EDUCATIONAL EXCELLENCE COMMITTEE

NOTICE OF MEETING

A meeting of the Educational Excellence Committee will be held at 10.00am on Wednesday 18 July
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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12.0 NEXT MEETING

The next meeting of the Educational Excellence Committee is to be held on Wednesday 22 August July in N16_1.13 Macrossan, Nathan Campus.

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Griffith Awards for Excellence in Teaching

- Nominations due July 27

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- 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.
GRIFFITH UNIVERSITY

EDUCATIONAL EXCELLENCE COMMITTEE

AGENDA

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
Dr Ricardo Simeoni (Health)  Until February 2008
Dr Ann McDonnell (Science and Technology)  Until February 2008

Chair, Sport Scholarships Committee
Professor Graham Cuskelly  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 Hilarie Dunn  Until February 2008

Undergraduate Student
vacant  Until February 2007

Postgraduate Student
Vacant  Until February 2007

Secretary: Ms Christine Grimmer (extension 57945)

Other Copies
Corporate Archives & Record Management copy (attachments)
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Working copy (attachments)
Spare copy (attachments)
A meeting of the Educational Excellence Committee will be held at 10.00am on Wednesday 18 July in Room N54_2.01, 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 3/2007 meeting will be tabled.

3.0 CHAIR’S REPORT

3.1 STRUCTURE OF GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING

3.2 CARRICK INSTITUTE UPDATE

Carrick Citations
Carrick Awards

3.3 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING

4.0 REPORTS FROM SUB-COMMITTEES OF THE EDUCATIONAL EXCELLENCE COMMITTEE

4.1 SPORTS SCHOLARSHIP COMMITTEE

Professor Graham Cuskelly will report.

4.2 EXCELLENCE EXPO COMMITTEE

The Chair of the Excellence Expo Committee will outline the results of the 2007 Excellence Expo Awards.
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 REVISED POLICY FOR MEDAL FOR ACHIEVEMENT IN THE BACHELORS DEGREE AND UNIVERSITY MEDAL

5.1 The Educational Excellence Committee has asked to consider revisions to the *Medal for Achievement in the Bachelors Degree* policy and associated *Schedule of Awards for the Medal for Achievement in the Bachelors Degree*.

5.2 The School of Dentistry and Oral Health has recommended that the Oral Health and Dental Science Medal be renamed the Dentistry and Oral Health Medal. The revised name is proposed as it more appropriately encompasses the three programs listed for the medal (B Oral Health in Dental Science (1259); B Oral Health in Dental Technology (1260); B Oral Health in Oral Health Therapy (1262)). The recommended revision is incorporated into the attached tracked *Schedule of Awards for the Medal for Achievement in the Bachelors Degree*.

5.3 The QCGU College Committee has recommended the introduction of medals for each of its program areas as below, as is the current practice in a number of other Faculties:

- Music Medal – Bachelor of Music (1268)*
- Music Studies Medal – Bachelor of Music Studies (1266)
- Music Technology Medal – Bachelor of Music Technology (1195)
- Popular Music Medal – Bachelor of Popular Music (1196)

5.4 Additionally, the QCGU College Committee has requested that the existing Conservatorium Medal be retained with revised eligibility criteria and with amendments to the process for determining a recipient for recommendation to the Academic Committee. The recommended revisions are incorporated into the attached tracked policy documents.

5.5 Group and program titles have been updated where appropriate

5.6 The Educational Excellence Committee is also asked to consider proposed revisions to the *University Medal (2007/000227)* policy for recommendation to Academic Committee. A tracked version of the *University Medal (2007/000227)* policy is attached. This document includes the following proposed changes:

1. Removal of the requirement that all examiners of an Honours dissertation award it a First Class Honours mark for a student to be considered for the University Medal. This means that students who are eligible for consideration are required to have a Dissertation Honours Weighted Average (HWA) equivalent to a First Class, as detailed under the *Bachelors Honours Degree Policy*. The Dissertation HWA is a percentage mark for the dissertation calculated from the individual examiners' marks and other components of the dissertation assessment where applicable, with weightings approved by the Faculty Board. As the number of examiners varies across the University’s Honours programs, it is more equitable that a First Class average be used, rather than a student be disqualified where the majority of examiners have recommended First Class Honours, and one has not.
2. Updating of the statement about QCGU Assessment Board recommendation of recipients in line with the proposed Bachelor Medal changes, and in view of advice from the Director, QCGU that "the rules of voting are no longer workable".

