GRIFFITH UNIVERSITY

EDUCATIONAL EXCELLENCE COMMITTEE

NOTICE OF MEETING

A meeting of the Educational Excellence Committee will be held at 2.30pm on Monday 12 February 2007 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.

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NEXT MEETING

The next meeting of the Educational Excellence Committee is to be held on Monday 5 March in S02_7.16, Board Room, Webb Centre, Southbank.

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GRiffith University

Educational Excellence Committee Agenda 1/2007
12 February 2007
Room N54_2.06 Bray Centre Nathan Campus

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 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, Sport Scholarships Committee
Professor Graham Cuskelley 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
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A meeting of the Educational Excellence Committee will be held at 2.30pm on Monday 12 February 2007 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 Action Sheet of the 9/2006 has been circulated.

3.0 CHAIR’S REPORT

3.1 WELCOME TO NEW MEMBERS

3.1.1 The Chair is pleased to welcome Professor Graham Cuskelley to the Educational Excellence Committee as Chair of the Sports Excellence Committee

3.2 REPORT FROM SCHOLARSHIPS OFFICE

3.2.1 The Chair is pleased to table an interim report from Scholarships Office outlining the number and array of scholarships awarded for 2007.

3.2.2 Several new certificate designs have been created and Scholarships would appreciate comments from the Committee in choosing the new certificate paper stock.

4.0 REPORTS FROM SUB-COMMITTEES OF THE EDUCATIONAL EXCELLENCE COMMITTEE

4.1 SPORTS SCHOLARSHIP COMMITTEE – minutes attached

4.2 EXCELLENCE EXPO COMMITTEE – minutes attached
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 ASSESSING GRIFFITH APPLICATIONS FOR CARRICK INSTITUTE GRANTS

5.1 2005 was the first year in which the Carrick Institute for Learning and Teaching in Higher Education operated, delivering as its major program, the Australian Awards for University Teaching. In 2006, the Carrick Institute has offered for the first time its full funding program comprising:

- Carrick Grants Scheme
- Carrick Citations
- Carrick Australian Awards for University Teaching
- Discipline-based Initiatives
- Carrick Fellowships

5.2 An analysis of the dollar value results for each University across the schemes indicates strategic directions for Griffith to maximise benefit to the University. The results indicate that a focus on success with Senior Fellowships and the Grant Schemes would be recommended.

5.3 The attached paper *Griffith’s Performance in the 2006 Carrick Institute for Learning and Teaching in Higher Education Program (2006/0002266)* summarises the results of Carrick funding schemes.

5.4 The Carrick Grants Scheme is operating earlier in 2007 than in 2006. With the closing date for the first round of grants coinciding with the first day of teaching in semester 1, Griffith commenced its planning for the 2007 Carrick Grants by hosting a workshop on ‘Writing Carrick Grants’ on Tuesday 26 September 2006 and initiating in August another round of the Griffith Learning and Teaching Grants due for submission on the 17 November.

5.5 To improve Griffith’s success in the Carrick Grants two key deadlines were set to assist applicants in the development of their grant proposals. The first deadline of November 17, 2006 coincided with the process of consideration of applications for the Griffith Learning & Teaching Grants so that applications to the Griffith grant scheme that also meet the criteria for Carrick Awards in 2007 or future years could be identified. (This also facilitated the use of Griffith funding to do some of the preliminary work upon which a Carrick Grant may be based). The second series of deadlines invites potential proposals to each of the three Carrick Programs as expressions of interest (or as a full proposal if that is the applicants’ preference) several weeks earlier than the Carrick deadline with a view to assessing the quality of the applications against the relevant grant program criteria and recommending a selected number for endorsement by the Deputy Vice Chancellor (Academic) for submission to the Carrick Institute.

5.6 The attached paper *Institutional Strategy for Supporting Griffith Staff to Apply for 2007 Carrick Grants (2006/0007066)* outlines a timetable and stages of a strategy to deliver more targeted applications. The paper recommends roles for the Secretariat, Griffith Institute for Higher Education, Deans and Deputy Directors Learning and
Teaching, the Educational Excellence Committee and Griffith’s Carrick Grant Assessors.

5.7 The Educational Excellence committee is responsible for assessing the quality of expressions of interest and full proposals against each of the granting schemes’ selection criteria, inviting a Carrick Assessor to mentor an applicant between the Griffith Internal Carrick Closing Date and the Carrick Institute Closing Date and recommending to the Deputy Vice Chancellor (Academic) endorsement of selected proposals for submission to the Carrick Institute.

