GRiffith University

Educational Excellence Committee

Notice of Meeting

A meeting of the Educational Excellence Committee will be held at 10.00am on Monday 21st September 2009 in Room 4.08, Hub Link Building (L07), Logan 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)
Professor Keithia Wilson
Until December 31st 2009

Acting Pro Vice Chancellor (Quality and Student Outcomes)
Professor Kerri-Lee Krause
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)
Dr Jock Macleod (Arts, Education and Law) Until December 31st 2009
Mr Sam Di Mauro (Arts, Education and Law) Until December 31st 2010
Dr Janis Bailey (Business) Until December 31st 2009
Dr Peter Woods (Business) Until December 31st 2010
Associate Professor Rodney Barrett (Health) Until December 31st 2009
Dr Saris Henderson (Health) Until December 31st 2010
Dr Steve Drew (Science and Technology) Until December 31st 2009
Dr Ann McDonnell (Science and Technology) Until December 31st 2010

Director, Griffith Institute for Higher Education or Nominee
Ms Christine Grimmer Until December 31st 2009

Director, Flexible Learning and Access Services or Nominee
Dr Kevin Ashford-Rowe Until December 31st 2010

Director, Office for Human Resource Management or Nominee
Ms Heather Cameron Until December 31st 2009

Undergraduate Student
Ms Sigrid Ryan Until December 31st 2009

Postgraduate Student
Vacant Until December 31st 2009

Secretary: Ms Rae-Anne Locke (extension 57945)
Other Copies
Binding CARMS copy (attachments)
Working copy (attachments)
Spare copy (attachments)

Events

**Celebrating Teaching Excellence Week**
- November 2\(^{nd}\) to 6\(^{th}\)

**Griffith Awards for Excellence in Teaching**
- Announcement of results in October

**Griffith Grants for Learning and Teaching**
- Invited applications close October 26\(^{th}\)

**ALTC Awards ceremony in Canberra**
- November 24\(^{th}\)

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 21st September 2009 in Room 4.08, Hub Link Building (L07), Logan campus

Rae-Anne Locke
Secretary

1.0 WELCOME/ACKNOWLEDGMENT TO COUNTRY

2.0 APOLOGIES

The Chair will advise apologies received for the 5/2009 meeting of the Educational Excellence Committee.

3.0 CONFIRMATION OF ACTION SHEET

Having been circulated, the Committee is asked to accept the Action Sheet of the Educational Excellence Committee’s 4/2009 meeting as a true and accurate record of that meeting.

4.0 CHAIRPERSON’S REPORT

4.1 ABORIGINAL AND TORRES STRAIT ISLANDER CURRICULUM DEVELOPMENT & IMPLEMENTATION WORKING PARTY AND REFERENCE GROUP UPDATE

4.2 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 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING STANDING ITEM

5.1 The section panels for the Griffith Awards for Excellence in Teaching (GAET) have concluded their deliberations. Panel recommendations for awards and
commendations will be tabled at the meeting for initial endorsement by EEC, then for forwarding to Learning and Teaching Committee for final endorsement. Recommendations are to remain confidential.

5.2 Attached for the Committee’s information is a document tabling comparative historical statistics for GAET nominations and applications (Attachment 5.0).

5.3 As each of the EEC members was on a GAET panel as a representative of the Committee, the Chair seeks members’ feedback on the experience, process and guidelines. A collation of the panels’ collective feedback will be tabled at the meeting.

5.4 Ms Christine Grimmer will also provided additional feedback from the GIHE representatives on the panels.

5.5 The Chair also seeks members' perceptions on the quality of applications compared to previous years.

For consideration

6.0 ALTC STANDING ITEM – UPDATE

6.1 Fellowships and Discipline Scholars – The Chair will update the Committee on the Fellowships and Discipline Scholars round and processes.

6.2 Awards – The Committee is asked to consider recommendations for applicants for the 2010 round of ALTC citations and awards.

