GRiffith University

Edwardcational Excellence Committee

Notice of Meeting

A meeting of the Educational Excellence Committee will be held at 10.00am on Wednesday 23 May at 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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1.0 Apologies
2.0 Confirmation of Minutes
3.0 Chairperson’s Report
4.0 Reports from Sub-committees of the Educational Excellence Committee
   4.1 Sports Scholarship Committee
   4.2 Excellence Expo Committee

Section I: Matters for Debate and Decision

5.0 Strategy for Management of Griffith Applications for Carrick Awards

Section II: Matters Requiring Ratification or Executive Action

Nil

Section III: Matters for Noting and Where Appropriate, Acceptance of Recommendations

6.0 Applications for 2007 Carrick Awards
7.0 Revised Guidelines for Griffith Awards for Excellence in Teaching
8.0 Interim Reports from 2006 Griffith Grants for Learning and Teaching
9.0 Strategic Leadership Discussion
10.0 Meeting Dates for 2007
11.0 Next Meeting
The next meeting of the Educational Excellence Committee is to be held on Wednesday 13 June L08_1.07 Logan Campus.

### Significant Committee Events

- **May 30 - Celebrating Teaching Seminar**
- **Postgraduate Supervision – Professor Parlo Singh & Dr Cristina Poyatos-Matas**

### 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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Spare copy (attachments)
GRIFFITH UNIVERSITY

EDUCATIONAL EXCELLENCE COMMITTEE

A meeting of the Educational Excellence Committee will be held at from 10.00am to 12.30pm on Wednesday 23 May at 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 has been circulated and is taken as being read.

3.0 CHAIR’S REPORT

3.1 REVISED GUIDELINES FOR GAWARDS FOR EXCELLENCE IN TEACHING

The Chair will report. Revised Guidelines for Griffith Awards for Excellence in Teaching (2007/0000049) approved by Academic Committee are attached

3.2 CARRICK INSTITUTE UPDATE

3.2.1 The Chair will report on the submission of nominations for Carrick Citations and results of applications for Carrick Grants

3.2.2 The Chair is pleased to advise members that Sam DiMauro as the winner of a 2006 Carrick Award for Australian University Teaching has been invited to make a presentation at the Carrick Awards Forum in Melbourne on May 28. Sam will share his presentation in a preview with members

3.3 CELEBRATING TEACHING SEMINAR

The Chair will report

3.4 COMMITTEE MEMBERSHIP

The Chair will report

3 REPORTS FROM SUB-COMMITTEES OF THE EDUCATIONAL EXCELLENCE COMMITTEE

4.1 SPORTS SCHOLARSHIP COMMITTEE

4.2 EXCELLENCE EXPO COMMITTEE – no meeting

4.2.1 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 STRATEGY FOR APPLICATIONS FOR CARRICK GRANTS AND AWARDS

5.1 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”

5.2 Following discussion on feedback from the Chair of Education 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.

5.3 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.

5.4 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.

5.5 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.

5.6 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

5.7 The Educational Excellence Committee is asked to recommend the Griffith Institutional Strategy for Developing Applications for Internal and External Grants and Awards (2007/0002265) to Learning and Teaching Committee for Approval at its June meeting.

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

6.0 GRIFFITH GRANTS FOR LEARNING AND TEACHING INTERIM REPORTS

6.1 The Guidelines for Griffith Grants for Learning and Teaching require reporting as follows:

Reporting

A report on the outcomes of the project and a financial statement showing funding expenditure, both endorsed by the relevant Dean/Provost and Director, must be lodged with the Secretary, Learning and Teaching Committee by 31 August in the year of the project's completion date. An interim progress report is also required by 31 October of the year in which the grant was approved for commencement. In the case of a Strategic Program project, an interim progress report is also required and must be lodged with the Secretary, Learning and Teaching Committee by August of the year following the year of the award of the grant.

