A meeting of the Educational Excellence Committee will be held at 10:00am on Monday 22nd February 2010, video-conferenced between room 2.06 Bray Centre (N54) and room 1.04, the Chancellery (G34), Gold Coast campus.

Apologies may be recorded by telephoning Donna Kalaentzis on extension 57879, or by emailing D.Kalaentzis@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

Chair, Excellence Expo Committee
Mr Sam Di Mauro  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)
Associate Professor Jock Macleod (Arts, Education and Law) Until December 31st 2011
Associate Professor Janis Bailey (Business) Until December 31st 2011
Associate Professor Rod Barrett (Health) Until December 31st 2011
Dr Steve Drew (Science, Environment, Engineering and Technology) Until December 31st 2011

Mr Sam Di Mauro (Arts, Education and Law) Until December 31st 2010
Dr Peter Woods (Business) Until December 31st 2010
Associate Professor Saras Henderson (Health) Until December 31st 2010
Dr Ann McDonnell (Science, Environment, Engineering and Technology) Until December 31st 2010

Director, Griffith Institute for Higher Education or Nominee
Ms Christine Grimmer Until December 31st 2010

Director, Information Services, Learning and Teaching or Nominee
Ms Di Selzer Until December 31st 2010

Director, Office for Human Resource Management or Nominee
Ms Heather Cameron Until December 31st 2010

Undergraduate Student
Vacant Until December 31st 2010

Postgraduate Student
Vacant Until December 31st 2010

Secretary: (extension 57945)
Other Copies
Binding CARMS copy (attachments)
Spare copy (attachments)

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<tr>
<th>Events</th>
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<tr>
<td><strong>ALTC Fellowships</strong></td>
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<tr>
<td>2010 Fellowships close at ALTC February 26th, 2010</td>
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<td><strong>ALTC Australian Awards for University Teaching</strong></td>
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<td>2010 Citations close at ALTC April 30th, 2010</td>
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<td>2010 Awards close at ALTC July 9th, 2010</td>
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<td><strong>ALTC Grants</strong></td>
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<td>2010 Leadership Program – proposals for round one due Thursday, March 18, 2010</td>
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<td>2010 Priority Projects Program – proposals for round one due Friday, April 9, 2010</td>
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<tr>
<td>2010 Competitive Grants Program – proposals for round two due Thursday, June 3, 2010</td>
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<tr>
<td>2010 Leadership Program – proposals for round two due Thursday, July 1, 2010</td>
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<td>2010 Priority Projects Program – proposals for round two due Thursday, July 29, 2010</td>
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<td>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 Secretariat on 57879 for advice or if experiencing difficulties.</td>
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GRiffith University

Educational Excellence Committee

AGENDA

A meeting of the Educational Excellence Committee will be held at 10:00am on Monday 22nd February 2010, video-conferenced between room 2.06 Bray Centre (N54) and room 1.04, the Chancellery (G34), Gold Coast campus.

Secretary

1.0 WELCOME/ACKNOWLEDGMENT TO COUNTRY

The Committee will wish to congratulate Janis Bailey, Saras Henderson and Jock Macleod on their recent promotions to Associate Professor.

2.0 APOLOGIES

The Chair will advise apologies received for the 1/2010 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 7/2009 meeting as a true and accurate record of that meeting.

To be taken as read and confirmed

4.0 CHAIRPERSON’S REPORT

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

4.2 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 7/2009 meeting, the Committee discussed suggestions that were tabled by the Dean, Griffith Graduate Research School for a redrafted Research Supervision award.

5.2 The Committee suggested two separate awards: The first award for “Contributions to Research Supervision”; and the second award for “Leadership in Research Supervision”. The purpose of the second award was to attract more experienced supervisors and to recruit applicants for an Australian Learning and Teaching Council Citation for Outstanding Contributions to Student Learning.

5.3 The Committee recommended keeping the existing criteria for the first award. Suggestions for criteria for the second award included:

1. Supervision of Research Higher Degree Students
   a. The extent and range of supervision activity
   b. The provision of regular feedback on progress, and guidance planning and undertaking the research process
   c. The promotion of a climate of intellectual rigour to promote research work of sound standing and the development of skilled, knowledgeable and ethical researchers
   d. The development of a climate of intellectual engagement with a broad scholarly community

2. Scholarship and Leadership in Supervision
   a. Systematic and scholarly approach to professional development of supervisory academic practice and skills, as evidenced in contributions to scholarship in research training and supervision
   b. Leadership in enhancing supervisory policy and/or practice beyond the school (e.g., across the faculty, university or across a disciplinary community).

