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 4 October 2010 via videoconference in Meeting Room 2.06 (N54) Nathan campus and Meeting Room 3.01 (G23), 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 2010

Chair, Excellence Expo Committee
Mr Sam Di Mauro 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)
Associate Professor Jock Macleod (Arts, Education and Law) Until December 31st 2011
Associate Professor Janis Bailey (Business) Until December 31st 2011
Associate Professor Rod Barrett (Health) Until December 31st 2011
Dr Steve Drew (Science, Environment, Engineering and Technology) Until December 31st 2011

Mr Sam Di Mauro (Arts, Education and Law) Until December 31st 2010
Dr Peter Woods (Business) Until December 31st 2010
Associate Professor Saras Henderson (Health) Until December 31st 2010
Dr Ann McDonnell (Science, Environment, Engineering and Technology) Until December 31st 2010

Director, Griffith Institute for Higher Education or Nominee
Ms Christine Grimmer Until December 31st 2010

Director, Information Services, Learning and Teaching or Nominee
Ms Di Selzer Until December 31st 2010

Director, Office for Human Resource Management or Nominee
Ms Heather Cameron Until December 31st 2010

Undergraduate Student
Ms Chloe Maher Until December 31st 2010

Postgraduate Student
Vacant Until December 31st 2010

Secretary: Ms Kathy Watson (extension 57945)

Other Copies
Binding CARMS copy (attachments)
Spare copy (attachments)
## Events

**ALTC Citations for Outstanding Contributions to Student Learning – 8 successful applicants**

**ALTC Grants -**

*Successful Priority Project Grant, round 1 applicants:*
- Dr. Liz Van Acker and Dr. Janis Bailey
- Dr. Cheryl Sim, Dr. Jill Freiberg, and A/P Andrea Allard, A/P Simone White, Deakin University and A/P Rosie LeComu and Ms Briony Carter University of South Australia

## 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 Secretariat on 57879 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-12:30pm on Monday 4 October 2010 via videoconference in Meeting Room 2.06 (N54) Nathan campus and Meeting Room 3.01 (G23), Gold Coast campus.

Lori Wright
Acting Secretary

1.0 WELCOME/ACKNOWLEDGMENT TO COUNTRY

2.0 APOLOGIES

The Chair will advise apologies received for the 4 October 2010 meeting of the Educational Excellence Committee.

3.0 CONFIRMATION OF ACTION SHEET

The action sheet for the 3/2010 meeting of the Educational Excellence Committee is attached

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, including the items below.

4.1 UPDATE ON

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 STRATEGIC LEADERSHIP – CONTRIBUTING TO TEACHING EXCELLENCE - STANDING ITEM – UPDATE

6.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING STANDING ITEM - UPDATE

6.1 The Selection Panels for the Griffith Awards for Excellence in Teaching (GAET) have concluded their deliberations. The Panel Notes containing the recommendations for awards and commendations and feedback to be provided to all GAET applicants will be tabled at the meeting if available.
6.2 Members of EEC who Chaired or were members of Selection Panels are invited to provide feedback to the Committee on their experience and the process, and to identify any recommended changes for 2011.

6.3 A Confidential List (2010/0010253) containing the successful 2010 GAET Award recipients and Highly Commended Certificate recipients for endorsement by the Committee will be tabled at the meeting. These recommendations will then be forwarded to the Chair, Learning and Teaching Committee for executive approval. Recommendations are to remain confidential. An announcement will be made to the University community on World Teachers’ Day, Friday 29 October 2010.

6.4 The Vice Chancellor and Deputy Vice-Chancellor (Academic) have requested a restructuring of the GAET Awards for 2011 in the following ways – 
   a) include a $5000 VCs Griffith Teacher of the Year Award - the strongest winner from the 4 Group Individual Awards category;
   b) cut down the discipline area awards to 4 to align with the Groups rather than the current ALTC categories;
   c) align the Faculty L & T citations with the new Group structure... with 7 in total for AEL and not specified by School (instead of 8 and aligns with Business which is the same size);
   d) ensure that the current special area categories are still aligned with ALTC for 2011.