5.8 The first internal deadline of February 5, 2007 was scheduled for assessing applications/expressions of interest for Priority Projects Grants. These applications/EOIs are due at the Carrick Institute on February 26.

Recommendation

5.9 The Educational Excellence Committee is requested to consider any applications received between February 5 and 12, to make recommendations to the Deputy Vice Chancellor (Academic) as to whether they should be forwarded to the Carrick Institute, and to assign a Griffith staff member who is a Carrick Assessor to mentor applicants to improve their application before the Carrick due date.

6.0 MONITORING STUDENT SUCCESS IN EXTERNAL SCHOLARSHIPS - KPI

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

6.2 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.

6.3 The Deputy Vice Chancellor (Academic) requested the Educational Excellence Committee to 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 (Academic) 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.

6.4 The Deputy Vice Chancellor (Academic) wrote to 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. The communication included the attached Schedule for Monitoring Success in the KPI-
6.5 The Educational Excellence Committee has defined Prestigious External Scholarships as follows:

**Prestigious External Scholarships – definition**

For the purpose of the KPI, *Student Success in External Scholarships*, prestigious external scholarships are those scholarships and awards with the following characteristics: are open to all Australian universities, provide for attendance at a high ranking overseas university, in particular in the UK or the USA, and which focus on excellence in learning and leadership.

6.6 In accordance with this definition the Committee identified a number of prestigious scholarships for consideration University-wide in addition to those listed by Groups in the document *Schedule for Monitoring Success in the KPI- Student Success in External Scholarships (2006/0007008)*. The Committee developed the paper *Strategy for Supporting and Monitoring Student Success in External Scholarships (2006/0007059)* in response to the tasks outlined in item 6.3 above.

6.7 A staff member recently contacted the Deputy Vice Chancellor (Academic) proposing that the Commonwealth Scholarship and Fellowship Plan Award be considered for inclusion in Category 1.

**Recommendation**

6.8 The Educational Excellence Committee is requested to:

1. **Endorse** the addition of the Commonwealth Scholarship and Fellowship Plan Award to the list of scholarships proposed for university-wide consideration in Category 1 of the document *Strategy for Supporting and Monitoring Student Success in External Scholarships (2006/0007059)*.

2. **Monitor** progress on the process outlined in *Schedule for Monitoring Success in the KPI- Student Success in External Scholarships (2006/0007008)*.

**7.0 NOMINATIONS FOR CARRICK AWARDS FOR AUSTRALIAN UNIVERSITY TEACHING**

7.1 The Educational Excellence Committee is requested as one of its responsibilities to “provide advice on the development, evaluation, and selection of the University’s nominations for the Carrick Awards for Australian University Teaching”

7.2 Since the Educational Excellence Committee also has the responsibility of “conduct(ing) and operate(ing) the Griffith Awards for Excellence in Teaching scheme”, it has the opportunity to identify those teachers who have been nominated for institutional teaching awards and to make recommendations from amongst those nominations, nominees who may be proposed for national awards.

7.3 While the Educational Excellence Committee is well placed to identify such staff it may need to seek input from other elements of the University such as the Griffith Institute for Higher Education to assist with development and evaluation of applications.
Recommendation

7.4 It is proposed that the Educational Excellence Committee develop a process for to
“provide advice on the development, evaluation, and selection of the University’s
nominations for the Carrick Awards …” in consultation with the Griffith Institute for
Higher Education.

8.0 CELEBRATING TEACHING PROGRAM FOR 2007

8.1 The Educational Excellence Committee oversees the annual Celebrating Teaching
program of seminars and events hosted for all staff at Griffith by the Deputy Vice
Chancellor (Academic). The Celebrating Teaching Program is comprised of a series of
monthly seminars focussing on themes of strategic importance to the University.
Celebrating Teaching bring teachers together in a formal way to showcase best
practice and demonstrate the richness and diversity of approaches to learning and
teaching.

8.2 A Draft Celebrating Teaching Program for 2007 (2006/0007075) was circulated to the
Educational Excellence Committee at its 9/2006 meeting and was subsequently
forwarded to the Learning and Teaching Committee for consideration at its 10/2006
meeting. The draft program was approved subject to consultation with the Learning
Environment on presenters for the annual E-Learning Showcase.

