GRiffith University  

EDUCATIONAL EXCELLENCE COMMITTEE  

NOTICE OF MEETING  

A meeting of the Educational Excellence Committee will be held at **10:00am - 12:30pm** on **Monday 12 March 2012** via videoconference in room 2.06, Bray Centre (N54), Nathan campus and room 1.04, The Chancellery (G34), Gold Coast campus.  

Apologies may be recorded by telephoning Donna Kalaentzis on extension 57879, or by emailing D.Kalaentzis@griffith.edu.au.  

DISTRIBUTION LIST  

Committee Members  

The Chair of the Committee who shall be nominated by the Deputy Vice Chancellor (Academic)  
Professor Keithia Wilson Until December 31st 2012  

Two Academic Staff per Academic Group nominated by the Group Pro-Vice Chancellor  
Dr Afshin Akhtarkhavari (AEL) Until December 31st 2012  
Dr Peter Woods (GBS) Until December 31st 2012  
Dr Niru Nirthanan (HTH) Until December 31st 2012  
Dr Ann McDonnell (SEET) Until December 31st 2012  
Associate Professor Jock Macleod (AEL) Until December 31st 2013  
Associate Professor Robyn Hollander (GBS) Until December 31st 2013  
Dr Marion Tower (HTH) Until December 31st 2013  
Dr Catherine Howlett (SEET) Until December 31st 2013  

Director, Griffith Institute for Higher Education or Nominee  
Ms Christine Grimmer Until December 31st 2012  

Academic Registrar or Nominee  
Ms Karen van Haeringen Until December 31st 2012  

Undergraduate Student  
Vacant Until December 31st 2012  

Postgraduate Student  
Vacant Until December 31st 2012  

Secretary: Rosemary Marson  

Other Copies  
Binding CARMS copy (attachments)  
Spare copy (attachments)  

Committee Team Place Web Address  

- Use the left navigation bar to select the relevant committee site. Username is your staff number and password is the same as your Griffith Portal login. Call the Secretariat on 57879 for advice or if experiencing difficulties.
1.0 WELCOME/ACKNOWLEDGMENT TO COUNTRY

2.0 APOLOGIES

3.0 CONFIRMATION OF ACTION SHEET

The Minutes of the 6/2011 meeting of the Educational Excellence Committee are attached.

To be taken as read and confirmed.

4.0 MEMBERSHIP

Educational Excellence Committee members will wish to express their appreciation to the following outgoing Committee members for their contributions to the work of the group during their terms of office:

- Associate Professor Janis Bailey
- Associate Professor Rod Barrett

Educational Excellence Committee members will wish to welcome the following new or returning Committee members:

- Associate Professor Robyn Hollander (GBS)
- Dr Marion Tower (HTH)
- Associate Professor Jock MacLeod (AEL)
- Dr Catherine Howlett (SEET)
- Ms Chris Grimmer (GIHE nominee of Director)

For noting

5.0 CHAIRPERSON’S REPORT

The Chair will report on items of interest that have arisen since the previous meeting, including the following:

5.1 The February Learning and Teaching Committee update;

5.2 The Griffith Academy of Learning and Teaching Scholars update; and

5.3 Aboriginal and Torres Strait Islander Curriculum Development and Implementation Working Party and Reference Group Update.
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

6.0 ORIENTATION OF NEW MEMBERS

6.1 The Committee welcomes its new members and will discuss briefly the core purpose and functions of the EEC, as indicated in the Constitution (attached) and the structure of the agenda.

For discussion

7.0 STRATEGIC LEADERSHIP – CONTRIBUTING TO TEACHING EXCELLENCE - STANDING ITEM – UPDATE

7.1 The Committee has a standing item concerning the identification of strategic issues in learning and teaching which are relevant to staff engagement with awards and grants in learning and teaching. One past example is:

- The need for explicit linking of learning and teaching grants and awards to promotion and the explication of a career path in learning and teaching, and consistent standards for Group Promotional panels in evaluating applications based on learning and teaching. This initiation resulted in the Griffith Clarifying Work Profiles document.