5.7 The Deputy Vice Chancellor (Academic) has indicated support for a change to this policy to remove the statement "by all examiners" with the rationale that using the Dissertation Honours Weighted Average is fairer to students in view of the number of dissertation examiners differing across Honours programs.

Recommendation

5.8 The Educational Excellence Committee is asked to recommend to Academic Committee for approval at its 6/2007 meeting:

1. the attached revised Medal for Achievement in the Bachelors Degree (2007/0002274) policy and associated Schedule of Awards for the Medal for Achievement in the Bachelors Degree (2007/0002275); and

2. the attached revised University Medal (2007/000227) policy.

6.0 FINAL REPORT FROM SIGNATURE EXPERIENCE GRANT

6.1 At the 2/2007 meeting of the Educational Excellence Committee members were invited to discuss a final report for Griffith Signature Grant submitted by Phillip Rodgers-Falk entitled The Pathways Model - Pathways to Indigenous Inclusive Teaching and Learning Practices (2007/0002252).

6.2 Members noted that the findings of the report are very significant both for the issues of Indigenous content and Indigenous Knowledge across the academic work of the University and especially for the Indigenous Academic Centre currently under development.

6.3 Associate Professor Keithia Wilson offered to prepare a discussion paper from the Report for tabling at the next meeting with a view to identifying recommendations which can be generalised to other academic elements.

6.4 Committee member, Heather Cameron, Principle Advisor, Equity and Diversity, offered to speak to the report and implications it may have for in the planning for the Indigenous Academic Centre where appropriate.

Recommendation

6.5 Associate Professor Wilson and Heather Cameron will speak to the report.

7.0 STRATEGIC LEADERSHIP DISCUSSION

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

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

8.0 REVISED STRUCTURE GRIFFITH GRANTS FOR LEARNING AND TEACHING SCHEME

8.1 At its 2/2007 meeting the Educational Excellence Committee considered a request from the Deputy Vice Chancellor (Academic) for members of the Committee to give consideration to three issues in relation to the Griffith Learning and Teaching Grant Scheme and to make recommendations accordingly. These issues were:

1. The extent to which the reporting and reference group requirements of our existing policy have been met;
2. Whether the EEC thinks there should be any changes to those aspects of our policy; and
3. Whether any other changes to our policy are desirable, especially in the light of the 2006 experience with this scheme.

8.2 The Educational Excellence Committee found that while in general the requirements outlined in points 1. and 2. of Item 6.4 above were met, overall the degree of consultation with Reference Groups was low and strategies for dissemination are not likely to eventuate as action in all cases. The Educational Excellence Committee also commented that the current scheme:

- is labour intensive for applicants;
- does not seem sufficiently targeted to strategic priorities;
- lacks clarity around the levels at which each grant type is directed;
- does not articulate well to Carrick, and;
- has attracted a considerable number of projects which might be considered as regular/normal program development.

8.3 Following discussions about closer alignment between Griffith’s institutional grants scheme and the Carrick Grants Scheme, the Educational Excellence Committee identified several options for change with the following aims:

1. Achieve greater alignment between Griffith’s Learning and Teaching Grants and Carrick funding opportunities to increase the number and quality of grant applications;
2. Improve the strategic impact of these grants for the benefit of Griffith university in particular, and the higher education sector in general, and;
3. Clarify and focus institutional priorities to be addressed in applications.

8.4 A number of models developed from discussions at the last meeting of Educational Excellence committee were summarised in the document *Review of the Structure of the Griffith Grants for Learning and Teaching Scheme, May 2007 (2007/0002268)* and presented consideration of the Learning and Teaching Committee at its July meeting. The options were as follows:

Option 1: Adopt the current Carrick Grants Program scheme for Griffith Learning and Teaching Grants.

Option 2: Adopt a two-tiered system based on the current Carrick Grants Program scheme.
Option 3: A four level system of grant categories based on Griffith’s level of academic organisation with clearly specified priority areas based on both Griffith and Carrick criteria.

