GRIFFITH UNIVERSITY

EDUCATIONAL EXCELLENCE COMMITTEE

NOTICE OF MEETING

A meeting of the Educational Excellence Committee will be held at 2.30pm on Monday 11 September 2006 in M24_3.11A, Psychology Building, Mt Gravatt 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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**Engaging Disciplines/Engaging Communities**

**Presenter:** Professor Michael Gibbons, MBE, Director, SPRU-Science and Technology Policy Research, Sussex University  
**Topic:** “Old Wine in New Wineskins” - Developing Mode 2 Curriculum for Undergraduates  
**Date:** Tuesday 12 September, 12.30 pm - 2.00 pm *(light lunch provided)*  
**Venue:** Multi Faith Centre, Nathan Campus

**Deadlines**

- Griffith Awards for Excellence in Teaching – applications due September 22
- Faculty Learning and Teaching Citations – applications due September 22

**Committee QuickPlace Web Address**

- [https://gplace02.domino.gu.edu.au/QuickPlace/sec-university-committees/Main.nsf/](https://gplace02.domino.gu.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.
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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GRIFFITH UNIVERSITY

EDUCATIONAL EXCELLENCE COMMITTEE

A meeting of the Educational Excellence Committee will be held at 2.30pm on Monday 11 September 2006 in M24_3.11A, Psychology Building, Mt Gravatt campus.

Christine Grimmer
Secretary

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 6/2006 meeting has been circulated.

3.0 CHAIR’S REPORT

3.1 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING

3.1.1 Final numbers of nominations for the 2006 Griffith Awards for Excellence in Teaching are attached. Nominees who responded after the closing date of August 11 were advised that their nomination would be held over until 2007.

3.1.2 The Secretary of the Educational Excellence Committee receives enquiries about the Awards and to date there have been no difficulties reported with the revised guidelines. A recommendation has been made that a simple procedures manual for managing the awards including a section on frequently asked questions be produced for continuity and consistency.

3.1.3 Members requested clarification of the relationship between the Griffith Awards for Excellence in teaching and the Carrick Awards for Australian University teaching. A summary outlining the progression of awards from Griffith Faculty Learning and Teaching Citations to Carrick Awards for Australian University Teaching is attached – Paths to Teaching Excellence Awards - Griffith University and Carrick Institute (2006/0007054)

3.2 RHD SUPERVISION PROPOSAL

3.2.1 At the 5/2006 meeting of the Educational Excellence Committee members requested the Chair to extend an invitation to Professor Joy Cumming to attend the 6/2006 meeting to discuss taking forward a proposal put forward by members of the Educational Excellence Committee for an holistic evaluation of the experience of RHD supervisors and their students. The two Committee members who initiated the proposal will not be in attendance at the 6/2206 meeting so the visit is to be postponed until the October meeting of Educational Excellence 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

4.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING FEEDBACK SCHEDULES

4.1 At its 2/2005 meeting the Educational Excellence Committee recommended that feedback on unsuccessful applications be standardised, relate specifically to the quality of the application in relation to the criteria, and comment on evidence provided.

4.2 At its 6/2005 meeting the Educational Excellence Committee was asked to consider draft templates for feedback on applications for the Griffith Awards for Excellence in Teaching.

4.3 Members requested that the draft feedback templates be revised to include a Likert Scale scoring process and a box for a total for each criterion as follows:

Score allocated for this criterion:
✓ Excellent (5)
✓ Very good (4)
✓ Credit-worthy (3)
✓ Satisfactory (2)
✓ Poor (1)

4.4 The template includes a space for a summary feedback statement and the name of the award to be given in the case of a winning application e.g.

1. Teaching Excellence Award in the category Early Career Teacher or Highly Commended in the category, Early Career teacher

2. Faculty Learning and Teaching Citation or Dean’s Commendation

Recommendation

The Educational Excellence Committee is asked to approve the attached Feedback Template for Applications for the Griffith Awards for Excellence in Teaching. (2006/0007055) and Feedback Template for Applications for the Griffith Awards for Excellence in Teaching – Innovation Award. (2006/0007056) and Feedback Template for Applications for the Griffith Awards for Excellence in Teaching Honours, Postgraduate and Higher Degree Research Supervision. (2006/0007057).

