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 28 November 2011** 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 (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 Brett Freudenberg (Business) (replacing Dr Peter Woods LSL Sem 2, 2011) Until December 31st 2011

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)

Spare copy (attachments)
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<th>Committee Team Place Web Address</th>
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<tr>
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<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 28 November 2011 via videoconference in room 2.06, Bray Centre (N54), Nathan campus and room 1.04, The Chancellery (G34), Gold Coast campus.

Rosemary Marson
Secretary

1.0 ACKNOWLEDGMENT OF COUNTRY

2.0 APOLOGIES

3.0 CONFIRMATION OF MINUTES

The Minutes for the 5/2011 meeting of the Educational Excellence Committee have been circulated.

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:

• Update on the launch of the Griffith Academy of Learning and Teaching Scholars,
• DEEWR schemes and time frames for 2012.

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 (GAET) AND GROUP LEARNING AND TEACHING CITATIONS - STANDING ITEM

5.1 In 2011, the University introduced the inaugural winners of the Vice Chancellor’s Teacher of the Year Award at Celebrating Teaching Gala Nights. This prestigious award acknowledges an outstanding contribution to student learning and is awarded to a recipient of the Group Awards for Excellence in Teaching. This year’s congratulations go to joint award winners:

Dr Paula Jervis-Tracey (School of Education and Professional Studies), and Dr Jessica Vanderlelie (School of Medical Science).

5.2 A summary of proposed changes to the Griffith Awards for Excellence in Teaching for 2012 is attached. The proposed changes primarily focus on the Excellence in
Research Supervision category. The proposed change has been prompted by concerns over the low applications in this area over the past two years. These concerns have been raised by the DVC (Research), the Dean (Griffith Graduate Research School), and the DVC (Academic) and have been discussed with the Chair, EEC.

5.3 A table outlining the proposed timelines for the 2012 deadlines for the GAET, Griffith Citations, and Griffith Grants is attached.

The Chair will introduce these items.

For consideration and discussion

6.0 GRiffith Grants for learning and teaching – progress & final reports

6.1 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.

6.2 Section 8.1 of the Griffith Grants for Learning and Teaching Guidelines states that:

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.

6.3 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>Steve Drew</td>
<td>Putting the “Principles” to work in SEET</td>
<td>7 month</td>
</tr>
<tr>
<td>Rowan Michael</td>
<td>Supporting English Language Enhancement</td>
<td>7 month</td>
</tr>
<tr>
<td>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>19 month</td>
</tr>
<tr>
<td>Michael Balfour</td>
<td>Theatre Scope</td>
<td>19 month</td>
</tr>
<tr>
<td>Janine Chipperfield</td>
<td>Implementing PASS in the Griffith Health and Business Groups</td>
<td>Final</td>
</tr>
</tbody>
</table>

6.4 The EEC is also asked to review the purpose and scope of the Final Report format to enhance the dissemination of findings across the University.

For discussion and recommendation

7.0 DEEWR Learning & Teaching Standing Item – Update

7.1 The transition of the Australian Learning and Teaching Council (ALTC) to the Department of Education, Employment and Workplace Relations (DEEWR) is complete.

7.2 The consultation paper, Higher Education Learning and Teaching Review, was released on 16 November 2011 and contains full details of the continuing grant and award schemes to operate under DEEWR. These include: Citations (to be reduced in under to 160 per annum); Teaching Excellence Awards (two awards in each of the eight discipline areas); programs that Enhance Learning Awards – (12 awards across
seven categories); retain the Prime Minister’s Award for Australian University Teacher of the Year and the Career Achievement Award; Offer up to five national teaching fellowships (funding of $250,000 per fellowship for a period of 12 months each) and offer up to five mid-career fellowships with funding of $60,000 per fellowship.

7.3 The proposed timelines for these schemes are as follows:

7.3.1 Learning and Teaching Grants Scheme – Round 1 applications close 1 March 2012; Round 2 applications close 3 August 2012.

7.3.2 Citations and Awards – citation nominations close 15 June 2012; Teaching and program award nominations close 20 July 2012.

7.3.3 Fellowships – Nominations close 28 February 2012.

7.4 A copy of the full Report, Higher Education Learning and Teaching Review, November 2011, is attached and can also be located at http://www.deewr.gov.au/HigherEducation/Programs/Quality/Pages/OLT.aspx (DEEWR Office for Learning and Teaching website).

