EDUCATIONAL EXCELLENCE COMMITTEE

NOTICE OF MEETING

A meeting of the Educational Excellence Committee will be held at 10:00am - 12:30pm on Monday 23 May 2011 via videoconference in room -1.18, Glyn Davis Building (N72), 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 (two from each Group appointed by the Group Pro-Vice Chancellor)
Associate Professor Jock Macleod (Arts, Education & Law) Until December 31st 2011
Associate Professor Janis Bailey (Business) Until December 31st 2011
Associate Professor Rod Barrett (Health) Until December 31st 2011
Dr Catherine Howlett (Science, Environment, Engineering & Technology) Until December 31st 2011

Dr Afshin Akhtarkhavari (Arts, Education and Law) Until December 31st 2012
Dr Peter Woods (Business) Until December 31st 2012
Dr Niru Nirthanan (Health) Until December 31st 2012
Dr Ann McDonnell (Science, Environment, Engineering & Technology) Until December 31st 2012

Director, Griffith Institute for Higher Education or Nominee
Ms Christine Grimmer Until December 31st 2011

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

Undergraduate Student
Mr Roger Allingham Until December 31st 2011

Postgraduate Student
Mr Richard Iles Until December 31st 2011

Secretary: Ms Rosemary Marson

Other Copies
Binding CARMS copy (attachments)
Working copy (attachments)
Spare copy (attachments)
<table>
<thead>
<tr>
<th>Committee Team Place Web Address</th>
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<tbody>
<tr>
<td><strong><a href="https://qplace01.domino.griffith.edu.au/Quickplace/Quickplace/Main.nsf?OpenDatabase&amp;Login">https://qplace01.domino.griffith.edu.au/Quickplace/Quickplace/Main.nsf?OpenDatabase&amp;Login</a></strong></td>
</tr>
<tr>
<td>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.</td>
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</table>
GRIFFITH UNIVERSITY

EDUCATIONAL EXCELLENCE COMMITTEE

AGENDA

A meeting of the Educational Excellence Committee will be held at **10:00am - 12:30pm** on **Monday 23 May 2011** via videoconference in room -1.18, Glyn Davis Building (N72), Nathan campus and room 1.04, The Chancellery (G34), Gold Coast campus.

Rosemary Marson
Secretary

1.0 ACKNOWLEDGMENT TO COUNTRY

2.0 APOLOGIES

3.0 CONFIRMATION OF MINUTES

The Minutes for the 2/2011 meeting of the Educational Excellence Committee have been circulated.

*To be taken as read and confirmed.*

4.0 MEMBERSHIP

Educational Excellence Committee members will wish to welcome Mr Richard Iles (PhD candidate in GBS) to his first meeting, as the Committee’s postgraduate student representative.

5.0 CHAIRPERSON’S REPORT

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

5.1 Update on the Australian Learning and Teaching Council Fellowship outcomes for 2011 (ALTC summary attached).

5.2 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 GRIFFITH GRANTS FOR LEARNING AND TEACHING GUIDELINES STANDING ITEM – UPDATE

6.1 Members may recall that there has been detailed discussion at the first and second meetings of the EEC in 2011 concerning a proposal to create a two-tiered scheme with the first tier combining an Institution-wide Fellowship and Grant scheme, and the second tier focusing on a Group administered Grant scheme. This model for the scheme has been subsequently approved by LTC. The Chair, EEC has drafted a set of revised guidelines for the 2011 Griffith Learning and Teaching Grants and Fellowship scheme. The guidelines are now attached (doc no. 2011/0004003) for consideration and recommendation to Learning and Teaching Committee.

For discussion and recommendation

7.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING (GAET) AND GROUP LEARNING AND TEACHING CITATIONS STANDING ITEM - UPDATE

7.1 Guidelines - The revised Guidelines for the 2011 scheme will be tabled.

7.2 Timeline - The revised timelines for the launch of the 2011 scheme may require reconsideration of the timing of the GIHE Workshops.

7.3 Selection Panel Chairs - The Chair has discussed with the Secretariat the strategy of making early decisions regarding the Panel Chairs for the GAETs. A draft of the 2010 Selection Panels is attached.

