GRiffith University

Educational Excellence Committee

Notice of Meeting

A meeting of the Educational Excellence Committee will be held at 10.00am on Wednesday 13 June at Room L08_1.07, Logan 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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Section II: Matters Requiring Ratification or Executive Action

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10.0 Next Meeting

The next meeting of the Educational Excellence Committee is to be held on Wednesday 18 July N54_2.01 Bray Centre, Nathan Campus.
### Significant Committee Events

- **June 29 - Celebrating Teaching Seminar**

  "Fe Fi Fo Fun, Do I smell success at the end of year one? - A very English perspective on the first year experience" – Ruth Pickford, UK National Teaching Fellow, Lecturer, Leeds Metropolitan University.

  The Roundhouse, Mt Gravatt

### Deadlines

- **Carrick Awards for Australian University Teaching 2007**

  - Due July 13th 2007

### Committee QuickPlace Web Address

- [https://qplace02.domino.griffith.edu.au/QuickPlace/sec-university-committees/Main.nsf/](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.
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
vacant (Health) Until February 2008
Dr Ann McDonnell (Science and Technology) Until February 2008

Chair, Sport Scholarships Committee
Professor Graham Cuskelley 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
Ms Hilarie Dunn 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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GRiffith University

Educational Excellence Committee

A meeting of the Educational Excellence Committee will be held at 10.00am on Wednesday 13 June at Room L08_1.07, Logan 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 has been circulated and is taken as being read.

3.0 CHAIR'S REPORT

3.1 STRUCTURE OF GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING

3.2 CARRICK INSTITUTE FORUM

Sam Di Mauro, Duncan Nulty, and Christine Grimmer will report.

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 applications for 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 CONSTITUTION OF THE EXCELLENCE EXPO COMMITTEE

5.1 At the 8/2006 meeting of the Excellence Expo Committee, members discussed the theme for Excellence Expo 2007 as well as strategies for attracting more applicants. It was noted that there were fewer entries in 2006 than in previous years – possibly due to a shorter lead-time. The theme for 2007 was determined to be “Health for Life”.

www.griffith.edu.au/committees
The same application guidelines as those used in 2006 were applied – that is:

- Online registration
- Digital projects
- An A2 poster to complement each student presentation

Members requested the Secretary, Jeanette Soriano to prepare a new briefing for the 2007 Excellence Expo.

At the 9/2006 meeting of the Excellence Expo meeting members discussed the new brief which included:

- Excellence Expo open only to students in years 8-12
- Marketing advice would be sought from ER
- A sponsorship proposal was to be forwarded to Professor Michael Powell requesting assistance to seek a business sponsored Award
- The Secretary would design a flyer
- The Secretary would liaise with INS to create a more user friendly registration site for the Excellence Expo

At the 2/2007 meeting of the Excellence Expo Committee held on Tuesday 3 April, members resolved to change the name of the Expo from Excellence Expo to the Health 4 Life Challenge, but reference to the Excellence Expo would remain. Confirmation for the change would be sought from Professor Max Standage.

Members approved the following activities to execute the Expo for 2007:

- Preparation of presentation tips
- Preparation and distribution of poster with cover letter to schools
- Inclusion of an item on the Health 4 Life Challenge in a letter sent from the Deputy Vice Chancellor (Academic) to schools

The Excellence Expo Committee discussed changes to the constitution of the Educational Excellence Committee to reflect the change in name of the Expo competition to the Health 4 Life Challenge and to amend the membership to include a Secretary appointed by the Academic Registrar, an Academic Staff member from Human Services, and an Academic Staff member from Public Health.

Recommendation

The Educational Excellence Committee is asked to recommend the changes as outlined in the revised Constitution of the Educational Excellence Committee (2007/0002268) to Learning and Teaching Committee for consideration at its 4/2007 meeting and forwarding to Academic committee for approval at its July meeting as follows:

- to change the name of the Excellence Expo to the Health 4 Life Challenge
- to amend the membership to include
  - a Secretary appointed by the Academic Registrar,
  - an Academic Staff member from Human Services, and
  - an Academic Staff member from Public Health.
6.0 STRATEGY FOR APPLICATIONS FOR CARRICK 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 Carrick Awards for Australian University Teaching”.

6.2 Following discussion on feedback from the Chair of the Educational Excellence Committee, from meetings with the Director of GIHE and the Head of the Secretariat it was agreed that the Educational Excellence Committee will 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.

6.3 The Committee requested Dr Duncan Nulty, as the GIHE Coordinator for Carrick Grants and Awards, to prepare the following for review by the Educational Excellence Committee for discussion at its 3/2007 meeting:

1. A draft calendar of both the Carrick Grants and Awards and Griffith’s internal grants and awards time lines.

2. A draft schedule for a series of GIHE workshops for Academic staff responsible for identifying applicants, and for the development of applications timed to fit in with Carrick Institute deadlines.

6.4 Further, at the 2/2007 meeting of the Committee, The Chair tabled a message from the Deputy Vice Chancellor (Academic) requesting the Educational Excellence Committee to give consideration to three issues in relation to The Griffith Grants for Learning and Teaching Scheme, and make recommendations accordingly. These issues are:

- The extent to which the reporting and reference group requirements of our existing policy have been met;
- Whether the EEC thinks there should be any changes to those aspects of our policy; and
- Whether any other changes to our policy are desirable, especially in the light of the results for the scheme in 2006, which saw not all of the grant monies being allocated.

6.5 In respect of these issues, the Sub-Committee which considered applications for funding in the 2006 round of Griffith Grants for Learning and Teaching provided the following notes for the consideration of the Deputy Vice Chancellor (Academic):

“The Sub-Committee also recommended 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.

6.6 The Chair has 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.

Recommendation

6.7 The Educational Excellence Committee is asked to recommend the Griffith Institutional Strategy for Developing Applications for Internal and External Grants and Awards (2007/0002269) to the Learning and Teaching Committee for Approval at its June meeting.

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 FINAL REPORT FROM SIGNATURE EXPERIENCE GRANT

8.1 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).

8.2 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.

8.3 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.

8.4 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

8.5 Associate Professor Wilson and Heather Cameron will speak to the report, time permitting.
9.0 MEETING DATES FOR 2007

Meeting Day: Wednesdays 10.00am – 12.30pm

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10.00 NEXT MEETING

The next meeting of the Educational Excellence Committee is to be held at 10.00am on Wednesday 18 July in N54_2.01 Bray Centre, Nathan Campus