6.2 At the 2/2007 meeting of the Committee, the Chair recommended that, there being insufficient time for members to read all reports, they be divided up between members for feedback at the April meeting. Members will brief the meeting on reports in the following table accordingly:

<table>
<thead>
<tr>
<th>Name</th>
<th>Project Title</th>
<th>Report Received/Not Received</th>
</tr>
</thead>
</table>

GRiffith GrAnTS FOR LEARNING AND TEACHING INTERIM REPORTS RECEIVED 30 OCTOBER 2006
<table>
<thead>
<tr>
<th>Name</th>
<th>Project Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janine McMaster-Kirkwood, Griffith Law</td>
<td>Advocacy in Practice</td>
<td>Received</td>
</tr>
<tr>
<td>School</td>
<td>Implementing Peer and Self Assessment Practices to Enhance Learning Outcomes in the</td>
<td>Received</td>
</tr>
<tr>
<td></td>
<td>Biomedical and Allied Health Sciences</td>
<td></td>
</tr>
<tr>
<td>Dr Peter Johnson, School of Pharmacy</td>
<td>Advocate in Practice</td>
<td>Received</td>
</tr>
<tr>
<td>Dr Stephen Cronin, QCGU</td>
<td>Music Theory Literacy Project</td>
<td>Received</td>
</tr>
<tr>
<td>Dr Richard Hindmarsh, Griffith School of</td>
<td>Mainstreaming Mentoring at Griffith</td>
<td>Received</td>
</tr>
<tr>
<td>Environment and Joanna Peters, Student</td>
<td>Advocate in Practice</td>
<td>Received</td>
</tr>
<tr>
<td>Services</td>
<td>Advocate in Practice</td>
<td>Received</td>
</tr>
<tr>
<td>Gregg Howard, QCGU</td>
<td>Development of an Online, Self-Paced Course in Music Literature</td>
<td>Received</td>
</tr>
<tr>
<td>Associate Professor Mike Levy, School</td>
<td>Developing and Evaluating a Web-Based Teacher Training Program for Synchronous</td>
<td>Received</td>
</tr>
<tr>
<td>of Languages and Linguistics</td>
<td>Online Language Learning and Teaching</td>
<td></td>
</tr>
<tr>
<td>Glen Hornby, Department of Tourism,</td>
<td>Educational Resource Development for the Teaching of Ethics and Responsible Practice</td>
<td>Received</td>
</tr>
<tr>
<td>Leisure, Hotel and Sport Management</td>
<td>in Research in Field Work Courses</td>
<td></td>
</tr>
<tr>
<td>Ros Franklin, School of Education and</td>
<td>Technological Coaching and Mentoring in the Community of Practice</td>
<td>Received</td>
</tr>
<tr>
<td>Professional Studies</td>
<td>Advocate in Practice</td>
<td>Received</td>
</tr>
<tr>
<td>Tiziana Miceli, Sara Visocnik-Murray and</td>
<td>Engaging First Year Students in Reflecting on their Learning Beliefs: a way to</td>
<td>Received</td>
</tr>
<tr>
<td>Taeko Imura, School of Languages and</td>
<td>enhance the Griffith University Language Learning Experience</td>
<td></td>
</tr>
<tr>
<td>Linguistics</td>
<td>Advocate in Practice</td>
<td>Received</td>
</tr>
<tr>
<td>Dr Marion Mitchell, School of Nursing</td>
<td>Innovation in Learning – a Multi-Professional Approach</td>
<td>Received</td>
</tr>
<tr>
<td>and Midwifery</td>
<td>Advocate in Practice</td>
<td>Received</td>
</tr>
<tr>
<td>Dr Sue Thomas, School of Languages and</td>
<td>Advocate in Practice</td>
<td>Received</td>
</tr>
<tr>
<td>Linguistics</td>
<td>Advocate in Practice</td>
<td>Received</td>
</tr>
<tr>
<td>Megan Dalton, School of Physiotherapy</td>
<td>Advocate in Practice</td>
<td>Received</td>
</tr>
<tr>
<td>Associate Professor Dianne Watters,</td>
<td>Use of Authentic Learning Tasks, Concept Tests and Keypad Technology to Provide an</td>
<td>Received</td>
</tr>
<tr>
<td>School of Biomolecular and Physical</td>
<td>Advocate in Practice</td>
<td>Received</td>
</tr>
<tr>
<td>Sciences</td>
<td>Advocate in Practice</td>
<td>Received</td>
</tr>
<tr>
<td>Associate Professor Ashley Lye,</td>
<td>How to effectively design and implement an embedded 40CP work-integrated-learning</td>
<td>Received</td>
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<tr>
<td>Department of Marketing</td>
<td>component, with appropriate assessment, into the MBA ( Practicum) in a manner that</td>
<td>Received</td>
</tr>
<tr>
<td></td>
<td>achieves positive outcomes for the student and participating organisations</td>
<td></td>
</tr>
<tr>
<td>Ms Yuping Wang, School of Languages and</td>
<td>Developing and evaluating a Web-based teacher training program for synchronous</td>
<td>Received</td>
</tr>
<tr>
<td>Linguistics</td>
<td>Advocate in Practice</td>
<td>Received</td>
</tr>
<tr>
<td>Ms Robyn Stephens, Griffith Business</td>
<td>Developing a community of practice: Teaching, a staff-centred approach to enhancing</td>
<td>Received</td>
</tr>
<tr>
<td>School</td>
<td>Advocate in Practice</td>
<td>Received</td>
</tr>
<tr>
<td></td>
<td>Advocate in Practice</td>
<td>Received</td>
</tr>
</tbody>
</table>
6.3 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 this grant 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 last years’ experience with this scheme.