8.3 Early in 2007, the Director of the Griffith Institute for Higher Education, Professor Kerri-
Lee Krause indicated that there could be a risk of events clashing due to an increased
program of activities scheduled for GIHE for 2007 and suggested that closer
collaboration between GIHE and the Educational Excellence Committee on the
program might avoids this. Preliminary consultations have identified a clash with the
mid-year date scheduled for the annual Griffith E-Learning Showcase.

Recommendation

8.4 A revised schedule is attached for the endorsement of the 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 REVISED CONSTITUTION FOR EDUCATIONAL EXCELLENCE COMMITTEE

9.1 The Educational Excellence Committee is a sub-Committee of the Learning and
Teaching Committee. Its work includes: provision of advice to the Learning and
Teaching Committee on policies, strategies, and budgets for recognizing and rewarding
excellence in learning and teaching and the management of a range of recognition and
reward schemes. To this end the Educational Excellence Committee provides advice
on a range of policies and projects promoting quality teaching including the Carrick
Awards for Australian University Teaching and the Griffith Awards for Excellence in
Teaching, and the range of schemes to recognize and reward student excellence.
9.2 In 2006 Griffith University revised its Scholarships scheme to disestablish the suite of scholarships known as the Academic Excellence Scholarships and to introduce a single suite of scholarships called the Sir Samuel Griffith Scholarships.

9.3 The entire suite of scholarships and awards for excellence was amended and the constitution of the Educational Excellence Committee was revised accordingly and forwarded to the Learning and Teaching Committee for approval at its 10/2006 meeting.

9.4 The Learning and Teaching Committee endorsed the revised constitution (2006/0040299) and recommends it to Academic Committee for approval and implementation in February 2007.

10.0 Griffith University Scholarships Policies

10.1 In 2006 Griffith University revised its Scholarships scheme to disestablish the suite of scholarships known as the Academic Excellence Scholarships and to introduce a single suite of scholarships called the Sir Samuel Griffith Scholarships. Policies were developed accordingly. Operation of the Sir Samuel Griffith Scholarship commenced in 2006, however it is necessary to run the new and earlier scheme in parallel until all recipients of scholarships under the old scheme have graduated or terminated their studies. Some fine tuning of the new policies and associated schedules was required. Revised Policies and schedules as follows are attached:

10.2 The Sir Samuel Griffith Scholarships are designed to:
- attract high achieving students to study at Griffith University;
- assist the success of high achieving students through the provision of financial and other support;
- promote the University to the public, secondary schools and potential students as an institution that is committed to academic excellence.

10.3 The following policies, are attached for the consideration of the Academic Committee:

- Chancellor’s Scholarships Policy (2006/0040296)
- Commonwealth Learning Scholarship Policy (2006/0040322)
- Patience Thoms Honours Scholarships Policy (2006/0040297)
- Sir Samuel Griffith Scholarships Policy (2006/0040295)
- Sports Excellence Scholarships Policy ((2006/0040298)
- Chancellor’s Scholarships Conditions for 2007 (2006/0040317)
- Patience Thoms Honours Scholarships Conditions for 2007 (2006/0040319)
- Sir Samuel Griffith Scholarships Conditions for 2007 (2006/0040320)

10.4 The Deputy Vice Chancellor (Academic) is responsible for the administration of the Sir Samuel Griffith Scholarship Scheme. Each year, the Deputy Vice Chancellor (Academic) will review the outcomes from previous year’s scholarship offerings and the funding available for scholarships in the following year and determine the student groups for whom scholarships will be available; the number of each type of scholarship to be offered; and the benefits to be associated with each type of scholarship.

10.5 It is proposed that Scholarship conditions will be reviewed annually by the Deputy Vice Chancellor (Academic) and revised as appropriate.
10.6 Members may wish to note that all undergraduate programs except the Bachelor of Medical Science are included in the Sir Samuel Griffith Scholarship Scheme but that a number of programs are excluded from the Griffith Connect Scholarships. These programs are identified within the Exclusions section of the Policy.

10.7 The Learning and Teaching Committee recommended the policies and schedules as outlined above in item 10.3 and has forwarded them to Academic Committee for approval at its 1/2007 meeting.

11.0 KEY DATES FOR 2007

11.1 The Educational Excellence committee is advised that a calendar of key Learning and Teaching Dates for 2007 has been prepared and is attached for information.

12.0 MEETING DATES AND VENUES FOR 2007

Meeting Day: Mondays 2:30pm – 4.00pm

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The next meeting of the Educational Excellence Committee is to be held on Monday 5 March February in S02_7.16, Webb Centre, Southbank Campus.