GRIFFITH UNIVERSITY

EDUCATIONAL EXCELLENCE COMMITTEE

NOTICE OF MEETING

A meeting of the Educational Excellence Committee will be held at 10.00am on Monday 20 October in Room 1.13, Science Education building, Mt Gravatt 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)  
Associate Professor Keithia Wilson  
Until December 31st 2009

Pro Vice Chancellor (Learning and Student Outcomes)  
Professor Susan Spence  
ex officio

Senior Academic Staff (one from each Group appointed by the Group Pro-Vice Chancellor)  
Dr Jock Macleod (Arts, Education and Law)  
Until December 31st 2009

Dr Janis Bailey (Business)  
Until December 31st 2009

Dr Ricardo Simeoni (Health)  
Until December 31st 2008

Dr Ann McDonnell (Science and Technology)  
Until December 31st 2008

Chair, Sport Scholarships Committee  
Professor Dan Funk  
ex officio

Chair, Excellence Expo Committee  
Mr Sam Di Mauro  
ex officio

Dean, Griffith Graduate Research School  
Professor Joy Cumming  
ex officio

Director, Griffith Institute for Higher Education or Nominee  
Ms Christine Grimmer  
Until December 31st 2008

Acting Director, Flexible Learning and Access Services or Nominee  
Ms Dianne Selzer  
Until December 31st 2008

Director, Office for Human Resource Management or Nominee  
Ms Heather Cameron  
Until December 31st 2008

Director, External Relations or Nominee  
Ms Hilarie Dunn  
Until December 31st 2008

Undergraduate Student  
Vacant  
Until December 31st 2008

Postgraduate Student

www.griffith.edu.au/committees
Vacant Until December 31st 2008

Secretary: Ms Rae-Anne Locke (extension 57945)

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Events

Celebrating Teaching Excellence Week
- November 3rd to 7th

Griffith Awards for Excellence in Teaching

Faculty Learning and Teaching Citations

Griffith Grants for Learning and Teaching
- Full proposals close October 27th

ALTC
- AAUT Canberra ceremony November 25th

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 20 October in Room 1.13, Science Education building, Mt Gravatt campus.

Rae-Anne Locke
Secretary

1.0 Apologies

The Chair will advise apologies received for the 8/2008 meeting of the Educational Excellence Committee.

2.0 Confirmation of Action Sheet

Having been circulated, the Committee is asked to accept the Action Sheet of the Educational Excellence Committee’s 7/2008 meeting as a true and accurate record of that meeting.

3.0 Chairperson’s Report

3.1 Report from Learning and Teaching Committee

3.1.1 ATSI Inclusive Curriculum Development and Implementation Working Party and Advisory Group

3.2 ALTC Awards Update

4.0 Reports from Sub-Committees of the Educational Excellence Committee

4.1 Sports Scholarship Committee

4.2 Excellence Expo Committee

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 – IDENTIFYING TEACHING EXCELLENCE

5.1 At the 2/2008 meeting, the Educational Excellence Committee agreed the issue of identifying and rewarding excellence in teaching was a strategic priority for this Committee in 2008.

5.2 At its 5/2008 meeting, the Committee discussed the Promotion of Academic Staff Policy and Procedures (2007/0007681) and the Griffith curriculum vitae template and recommended the indicators of teaching success in both be expanded and updated to mirror the research indicators as appropriate. The Committee agreed that recommendations for changes to these documents be incorporated into the broader agenda of identifying teaching excellence.

5.3 At the 6/2008 meeting, Ms Heather Cameron recommended the Committee’s suggestions for changes to the curriculum vitae template be made by November to ensure its implementation in time for the 2009 promotion round. The current curriculum vitae template is attached for the Committee’s consideration (Attachment 5.1).

5.4 Attached are two confidential documents: The Report of the Working Party on the Diversity of Academic Roles (Attachment 5.2) from the University of Queensland and a draft Academic Promotion Policy (Attachment 5.3) from Macquarie University. These are made available for the Committee’s consideration of moving a recommendation to Learning and Teaching Committee to recommend to the Deputy Chancellor (Academic):

- That the promotion criteria for staff in the area of learning and teaching be reviewed;
- That a similar Griffith document is developed for the purposes of staff development and promotion,
- That consideration is given to the establishment of an electronic staff evidence portfolio of learning and teaching that can be used in a similar way to staff research folios.

For consideration

6.0 PROMOTING EXCELLENCE INITIATIVE STANDING ITEM

6.1 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).

6.2 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.

6.3 Attached for the Committee’s consideration are resources that the Learning and Teaching Development Officer, Ms Kathy Watson has developed to assist staff to engage with the awards and grants programs and write applications (Attachments 6.1-6.6), and will speak to these at the meeting.

Ms Christine Grimmer to report

For consideration
7.0 FACULTY LEARNING AND TEACHING CITATIONS

7.1 At the 5/2008 meeting, the Educational Excellence Committee recommended that the Faculty Learning and Teaching Citations (FLTC) be aligned with the ALTC awards, with applicants choosing one or two criteria to address while keeping within the current two page limit. The Committee also recommended the FLTC program be offered at a different time to the Griffith Awards for Excellence in Teaching (GAET). As a result, it is recommended that the FLTC’s run in semester 1 and the GAET’s remain in semester 2. These recommendations were accepted by the Deans (Learning and Teaching) at their recent Forum.

Recommendation

7.2 The Committee is requested to consider the revised FLTC guidelines (2008/0022040 Attachment 7.1).

7.3 The Committee is requested to recommend to Learning and Teaching Committee at its December meeting the endorsement of the revised FLTC Guidelines.

For consideration

8.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING STANDING ITEM

8.1 At the 7/2008 meeting, the Educational Excellence Committee discussed possible changes to the nomination process, noting the importance of multiple pathways for nomination. A document that provides suggestions for nominations will be tabled at the meeting.

8.2 At this same meeting, the Committee discussed possible changes to GAET’s in 2009 including:
- coursework postgraduate supervision and the research higher degree supervision categories be collapsed into one award;
- if an applicant did not have the required three semesters SET, then they could submit SEC in lieu;
- negative data would not be a problem if the applicant demonstrated improvement;
- conflicts of interest needed to be declared to the panel chair ahead of time and the person would need to withdraw from the panel or the discussion of the applicant if it foreshadowed a problem;
- remove the requirement to score applicants;
- stipulate applicants needed to be good in all criteria but not excel in all;
- expand the cultural diversity description and change this category name to Cultural Inclusive.

8.3 A document tabling suggested changes will be tabled at the meeting. The Committee will continue its discussions on the GAET’s.

For consideration

9.0 ALTC STANDING ITEM

9.1 The Chair wishes to advise the Committee that applicants are currently being identified and recruited for ALTC Fellowships, Discipline Scholars and Australian Awards for University Teaching.
For consideration

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

Nil

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

10.0 OTHER BUSINESS

The Committee’s attention is drawn to the new University of Southern Queensland Teaching Academy at http://www.usq.edu.au/learnteach/path/grantsawards/teachacad.htm.

11.0 NEXT MEETING: 10am -1pm on the 24th November in Room 2.01 Bray Centre (Includes Christmas break up) – please send Secretary dietary requirements.