GRIFFITH UNIVERSITY

EDUCATIONAL EXCELLENCE COMMITTEE

NOTICE OF MEETING

A meeting of the Educational Excellence Committee will be held on Monday 14 November at 9.30 am in Room N54_2.01, 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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### Significant Committee Events

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### Deadlines

- **10 November** Carrick briefing on CAAUT
- **29 November** AAUT presentations & announcement of Learning and Teaching Performance Funds

### Committee QuickPlace Web Address

- [https://qplace02.domino.gu.edu.au/QuickPlace/sec-university-committees/Main.nsf/](https://qplace02.domino.gu.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)

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A meeting of the Educational Excellence Committee will be held at 9.30am on Monday, 24 October 2005 in Room N54, 2.02, Bray Centre, Nathan campus.

Christine Grimmer
Secretary

AGENDA

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

3.0 CHAIRPERSON'S REPORT

3.1 WELCOME

The Chair welcomes members of the Educational Excellence Committee who were unable to attend the first meeting and particularly those who were not previously members of the recently disestablished Excellence Awards Committee.

3.2 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING

3.2.1 The Educational Excellence Committee has, as one of its primary functions, the oversight of the Griffith Awards for Excellence in Teaching.

3.2.2 The 2005 response to the GAET was a considerable improvement on the number of nominations converting to applications in 2004 and previous years (2005/0035276) and, along with the excellent response to the Faculty Learning and Teaching Citations, signalled a pleasing commitment to the recognition and rewarding of good teaching at Griffith University. The Deputy Vice Chancellor (Teaching and Learning) announced awards winners on World Teachers Day on October 28.

3.2.3 Notwithstanding the success of the awards this year, a number of suggestions have been offered for streamlining the process. The Educational Excellence Committee will undertake to review the guidelines at this meeting.

3.2.4 The Chair has received a copy of an email from the Dean of Graduate Studies to the Deputy Vice Chancellor (Teaching and Learning) with recommendations for addressing the concern that no award was granted in the category of Higher
Degree Research Supervision. This committee will note the suggestions contained in the email and await feedback from the Deputy Vice Chancellor (Teaching and Learning).

3.3 STUDENT SUCCESS IN EXTERNAL SCHOLARSHIPS AND AWARDS

3.3.1 The Academic Registrar has flagged with the Educational Excellence Committee the preparation of a report to identify successful Griffith applicants for external scholarships with a view to keeping this data and also to canvas their support as mentors/advisors for future applicants. A framework for the report will be presented at a future meeting of the committee.

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 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING

4.1 The Griffith Awards for Excellence in Teaching (2005/0025007) comprise two award categories:

- Excellence in Teaching category; and
- Innovation Across the Institution category.

4.2 Within the Excellence in Teaching category there are six areas across which the Awards are made available on an annual basis. For each of the Excellence in Teaching Award areas, TLEC may grant:

- one award;
- more than one award where a number of applicants have demonstrated teaching excellence; or
- no award where there are no applicants who, in the opinion of the Selection Panel, meet the criteria for the particular award.

4.3 The six categories are as follows:

- Individual Teacher Award: open to all academic staff of the University on a 50% or more basis, with the following exceptions:
- Teaching Team Award: open to groups (comprising two or more members) of academic staff with complementary skills teaching collaboratively into a particular course or set of courses for at least two years;
- Early Career Award: open to all academic staff within the first five years of their commencement as university teacher, who do not have prior experience as a teacher in the TAFE and schooling sectors;
- Sessional Teacher Award: open to all academic staff who are employed on a casual basis, with at least 12 months accumulated teaching experience at Griffith;
- Honours and Postgraduate Coursework Supervision Award: open to all academic staff...
supervisors who have supervised at least one honours or postgraduate student, who has completed a research component of at least 30CP, to graduation;
• Higher Degree Research Supervision Award: open to all academic staff who have supervised at least one Higher Degree Research candidate to graduation.

