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 3 October 2011 via videoconference in room -1.18, Glyn Davis Building (N72), 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 Nirhtanan (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)
<table>
<thead>
<tr>
<th>Committee Team Place Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<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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</tbody>
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GRiffith University
EducationAL EXCELlence Committee

AGENdA

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Rosemary Marson
Secretary

1.0 ACKNOWLEDGMENT TO COUNTRY

2.0 APOLOGIES

3.0 CONFIRMATION OF MINUTES

The Minutes for the 4/2011 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.

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 At its 4/2011 meeting the EEC endorsed the recommendations of the selection panels for the Griffith Awards for Excellence in Teaching (GAET) and agreed to forward the recommendations to Learning and Teaching Committee for approval.

5.2 The winners for the Excellence in Teaching – Four Group Excellence in Teaching Awards are as follows:

AEL  Dr Paula Jervis-Tracey (School of Education and Professional Studies)
GBS  Dr Kate Shacklock (Dept of Employment Relations and Human Resources)
HTH  Joint winners: Dr Roselyn Rose’meyer (Medical Science)
       Dr Jessica Vanderlelie (Medical Science)
SEET Joint winners: Dr Kathryn Tonissen (Biomolecular and Physical Sciences)
              Ms Geraldine Torrisi-Steele (Information and Communication Technology)
5.3 Members of the EEC may recall that for 2011 a new award has been introduced – the Vice Chancellor’s Award for the Griffith University Teacher of the Year. The recipient is to be selected from the winners of the Group Excellence in Teaching Award winners and will receive $5000.

5.4 As Chair of the Learning and Teaching Committee, Professor Sue Spence has asked the EEC to consider the winners from the Groups Excellence in Teaching Awards and to recommend a candidate for the Vice Chancellor’s Award for the Griffith University Teacher of the Year to her for transmission to the Vice Chancellor.

5.5 To assist members in this process the full applications for each of the six candidates are attached. In addition, one page summaries of the six applications, as well as a spreadsheet summarising the SET and SEC data for the six applications, are also attached.

5.6 Members are asked to rank the applications prior to the meeting, and to bring along a list of their applicants in rank order from 1 to 6. The discussion will commence with the rank order to test the level of initial agreement between members’ perceptions, followed by full discussion of the relative strengths of the applications.

Recommendation

5.7 The Educational Excellence Committee is asked to consider the winners from the Groups Excellence in Teaching Awards and to recommend a candidate for the Vice Chancellor’s Award for the Griffith University Teacher of the Year to the Chair, Learning and Teaching Committee.

For consideration and discussion

6.0 GRIFFITH GRANTS FOR LEARNING AND TEACHING – 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:

*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>Assoc Prof Paul Bates</td>
<td>Level 1 - Griffith E-mentoring scheme (GEM)</td>
<td>Final Report</td>
</tr>
<tr>
<td>Dr Duncan Nulty</td>
<td>Level 1 - Promoting good practices in assessment</td>
<td>Final Report</td>
</tr>
<tr>
<td>Professor Michelle Barker</td>
<td>Level 1 - Embedding internationalisation of the curriculum: A multi-level, capacity-building process</td>
<td>19 month Report</td>
</tr>
<tr>
<td>Assoc Prof Jock MacLeod</td>
<td>Level 2 – Developing and implementing a feed-forward approach to assessment in the Faculty of Humanities and social Sciences.</td>
<td>Final Report</td>
</tr>
</tbody>
</table>
For discussion and recommendation

7.0 ALTC STANDING ITEM – UPDATE

7.1 The Chair will provide an update on the current situation regarding the ALTC and DEEWR.

For discussion

8.0 PROMOTING EXCELLENCE INITIATIVE – STANDING ITEM

8.1 Ms Chris Grimmer will provide a summary of ideas from the World Cafe Session at the final PEI forum.

8.2 Ms Karen van Haeringen and Ms Chris Grimmer will provide an update on the Recent ALTC Grant led by Griffith to continue the PEI network throughout Queensland.

For discussion

9.0 STRATEGIC ISSUES IN LEARNING AND TEACHING – STANDING ITEM

9.1 Associate Professor Rod Barrett has proposed the value of developing a set of Principles to Promote Excellence in HDR Supervision Practices at Griffith. The Committee is asked to respond to the idea.

For discussion

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

NIL

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

10.0 GRIFFITH GRANTS FOR LEARNING AND TEACHING - STANDING ITEM

10.1 The Grants Sub-committee of the Learning and Teaching Committee will meet on Wednesday 12 October to interview applicants for the University-level Griffith Grants, prior to the full applications being submitted on 28 October.

For noting

11.0 VICE CHANCELLOR’S TEACHING BURSARIES – SEMESTER 1, 2011

11.1 The EEC is asked to note the following additional, successful recipients of the Vice Chancellor’s Teaching Bursaries for semester 1, 2011:

Dr Deborah Delaney (AFE)
Dr Heather Green (PSY)

For noting
12.0 CELEBRATING TEACHING EXCELLENCE WEEK 2011

12.1 The University’s Celebrating Teaching Excellence Week will be held from 31 October to 4 November, offering opportunities for Griffith staff to engage in a diverse range of local and University-wide events. The week focuses on enhancing learning and teaching and facilitated networking with colleagues within Faculties, Groups and across the University.

Further information can be found on the learning and teaching website at: http://www.griffith.edu.au/learning-teaching/news-events/celebrating-teaching-excellence-week

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

For noting

13.0 OTHER BUSINESS

14.0 2011 MEETING SCHEDULE

14.1 The next Educational Excellence Committee is scheduled to be held on the following date in 2011:

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Confirmed Venues</th>
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<tbody>
<tr>
<td></td>
<td>Nathan campus</td>
</tr>
<tr>
<td>3 October</td>
<td>Room -1.18,</td>
</tr>
<tr>
<td></td>
<td>Glyn Davis (N72)</td>
</tr>
<tr>
<td>28 November</td>
<td>Room 2.06,</td>
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<tr>
<td></td>
<td>Bray Centre (N54)</td>
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For noting