6.4 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:

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- 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.

Recommendation

6.5 The Educational Excellence Committee is asked to approve the interim reports for funded projects from the 2006 round of the Griffith Grants for Learning and Teaching for forwarding to Learning and Teaching Committee.

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

7.0 REVISED GUIDELINES FOR GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING
7.1 At its 2/2005 meeting the Educational Excellence Committee resolved to revise the Guidelines for the Griffith Awards for Excellence in Teaching to provide closer alignment with new guidelines for national teaching awards released by the Carrick Institute.

7.2 Revised Guidelines were circulated for the 2006 round of the Griffith Awards for Excellence in Teaching. Following the 2006 round further amendments were recommended including:

- A category for First Year Advisors
- Revised criteria for Post Graduate Supervision and Higher Degree Research Supervision
- Guidance about structuring applications

7.3 At its 2/2007 the Educational Excellence Committee approved the inclusion of guidance for structuring responses to criteria into page 4 of the Guidelines for 2007 and discussed the inclusion of a category for a First Year Advisor Award.

7.4 At the 3/2007 meeting of the Educational Excellence Committee, members considered recommendations summarised by the Chair, Associate Professor Keithia Wilson in the document Griffith Awards for Excellence in Teaching - Changes recommended by the EEC(2007/0002262). The following recommendations were forwarded to Learning and Teaching Committee for consideration at its May 8 meeting and forwarding to Academic Committee for approval at its May 17 meeting.

Recommendation 1.1 - Use the Carrick selection criteria for the GAET

Recommendation 1.2 - Include in Carrick criterion 4 (Respect and support for the development of students as individuals), the descriptor "demonstrating sensitivity to and understanding of diversity and different ways of knowing and learning”

Recommendation 1.3 - Include in Carrick criterion 3 (Approaches to assessment and feedback that foster independent learning) the descriptor "using strategies which encourage students to be responsible for their own learning”

Recommendation 1.4 - Revise the selection criteria for both the RHD and Honours Postgraduate Coursework Supervision Awards to more effectively access evidence of supervisory outcomes.