For discussion and recommendation

8.0 ALTC STANDING ITEM – UPDATE

8.1 The 2011 final list of ALTC Award applicants for Griffith will be tabled.

For noting

9.0 STRATEGIC ISSUES IN LEARNING AND TEACHING – STANDING ITEM

9.1 The Chair will provide a verbal report on relevant issues.

For discussion

10.0 PROMOTING EXCELLENCE INITIATIVE STANDING ITEM

10.1 The final report of the Promoting Excellence Initiative that has now been submitted (Report attached). Ms Christine Grimmer, Griffith’s PEI Coordinator, will speak to this item.

For discussion

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

11.1 Ms Christine Grimmer will provide an update.

For discussion
SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION
Nil

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

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

12.1 In accordance with the Griffith Grants for Learning and Teaching Guidelines, the Educational Excellence Committee was 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.

12.2 Members may recall that discussion of this item was deferred at the 1/2011 meeting, and that a sub-group, comprising, Keithia Wilson, Janis Bailey, Chris Grimmer and Rosemary Marson would meet to consider the reports. This meeting took place on Tuesday 15 March and the notes will be prepared for distribution to project leaders.

12.3 The following grant reports were considered:

<table>
<thead>
<tr>
<th>Name</th>
<th>Project Title</th>
<th>Project Status</th>
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<tbody>
<tr>
<td>Professor Michael Balfour</td>
<td>Theatre Scope: Attainment, Access and Engagement Developing sustainable responses to inclusion, diversity and student success through innovative and creative work-based learning initiatives</td>
<td>Interim Report</td>
</tr>
<tr>
<td>Assoc Professor Jayne Clapton</td>
<td>Engaging with the Moral Obligations of Social inclusion in Higher Education: Leading Griffith University’s Agenda for Excellence from Logan</td>
<td>Interim Report</td>
</tr>
<tr>
<td>Dr Steve Drew</td>
<td>Putting the “Principles” to work in SEET: developing capability and practice for teaching excellence using peer review</td>
<td>Interim Report</td>
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<tr>
<td>Janine Chipperfield</td>
<td>Implementing Peer Assisted Study Sessions (PASS) in the Griffith Health and Business Groups</td>
<td>Interim Report</td>
</tr>
<tr>
<td>Dr Marion Mitchell</td>
<td>The development of efficient and effective objective simulated clinical evaluations (OSCE) in the Health Group to support clinical competence of graduates</td>
<td>Final Report</td>
</tr>
<tr>
<td>Dr Duncan Nulty</td>
<td>Promoting good practices in assessment</td>
<td>Interim Report</td>
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<tr>
<td>Dr Calvin Smith</td>
<td>Staff Development: WIL</td>
<td>Final Report</td>
</tr>
<tr>
<td>Roslyn Franklin</td>
<td>Virtual Internship - bridging the local, rural, remote and international boundaries through a collaborative communication environment using Horizon Wimba</td>
<td>Final Report</td>
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For noting.

13.0 OTHER BUSINESS
14.0 **2011 MEETING SCHEDULE**

13.1 The Educational Excellence Committee is scheduled to be held on the following dates in 2011:

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Confirmed Venues</th>
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<tbody>
<tr>
<td></td>
<td>Nathan campus</td>
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<td></td>
<td>Gold Coast campus</td>
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<tr>
<td>14 February</td>
<td>Room 2.06, Bray Centre (N54)</td>
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<tr>
<td></td>
<td>Room 1.04, The Chancellery (G34)</td>
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<td>21 March</td>
<td>Room 2.06, Bray Centre (N54)</td>
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<td></td>
<td>Room 1.04, The Chancellery (G34)</td>
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<tr>
<td>18 April (Cancelled)</td>
<td>Room 2.06, Bray Centre (N54)</td>
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<td></td>
<td>Room 1.04, The Chancellery (G34)</td>
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<tr>
<td>23 May (6 June meeting rescheduled)</td>
<td>Room -1.18, Glyn Davis (N72)</td>
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<td></td>
<td>Room 1.04, The Chancellery (G34)</td>
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<tr>
<td>1 August (to be rescheduled to week beg 22 August)</td>
<td>To be advised</td>
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<td></td>
<td>To be advised</td>
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<tr>
<td>3 October</td>
<td>Room -1.18, Glyn Davis (N72)</td>
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<td>Room 1.04, The Chancellery (G34)</td>
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<tr>
<td>28 November</td>
<td>Room 2.06, Bray Centre (N54)</td>
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<td>Room 1.04, The Chancellery (G34)</td>
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*For noting*