Some recent issues identified by the EEC in ongoing discussions concerning learning and teaching grants include:

- Processes for dissemination of good practice findings from learning and teaching grants across the University.
- Staff education regarding a range of strategies for formative and summative evaluation of processes and outcomes.

For discussion

8.0 GRIFFITH GRANTS FOR LEARNING AND TEACHING – INTERIM AND FINAL REPORTS

8.1 In accordance with the Griffith Grants for Learning and Teaching Guidelines, the Educational Excellence Committee is asked to review the interim and final reports and of all successful Level 1 and 2 learning and teaching grant recipients and provide feedback to project teams.

8.2 Section 8.1 of the Griffith Grants for Learning and Teaching Guidelines state:

Reports must be submitted in the format of the report template. The templates are intended to be dynamic documents that provide a complete record of the project’s reports and feedback on reports from the relevant review committees. The template, complete with the review committee’s feedback, will be returned to project leaders to retain, so the next section of the template can be completed for the second and/or final report.

Committees may request applicants at any of the four grant levels to revise and re-submit their reports in line with specific feedback provided. Such feedback is designed to enhance the possible success of the project.
8.3 The following grant reports are attached for the consideration of the Committee:

<table>
<thead>
<tr>
<th>Name</th>
<th>Project Title</th>
<th>Project Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Calvin Smith</td>
<td>University-wide Implementation Strategy for Embedding Revised Griffith Graduate Attributes into Curricula</td>
<td>7 month Progress Report</td>
</tr>
<tr>
<td>Ms Janine Chipperfield</td>
<td>Implementing Peer Assisted Study Sessions (PASS) in the Griffith Health and Business Groups</td>
<td>Final Report</td>
</tr>
<tr>
<td>Ms Carol-joy Patrick</td>
<td>Expansion of the SAGC tool for use by academics to measure generic skill growth in students</td>
<td>Interim Report</td>
</tr>
</tbody>
</table>

Recommendation

8.4 The Committee is asked to review the above Griffith Grants for Learning and Teaching reports and provide comments for return to relevant project leaders.

For debate and decision

9.0 CELEBRATING TEACHING EVENTS – 2012

9.1 The Griffith Institute for Higher Education is planning to reconfigure the Celebrating Teaching seminar program for 2012 to include good practice round-table discussions that will be followed by university-wide presentation and dissemination events. These will be held at the end of semester and will focus on two themes. In Semester 1 the theme will focus on retention and in Semester 2 on graduate/student success. The round-table discussions and university-wide presentations will be held at northern and southern venues.

9.2 As part of the planning for the Celebrating Teaching seminar program for 2012, the following dates have been circulated to the Deans (Learning and Teaching) for comment and are included here for comment and feedback by the Educational Excellence Committee.

A northern and southern event in week 12 (Wednesday 23 and Friday 25 May)
A northern and southern event in week 13 (Wednesday 30 May and Friday 1 June)
A northern and southern event in week 14 (Wednesday 6 and Friday 8 June).

The Director, GIHE will introduce this item.

For discussion and comment

10.0 ANNUAL REPORT FOR THE EDUCATIONAL EXCELLENCE COMMITTEE FOR 2011

10.1 Attached for member’s consideration is the 2011 Annual Report (2012/0012251), which includes the work plan for 2012 for the Educational Excellence Committee. This Report will be tabled at both the Learning and Teaching Committee and the Academic Committee. The Chair is seeking the input of Committee members into the final Report. The Report is a new requirement of the University’s Academic Committee.

For discussion

11.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING (GAET) STANDING ITEM - UPDATE

11.1 The 2012 Guidelines changes ratified by the LTC in February 2012 are noted for the 2012 round.

For noting
12.0  GRANT AND FELLOWSHIP GUIDELINES: LEARNING AND TEACHING STANDING ITEM – UPDATE

12.1  The 2011 structure of Grants and Fellowships has yet to be reviewed for 2012. The Chair is seeking initial input into this redesign for 2012. Particular issues identified for discussion include:

- **Priority areas** - Institutional level grants and fellowships being advertised across a range of priority areas, versus the Deputy Vice Chancellor (Academic) identifying a small number of targeted priorities for each annual round.
- **Project Initiation** - Institutional level grants and fellowships being advertised versus the Deputy Vice Chancellor (Academic) approaching individuals or teams with an established track record in targeted priority areas.
- **Levels of Grants** - Maintaining the dual levels of Institutional grants/fellowships administered by the DVC (A) and Group level grant funding administered by the Deans Learning and Teaching.