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 (Teaching and Learning) 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 (Teaching and Learning) 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 (Teaching and Learning) 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 (2006/0007008). All responses are now in from Group Pro Vice Chancellors.

**Recommendation**

5.3 The Committee is asked to consider the attached responses from the Group Pro Vice Chancellors Strategic Plan KPI – *Student Success in External Scholarships or Awards* (2006/0007058), along with a discussion paper outlining a process to monitor progress towards targets as outlined in item 5.1(3) and to make recommendations to the Learning and Teaching Committee.

6.0 **SUB-COMMITTEES OF EDUCATIONAL EXCELLENCE COMMITTEE**

6.1 **ACADEMIC SCHOLARSHIPS COMMITTEE**

6.1.1 The Educational Excellence Committee is required amongst its functions to:

4. Conduct and operate a program that celebrates student learning and achievements

5. Conduct and operate the set of Scholarships and awards known as the Griffith University Excellence Awards which include the Sports Scholarship, the Academic Scholarships, and the Excellence Expo Awards.

Three sub-committees of Educational Excellence committee operate to fulfil the function in item 6.1(5):

Academic Scholarships Committee
Sports Scholarship Committee
Excellence Expo Committee

6.1.2 At its 3/2005 meeting the Learning and Teaching Committee discussed the paper, *A New Approach to Undergraduate Scholarships for Domestic*
Students (2005/0035268), which proposed a new model for rethinking Griffith’s approach to the packaging and presentation of academic excellence scholarships for high achieving students. The Learning and Teaching Committee was asked to consider the discussion paper and provide advice to the Deputy Vice Chancellor (Teaching and Learning).

6.1.3 The attached Proposal for Revision of Undergraduate Scholarships (2006/0007021) builds on A New Approach to Undergraduate Scholarships for Domestic Students (2005/0035268), and is informed by the responses to that discussion paper. This paper was prepared by the Academic Registrar in consultation with staff in Academic Administration and deals with the set of undergraduate scholarships that are available to commencing students. The proposal concentrates on scholarships funded by Griffith funds, although links to Government funded scholarships and scholarships from donor organisations are referred to for context.

6.1.4 The revised scholarship scheme proposed that Academic Excellence Scholarships be rolled into a revised Scholarship Scheme to be launched with a new label - The Sir Samuel Griffith Scholarships. It was recommended that the University strive to offer 70 Sir Samuel Griffith Scholarships each year.

6.1.5 The Sir Samuel Griffith Scholarships scheme commenced in 2006. Darren Slattery, Undergraduate Scholarships and Prizes Officer will attend the meeting to give a brief overview of the new scheme and a summary of scholarships awarded to date.

6.2 SPORTS SCHOLARSHIP COMMITTEE

6.2.1 TBA

6.3 EXCELLENCE EXPO

6.3.1 The Chair of Excellence Expo 2006 will report

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

NIL

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

7.0 GRIFFITH WARDS FOR EXCELLENCE IN TEACHING SELECTION PANELS

7.1 The Educational Excellence Committee is required to determine selection panels for ranking applications for Griffith Awards for Excellence in Teaching in each award category including:

- Individual Teacher Award;
- Teaching Team Award;
- Early Career Award;
- Sessional Teacher Award;
- Honours and Postgraduate Coursework Supervision Award;
- Higher Degree Research Supervision Award;
- and Innovation across the Institution Award.
7.2 Where possible selection panels are comprised of four academic members (one representative for each of the four Academic Groups), a GIHE representative and a FLAS representative. It is recommended that a member of the Educational Excellence Committee shall Chair each panel. Past winners of national and University teaching awards are also invited to be panel members.

7.3 The Educational Excellence Committee at its 6/2006 meeting made recommendations for membership of selection panels. The secretary has configured panels accordingly.

Recommendation

7.4 The Committee is asked to note the membership of selection panels

8.0 NEXT MEETING

The next meeting of the Educational Excellence Committee will be held on Monday, 23 October 2006 at 1.00pm in N54_2.06, Bray Centre, Nathan campus.