GRiffith University

Educational Excellence Committee

Notice of Meeting

A meeting of the Educational Excellence Committee will be held at 10.00am on Monday 23 June at Room 7.16, Webb Centre (S02), South Bank 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
Events

<table>
<thead>
<tr>
<th><strong>Griffith Awards for Excellence in Teaching</strong></th>
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<tr>
<td>Nominations close June 30^{th}</td>
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<td>Applications close August 4^{th}</td>
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<tr>
<th><strong>Faculty Learning and Teaching Citations</strong></th>
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<td>Applications close August 18^{th}</td>
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<tr>
<th><strong>Griffith Learning and Teaching Grants</strong></th>
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<td>Full proposals close October 27^{th}</td>
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<th><strong>ALTC</strong></th>
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<td>Applications for Awards for Teaching Excellence and Programs that Enhance Learning close July 11^{th}</td>
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<td>Citations Brisbane ceremony August 4^{th}</td>
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<td>AAUT Canberra ceremony November 25^{th}</td>
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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.
AGENDA

A meeting of the Educational Excellence Committee will be held at 10.00am on Monday 23 June at Room 7.16, Webb Centre (S02), South Bank campus.

Rae-Anne Locke
Secretary

1.0 APOLOGIES

The Chair will advise apologies received for the 4/2008 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 3/2008 meeting as a true and accurate record of that meeting.

3.0 MEMBERSHIP

Members will wish to welcome Professor Dan Funk, the new Chair of the Sports Scholarship Committee and Ms Dianne Selzer, the Acting Associate Director, Flexible Learning and Access Services to the Committee.

4.0 BUSINESS ARISING FROM THE PREVIOUS MEETING

4.1 At the 3/2008 meeting of the Committee, members requested the Secretary identify and collate information on existing partnership schemes between Griffith University and partner schools and teachers. Attached is information on the Griffith Uni-Reach, Griffith Connect and the GUESTS Program (Attachment 4.1).

4.2 At the 3/2008 meeting of the Committee, members requested the Secretary find out about the work-integrated learning IRUA 2-day event planned for later this year. The Secretary reports a proposal has gone to the seven Vice Chancellors to fund a forum this year but it this not public knowledge. John Dewar is working with Lenore Cooper (who is the Director, IRUA) to propose the Brisbane event. There have been variously funded IRUA forums in 2006 and 2007, but this one is different in that the proposal is for a focus on WIL. The earlier forums involved about 10 people from each of the institutions. The 'how' is yet to be determined, but the proposal is for 30-31 October.

For consideration

5.0 CHAIRPERSON’S REPORT

5.1 REPORT FROM LEARNING AND TEACHING COMMITTEE
5.1.1 REVIEW OF SET AND SEC
5.1.2 GRADUATE ATTRIBUTES WORKING PARTY
5.1.3 REVIEW OF ASSESSMENT POLICIES AND PRACTICES
5.1.4 PERFORMANCE INDICATORS FOR BENCHMARKING AND THE ANNUAL PROGRAM MONITORING
5.1.5 INDIGENOUS INCLUSIVE LEARNING AND TEACHING PRACTICES

6.0 REPORTS FROM SUB-COMMITTEES OF THE EDUCATIONAL EXCELLENCE COMMITTEE

6.1 SPORTS SCHOLARSHIP COMMITTEE

6.2 EXCELLENCE EXPO COMMITTEE

The agenda and the action sheet of the 19th of May meeting of this Committee have been circulated.

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

7.0 PROMOTING EXCELLENCE INITIATIVE STANDING ITEM

7.1 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). Griffith received the maximum available funding.

7.2 Ms Christine Grimmer is managing this project, while Ms Kathy Watson is the Learning and Teaching Development Officer and Ms Marnie Holt, the Grants and Resource Development Officer. All would like to provide the Committee with an overview of this project and an update on progress to date (Attachments 7.5-7.6). Attached for the Committee’s feedback are four draft resources the group have developed to assist staff in developing and writing ALTC and GAET applications (Attachments 7.1-7.4).

For consideration

8.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING

8.1 The 2008 Griffith Awards for Excellence in Teaching scheme was launched on May 6th through several strategies: a broadcast email to all staff and students from Professor Sue Spence, emails and posters to School Administration Officers, posters on public noticeboards, a message to students on Learning@Griffith, an item in GNN and follow up emails to Deans (Learning and Teaching) from Sue.
8.2 Nominations for Teaching Excellence Awards close on June 30th, with applications closing on August 4th. The Faculty Learning and Teaching Citations, which were launched at the same time, close on August 18th.

8.3 The Chair seeks the Committee’s feedback on the development of possible guidelines for selection panels and volunteers for these panels.

For consideration

9.0 ALTC

9.1 The Chair 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 the University’s institutional strategy and the ALTC Promoting Excellence Initiative strategy.

9.2 Attached for the Committee’s information is a list of Griffith’s 10 applications for ALTC Citations (winners to be announced by ALTC in early July), a list of applications currently being developed for ALTC awards (close July 11th) and a list of successful ALTC Grant recipients (Attachments 9.1-9.3). All of these lists are CONFIDENTIAL at the moment.

For consideration

10.0 DISSEMINATION OF BEST PRACTICE BY TEACHING AWARD WINNERS

10.1 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

10.2 This item remains on the agenda for further discussion.

For consideration

11.0 CELEBRATING TEACHING AT GRIFFITH WEEK

11.1 The Deputy Vice Chancellor (Academic), Professor John Dewar and the Pro Vice Chancellor (Learning and Student Outcomes), 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.

11.2 This week is to include the Blended Learning Showcase and the First Year Advisors and Program Convenor Day. The Deans (Learning and Teaching) have been approached by Sue to gauge the possibility the Groups or Faculties hosting 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.
11.3 The Chair brings this to the Committee’s attention to discuss ideas and Educational Excellence Committee involvement in this week.

For consideration

12.0 STRATEGIC LEADERSHIP – IDENTIFYING TEACHING EXCELLENCE

12.1 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.

12.2 The Pro Vice Chancellor (Learning and Students Outcomes), Professor Sue Spence has agreed for the Educational Excellence Committee to work on operationalising learning and teaching effectiveness and excellence in the Griffith context.

12.3 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

13.0 ALTC GRANT PROGRESS REPORT

13.1 Attached is an interim progress report for a ALTC Discipline Based Initiative Grant led by Ms Carol Joy Patrick.

For consideration

14.0 OTHER BUSINESS

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

* Meetings Videoconferenced

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