NOTICE OF MEETING

A meeting of the Educational Excellence Committee will be held at 10.00am on Monday 9th November videoconferenced between Room 2.06, Bray Centre (N54), Nathan campus and Room 1.04, the Chancellery (G34), Gold Coast 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)
Professor Keithia Wilson Until December 31st 2009

Acting Pro Vice Chancellor (Quality and Student Outcomes)
Professor Kerri-Lee Krause 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)
Dr Jock Macleod (Arts, Education and Law) Until December 31st 2009
Mr Sam Di Mauro (Arts, Education and Law) Until December 31st 2010
Dr Janis Bailey (Business) Until December 31st 2009
Dr Peter Woods (Business) Until December 31st 2010
Associate Professor Rodney Barrett (Health) Until December 31st 2009
Dr Saras Henderson (Health) Until December 31st 2010
Dr Steve Drew (Science and Technology) Until December 31st 2009
Dr Ann McDonnell (Science and Technology) Until December 31st 2010

Director, Griffith Institute for Higher Education or Nominee
Ms Christine Grimmer Until December 31st 2009

Director, Flexible Learning and Access Services or Nominee
Dr Kevin Ashford-Rowe Until December 31st 2010

Director, Office for Human Resource Management or Nominee
Ms Heather Cameron Until December 31st 2009

Undergraduate Student
Ms Sigrid Ryan Until December 31st 2009

Postgraduate Student
Vacant Until December 31st 2009

Secretary: Ms Rae-Anne Locke (extension 57945)

www.griffith.edu.au/committees
### Events

**ALTC Fellowships**
- 2010 Fellowships close at ALTC February 26th, 2010

**ALTC Australian Awards for University Teaching**
- Awards ceremony in Canberra November 24th
- 2010 Citations close at ALTC April 30th, 2010
- 2010 Awards close at ALTC July 9th, 2010

**ALTC Grants**
- 2010 Competitive Grants Scheme - proposals for round one of 2010 due 2 November 2009
- 2010 Leadership Program – proposals for round one due Thursday, March 18, 2010
- 2010 Priority Projects Program – proposals for round one due Friday, April 9, 2010
- 2010 Competitive Grants Program – proposals for round two due Thursday, June 3, 2010
- 2010 Leadership Program – proposals for round two due Thursday, July 1, 2010
- 2010 Priority Projects Program – proposals for round two due Thursday, July 29, 2010

### 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.
GRiffith University

EduCational Excellence Committee

AGENDA

A meeting of the Educational Excellence Committee will be held at 10.00am on Monday 9th November videoconferenced between Room 2.06, Bray Centre (N54), Nathan campus and Room 1.04, the Chancellery (G34), Gold Coast campus.

Rae-Anne Locke
Secretary

1.0 WELCOME/ACKNOWLEDGMENT TO COUNTRY

2.0 APOLOGIES

The Chair will advise apologies received for the 6/2009 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 5/2009 meeting as a true and accurate record of that meeting.

To be taken as read and confirmed

4.0 CHAIRPERSON’S REPORT

4.1 REPORTING SYSTEM FOR GRIFFITH LEARNING AND TEACHING GRANTS - UPDATE FROM DEAN’S FORUM AND LEARNING AND TEACHING COMMITTEE

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 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING STANDING ITEM

5.1 Members will wish to congratulate Dr Janis Bailey and Dr Steve Drew on their success in receiving a Griffith Award for Excellence in Teaching in their respective discipline areas.

5.2 At the 5/2009 meeting, the Committee discussed feedback and recommendations from the GAET panels. The feedback from EEC members as GAET panel representatives on the experience, process and guidelines will be used to re-design the 2010 Guidelines early next year. Feedback from the Research Supervision category follows and was deferred to allow the Dean, Griffith Graduate Research School to attend to discuss this item:

- Need more targeted strategies to recruit applicants in this category. If the purpose of this category in the GAETs is to channel people through to the ALTC Citations, the University needs to attract high quality applicants.
- Consider two categories – one for early career supervision to encourage younger staff and a second category for experienced supervisors and raise the bar on requirements for the latter e.g., a minimum of five PhD completions.
- For the experienced category, move away from the nomination process in favour of one that goes through the Deans (Research) and Heads of Schools. Invite each Faculty to nominate up to one applicant to apply per year, with a view to the award winner progressing to an ALTC Citation.
- However, the type and level of applicant the category needs to attract would not normally have the time or motivation to apply for a GAET, so perhaps the Faculty or School could provide peer and administrative support to develop the application.
- Funding may also be provided by the Faculty, School, Deans or DVC (Research) to supplement the award monies and fund the second category.
- It would be good to engage with the Research Education Committee, chaired by the Dean, GGRS regarding the category, process and criteria.

5.3 Ms Christine Grimmer will also provide additional feedback from the GIHE representatives on the panels.

For consideration

6.0 ALTC STANDING ITEM – UPDATE

6.1 ALTC Awards outcomes - The ALTC has advised that the following nominees have been selected to receive Awards this year:

Teaching Excellence Awards
Associate Professor Glenn Finger, Faculty of Education
Social Sciences category

Program that Enhance Learning Awards
Succeeding@Griffith
The First-Year Experience category
6.2 **Discipline Scholars & Fellowships**

Professor Amanda Henderson has been appointed as an Australian Learning and Teaching Council (ALTC) Discipline Scholar in the Health discipline for 2010. As a Discipline Scholar, Professor Henderson will lead the development of academic reference points (or standards) for the Health discipline in collaboration with Associate Professor Maree O’Keefe (University of Adelaide). Discipline Scholars are the principal interface between the ALTC and the national bodies of deans, other discipline leadership groups and professional bodies. This will also involve engaging with the work of the ALTC in their discipline and building strong relationships with relevant ALTC projects, ALTC Fellows and discipline leaders.

