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 31st May 2010, videoconferenced in Meeting Room -1.18, Business 2 (N72), Nathan campus and Meeting 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 2010

Chair, Excellence Expo Committee
Mr Sam Di Mauro ex officio

Dean, Griffith Graduate Research School
Professor Parlo Singh ex officio

Senior Academic Staff (two from each Group appointed by the Group Pro-Vice Chancellor)
Associate Professor Jock Macleod (Arts, Education and Law) Until December 31st 2011
Associate Professor Janis Bailey (Business) Until December 31st 2011
Associate Professor Rod Barrett (Health) Until December 31st 2011
Dr Steve Drew (Science, Environment, Engineering and Technology) Until December 31st 2011
Mr Sam Di Mauro (Arts, Education and Law) Until December 31st 2010
Dr Peter Woods (Business) Until December 31st 2010
Associate Professor Saras Henderson (Health) Until December 31st 2010
Dr Ann McDonnell (Science, Environment, Engineering and Technology) Until December 31st 2010

Director, Griffith Institute for Higher Education or Nominee
Ms Christine Grimmer Until December 31st 2010

Director, Information Services, Learning and Teaching or Nominee
Ms Di Selzer Until December 31st 2010

Director, Office for Human Resource Management or Nominee
Ms Heather Cameron Until December 31st 2010

Undergraduate Student
Ms Chloe Maher Until December 31st 2010

Postgraduate Student
Vacant Until December 31st 2010

Secretary: Ms Kathy Watson (extension 57945)
Other Copies
Binding CARMS copy (attachments)
Spare copy (attachments)

## Events

<table>
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<tr>
<th>ALTC Australian Awards for University Teaching</th>
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<td>2010 Award applications close at Secretariat, 19th June 2010</td>
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<td>2010 Awards close at ALTC July 9th, 2010</td>
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<table>
<thead>
<tr>
<th>ALTC Grants</th>
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<tr>
<td>2010 Competitive Grants Program – proposals for round two due at Secretariat, 27 May 2010</td>
</tr>
<tr>
<td>2010 Competitive Grants Program – proposals for round two close at ALTC 3 June 2010</td>
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| 2010 Leadership Program – proposals for round two due at Secretariat, 24 June 2010 |
| 2010 Leadership Program – proposals for round two close at ALTC, July 1, 2010 |

| 2010 Priority Projects Program – proposals for round two due at Secretariat, 22nd July 2010 |
| 2010 Priority Projects Program – proposals for round two close at ALTC, July 29, 2010 |

## Committee QuickPlace Web Address

- [https://gplace02.domino.griffith.edu.au/QuickPlace/sec-university-committees/Main.nsf/](https://gplace02.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 Secretariat on 57879 for advice or if experiencing difficulties.
A meeting of the Educational Excellence Committee will be held at 10:00am -12:30pm on Monday 31st May 2010, videoconferenced in Meeting Room -1.18, Business 2 (N72), Nathan campus and Meeting Room 1.04, The Chancellery (G34), Gold Coast campus.

Kathy Watson
Secretary

1.0 WELCOME/ACKNOWLEDGMENT TO COUNTRY

2.0 APOLOGIES

The Chair will advise apologies received for the 2/2010 meeting of the Educational Excellence Committee.

3.0 CONFIRMATION OF ACTION SHEET

Having been circulated, the Committee is asked to accept the Action Sheet of the Educational Excellence Committee’s 1/2010 meeting as a true and accurate record of that meeting.

To be taken as read and confirmed

4.0 CHAIRPERSON’S REPORT

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

4.1 ATLC FUNDING UPDATE

4.2 ABORIGINAL AND TORRES STRAIT ISLANDER CURRICULUM DEVELOPMENT & IMPLEMENTATION WORKING PARTY AND REFERENCE GROUP UPDATE

4.3 OTHER BUSINESS

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 STRATEGIC LEADERSHIP – CONTRIBUTING TO TEACHING EXCELLENCE STANDING ITEM - UPDATE

5.1 At its 6/2009 meeting, the Chair reported that the Deputy Vice Chancellor (Academic) has requested the GIHE and Educational Excellence Committee investigate the establishment of an academy or college of excellence/distinguished scholars at Griffith.

The Chair, EEC and Director, GIHE provided a draft document forwarded to the Deputy Vice Chancellor (Academic) for comment and the Deans, Learning & Teaching & Academic for their information and feedback. The Chair has subsequently re-written the final document for the DVC(A) to submit to Executive Group for final approval (Attachment 5.1).

For noting

6.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING STANDING ITEM - UPDATE

6.1 The revised Griffith Awards for Excellence in Teaching Guidelines were forwarded to Learning and Teaching Committee and Academic Committee and were approved at the March (1/2010) meeting of Academic Committee.

- Griffith Awards for Excellence in Teaching (GAET) Guidelines and templates
- Faculty Learning and Teaching Citation (FLTC) Guidelines

Consistent with changes made to the Griffith Grants for Learning and Teaching Guidelines in 2009, Academic Committee has recommended to the University Council (10 May meeting) that the GAET and FLTC guidelines become documents of Learning and Teaching Committee in future years rather than Academic Committee documents.

All recommended changes were accepted by the Learning and Teaching Committee with the exception of the two Research Supervision Awards. The Learning and Teaching Committee decided to maintain the single Research Supervision award in light of the Vice-Chancellor’s Research Awards system.

6.2 Faculty Learning and Teaching Citations applications have closed and will be forwarded to Faculty Boards for decisions. The results will be announced week 1, Semester 2.

6.3 The GAET applications are due 26 July 2010. The recruiting process for GAET selection panel members has begun.

6.4 EEC has received a query concerning the current policy of the division of prize money between multiple winners of GAET awards in a single category.

