A meeting of the Educational Excellence Committee was held at 10.00am on Monday 21 April at Room 2.02, Chancellery (G34), Gold Coast campus

Item 1.0 ATTENDANCE

Present:  Apologies:
Associate Professor Keithia Wilson  Dr Janis Bailey
Professor Sue Spence  Sam Di Mauro
Mr Kevin Ashford-Rowe  Ms Hilarie Dunn
Ms Heather Cameron
Professor Joy Cumming
Ms Christine Grimmer
Dr Jock Macleod
Dr Ann McDonnell
Dr Ricardo Simeoni

Secretary:  Rae-Anne Locke
Present by invitation:

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<th>Item No.</th>
<th>CONFIRMATION OF ACTION SHEET</th>
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<tr>
<td>Action</td>
<td>Action sheet accepted as a true and accurate record of the Committee’s 2/2008 meeting. Moved Kevin Ashford-Rowe, seconded Sue Spence</td>
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<table>
<thead>
<tr>
<th>Item No.</th>
<th>CHAIRS REPORT</th>
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| Description | 3.1 The Chair reported:
  1) Both an advisory group and a working party were being formed to progress the Inclusive Indigenous Learning and Teaching Practices agenda.
  2) Griffith was a partner institution with the University of South Australia in an Expression of Interest for a Carrick Grant that aimed to generalise models for indigenising the curriculum across disciplines.
  3) Griffith would not be proceeding with the benchmarking exercise with the University of Western Sydney at this stage.

  3.2 The Chair reported:
  1) Griffith would be submitting a larger number of Carrick grant applications this year.
  2) 15-20 applications for Carrick Citations would be selected on April 24 to submit to Carrick on May 9. |
The Committee identified the need to think and act strategically about grant opportunities and the progression from Griffith grants to Carrick grants and noted a project officer may be appointed in this area. It was suggested that the new Learning and Development Officer could compile a list of external funding opportunities and be invited to attend a future Educational Excellence Committee meeting to discuss the grants process. A further suggestion was to invite Dr Elizabeth McDonald from Carrick to the University to speak to staff about grants.

Professor Sue Spence requested an addition to the Griffith Grants for Learning and Teaching Guidelines to indicate that priority will be given to projects which have the potential to progress to external grants.

Professor Sue Spence raised concerns about the short turnaround time for endorsing applications and letters of institutional support and identified the need for a documented process for people seeking this and for ensuring timelines are mandatory.

Professor Joy Cumming reported that the Endeavour Executive Awards offer bursaries to people to improve administrative processes.

The Chair also reported that Learning and Teaching Committee had agreed to recommend to Academic Committee that a Working Party be formed to undertake a review of SET and SEC instruments and the process and system that underpin these measures.

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<tr>
<td>1. Ms Christine Grimmer to invite Learning and Development Officer to a future Educational Excellence Committee meeting.</td>
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<td>2. Ms Christine Grimmer to request the Learning and Development Officer compile a list of external funding opportunities.</td>
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<td>3. Secretary to document what information is needed to assist the PVC (Learning and Student Outcomes) to endorse Griffith’s participation as a partner in grant applications.</td>
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<td>4. Chair, Secretariat &amp; the PEI Coordinator to revise the Carrick Grants time schedule for 2009 to ensure all are submitted 2 weeks before the Carrick deadline. This allows the PVC (L&amp;SO) time to read &amp; endorse.</td>
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<td>5. Chair to amend the GGL&amp;T Guidelines for 2008 to indicate that priority will be given to projects which have the potential to progress to external grants.</td>
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<td>6. PEI Coordinator will check the possibility of GIHE running Carrick Grants workshops for staff in the future.</td>
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**Item No. 4.0 REPORTS FROM SUB-COMMITTEES**

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<td>Noted</td>
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**Item No. 5.0 STUDENTS SUCCESS IN PRESTIGIOUS EXTERNAL SCHOLARSHIPS**

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<tr>
<td>The University’s Strategic Plan identifies student success in prestigious external scholarships and awards as one of its key performance indicators. The policy, Schedule for Monitoring Progress in the KPI – Success in External Scholarships or Awards (2007/0002255), was developed as a means to measure success in this KPI.</td>
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<td>The Committee discussed the draft revised policy (2008/0022016). Major changes included:</td>
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<td>• The consolidation of scholarships and awards measured confined to prestigious</td>
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The introduction of a new Griffith University Scholars Encouragement Awards scheme as a mechanism to assist with the identification and nurturing of high achieving students and as a pathway to the prestigious external scholarships and awards schemes.

Responsibility for the operation of the Griffith scheme, implementing strategies to achieve the success in prestigious externals scholarships KPI and recording and reporting data to be with the Honours College and Undergraduate Prizes and Scholarships Office;

An expansion of the indicators of success that are measured by this KPI.

The Committee asked if the new scholarships would be open to both postgraduate and undergraduate students and if both, should the postgraduate scholarships be best placed with the Griffith Graduate Research School or Postgraduate Student Centre. The Committee also requested the Secretary ascertain if the University was intending to have a single scholarships website.

**Actions**

Secretary to follow up and report back at next Educational Excellence Committee meeting.