Recommendation 2.0 - Strengthen the ‘evidentiary standards’ by requiring award applicants to present a minimum of two years of SET and SEC evaluation data. (with the exception of the Research Supervision awards)

Evidence (2.1) Evidence of claims must include (instead of the current may include)… ;

(2.2) “Applications which do not include at least two years of SET and SEC results will not be considered”); and, (2.3) for the 2007 round only, a qualifier for 2006 applicants re-applying for 2007 that they may re-submit their application without meeting this criterion.

Recommendation 3 - Replace the current GAET category ‘Innovation Across the Institution’ with the Carrick category ‘Awards for Programs that Enhance Learning’

Recommendation 4.1 - Establish an Individual Teacher Award for each of
the four Griffith organisational Groups:
  Individual Teacher Award (4 awards)
  1. Arts, Education & Law;
  2. Business;
  3. Health;
  4. Science and Technology

Recommendation 4.2 - Establish a First Year Advisor award category

Recommendation 4.3 - Establish a ‘Strategic Priority Award’ category to recognise organisational priorities

Recommendation 4.4 - Establish an ongoing Indigenous Education award in 2008

Recommendation 5.0 – When multiple awards are granted, the prize money allocated to an award category is shared equally between award winners.

7.5 Recommendations 1.2, 1.3, 1.4, 3.0, 4.2, 4.3, 5.0 were endorsed for forwarding to Academic Committee. Members proposed revised recommendations for Recommendations 2.0, 4.1, and 4.4 forwarding to Academic committee as follows:

Recommendation 2.0 - Strengthen the 'evidentiary standards' by requiring award applicants to present a minimum of two years of SET and SEC evaluation data. (with the exception of the Research Supervision awards) Evidence of claims made must include reports of the learning experience from the students’ point of view, a summary and reflective analysis of a range of qualitative and quantitative data (e.g. SET and SEC results, numbers of students graduating or completing, retention data), and student awards or professional awards and publications. *Applications which do not include at least 2 years of course and teaching evaluation data will not be considered. (1) Applications for Individual and Early Career Teaching Excellence Awards which do not include at least two years of course and teaching evaluation data will not be considered. In the case of Casual Academic Staff, a minimum of one semester of data will be acceptable. (2) 2006 applicants who are reapplying in 2007 may re-submit their application without meeting this criterion.

Recommendation 4.1 - Individual Teacher Award offered in eleven areas as follows:
  - Biological Sciences, Health and Related Studies (including Agriculture, Animal Husbandry, Medicine, Nursing, etc);
  - Humanities and the Arts;
  - Law, Economics, Business and Related Studies;
  - Physical Sciences and Related Studies (including Architecture, Building and Planning, Engineering, Computing and Information Science)
  - Social Sciences including Education
  - Early Career Award
  - Casual Academic Staff Award
  - First Year Advisor Award
  - Priority Award Category (from 2008)
  - Honours and Postgraduate Coursework Supervision Award
  - Higher Degree Research Supervision Award.
Recommendation 4.4 – resolved in recommendation 4.1 as one of a number of awards to be offered as a Priority Award in rotating/particular years

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 Keitia 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 STRATEGIC LEADERSHIP DISCUSSIONS

10.0 MEETING DATES FOR 2007

Meeting Day: Wednesdays 10.00 – 12.30pm

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Confirmed Room</th>
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<td>18 April</td>
<td>N16_1.13</td>
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<tr>
<td>23 May</td>
<td>N54_2.01</td>
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<tr>
<td>13 June</td>
<td>L08_1.07</td>
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<td>18 July</td>
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<td>22 August</td>
<td>N16_1.13</td>
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<td>12 September</td>
<td>M24_3.11A</td>
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<tr>
<td>22 October</td>
<td>N54_2.01</td>
</tr>
<tr>
<td>12 November</td>
<td>N54_2.06</td>
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11.00 NEXT MEETING

The next meeting of the Educational Excellence Committee is to be held at 10.00am on Wednesday 13 June in L08_1.07, Logan Campus.