GRiffith University

EDUCATIONAL EXCELLENCE COMMITTEE

NOTICE OF MEETING

A meeting of the Educational Excellence Committee will be held at 2.30 pm on Monday 23 October 2006 in N54_2.06 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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DISTRIBUTION LIST

Committee Members

The Chair of the Committee who shall be nominated by the Deputy Vice Chancellor (Teaching and Learning)
Professor Michelle Barker Until February 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
Associate Professor Margaret McAllister (Health) Until February 2007
Dr Ann McDonnell (Science and Technology) Until February 2007

Chair, Academic Scholarships Committee
Chair, Sport Scholarships Committee
Professor Alan Knight 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 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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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 7/2006 meeting has been circulated.

3.0  CHAIR'S REPORT

3.1  GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING

3.1.1 The Griffith Awards for Excellence in teaching 2006 round has been successfully completed. Informal feedback indicates that the revised Guidelines were largely useful although some amendments have been suggested. The selection panel process has received good feedback overall and in most cases has delivered a more streamlined process for selection. Comments from the Secretariat indicate that the process has been more efficient this year in spite of the considerable increase in applications. A full report of the process and recommendations for revisions will be provided at the November meeting of the Committee.

3.2  MEMBERSHIP FOR 2007

3.2.1 Two members of the Educational Excellence Committee have advised that they will be on Academic Study leave between January and July 2007. The Chair, Professor Michelle Barker and Dr Cameron Allan will be on leave for six months. The Secretary has advised the Deputy Vice Chancellor (Academic) and recommendations for interim Committee members will be provided at the 9/2006 meeting of the Committee.

3.3  CELEBRATING TEACHING PROGRAM 2007

3.3.1 The Educational Excellence Committee has received advice from the Flexible Learning Access Unit that the pattern of Celebrating Teaching Events for 2006 represented some risk for them in terms of their capacity to provide staff for videoing in a timely manner. While there is always capacity for change and inclusion of additional sessions it is recommended that the Celebrating Teaching program for 2007 be fixed in advance and announced to the University Community for the commencement of the academic year in February 2007. A provisional program for 2007 will be presented for the consideration of the Committee at the November 24/2006 meeting.
3.4 CHANGE OF MEETING DATE FOR NOVEMBER

3.4.1 The Educational Committee has been requested to accept responsibility for management of Griffith University’s applications for Carrick Institute Grants for 2007. Accordingly, the Committee has been requested to revise the date of its November meeting so that members can consider applications for Griffith Grants for Learning and Teaching, which are due on November 17, with a view to identifying those that might be taken forward as Carrick Institute Grants in 2007. The dates for applications for Carrick Grants are attached.

3.5 CELEBRATING TEACHING PROGRAM CHANGES

3.5.1 Due to the workload of staff and a duplication of programs being offered by the Griffith Institute for Higher Education the October Celebrating Teaching seminar which was to focus on postgraduate supervision, with presentations by two Carrick citation winners, has been postponed until early in 2007.

3.5.2 An alternative program in the form of a lunchtime forum on Cultural Diversity in the Classroom is to be hosted by the Cultural Diversity Community of Practice.

3.5.3 The November Celebrating Teaching timeslot has been given over to the inaugural GEL Fellowship Showcase to be held on the 21 November at Logan Campus. The program will feature presentations by the four GEL Fellows, presentations on technology innovations and a trade show. A flyer for the GEL Fellowship Showcase is attached.

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

4.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING

4.1 From 2006, the AAUT have been enhanced to heighten the status of teaching and support the centrality of teaching in institutional missions. The awards are now called the CAAUTs and are managed by the Carrick Institute.

4.2 The Griffith Awards for Excellence in Teaching are designed to facilitate the University’s processes for recognising and rewarding excellent teaching and to identify potential applicants for national teaching and program excellence awards.

4.3 At it’s 2/2006 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. The Griffith Awards for Excellence in Teaching Guidelines were revised accordingly and were circulated to staff to inform applications for the 2006 Awards.

4.4 The 2006 award scheme was promoted to staff in July with nominations closing on August 11 and applications due on September 23. The number of applications increased in all categories in 2006.
4.5 Five Selection panels met between October 11 and October 16 to select winners in each category. Chairs of selection panels will attend the meeting to present the decisions and comments of their panels as follows:

- **Individual Teacher Award**: Professor Michelle Barker
- **Early Career**: Dr Ann McDonnell
- **Teaching Team and Casual Academic Staff Award**: Dr Cameron Allan
- **Post Graduate Coursework and Higher Degree Research Supervision**: Professor Joy Cumming
- **Innovation Across the Institution**: Kevin Ashford-Rowe for Professor Paul Turnbull

**Recommendation**

4.6 The Educational Excellence Committee is asked to approve the decisions of the selection panels for forwarding to the Deputy Vice Chancellor (Academic) for announcement to the University community on World Teachers Day, October 27.

5.0 **STRATEGIC PLAN KPI – STUDENT SUCCESS IN EXTERNAL SCHOLARSHIPS OR AWARDS**

5.1 At its 1/2006 meeting, the Educational Excellence Committee noted a request from the Deputy Vice Chancellor (Academic) that the Committee monitor the progress of the University and the Groups towards the strategic goal of improving the quality of the student body, specifically progress on the indicator: *Student success as evidenced by significant external scholarships or awards.*

The Educational Excellence Committee was requested to:

1. Make a recommendation to the Deputy Vice Chancellor (Academic) on the set of significant external scholarships or awards which should be the subject of the KPI, together with the targets for each scholarship.