Recommendation

6.5 The Committee is asked to accept the recommendations contained in:
   - Confidential – 2010 Award Recipients – Griffith Awards for Excellence in Teaching (2010/0010253);

6.6 The Committee is asked to make recommendations regarding the suggested restructuring of the awards for 2011 for forwarding to the Chair, Learning and Teaching Committee.

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

7.1 Guidelines changes for 2011 - The draft document:
   - The Griffith Grants for Learning and Teaching Guidelines (2010/0010254)

7.2 Reporting requirements – Several changes in the ordering of the reporting requirements are suggested based on staff feedback in this round.

7.3 Eligibility requirements – A change to these requirements is suggested to ensure that applicants who are current grant holders have submitted progress reports on these grants to allow track record to be assessed as part of the decision-making process – see section 3.0 of the Guidelines.

For Discussion and possible Recommendation
8.0 ALTC STANDING ITEM – UPDATE

8.1 ALTC changes for 2011 have been published and a summary is attached.

8.2 Confidential lists of potential ALTC citation and award applicants have been collated and will be tabled at the meeting for review and recommendation. These lists are taken from previous recipients of GAETs, ALTC Citations and ALTC awards, and feedback provided by EEC members at the last meeting.

For noting and discussion

9.0 PROMOTING EXCELLENCE INITIATIVE STANDING ITEM

9.1 Lists of previous recipients of all awards and grants for each Academic Group is attached.

- AEL previous recipients – L&T Awards_Grants;
- GBS previous recipients – L&T Awards_Grants;
- Health previous recipients_L&T Awards_Grants;
- SEET previous recipients – L&T Awards_Grants.

The Committee is asked to consider whether these lists should be distributed to Deans L&T and Heads of Schools to be kept updated within the Groups as staff receive additional awards or grants. These lists could assist in developing mentors and critical friends.

- Extending through Deans L&T, the list of group champions;
- The role of critical friends and mentors; and
- The role of the Academy in relation to the Scholarly networks.

For discussion

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

Ms Christine Grimmer will provide an update.

For consideration

11.0 THE REVIEW OF ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES – SELF REVIEW OF EDUCATIONAL EXCELLENCE COMMITTEE

11.1 Earlier this year the Deputy Vice Chancellor (Academic) commissioned a review of Academic Committee, chaired by Emeritus Professor Andrew Lister, to assess its effectiveness and that of its sub-committees in contributing towards assuring the quality of the University’s educational activities and attaining its strategic academic goals.

11.2 The Academic Committee Review Report Griffith University (2010/0011553) and a revised diagram of Academic Committee and its sub-committees are attached for a preliminary discussion by the Educational Excellence Committee. It contains the following recommendations relating to this Committee:
**Recommendation 12:**
That the functions of the Educational Excellence Committee be amended to emphasise and more clearly define its operational role, and that the membership be:

- the Chair, nominated by the Deputy Vice-Chancellor (Academic)
- the Dean (Student Outcomes) and Director, GIHE or nominee
- two academic staff members from each Group, appointed by the PVC
- one undergraduate student and one coursework postgraduate student.

Please note that Executive Group has considered recommendation 12 and advises that membership should include only one academic staff member from each group (rather than two).

Please also note Recommendations 9, 10 and 11 that relate to the Learning and Teaching Committee.

The EEC Constitution (2010/0010255) indicating the suggested membership changes is attached.

11.3 To facilitate discussion by sub-committees, the Secretariat has prepared the attached Review of Academic Committee Proposed Implementation Plan 2011-2012 (2010/0011558). This plan includes the actions that would need to be implemented should the recommendations, and proposed amendments, be approved by Council.

**Recommendation**

11.4 The Committee is asked to:

- offer their general comments on the proposed recommendations, on the report contents, and on the implementation plan as it relates to EEC; and
- if accepted by Council, discuss how the recommendations affecting EEC might be enacted via its committee constitution.

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 **NEXT MEETING**

The next meeting of the Educational Excellence Committee is scheduled to be held:

- Monday 22 November from 10.00am – 12.30pm in N54_2.06 / G34_1.04