GRiffith University  

EducationaL exceLLence Committee  

Nottice of Meeting  

A meeting of the Educational excellence Committee will be held at 10:00am - 12:30pm on Monday 14 February 2011 via videoconference in room 2.06, Bray Centre (N54), Nathan campus 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 Until December 31st 2012  

Two 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  

Dr Afshin Akhtarkhavari (Arts, Education and Law) Until December 31st 2012  
Dr Peter Woods (Business) Until December 31st 2012  
Dr Niru Nirthanan (Health) Until December 31st 2012  
Dr Ann McDonnell (Science, Environment, Engineering and Technology) Until December 31st 2012  

Director, Griffith Institute for Higher Education or Nominee  
Ms Christine Grimmer Until December 31st 2011  

Academic Registrar or Nominee  
Ms Karen van Haeringen Until December 31st 2012  

Undergraduate Student  
Vacant Until December 31st 2011  

Postgraduate Student  
Vacant Until December 31st 2011  

Secretary: Rosemary Marson  

Other copies  
Binding CARMS copy (attachments)  
Spare copy (attachments)  

Committee team place web address  

Use the left navigation bar to select the relevant committee site. Username is your staff number and password is the same as your Griffith Portal login. Call the Secretariat on 57879 for advice or if experiencing difficulties.
1.0 WELCOME/ACKNOWLEDGMENT TO COUNTRY

2.0 APOLOGIES

3.0 CONFIRMATION OF ACTION SHEET

The action sheet for the 4/2010 meeting of the Educational Excellence Committee is attached.

*To be taken as read and confirmed.*

4.0 MEMBERSHIP

Educational Excellence Committee members will wish to express their appreciation to the following outgoing Committee members for their contributions to the work of the group during their terms of office:

- Mr Sam Di Mauro
- Associate Professor Sara Henderson
- Ms Di Selzer
- Ms Heather Cameron
- Ms Chloe Maher

Educational Excellence Committee members will wish to welcome the following new or returning Committee members:

- Professor Keithia Wilson
- Dr Ann McDonnell
- Ms Chris Grimmer
- Dr Peter Woods
- Dr Afshin Akharkhavari
- Dr Niru Nirthanan
- Ms Karen van Haeringen

*For noting.*

5.0 CHAIRPERSON’S REPORT

The Chair will report on items of interest that have arisen since the previous meeting, including the items below.

5.1 *The Australian Learning and Teaching Council update*

5.2 *The Griffith Academy of Learning and Teaching Scholars*

5.3 *Celebrating Excellence in Teaching Week – 1-5 November 2010*
Members are invited to offer their comments on Celebrating Excellence in Teaching Week including comments about the Gala evenings. A report is attached.

5.4 *Aboriginal and Torres Strait Islander Curriculum Development and 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**

6.0 **STRATEGIC LEADERSHIP – CONTRIBUTING TO TEACHING EXCELLENCE - STANDING ITEM – UPDATE**

7.0 **GRIFFITH GRANTS FOR LEARNING AND TEACHING – INTERIM AND FINAL REPORTS**

7.1 In accordance with the Griffith Grants for Learning and Teaching Guidelines, the Educational Excellence Committee is asked to review the interim and final reports and of all successful Level 1 and 2 learning and teaching grant recipients and provide feedback to project teams.

7.2 Section 8.1 of the *Griffith Grants for Learning and Teaching Guidelines* (attached 2010/0010751) state:

> *Reports must be submitted in the format of the report template. The templates are intended to be dynamic documents that provide a complete record of the project’s reports and feedback on reports from the relevant review committees. The template, complete with the review committee’s feedback, will be returned to project leaders to retain, so the next section of the template can be completed for the second and/or final report.*

> *Committees may request applicants at any of the four grant levels to revise and re-submit their reports in line with specific feedback provided. Such feedback is designed to enhance the possible success of the project.*

