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 5 September 2011** in room 2.01, Bray Centre (N54), Nathan 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 Nirthanan (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 Harson

**Other Copies**

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Spare copy (attachments)
### Committee Team Place Web Address

- 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.
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 3/2011 meeting of the Educational Excellence Committee have been circulated.

To be taken as read and confirmed.

4.0 MEMBERSHIP

Members will wish to welcome Dr Brett Freudenberg to his first meeting of the EEC. Dr Freudenberg is the Committee’s Business Group academic staff representative replacing Dr Peter Woods, who is currently on long service leave for Semester 2, 2011.

5.0 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

6.0 GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING (GAET) AND GROUP LEARNING AND TEACHING CITATIONS - STANDING ITEM

6.1 The selection 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 consideration by EEC; the Committee’s recommendations will be forwarded to Learning and Teaching Committee (LTC) for final endorsement.

Members are reminded that the recommendations are to remain confidential.
6.2 A document containing comparative historical statistics for GAET nominations and applications is attached.

6.3 The Group Learning and Teaching Committees have concluded their decisions on the applications for the Griffith Group Learning and Teaching Citations (including the Dean’s Highly Commended Certificates). A table listing the successful applicants is attached.

6.4 Members are asked to provide input on any suggested changes for 2012 in relation to the current Guidelines as well as the nomination and selection processes.

Recommendation

The Educational Excellence Committee is asked to

- Consider and ratify the recommendations of the GAET panels, as detailed in the confidential tabled document;
- Note the decisions of the Group Learning and Teaching Committees in relation to the applications for the Griffith Group Learning and Teaching Citations (including the Dean’s Highly commended certificates); and
- Comment on the current guidelines for the awards and citations in terms of the nomination and selection processes towards making recommendations to LTC for changes for 2012.

For consideration and discussion

7.0 Griffith Grants for Learning and Teaching - Standing Item

7.1 The Grants Sub-committee of the Learning and Teaching Committee has concluded its consideration of the expressions of interest for all levels of Griffith Grants for Learning and Teaching. Recommendations for applicants to proceed to full applications were forwarded to the DVC (Academic) on 22 August. Full applications are due on October 28th.

7.2 A table of the successful applicants is attached for members’ information.

7.3 Members are asked to provide input on any suggested changes for 2012 in relation to the current Guidelines and processes.

For discussion

8.0 Griffith Grants for Learning and Teaching – Final Reports

8.1 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.

8.2 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.

8.3 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>Assoc Prof Jock MacLeod</td>
<td>Level 2 - Realising the Value of the BA</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>Dr Duncan Nulty</td>
<td>Level 1 - Promoting good practices in assessment</td>
<td>Final Report</td>
</tr>
</tbody>
</table>

For discussion and recommendation

9.0 ALTC STANDING ITEM – UPDATE

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

ALTC FELLOWSHIP FINAL REPORT

9.2 The Report of the ALTC project, *The key to the door? Teaching awards in Australian higher education* (Professor Mark Israel, UWA), has been completed and is attached for members’ consideration.

9.3 The Report contains advice for winners, institutions, and to DEEWR, the results of a survey of 93 recipients (including Griffith staff) of the award (2005-10, and data collected from interviews with 30 award winners.

9.4 The work has informed the review relating to the handover of the awards from the ALTC to DEEWR.

For discussion and comment

2011 AAUT CITATIONS PROGRAM ASSESSMENT REPORT

9.5 In 2011, 318 nominations for citations for outstanding contributions to student learning were received from 42 institutions. The attached Assessment Report details responses from nominees who were required to select one or two selection criteria, determined by the nature of their contribution to student learning. The quality of the work described and the understanding of the criteria and the guidelines displayed in the nominations was of a standard comparable to that seen in 2009 and 2010. The EEC is asked to comment on the Assessment Report in light of Griffith’s involvement in the citation scheme.

For discussion and comment

10.0 GRIFFITH ACADEMY OF LEARNING AND TEACHING SCHOLARS

10.1 The Griffith Academy of Learning and Teaching Scholars was established by Academic Committee on 14 April 2011 (2/2011 meeting), as set out in the attached paper. The Academy will be launched in Celebrating Teaching Week 2011, as part of a high profile event. The Griffith Institute for Higher Education will provide administrative support the Academy and ProfessorKeitha Wilson, as a previous Prime Minister’s teaching award winner, has been appointed as the inaugural Chair.

For discussion
11.0 PROMOTING EXCELLENCE INITIATIVE

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

11.2 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

12.0 STRATEGIC ISSUES IN LEARNING AND TEACHING – STANDING ITEM

12.1 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

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

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

Dr Danielle Twigg (EPS)
Dr Susanne Garvis (EPS)
Dr Mirela Malin (AFE)
Dr Mary Sidebotham (NRS)
Ms Georgina Neville (NRS)
Ms Matylda Howard (NRS)

For noting

14.0 CELEBRATING TEACHING EXCELLENCE WEEK 2011

14.1 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 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

14.2 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, 6.00-8.30pm.

For noting
15.0 OTHER BUSINESS

16.0 2011 MEETING SCHEDULE

16.1 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>
</tr>
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<tbody>
<tr>
<td></td>
<td><strong>Nathan campus</strong></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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<td></td>
<td>Bray Centre (N54)</td>
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For noting