For noting and discussion

13.0  OLT STANDING ITEM – UPDATE

13.1  2012 Fellowship, Citation and Award applications

Following consultations across Groups via Deans, Learning and Teaching in late 2011, two OLT Fellowship applications have been submitted. In addition, 13 Citation applications and eight award applications are currently under preparation. The list of applicants will be tabled for noting and time frames for the national scheme will be discussed.

13.2  2012 Grant applications

The first round of OLT grant applications have been submitted for 2012, with Griffith submitting five applications as a lead Institution. The OLT Grant categories are Innovation and Development, Leadership for Excellence in Learning and Teaching, and Seed Projects. The criteria and guidelines for these can be found at [http://www.olt.gov.au/grants-and-projects/programs-and-applications](http://www.olt.gov.au/grants-and-projects/programs-and-applications).

For noting

14.0  PROMOTING EXCELLENCE INITIATIVE (PEI) STANDING ITEM

14.1  Ms Christine Grimmer and Ms Karen van Haeringen will provide an update on the work of the Queensland Promoting Excellence Network.

For discussion

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

Nil

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

15.0  UNIVERSITIES AUSTRALIA – BEST PRACTICE FRAMEWORK FOR INDIGENOUS CULTURAL COMPETENCY

15.1  In January 2012 Universities Australia released the *National Best Practice Framework for Indigenous Cultural Competency in Australian Universities*. The Framework was also endorsed by the Indigenous Higher Education Advisory Council in late 2011.
15.2 The Best Practice Framework provides the Australian higher education sector with theoretical and practical tools needed to embed Indigenous cultural competency at the institutional level.

15.3 The Framework will provide encouraging and supportive environments for Indigenous students and staff and offer non-Indigenous graduates the knowledge and skills needed to deliver competent services to Indigenous Australians.


For noting

16.0 VICE CHANCELLOR’S TEACHING BURSARIES

16.1 The following staff have been awarded the Vice Chancellor’s Bursary for the Graduate Certificate in Higher Education, undertaken in Semester 2, 2011:

Dr Danielle Twigg (EPS)
Dr Susanne Garvis (EPS)
Dr Mirela Malin (AFE)
Dr Mary Sidebotham (NRS)
Dr Heather Green (PSY)

For noting

17.0 OTHER BUSINESS

18.0 2012 MEETING SCHEDULE

18.1 The Educational Excellence Committee is scheduled to be held on the following dates in 2012:

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Nathan campus</th>
<th>Gold Coast campus</th>
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</thead>
<tbody>
<tr>
<td>Monday 12 March</td>
<td>Room 2.06, Bray Centre (N54)</td>
<td>Room 1.04, The Chancellery (G34)</td>
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<tr>
<td>Monday 16 April</td>
<td>Room -1.18, Glyn Davis (N72)</td>
<td>Room 3.01, Multimedia (G23)</td>
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<tr>
<td>Monday 21 May</td>
<td>Room 2.06, Bray Centre (N54)</td>
<td>Room 1.04, The Chancellery (G34)</td>
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<td>Monday 16 July</td>
<td>Room 2.06, Bray Centre (N54)</td>
<td>Room 1.04, The Chancellery (G34)</td>
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<td>Monday 3 September</td>
<td>Room 2.06, Bray Centre (N54)</td>
<td>Room 1.04, The Chancellery (G34)</td>
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<td>Monday 8 October</td>
<td>Room 2.06, Bray Centre (N54)</td>
<td>Room 1.04, The Chancellery (G34)</td>
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<td>Monday 5 November</td>
<td>Room 2.06, Bray Centre (N54)</td>
<td>Room 1.04, The Chancellery (G34)</td>
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