6.3 Attached for the information of the Committee is a document entitled **2009 Comparative ALTC Awards and Fellowship Outcomes (2009/0003283 Attachment 6.1)** which compares ALTC outcomes nationally on the basis of funds received.

6.4 **Awards – Identification and recruitment of 2010 applicants**

The Secretariat is currently initiating the co-ordination of the identification and recruitment of potential applicants for the 2010 round of ALTC citations and awards. Attached are three draft one page documents that provide an overview of the citations, teaching excellence and programs awards criteria and offer a checklist approach for potential applicants to assess themselves against (Attachments 6.2-6.4). The evidence type column lists the evidence an applicant needs to provide to be considered for an invitation to apply. The Secretary will report on the proposed process and the Committee is asked to consider recommendations for applicants for the 2010 round of ALTC citations and awards, including suggestions from the 2009 GAET round. (Confidential attachment 6.5 to be tabled).

6.5 **Grants – Unsupported applications**

At its 4/2009 meeting, the Committee was asked to consider a process for assisting applicants whose grants were unsupported in the recent ALTC round, to review and revise their applications for resubmission in 2010. Members suggested a number of strategies for further consideration including:

- Face to face meetings with the project team
- The development and dissemination of resources
- An EEC sub-group to review applications and provide feedback
- External reviewers as a paid critical friend
- Griffith staff who have experience as an ALTC assessor or are a successful grant recipient as a critical friend
- Faculty-based mentors and networks as a critical friend
- Griffith funded encouragement grants to pilot or partially develop ideas

This process has already commenced, with the Chairs of LTC and EEC meeting with or providing email feedback to grant applicants. The Committee noted the use of external reviewers would have budgetary implications and agreed a proposal could be taken to the Dean’s Forum to discuss the Deans setting aside funds out of their respective budgets for this activity. This item has returned to the agenda for further discussion.

6.6 **Grants – Incentive funds**

The concept of a one-off incentive payment for people to apply for an ALTC grant is brought to the Committee for discussion.

6.7 **Grants – Notification of Intention to Apply**
The GIHE and Secretariat have jointly developed a simple “Notification of Intention to Apply for an ALTC Grant” process and proforma. This is to enable both sections to keep track of potential applicants and enable support for applications. The template is available from the learning and teaching website. Attached for the Committee’s information is the proforma and flowchart (Attachments 6.6-6.7).

For consideration

7.0 PROMOTING EXCELLENCE INITIATIVE STANDING ITEM

7.1 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).

7.2 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.

7.3 Attached for the Committee’s information is a copy of a publication from the University of the Sunshine Coast (USC), promoting engagement with the ALTC and recognising USC success (Attachment 7.0).

7.4 At its 4/2009 meeting, the Committee noted the Institutional Strategy developed for awards and grants proposed working though local networks at the Faculty level and the new promotions profile document recognises this contribution under service. Members also suggested past winners and learning and teaching champions had a role. This item has returned to the agenda for further discussion.

For consideration

8.0 AWARDS, GRANTS AND FELLOWSHIPS DATABASE

8.1 Staff in the Secretariat and GIHE are collaborating on a project that is designed to develop a database that will enhance the University’s strategy for supporting staff to engage with the internal and external learning and teaching grants and awards programs. The Secretary will speak to Attachment 8.0, which provides an overview of the project. The Secretary is also seeking the Committee’s feedback on the reports that might be useful to academic staff and leaders.

9.0 CELEBRATING TEACHING EXCELLENCE WEEK 2009

9.1 The University’s Celebrating Teaching Excellence Week was held from November 2nd to 6th. Ms Grimmer and the Secretary are seeking feedback on the week and suggestions for future events from members.

10.0 STRATEGIC USE OF AWARD WINNERS & DISSEMINATION OF BEST PRACTICE BY TEACHING AWARD WINNERS

10.1 At the 4/2008 and 5/2008 meetings, the Educational Excellence Committee discussed ways that recipients of teaching awards could disseminate their best practice while building leadership capacity. The GAET Guidelines (Section 8.0 – Obligations of Award Winners) also indicate that award winners may be asked to contribute to practice dissemination. The broader aim is to further contribute to the enhancement of the learning and teaching culture at Griffith. University endorsement of such activities
also contributes potentially to their recognition for promotional purposes. 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
- Participation in GAET selection panels
- Presenting at Celebrating Teaching seminar series
- Mentoring individual teaching staff in their L&T practice
- Mentoring an ALTC Citation applicant in their discipline
- Contributing to particular Communities of Practice
- Contributing to the Promoting Excellence Initiative (PEI) strategies in Groups & Faculties

The Committee may recommend a process for the engagement of GAET and ALTC award winners in learning and teaching leadership capacity building.

This item remains on the agenda for further discussion.

For consideration

11.0 STRATEGIC LEADERSHIP – IDENTIFYING TEACHING EXCELLENCE - STANDING ITEM

11.1 This remains as a standing item to identify additional, strategic learning and teaching priorities which the EEC may wish to raise with Acting PVC (Quality & Student Outcomes).

For consideration

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 GRIFFITH GRANTS FOR LEARNING AND TEACHING STANDING ITEM

Committees are currently undertaking their review of full proposals for all levels of Griffith Grants for Learning and Teaching. Outcomes will be known in December.

14.0 NEXT MEETING

10:00am to 1.30pm on Monday 7 December in Room 2.02, the Chancellery (G34), Gold Coast campus. Please note that the meeting has been extended for Christmas lunch. Lunch will be provided.