For noting and discussion
7.0  GRIFFITH GRANTS FOR LEARNING AND TEACHING GUIDELINES STANDING ITEM – UPDATE

7.1  The recipients of the 2009 Griffith Grants for Learning and Teaching were announced via a broadcast email 13/04/2010 to the University community and on the Learning and Teaching website (Attachment 7.1).

For noting

8.0  ALTC STANDING ITEM – UPDATE

8.1  ALTC Fellowships
On the 7 May the Australian Learning and Teaching Council (ALTC) announced that Professor Keithia Wilson is the recipient of one of three National Teaching Fellowships awarded this year. Attached for members’ information is a copy of the ALTC press release and an article from the Courier Mail dated 13 May 2010 (Attachments 8.1a and 8.1b).

8.2  ALTC Citations
First drafts of ALTC Citations for Outstanding Contributions to Student Learning were received by the Secretariat in early February. Griffith submitted 10 applications for ALTC Citations. The confidential list of citation applicants put forward is attached (Attachment 8.2).

8.3  ALTC Awards
Potential applicants have been invited to prepare applications for ALTC Awards. Applications are due at Secretariat 7 June with final applications due at ALTC 9 July 2010. Confidential draft list is attached (Attachment 8.3).

8.4  ALTC Grants
The University has submitted 6 applications in the 1st round of submissions for ALTC Grants. The closing dates for ALTC funding, 2nd round of submissions are due at Secretariat and ALTC are as follows:
- Competitive Grants 27 May and 3 June
- Leadership Grants 24 June and 1 July
- Priority Projects 22 July and 29 July
To facilitate support applicants in the process of applying for ALTC funding, a form for intention to apply as lead institution for ALTC funding was developed to ensure timely communication and endorsement. This also alerts Secretariat and GIHE staff to offer support for the applicant. A confidential list of Priority Project applicants is attached (Attachment 8.4).

8.5  Grants – Incentive funds
The concept of a one-off incentive payment for people to apply for an ALTC grant is bought to the Committee for discussion.

For consideration

9.0  PROMOTING EXCELLENCE INITIATIVE STANDING ITEM

9.1  The Promoting Excellence Initiative provided one-off funding to build and strengthen the capacity of institutions to respond to the programs of the Australian Learning and Teaching Council (ALTC). The current focus of the project is the development of
Scholarly Networks in Groups & Faculties in collaboration with Deans Learning and Teaching.

9.2 Ms Christine Grimmer is managing this project and will provide an update to the Committee and a progress report in relation to project objectives and time frames.

For consideration

10.0 PRINCIPLES TO PROMOTE EXCELLENCE IN LEARNING AND TEACHING AT GRIFFITH: IMPLEMENTATION PLAN STANDING ITEM

10.1 The objective of the Principles to Promote Excellence in Learning and Teaching at Griffith Implementation Plan is “to embed the Principles across the University and to ensure that all embedding activities are closely aligned with Griffith’s strategic priorities and processes”. Ms Grimmer will update EEC members on the current resources available, and seek feedback on the links to the site.

10.2 Ms Grimmer will speak to this item

For consideration

11.0 THE REVIEW OF ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES – SELF REVIEW OF EDUCATIONAL EXCELLENCE COMMITTEE

11.1 The Deputy Vice Chancellor (Academic), as the Chair of Academic Committee, has announced a review of Academic Committee to assess the effectiveness of Griffith University’s academic committee and its subcommittees in contributing towards assuring the quality of the university’s educational activities and attaining its strategic academic goals.

11.2 Emeritus Professor Andrew Lister, formerly President of the Academic Board at UQ, has been engaged to coordinate the review during 2010 and to provide a set of recommendations for the consideration of the Deputy Vice Chancellor (Academic). These recommendations are expected to be presented in the latter part of August 2010 for implementation by the start of the 2011 academic year.

11.3 As part of the review process, Emeritus Professor Andrew Lister will invite submissions from staff and the student body, and will interview a selected range of stakeholders. Submissions are expected to be called in the week commencing 10 May 2010 and will be due by Thursday 24 June 2010.

11.4 The role of the Educational Excellence Committee as documented in its constitution comprises recommendations to the Learning and Teaching Committee on strategic planning, policy, and quality assurance issues in relation to learning, teaching, the student body, and curricula.

11.5 Educational Excellence Committee is asked to undertake a self-review of its activities. The following documents are attached are:
   a) Full Terms of Reference for the review (Attachment 11.5a);
   b) Educational Excellence Committee constitution (Attachment 11.5b);
   c) A draft self-review template for consideration and comment, including a diagram that depicts the relationship between the Learning and Teaching Committee, its sub-committees and other University committees ((Attachments 11.5c and 11.5d).
11.6 The Chair will introduce this item.

For discussion

12.0 OTHER BUSINESS

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

Nil

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

13.0 NEXT MEETING

13.1 Members are asked to note the remaining 2010 schedule of meetings. Meetings are held on Mondays from 10:00am to 12:30pm.

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Campus</th>
<th>Venue Allocated</th>
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<tbody>
<tr>
<td>31 May</td>
<td>Nathan</td>
<td>N72_-1.18 / G34_1.04</td>
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<td></td>
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<td>N54_2.01*</td>
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<td>16 August*</td>
<td>Gold Coast</td>
<td>G34_2.02*</td>
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<tr>
<td>4 October*</td>
<td>Nathan</td>
<td>N54_2.01*</td>
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<td>22 November</td>
<td>Nathan &amp; Gold Coast</td>
<td>N54_2.06 / G34_1.04</td>
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* August and October meetings are **not** videoconferenced as there are no videoconference venues available.

For noting