GRIFFITH UNIVERSITY

EDUCATIONAL EXCELLENCE COMMITTEE

NOTICE OF MEETING

A meeting of the Educational Excellence Committee will be held at 10.00am on Monday 21 July at Room 2.01, Bray Centre (N54), Nathan 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)
Associate Professor Keithia Wilson Until December 31st 2008

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

Senior Academic Staff (one from each Group appointed by the Group Pro-Vice Chancellor)
Dr Jock Macleod (Arts, Education and Law) Until December 31st 2009
Dr Janis Bailey (Business) Until December 31st 2009
Dr Ricardo Simeoni (Health) Until December 31st 2008
Dr Ann McDonnell (Science and Technology) Until December 31st 2008

Chair, Sport Scholarships Committee
Professor Dan Funk ex officio

Chair, Excellence Expo Committee
Mr Sam Di Mauro ex officio

Dean, Griffith Graduate Research School
Professor Joy Cumming ex officio

Director, Griffith Institute for Higher Education or Nominee
Ms Christine Grimmer Until December 31st 2008

Acting Director, Flexible Learning and Access Services or Nominee
Ms Dianne Selzer Until December 31st 2008

Director, Office for Human Resource Management or Nominee
Ms Heather Cameron Until December 31st 2008

Director, External Relations or Nominee
Ms Hilarie Dunn Until December 31st 2008

Undergraduate Student
Vacant Until December 31st 2008

Postgraduate Student
Vacant Until December 31st 2008
Secretary: Ms Rae-Anne Locke (extension 57945)

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Events

Griffith Awards for Excellence in Teaching
- Applications close August 4th

Faculty Learning and Teaching Citations
- Applications close August 18th

Griffith Learning and Teaching Grants
- Expressions of Interest close August 18th
- Full proposals close October 27th

ALTC
- Citations Brisbane ceremony August 4th
- AAUT Canberra ceremony November 25th

Committee QuickPlace Web Address

- 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

A meeting of the Educational Excellence Committee will be held at 10.00am on Monday 21 July at Room 2.01, Bray Centre (N54), Nathan campus.

Rae-Anne Locke
Secretary

1.0 APOLOGIES
The Chair will advise apologies received for the 5/2008 meeting of the Educational Excellence Committee.

2.0 CONFIRMATION OF ACTION SHEET
Having been circulated, the Committee is asked to accept the Action Sheet of the Educational Excellence Committee’s 4/2008 meeting as a true and accurate record of that meeting.

3.0 CHAIRPERSON’S REPORT
3.1 REPORT FROM LEARNING AND TEACHING COMMITTEE

3.1.1 ATSI INCLUSIVE CURRICULUM DEVELOPMENT AND IMPLEMENTATION WORKING PARTY
The draft Terms of Reference for the Working Party and Advisory Group are attached (Attachment 3.0).

3.1.2 GRADUATE ATTRIBUTES WORKING PARTY
Professor Joy Cumming to report

4.0 REPORTS FROM SUB-COMMITTEES OF THE EDUCATIONAL EXCELLENCE COMMITTEE
4.1 SPORTS SCHOLARSHIP COMMITTEE

4.2 EXCELLENCE EXPO 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

5.0 PROMOTING EXCELLENCE INITIATIVE STANDING ITEM

5.1 The ALTC (formerly Carrick) Promoting Excellence Initiative provided one-off funding to build and strengthen the capacity of institutions to respond to the programmes of the Australian Learning and Teaching Council (ALTC).

5.2 Ms Christine Grimmer is managing this project and will provide a regular update to the Committee.

Ms Christine Grimmer to report

For consideration

6.0 GRIFFITH STRATEGY FOR THE DEVELOPMENT OF ALTC LEARNING AND TEACHING GRANTS AND AWARDS

6.1 The Educational Excellence Committee is requested as one of its responsibilities to provide advice on the development, evaluation, and selection of the University’s nominations for the [formerly Carrick] Australian Awards for University Teaching.

6.2 In June 2007, EEC developed an institutional strategy for the whole of university integrated approach to all learning and teaching grants and awards including ALTC Awards and Grants Schemes and the Griffith Awards and Grants Schemes. The resulting Griffith Strategy for the Development of Learning and Teaching Grants and Awards (Attachment 6.0) outline detailed processes for identifying and developing Griffith grants and awards applicants and applications.

6.3 The Chair also seeks to discuss ways that Educational Excellence Committee members might contribute to the development and review of ALTC Citation and Award applications in support of this institutional strategy and the Promoting Excellence Initiative strategy.

6.4 The Committee is requested to consider how this strategy might be more effectively implemented and how it relates to the Promoting Excellence Initiative.

For consideration

7.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING STANDING ITEM

7.1 Applications for the 2008 Griffith Awards for Excellence in Teaching scheme close on August 4th. The Faculty Learning and Teaching Citations close on August 18th.

7.2 The Chair seeks the Committee’s feedback on the development of possible guidelines for selection panels.
7.3 At the 4/2008 meeting of EEC, Professor Spence requested the Committee review the alignment between the Faculty Learning and Teaching Citations, the Griffith Awards for Excellence in Teaching and the ALTC awards. Professor Spence and Associate Professor Wilson will then take the Committee’s recommendations regarding any changes to the Faculty Learning and Teaching Citations to the Deans (Learning and Teaching) at their next Forum.

7.4 Attached are the Faculty Learning and Teaching Guidelines and the Griffith Awards for Excellence in Teaching Guidelines for the Committee’s consideration (Attachments 7.1 and 7.2).

For consideration

8.0 ALTC STANDING ITEM

For consideration

9.0 DISSEMINATION OF BEST PRACTICE BY TEACHING AWARD WINNERS

9.1 At the previous meeting, the Educational Excellence Committee discussed ways that recipients of teaching awards could disseminate their best practice. Suggestions included:
- Contributing to the Graduate Certificate 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

9.2 This item remains on the agenda for further discussion.

For consideration

10.0 CELEBRATING TEACHING AT GRIFFITH WEEK

10.1 Professor John Dewar and Professor Sue Spence have proposed a Celebrating Teaching at Griffith week to be held in study week in November, which provides a learning and teaching professional development focus for staff.

10.2 This week is to include the Blended Learning Showcase and the First Year Advisors and Program Convenor Day. The Deans (Learning and Teaching) have generally agreed to host local events to showcase excellent practice in learning and teaching, to provide local-level professional development for staff and recognise Faculty Learning and Teaching and GAET winners. This is in line with the Academic Plan 3 goal to identify and ensure targeted needs-based academic staff development across the University.

10.3 The Chair brings this to the Committee’s attention to discuss ideas and Educational Excellence Committee involvement in this week.

For consideration

11.0 STRATEGIC LEADERSHIP – IDENTIFYING TEACHING EXCELLENCE
11.1 At the previous meeting, the Educational Excellence Committee agreed the issue of identifying and rewarding excellence in teaching was a strategic priority for this Committee in 2008. The Committee believes that it is well placed to assist the University to develop resources that can both assist staff to demonstrate excellence and assist panels and academic managers to recognise and verify claims of excellence.

11.2 Professor Sue Spence has agreed for the Educational Excellence Committee to work on operationalising learning and teaching effectiveness and excellence in the Griffith context.

11.3 The Promotion of Academic Staff Policy and Procedures (Document number 2007/0007681) is attached for the Committee's reference.

11.4 This item remains on the agenda for further discussion.

For consideration

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

Nil

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

12.0 OTHER BUSINESS

13.0 NEXT MEETINGS: Remaining 2008 Meeting Schedule (All meetings 10.00-12.30)

* Meetings Videoconferenced

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