2. Provide advice on and monitor the strategies which are put in place at University level and Group level to achieve the targets.

3. Put in place a process to monitor progress towards the targets, specifically to collect data on numbers of applicants and winners for each of the designated scholarships, and report on progress towards the KPI targets to the Learning and Teaching Committee.

5.2 The Deputy Vice Chancellor (Academic) wrote to Group Pro Vice Chancellors (2006/0007001) asking them to nominate the scholarships and awards relevant to their areas for the information of the Educational Excellence Committee by March 1, 2006. The communication included the attached schedule for monitoring success in the KPI. All responses have now been received from Group Pro Vice Chancellors.

5.3 At its 7/2006 meeting, the Educational Excellence Committee considered responses from the Group Pro Vice Chancellors *Strategic Plan KPI – Student Success in External Scholarships or Awards (2006/0007058)*, along with a discussion paper *Strategy for Supporting and Monitoring Student Success in External Scholarships (2006/0007059)*, outlining a process to monitor progress towards targets as outlined in item 5.1(3) and made recommendations to the Learning and Teaching Committee. It was noted that the document was incomplete and the Secretary was requested to provide a revised document with tiered scheme of scholarships for the consideration of the 8/2006 meeting of the...
Learning and Teaching Committee. At its 8/2006 meeting the Learning and Teaching Committee requested further revisions including an expanded number of Scholarships in the second category and more detailed information about targets and the history of University successes to date.

Recommendation

5.4 The Educational Excellence Committee is asked to recommend the attached revised document *Strategy for Supporting and Monitoring Student Success in External Scholarships (2006/0007064)*.

6.0 GRIFFITH UNIVERSITY SCHOLARSHIPS POLICIES

6.1 In 2006 Griffith University revised its Scholarships scheme to disestablish the suite of scholarships known as the Academic Excellence Scholarships and to introduce a single suite of scholarships called the Sir Samuel Griffith Scholarships. Policies were developed accordingly. Operation of the Sir Samuel Griffith Scholarship commenced in 2006, however it is necessary to run the new and earlier scheme in parallel until all recipients of scholarships under the old scheme have graduated or terminated their studies. Some fine tuning of the new policies and associated schedules was required. Revised Policies and schedules as follows are attached.

6.2 The Sir Samuel Griffith Scholarships are designed to:
- attract high achieving students to study at Griffith University;
- assist the success of high achieving students through the provision of financial and other support;
- promote the University to the public, secondary schools and potential students as an institution that is committed to academic excellence.

6.3 The following policies, are attached for the consideration of the Academic Committee:

- Chancellor’s Scholarships Policy
- Commonwealth Learning Scholarship Policy
- Patience Thoms Honours Scholarships Policy
- Sir Samuel Griffith Scholarships Policy
- Sports Excellence Scholarships Policy
- Schedule B - Chancellor’s Scholarships Conditions for 2007
- Schedule B - Commonwealth Learning Scholarship Conditions for 2007
- Schedule B - Patience Thoms Honours Scholarships Conditions for 2007
- Schedule B - Sir Samuel Griffith Scholarships Conditions for 2007
- Schedule B - Sports Excellence Scholarships Conditions for 2007

6.4 The Deputy Vice Chancellor (Academic) is responsible for the administration of the Sir Samuel Griffith Scholarship Scheme. Each year, the Deputy Vice Chancellor (Academic) will review the outcomes from previous year’s scholarship offerings and the funding available for scholarships in the following year and determine the student groups for whom scholarships will be available; the number of each type of scholarship to be offered; and the benefits to be associated with each type of scholarship.

6.5 It is proposed that Scholarship conditions will be reviewed annually by the Deputy Vice Chancellor (Academic) and revised as appropriate.

6.6 Members may wish to note that all undergraduate programs except the Bachelor of Medical Science are included in the Sir Samuel Griffith Scholarship Scheme but that a
number of programs are excluded from the Griffith Connect Scholarships. These programs are identified within the Exclusions section of the Policy.

Recommendation

6.7 The Educational Excellence Committee is asked to recommend the policies and schedules as outlined in Item 6.3 above to the Learning and Teaching Committee for approval at its 9/2006 meeting.

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

Nil

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

7.0 REVISED MEMBERSHIP OF EXCELLENCE EXPO COMMITTEE

7.1 The Excellence Expo Committee is a sub-committee of the Educational Excellence Committee. The Excellence Expo is an annual competition for outstanding school students sponsored by Griffith University and has been operating since 1989. Originally the Expo was designed for primary and secondary students. After a review in 2003 the event was condensed to a one day event and redesigned to incorporate more focus on creativity and innovation. In 2006 the event was narrowed to include only secondary students and the process changed to digital projects. The 2006 event was held on August 5.

7.2 Membership of the Excellence Expo Committee currently includes Faculty staff, representatives from two Education Queensland regions, a representative each from Independent Schools Queensland and Queensland Association for Gifted and Talented Children Inc.

7.3 The Committee wishes to appoint two additional members as follows:

1. The Pro Vice Chancellor (Community Partnerships) or nominee
2. A Representative from External Relations

7.4 A revised Constitution for the Educational Excellence Committee (2006/0007062)(parent Committee of the Excellence Expo Committee) is attached for the consideration of the Learning and Teaching Committee.

Recommendation

7.5 The Learning and Teaching Committee is asked to approve the revised Constitution of the Educational Excellence Committee (2006/0007062)

8.0 NEXT MEETING

The next meeting of the Educational Excellence Committee will be held on Friday 24 November 2006 at 2.30pm in N54_2.06, Bray Centre, Nathan campus.