Members suggested applicants could be permitted to apply for either or both criteria 1 and 2.

5.4 Revised Griffith Awards for Excellence in Teaching Guidelines are attached with the redrafted category and additional tracked changes (Attachment 5.1-5.2 2010/0010752). Also attached are the application templates (Attachments 5.4-5.5).

5.5 In addition, attached for the Committee’s reference is a copy of the Vice Chancellor’s Research Excellence Awards guidelines (Attachment 5.3).

Recommendation

5.5 The Educational Excellence Committee is asked to recommend to the Learning and Teaching Committee approval of the Griffith Awards for Excellence in Teaching Guidelines (2010/0010752).

6.0 STRATEGIC LEADERSHIP – IDENTIFYING TEACHING EXCELLENCE STANDING ITEM

6.1 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.

6.2 At its 7/2009 meeting, members discussed the purpose and value of the academy and the Chair agreed to draft a description of the academy to bring back to the 1/2010 meeting of the EEC. A draft document is attached for the committee’s consideration (Attachment 6.1 2010/0010753).
7.0 PRINCIPLES TO PROMOTE EXCELLENCE IN LEARNING AND TEACHING AT GRIFFITH: IMPLEMENTATION PLAN

7.1 The objective of the Principles to Promote Excellence in Learning and Teaching at Griffith Implementation Plan is “to embed the Principles across the University and to ensure that all embedding activities are closely aligned with Griffith’s strategic priorities and processes.”

7.2 The Implementation Plan is attached for the Committee’s feedback and suggestions for embedding the Principles.

Ms Grimmer will speak to this item

For consideration

8.0 GRIFFITH GRANTS FOR LEARNING AND TEACHING GUIDELINES

8.1 The Committee is requested to consider the revised Griffith Grants for Learning and Teaching Guidelines and templates (Attachments 8.1-8.4 2010/0010751).

8.2 Changes to the reports schedule and process, submission of electronic only copies and minor editorial changes have been made.

8.3 Decisions will soon be finalised for all level of Griffith Grants. The outcomes of the 2009 round will soon be available via a broadcast email to the University community and on the Learning and Teaching website.

Recommendation

8.4 The Educational Excellence Committee is asked to recommend to Learning and Teaching Committee approval of the Griffith Grants for Learning and Teaching Guidelines (2010/0010751).

9.0 PROMOTING EXCELLENCE INITIATIVE STANDING ITEM

9.1 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).

9.2 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

10.0 ALTC STANDING ITEM – UPDATE

10.1 ALTC Fellowships
The University is submitting three applications for 2010 ALTC Fellowships:

Professor Keithia Wilson  School of Psychology
Professor Michael Balfour  School of Education and Professional Studies
Professor Bruce Burton  School of Education and Professional Studies
10.2 **ALTC Awards**
First drafts of ALTC Citations for Outstanding Contributions to Student Learning were received by the Secretariat in early February. Final applications are due at ALTC on April 30th.

10.3 **ALTC Grants**
The University is submitting the following applications in the 1st round of Priority Projects Grants:

<table>
<thead>
<tr>
<th>Name</th>
<th>Project Description</th>
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<tbody>
<tr>
<td>Dr Chiharu Tsurutani</td>
<td>Computer assisted pronunciation training and assessment for foreign language learning and teaching</td>
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<tr>
<td>Nicholas Oughton QCA</td>
<td>Renewing occupational risk management curricula for visual, performing and media arts education in Australian universities.</td>
</tr>
<tr>
<td>Dr Elizabeth van Acker</td>
<td>Capstone courses as a focus for curriculum renewal and assurance of learning in undergraduate business degrees.</td>
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<tr>
<td>Dr Janis Bailey GBS</td>
<td>Using professional standards: making judgements in the school-based learning environment of initial teacher education.</td>
</tr>
<tr>
<td>Dr Cheryl Sim</td>
<td>An Examination of the Use of Peer and Self Assessment in Post Graduate Business Programs</td>
</tr>
<tr>
<td>Associate Professor Nigel Pope GBS</td>
<td>The application of National ‘Best Practice Guidelines’ around assessment that impacts on clinical nursing competence.</td>
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10.4 **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 **NEXT MEETING**
2010 schedule 10:00am to 12.30pm on Mondays:
** Booked until 2.00pm

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<thead>
<tr>
<th>Meeting Date</th>
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<td>27 April</td>
<td>Nathan &amp; Gold Coast</td>
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<td>31 May **</td>
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