4.4 The award for Innovation across the Institution Category may be granted across the following areas:
• Innovative and practical approach to the provision of support services (on and/or off campus) that assists the learning of students
• Innovative and practical approach to the provision of educational services to the local and/or regional community
• Innovative and practical approach to the enhancement of the quality of teaching and learning in the University
• Innovative and practical approach to teaching in large, first year classes
• Innovative and practical approach to improving/enhancing assessment
• Innovative and practical approach to the provision of postgraduate research supervision in the University
• Innovative and practical approach to the support of teaching and learning in the University

4.5 On an annual basis, the Selection Panel may grant:
• one award;
• more than one award where a number of submissions demonstrate outstanding innovation across the institution; or
• no award where there are no submissions which, in the opinion of the Selection Panel, meet the criteria for the particular award.

4.6 The Secretary has received a number of recommendations for streamlining of the Award Guidelines. The Educational Excellence Committee is asked to consider the recommendations as track changes on the attached Griffith Awards for Excellence in Teaching Guidelines original policy (2005/0025007)

Recommendaion

4.7 The Educational Excellence Committee is asked to recommend to Academic Committee the revised Griffith Awards for Excellence in Teaching Guidelines.

For consideration

5.0 CELEBRATING TEACHING PROGRAM FOR 2006

5.1 The Educational Excellence Committee has, as one of its responsibilities, oversight of the annual Celebrating Teaching program of seminars. The Celebrating Teaching Program is a series of seminars held annually on themes of strategic importance to the University. All staff are invited to these seminars, which bring teachers together in a formal way to showcase best practice and demonstrate the richness and diversity of approaches to teaching. Seminars are held on each of Griffith's campuses from April to November.

5.2 The committee is asked to suggest a program of topics and speakers for the Celebrating Teaching Seminar Series for 2006 under the following themes:
Seminar 1:  
Theme: Engaging Students

Seminar 2:  
Theme: Engaging Staff

Seminar 3:  
Theme: Engaging Communities

Seminar 4:  
Theme: Engaging Research

Seminar 5:  
Theme: Engaging Disciplines

Seminar 6:  
Theme: Engaging Students

Seminar 7:  
Theme: Engaging Staff

Seminar 8:  
Theme: Engaging Communities

Recommendation

5.3 The Educational Excellence Committee is asked to recommend to the Learning and Teaching Committee a draft Celebrating Teaching program for 2006.

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

6.0 VICE CHANCELLOR’S TEACHING BURSARIES

6.1 Each semester the Teaching and Learning Excellence Committee awards Vice Chancellor’s Teaching Bursaries to members of academic staff undertaking the Graduate Certificate in Higher Education or the Master of Higher Education.

6.2 Academic staff may apply for a bursary (maximum amount of $2,000.00 per semester). The number of bursaries to be awarded in any year will be determined on the merits of the field, and in relation to principles of gender equity.

6.3 The following reports requesting continuation of the bursary on the basis of satisfactory progress reports has been executively approved by the Chair:
Recommendation:

6.4 The Teaching and Learning Excellence Committee is asked to ratify the Chair’s executive action in approving the above Vice-Chancellor’s Teaching Bursary report requesting continuation of the bursary on the basis of deferred program enrolment.

For ratification

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

7.0 STUDENT SCHOLARSHIPS

7.1 The Educational Excellence Committee has as one of its subcommittees the Academic Scholarship Committee

- The Academic Scholarship Committee
  Academic Scholarships Committee shall select applicants to whom the Academic Scholarships are awarded; review the progress of Scholarship holders and terminate the Scholarship if conditions set out in the Scholarship policy are not met; perform other functions appropriate to the effective operation of the Academic Scholarships Scheme; provide advice to the Educational Excellence Committee.

7.2 The Scholarships and Prizes Officer advises that scholarships have not yet closed in most categories for the 2006 round.

Recommendation

7.4 The Educational Excellence Committee will receive reports from Academic Scholarship as they become available

8.0 CELEBRATING TEACHING 2005

8.1 The final seminar in the 2005 Celebrating Teaching series was offered on November 8 at The Round House, Mt Gravatt Campus. The theme for the session is Engaging Students - Learning Graduate Skills Through Group, Peer, and Self-Assessment. Professor John Dewar will facilitate. The presenters and the topics are as follows:

- Group Assessment Tool (GAT) - Mr Mark Freakley, School of Curriculum, Teaching and Learning
- Peer- and Self-Assessment Tool (PASS) - Associate Professor Bruce Burton, School of Vocational, Technology and Arts Education
9.0 OTHER BUSINESS

10.0 NEXT MEETING

The next meeting of the Educational Excellence Committee will be advised.