7.3 The following grant reports are attached for the consideration of the Committee:

<table>
<thead>
<tr>
<th>Name</th>
<th>Project Title</th>
<th>Project Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Michael Balfour (att 7.3a)</td>
<td>Theatre Scope: Attainment, Access and Engagement Developing sustainable responses to inclusion, diversity and student success through innovative and creative work-based learning initiatives</td>
<td>Interim Report</td>
</tr>
<tr>
<td>Assoc Professor Jayne Clapton (att 7.3b)</td>
<td>Engaging with the Moral Obligations of Social inclusion in Higher Education: Leading Griffith University’s Agenda for Excellence from Logan</td>
<td>Interim Report</td>
</tr>
<tr>
<td>Dr Steve Drew (att 7.3c)</td>
<td>Putting the “Principles” to work in SEET: developing capability and practice for teaching excellence using peer review</td>
<td>Interim Report</td>
</tr>
<tr>
<td>Janine Chipperfield (att 7.3d)</td>
<td>Implementing Peer Assisted Study Sessions (PASS) in the Griffith Health and Business Groups</td>
<td>Interim Report</td>
</tr>
<tr>
<td>Dr Marion Mitchell (att 7.3e)</td>
<td>The development of efficient and effective objective simulated clinical evaluations (OSCE) in the Health Group to support clinical competence of graduates</td>
<td>Final Report</td>
</tr>
<tr>
<td>Dr Duncan Nulty</td>
<td>Promoting good practices in assessment</td>
<td>Interim Report</td>
</tr>
</tbody>
</table>
Recommendation

7.4 The Committee is asked to review the above Griffith Grants for Learning and Teaching reports and provide comments for return to relevant project leaders.

For debate and decision

8.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING (GAET) STANDING ITEM - UPDATE

8.1 It is proposed that the summary of issues highlighted by GAET selection panels from the 2010 awards round is attached for consideration and discussion with a view to identifying potential changes for 2011.

8.2 Also attached is a summary of number of applications received for each GAET category from 1999 – 2010.

8.3 The Deputy Vice Chancellor (Academic), Professor Sue Spence has requested the Committee to consider ways of recognising and rewarding the contribution of administrative/professional staff to learning and teaching within the university. One suggestion has been the inclusion of two additional GAET awards to the value of $1,000 each.

Recommendation

8.4 The Committee is asked to consider the feedback from Griffith Awards for Excellence in Teaching Selection Panels with a view to making recommendations to the Learning and Teaching Committee for improving the process and Guidelines for 2011.

8.5 The Committee is asked to consider the feedback from Griffith Awards for Excellence in Teaching Selection Panels with a view to making recommendations to the Learning and Teaching Committee for improving the process and Guidelines for 2011.

For discussion

9.0 GRIFFITH GRANTS FOR LEARNING AND TEACHING GUIDELINES STANDING ITEM – UPDATE

9.1 The Griffith Grants for Learning and Teaching Guidelines will be revised for 2011 to take account of the comments made by Committee members at the last meeting and in light of current conversations surrounding the business processes that support these Guidelines. Revisions to the Guidelines will be implemented in time for the 2011 round of Griffith Grants for Learning and Teaching.

For noting

10.0 ALTC STANDING ITEM – UPDATE

10.1 2011 Fellowship and Citation applications

Following consultations across Groups via Deans, Learning and Teaching in late 2010, three ALTC Fellowship applications are anticipated, plus ten Citation
applications. Applications for the ALTC Awards are pending further advice on the future of the ALTC.

For noting

11.0 PROMOTING EXCELLENCE INITIATIVE STANDING ITEM

11.1 Attached is the final report of the Promoting Excellence Initiative that has now been submitted. Ms Christine Grimmer, Griffith’s PEI Coordinator, will speak to this report.

For discussion

12.0 PRINCIPLES TO PROMOTE EXCELLENCE IN LEARNING AND TEACHING AT GRIFFITH: IMPLEMENTATION PLAN STANDING ITEM

12.1 Ms Christine Grimmer will provide an update.

For discussion

13.0 OTHER BUSINESS

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

Nil

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

14.0 THE REVIEW OF ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES – SELF REVIEW OF EDUCATIONAL EXCELLENCE COMMITTEE

14.1 Members will wish to note that the revised Educational Excellence Committee constitution that will proceed to the December Learning and Teaching Committee meeting will be circulated to members shortly. This document takes account of the issues and comments raised by members at the September meeting (4/2010).

For noting

15.0 2011 MEETING SCHEDULE

15.1 The Educational Excellence Committee is scheduled to be held on the following dates in 2011:

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Venues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 14 February</td>
<td>Room 2.06, Bray Centre (N54)</td>
</tr>
<tr>
<td>Monday 21 March</td>
<td>Room 2.06, Bray Centre (N54)</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Monday 18 April</td>
<td>Room 2.06, Bray Centre (N54)</td>
</tr>
<tr>
<td>Monday 30 May</td>
<td>Room 2.06, Bray Centre (N54)</td>
</tr>
<tr>
<td>Monday 1 August</td>
<td>Room 2.06, Bray Centre (N54)</td>
</tr>
<tr>
<td>Monday 10 October</td>
<td>Room 2.06, Bray Centre (N54)</td>
</tr>
<tr>
<td>Monday 28 November</td>
<td>Room 2.06, Bray Centre (N54)</td>
</tr>
</tbody>
</table>