6.3 Grants – At its 4/2009 meeting, the Committee was asked to consider a process for assisting applicants whose grants were unsupported in the recent ALTC round, to review and revise their applications for resubmission in 2010. Members suggested a number of strategies for further consideration including:

- Face to face meetings with the project team
- The development and dissemination of resources
- An EEC sub-group to review applications and provide feedback
- External reviewers as a paid critical friend
- Griffith staff who have experience as an ALTC assessor or are a successful grant recipient as a critical friend
- Faculty-based mentors and networks as a critical friend
- Griffith funded encouragement grants to pilot or partially develop ideas

The Committee noted the use of external reviewers would have budgetary implications and agreed a proposal could be taken to the Dean’s Forum to discuss the Deans setting aside funds out of their respective budgets for this activity. This item has returned to the agenda for further discussion.

6.4 Grants – Notification of Intention to Apply
The GIHE and Secretariat have jointly developed a simple “Notification of Intention to Apply for an ALTC Grant” process and proforma. This is to enable both sections to keep track of potential applicants and enable support for applications. The template is available from the learning and teaching website. Attached for the Committee’s information is the proforma and flowchart (Attachments 6.1 and 6.2).

For consideration
7.0  **GRIFFITH GRANTS FOR LEARNING AND TEACHING STANDING ITEM**

7.1 Committees have concluded their decisions on expressions of interest for all levels of Griffith Grants for Learning and Teaching. Attached are comparative 2007-2009 statistics for expressions of interests for the grants (Attachment 7.0). Full applications are due on October 26th.

8.0  **PROMOTING EXCELLENCE INITIATIVE STANDING ITEM**

8.1 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).

8.2 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.

8.3 Attached for the Committee’s information is a copy of a publication from the University of the Sunshine Coast (USC), promoting engagement with the ALTC and recognising USC success (Attachment 8.0).

8.4 At its 4/2009 meeting, the Committee noted the Institutional Strategy developed for awards and grants proposed working though local networks at the Faculty level and the new promotions profile document recognises this contribution under service. Members also suggested past winners and learning and teaching champions had a role. This item has returned to the agenda for further discussion.

For consideration

9.0  **STRATEGIC USE OF AWARD WINNERS & DISSEMINATION OF BEST PRACTICE BY TEACHING AWARD WINNERS**

9.1 At the 4/2008 and 5/2008 meetings, the Educational Excellence Committee discussed ways that recipients of teaching awards could disseminate their best practice while building leadership capacity. The GAET Guidelines (Section 8.0 – Obligations of Award Winners) also indicate that award winners may be asked to contribute to practice dissemination. The broader aim is to further contribute to the enhancement of the learning and teaching culture at Griffith. University endorsement of such activities also contributes potentially to their recognition for promotional purposes. Suggestions included:

- Contributing to the Graduate Certificate in Higher Education or the intensive Foundations of University Teaching programs run by GIHE
- Peer review of teachers, either by having an award winner sit in on a person’s teaching or having the person sit in on an award winner’s teaching
- Filming or podcasting award winner’s teaching sessions
- Participation in GAET selection panels
- Presenting at Celebrating Teaching seminar series
- Mentoring individual teaching staff in their L&T practice
- Mentoring an ALTC Citation applicant in their discipline
- Contributing to particular Communities of Practice
- Contributing to the Promoting Excellence Initiative (PEI) strategies in Groups & Faculties

The Committee may recommend a process for the engagement of GAET and ALTC award winners in learning and teaching leadership capacity building.
This item remains on the agenda for further discussion.

For consideration

10.0 STRATEGIC LEADERSHIP – IDENTIFYING TEACHING EXCELLENCE - STANDING ITEM

10.1 This remains as a standing item to identify additional, strategic learning and teaching priorities which the EEC may wish to raise with Acting PVC (Quality & Student Outcomes).

For consideration

11.0 OTHER BUSINESS

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

Nil

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

12.0 CELEBRATING TEACHING EXCELLENCE WEEK 2009

12.1 The University’s Celebrating Teaching Excellence Week will be held from November 2nd to 6th, offered opportunities for Griffith staff to engage in a diverse range of local and University-wide events. The week focusses 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

For consideration

13.0 NEXT MEETING

2009 Meeting Schedule (all meetings 10:00am-12:30pm)

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<tr>
<th>Meeting Date</th>
<th>Campus</th>
<th>Allocated Venues</th>
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<td>Nathan</td>
<td>Gold Coast</td>
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<td>9 November</td>
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<td>7 December **</td>
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**Meeting extended to 1.30 for Christmas lunch**