GRiffith University

educational excellence committee

notice of meeting

A meeting of the Educational Excellence Committee will be held at 10.00am on Monday 9th February in Room 7.16/7.07, Webb Centre (S02), South Bank 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

Pro Vice Chancellor (Learning and Student Outcomes)
Professor Susan Spence 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

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

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

Director, External Relations or Nominee
Ms Hilarie Dunn Until December 31st 2009

Undergraduate Student
Ms Sigrid Ryan Until December 31st 2009

Postgraduate Student
Vacant Until December 31st 2009
Educational Excellence Committee Agenda 1/2009
9 February 2009
Room 7.16/7.07 Webb Centre (S02), South Bank campus

Secretary: Ms Rae-Anne Locke (extension 57945)

Other Copies
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Events

**ALTC Fellowships**
- Close at ALTC February 6th

**ALTC Australian Awards for University Teaching**
- 2008 AAUT Canberra ceremony November 25th
- Citations close at ALTC May 1st
- Awards close at ALTC July 10th

**ALTC Grants**
- Leadership Grants close at ALTC March 19th
- Priority Projects Grants close at ALTC April 8th

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.
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Rae-Anne Locke
Secretary

1.0 TRADITIONAL WELCOME TO COUNTRY AND WELCOME TO NEW MEMBERS

2.0 APOLOGIES

The Chair will advise apologies received for the 1/2009 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 9/2008 meeting as a true and accurate record of that meeting.

4.0 CHAIRPERSON'S REPORT

4.1 FEEDBACK FROM LEARNING AND TEACHING COMMITTEE (December 2008)

4.1.1 EEC Constitutional Changes
4.1.2 Policy document on staff development and promotion in learning & teaching
4.1.3 Revised FLTC guidelines for 2009

4.2 SUCCESSFUL GRIFFITH GRANTS FOR LEARNING & TEACHING FOR 2008

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

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 – FOR DISCUSSION & RECOMMENDATION

5.1 At the 9/2008 meeting, the Educational Excellence Committee finalised changes to the GAET Guidelines for 2009, to move forward to the March LTC for approval. The revised Griffith Awards for Excellence Guidelines (2009/0018264 Attachments 5.1-5.2) are attached. The recommended nomination process requires further consideration in light of current system’s constraints which do not allow its implementation until 2010. The Committee is asked to consider a transitional nomination process for 2009.

For Recommendation

5.2 The Educational Excellence Committee is asked to recommend to Learning and Teaching Committee approval of the revised Griffith Awards for Excellence Guidelines (2009/0018264), pending consideration of the nomination process.

6.0 PROMOTING EXCELLENCE INITIATIVE STANDING ITEM – FOR DISCUSSION

6.1 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).

6.2 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.

6.3 Ms Christine Grimmer will seek input from the Committee on proposed plans to involve Group & Faculty staff in 2009.

For consideration and recommendation

6.4 The Committee is asked to provide input on the proposed implementation strategy to the PEI Team for 2009.

7.0 GRIFFITH PRINCIPLES FOR LEARNING AND TEACHING - FOR DISCUSSION

7.1 Professor Sue Spence (PVC Q&SO) chaired a Working Party in 2008 to develop a set of Griffith Learning and Teaching Principles to guide learning and teaching practice. An implementation strategy for the University is currently being developed by GIHE, and Professor Kerri-Lee Krause, the Director of GIHE has requested EEC input into the strategy development. The Principles to Promote Good Learning and Teaching Practices at Griffith University is attached.

For consideration and recommendation

7.2 The Committee is requested to make suggestions for the implementation strategy to the Director of GIHE.

8.0 ALTC STANDING ITEM – UPDATE ONLY

8.1 Fellowships and Awards - The Chair wishes to advise the Committee that applicants
have been recruited for the Australian Awards for University Teaching and Griffith has submitted one application for an ALTC National Teaching Fellow.

8.2 Grants – The Chair wishes to advise the Committee of the number of applicants for the Competitive Grant round, and intending number of applicants for the upcoming Leadership and Priority Grants rounds.

9.0 GRIFFITH GRANTS FOR LEARNING AND TEACHING – FOR DISCUSSION AND RECOMMENDATION

9.1 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 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

9.2 Draft pro formas for use by grant reference groups are attached for members’ consideration (Attachments 9.1-9.3).

For discussion and recommendation

9.3 The Committee is requested to consider and make recommendations to the Learning and Teaching Committee for review processes to be implemented early in 2009. A transitional process may also be implemented to review the current progress reports for 2008 grants.

10.0 STRATEGIC USE OF AWARD WINNERS & DISSEMINATION OF BEST PRACTICE BY TEACHING AWARD WINNERS – FOR DISCUSSION

10.1 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, Master of Learning and Teaching 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 the Celebrating Teaching seminar series
• Mentoring individual teaching staff in their learning and teaching 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

10.2 This item remains on the agenda for further discussion.

For discussion and recommendation

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

11.0 STRATEGIC LEADERSHIP – IDENTIFYING TEACHING EXCELLENCE - STANDING ITEM

11.1 This remains as a standing item to identify additional, strategic learning and teaching priorities which the EEC may wish to raise with Professor Sue Spence, the PVC (Q&SO).

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

Nil

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

12.0 VICE CHANCELLOR'S TEACHING BURSARIES

12.1 Bursaries are available to provide financial support for staff enrolled in Griffith Institute for Higher Education (GIHE) programs. Teaching Bursaries are for the specific purpose of providing teaching relief during the course of study and are paid to the appropriate School at the end of the semester.

12.2 GIHE has recently introduced a more diversified Masters in response to feedback from staff and to more comprehensively support the university's goal to promote leadership in learning and teaching. In addition to the RHD Master of Higher Education, the GIHE has now introduced a Masters coursework program (Master of Learning and Teaching in Higher Education) which represents a natural progression from the Graduate Certificate. For more information on the range of programs see: http://www.griffith.edu.au/gihe.

Recommendation

12.3 The Educational Excellence Committee is asked to recommend to Learning and Teaching Committee approval of the Vice Chancellor’s Teaching Bursaries policy (2009/0018262), application form and progress report (Attachments 12.1-12.3).

For consideration

13.0 EDUCATIONAL EXCELLENCE COMMITTEE CONSTITUTION

13.1 The Director of External Relations has requested to be removed from this Committee. The constitution has been revised to reflect this change of membership.
Recommendation

13.2 The Committee is requested to recommend to Learning and Teaching Committee approval of the revised Educational Excellence Committee Constitution (2009/0018265).

For consideration

14.0 **NEXT MEETING:** 2009 Meeting Schedule (all meetings 10.00am-12.30pm)

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<th>Meeting Date</th>
<th>Campus</th>
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<th>Gold Coast</th>
<th>Logan</th>
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