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### Item No. 6.0 EDUCATIONAL EXCELLENCE COMMITTEE CONSTITUTION

**Description**

The Committee reviewed the Educational Excellence Committee Constitution, with particular attention to the role of the Committee as described in section 3.0 Functions.

Members identified that the functions related to student sporting scholarships and the Excellence Expo Awards related to the two-subcommittees and questioned if these sub-committees might be better placed if they were sub-committees to another student-oriented parent committee, rather than the Educational Excellence Committee.

The Committee also acknowledged responsibility for the Celebrating Teaching program had moved to GIHE and queried if the Educational Excellence Committee might collaborate with GIHE in development of the program. The Committee recommended changing the wording of function 3 to “collaborate in the design and conduct of the Celebrating Teaching program”. Ms Christine Grimmer agreed to bring the program to the next meeting of the Educational Excellence Committee.

The Committee requested the Secretary identify and collate information on existing partnership schemes between Griffith University and partner schools and teachers. Pending further investigation and review, the constitution will return to the Educational Excellence Committee at a future meeting.

**Actions**

1. Secretary to follow up question of placement of two sub-committees with the Academic Registrar and the DVC (Academic).
2. Ms Christine Grimmer to bring Celebrating Teaching program to next meeting of the Educational Excellence Committee.
3. The Secretary to identify and collate information on existing partnership schemes between Griffith University and partner schools and teachers and bring to a future meeting of the Educational Excellence Committee.

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### Item No. 7.0 THE VICE CHANCELLOR AND PRESIDENT’S TEACHING BURSARIES

**Description**

The Committee reviewed a draft revised policy for the Vice Chancellor and President’s Teaching Bursaries (2008/0022013) and a revised application form and progress report template.

Noting minor changes to the responsible GIHE officer, the Committee endorsed the
revised policy and agreed to recommend to Learning and Teaching Committee that the revised policy be approved.

**Action**

Recommend to Learning and Teaching Committee that the Vice Chancellor and President’s Teaching Bursaries (2008/0022013) be approved.

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### Item No. 8.0 DISSEMINATION OF BEST PRACTICE BY TEACHING AWARD WINNERS

**Description**

Deferred to next meeting.

**Action**

Secretary to place on agenda for next Educational Excellence Committee meeting.

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### Item 9.0 ROLE OF EDUCATIONAL EXCELLENCE COMMITTEE IN CARRICK AWARD APPLICATIONS

**Description**

Deferred to next meeting.

**Action**

Secretary to place on agenda for next Educational Excellence Committee meeting.

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### Item No. 10.0 STRATEGIC LEADERSHIP – IDENTIFYING TEACHING EXCELLENCE

**Description**

Professor Sue Spence advised the Committee that the Learning and Teaching Principles and criteria and standards for identifying and recognising excellence in teaching needed to all fit together to provide a consistent and coherent framework, with the principles needing to be developed first. A working party had been formed to progress these principles.

It was agreed that the Educational Excellence Committee could start to collate relevant sources of information on teaching excellence criteria and standards and that the school sector and higher education sectors in other countries had already done quite a lot of work in this area.

Professor Sue Spence advised that one part of the Carrick funded Teaching Quality Indicators project, lead by Professor Judyth Sachs from Macquarie University, was examining excellence in teaching from a staff appointment, promotion and annual appraisal perspective.

Professor Sue Spence recommended the Educational Excellence Committee Chair discuss the Committee’s intentions of identifying teaching excellence and standards with the DVC (Academic).

**Action**

The Educational Excellence Committee Chair to discuss Committee’s direction on identifying teaching excellence criteria and standards with DVC (Academic).

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### Item 11.0 CELEBRATING TEACHING AT GRIFFITH WEEK

**Description**

The Committee discussed the proposed learning and teaching week in November and suggested that it be used as an opportunity to showcase the practices of award and grant winners.

**Actions**

1. Secretary to find out about the work-integrated learning IRUA 2-day event planned for later this year.
2. Secretary to organise meeting to discuss proposed learning and teaching week in November.

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### Item 12.0 PROMOTING EXCELLENCE INITIATIVE STANDING ITEM

**Description**

Ms Christine Grimmer reported that a reference group had been formed and that the Learning and Development Officer would commence in early May. The part-time HEW 6 also funded from this initiative, had commenced working on the production of resources to sustainably assist staff in the development of award and grant applications. A planning meeting would be held on May 8th.
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<tr>
<th>Action</th>
<th>STRATEGIC LEADERSHIP DISCUSSION STANDING ITEM</th>
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<tbody>
<tr>
<td>Description</td>
<td>Nil</td>
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<td>Item 13.0</td>
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<table>
<thead>
<tr>
<th>Action</th>
<th>Other Business</th>
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<tr>
<td>Description</td>
<td>Nil</td>
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<td>Item 14.0</td>
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| Action | NEXT MEETING: 10.00am on Monday 19 May at Room 2.06, Bray centre (N54), Nathan campus – teleconferenced with Room 1.04 (Chancellery), Gold Coast campus. |
| Item 15.0 |  |

Confirmation of minutes ____________________________ Date: _________________