For discussion and comment

8.0 DEEWR - OFFICE FOR LEARNING & TEACHING – POTENTIAL APPLICANTS FOR 2012

8.1 A confidential list of potential ALTC citation and award applicants has been collated and will be tabled at the meeting. The list takes into account previous recipients of GAETs, ALTC Citations and ALTC awards, as well as feedback provided by the Deans (Learning & Teaching) in October/November 2011.

For discussion and comment

9.0 CELEBRATING TEACHING EXCELLENCE WEEK 2011

9.1 The University’s Celebrating Teaching Excellence Week was held from 31 October to 4 November, offering opportunities for Griffith staff to engage in a diverse range of local and University-wide events.

9.2 The University’s Gala Celebration Evening for Teaching Excellence was held at the South Bank campus on Monday 31 October and at the Gold Coast campus on Wednesday 2 November, 6:00pm-8:30pm.

Ms Chris Grimmer will provide a brief update on these events.

9.3 The EEC is asked to consider the format of the Celebrating Excellence in Teaching Week for the future. The EEC is invited to comment on the roles of the EEC, Secretariat, and GIHE in relation to the design and content of the Celebrating Excellence in Teaching Week.

For discussion and comment

10.0 STRATEGIC ISSUES IN LEARNING AND TEACHING – STANDING ITEM

10.1 The Chair, EEC has put forward the following items of interest to the EEC:

10.1.1 The role of evidence, including SET and SEC data, in preparing award applications.

10.2 Associate Professor Rod Barrett has proposed the value of developing a set of Principles to Promote Excellence in HDR Supervision Practices at Griffith.
10.3 Discussion of the suggestion for Peer Mentoring Workshops to be organised with Deans (Learning and Teaching) to build scholarly networks for engagement with awards and grants schemes and scholarship of learning and teaching.

10.4 Discussion of the suggestion for an ALTC Grants Showcase.

For discussion and comment

11.0 PROMOTING EXCELLENCE INITIATIVE (PEI) – STANDING ITEM

11.1 Ms Karen van Haeringen and Ms Chris Grimmer will provide an update on the grant led by Griffith to continue the PEI network throughout Queensland.

For discussion

12.0 GRIFFITH GRANTS FOR LEARNING AND TEACHING - STANDING ITEM

12.1 The Grants Sub-committee of the Learning and Teaching Committee met on Wednesday 12 October to interview applicants for the university-level Griffith grants. The EEC may wish to note the following successful applications:

| Dr Steve Drew (GIHE), Dr Brett Freudenberg (AFE), Dr Christopher Klopper (EPS), A/Professor Heather Alexander, Ms Janine Masters (GIHE), A/Professor Glenn Finger, Dr Lynda Davies (AEL), A/Professor Fiona Kumari Campbell (GLS), Dr Sven Venema (ICT), Dr Shane Barry, (HLS), Dr Marty Fletcher (GBS), Dr Ray Tedman (MED), Dr Helen Massa (MSC), Ms Janine Chipperfield (HTH). | Embedding sustainable peer observation and peer assistance for improving teaching practice at Griffith University: creating a culture and communities of practice to build capabilities. |
| Ms Nicole Graham, Mr Tony Lyons (Student Services), Ms Megan Kair (Development and Alumni), Mr James Aspin (Griffith International), Professor Chris Auld (HLS), A/Professor Richard Hindmarsh (ENV). | E-mentoring for global careers: Connecting students to international employers to enhance and contextualise career development learning. |

12.2 A list of the Griffith group-level grants for learning and teaching is attached for members’ information.

For noting

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

NIL

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

13.0 OTHER BUSINESS
14.0 **2012 MEETING SCHEDULE**

14.1 The next Educational Excellence Committee is scheduled to be held on the following dates in 2012, all meetings are scheduled for **Monday, 10:00am – 12:30pm**:

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Campus</th>
<th>Venue Allocated</th>
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<tbody>
<tr>
<td>13 February</td>
<td>NA/GC</td>
<td>N54_2.06</td>
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<tr>
<td>12 March</td>
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<td>23 April</td>
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<td>3 September</td>
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<td>8 October</td>
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<td>5 November*</td>
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**For noting**

*This meeting is booked for Nathan in N54_2.02.*