Level 1 - Strategic Institution/University based projects (two year duration, up to $150,000)
Level 2 - Strategic Faculty/Group/Discipline based projects (one to two years duration, up to $50,000)
Level 3 - School/Program based projects (one year duration, up to $20,000)
Level 4 - Individual/Course based projects (one year duration, up to $5,000)

8.5 Members of the Learning and Teaching committee were generally in favour of Option 3, with an amount devolved to Faculties/Groups for smaller grants and an amount Managed by the Deputy Vice Chancellor (Academic) for University wide strategic Grants.

8.6 The Learning and Teaching Committee recommended the revised policy, Griffith Grants for Learning and Teaching Guidelines (007/0002270) and the Griffith Strategy for the Development of Learning and Teaching Grants and Awards (2007/0002271) to Academic Committee for approval at its 5/2007 meeting subject to clarification of details pertaining to allocations to grant levels and composition of reference groups.

For Noting

9.0 STRATEGY FOR APPLICATIONS FOR CARRICK GRANTS AND AWARDS

9.1 The Educational Excellence Committee has, as one of its responsibilities, the task to "provide advice on the development, evaluation, and selection of the University’s nominations for the Carrick Awards for Australian University Teaching"

9.2 After meetings between the Chair of the Educational Excellence committee, the Director of GIHE and the Head of the Secretariat it was agreed that the Educational Excellence Committee would develop a Strategic Plan for a whole of university integrated approach to all Learning and Teaching grants and awards including Carrick Awards and Grants Schemes and the Griffith Awards and Grants Schemes.

9.3 Educational Excellence Committee received advice from the Sub-Committee which considered applications for funding in the 2006 round of Griffith Grants for Learning and Teaching as follows:

“The Sub-Committee recommend[s] that the current grant process be reviewed, as currently there is a significant amount of time and effort spent in submitting/assessing applications that may not warrant funding under the guidelines, for example, applications that are seeking funding for course development, purchase of equipment or research oriented projects. The Sub-Committee recommended that the following new process be considered and trialled:

- Applicants to be asked to submit a one page Expression of Interest document to be considered by the Learning and Teaching Committee or an appointed Sub-Committee;
- Applicants would be asked to confer with their Dean (Learning and Teaching) prior to submitting an Expression of Interest. Groups may wish to consider running a workshop to facilitate this process;
• Applicants may then be invited to make a presentation to the Learning and Teaching Committee or Sub-Committee, and to address any questions that may be asked.

• The Sub-Committee also recommended that the categories be revised to link more closely with the Carrick Grants Scheme.

9.4 The Chair developed, for the consideration of the Educational Excellence Committee, a draft strategy for a whole of university integrated approach to all Learning and Teaching grants and awards including Carrick Awards and Grants Schemes and the Griffith Awards and Grants Schemes and which takes into consideration issues noted in Items 6.3, 6.4 and 6.5 above.

9.5 The Learning and Teaching Committee considered the Griffith Institutional Strategy for Developing Applications for Internal and External Grants and Awards (2007/0002269) and resolved to recommend the strategy to Academic Committee for approval at it’s July meeting subject to minor amendments to ensure the title Dean and Deputy Dean are used consistently.

For noting

10.0 AUSSE – AUSTRALASIAN SURVEY OF STUDENT ENGAGEMENT

10.1 The Griffith Institute for Higher Education hosted on the 3 July, a workshop for Griffith University staff focusing on engaging students in the first year. Professor George Kuh from Indiana University, Bloomington, presented at the session and referred to a key tool in use in the US the NESSE, the National Survey of Student Engagement.

10.2 Professor Kerri-Lee Krause advised the group that the tool is currently being adapted for use in Australian setting. Professor Krause is a member of the Steering Group for the project.

10.3 A brief outline of the project is attached for the information of members.

11.0 MEETING DATES FOR 2007

Meeting Day: Wednesdays 10.00am – 12.30pm

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12.00 NEXT MEETING

The next meeting of the Educational Excellence Committee is to be held at 10.00am on Wednesday 22 August July in N16_1.13 Macrossan, Nathan Campus.