2 THE SPORTS SCHOLARSHIP COMMITTEE

The Educational Excellence Committee has as one of its subcommittees the Sports Scholarship Committee. Minutes of the Sports Scholarships Committee (2006/007015) reporting on progress of allocation of University scholarships for 2006 and including feedback on the discussion paper from Deputy Vice Chancellor (Teaching and Learning) regarding a revised scholarship Scheme for Griffith is attached.

10.3 THE EXCELLENCE EXPO COMMITTEE

No report for 2006 as yet.

11.0 NEXT MEETING

The next meeting of the Educational Excellence Committee will be held at 1:00am on Monday 13rd March 2006 in S02_7.16 (Webb Centre), South Bank campus. A schedule of meetings for the remainder of 2006 appears below.

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Campus</th>
<th>Confirmed Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 February</td>
<td>Nathan</td>
<td>N54_2.06</td>
</tr>
<tr>
<td>13 March</td>
<td>South Bank</td>
<td>S02_7.16</td>
</tr>
<tr>
<td>24 April</td>
<td>Nathan</td>
<td>N54_2.06</td>
</tr>
<tr>
<td>22 May</td>
<td>Nathan</td>
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<tr>
<td>19 June</td>
<td>Logan</td>
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<td>17 July</td>
<td>Nathan</td>
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<td>21 August</td>
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<td>N54_2.06</td>
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<td>11 September</td>
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</tr>
<tr>
<td>23 October</td>
<td>Nathan</td>
<td>N54_2.06</td>
</tr>
<tr>
<td>13 November</td>
<td>Nathan</td>
<td>N54_2.06</td>
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