A meeting of the Educational Excellence Committee was held on Monday, 21 August 2006 in N54_2.06 Bray Centre, Nathan at 2.30 pm.

**ACTION SHEET**

### PRESENT:

Professor Michelle Barker

Dr Ann McDonnell
Dr Cristina Poyatos-Matas

Mr Kevin Ashford-Rowe
Sam DiMauro

Ms Heather Cameron
Ms Margaret Fairman

Dr Cameron Allan
Professor Alan Knight

Dr Duncan Nulty

Secretary: Christine Grimmer

<table>
<thead>
<tr>
<th>Name of Item</th>
<th>Brief Description</th>
<th>Action</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0 CHAIR’S REPORT</td>
<td>The Chair noted that Griffith had submitted the maximum compliment of applications for Carrick Awards this year – 10 Citations 5 Teaching Excellence 4 Program Excellence</td>
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<td>3.1 Carrick Awards</td>
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<td>4.0 Nominations for GAETS</td>
<td>A summary of nominations for Griffith Awards for Excellence in Teaching was provided as follows. Individual Teacher 88 eligible nominees 61 potential applicants Early Career 23 eligible nominees 19 potential applicants</td>
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**Casual Academic**  
32 eligible nominees  
25 potential applicants

**Teaching Team**  
12 eligible nominees  
8 potential applicants

**Hons & PG Coursework Supervision**  
17 eligible nominees  
12 potential applicants

**Higher Degree Research Supervision**  
27 eligible nominees  
21 potential applicants

**SELECTION PANELS FOR GRIFFITH AWARDS FOR EXCELLENCE IN TEACHING**

The Educational Excellence Committee nominated members for selection panels for ranking applications for Griffith Awards for Excellence in Teaching in each award category as follows:

1. Individual Teacher  
2. Teaching Team & Casual Academic Staff  
3. Early Career;  
4. Honours and Postgraduate Coursework Supervision and Higher Degree Research Supervision  
5. Innovation across the Institution

Selection panels comprise 4 academic representatives (one for each group) and representatives nominated from FLAS and GIHE. Where possible the Chair nominated is one of the 4 academics and is also a member of the Educational Excellence Committee. Every attempt was made to demonstrate gender equity in membership of selection panels.

**Provision of Feedback To**  
At it's 2/2005 meeting the Educational Excellence Committee asked the Secretary to identify nominees for remaining vacancies in selection panels and initiate process to invite members to participate in panels in the week of October 9 - 13.
| **UNSUCCESSFUL GAET APPLICANTS** | 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.  
6.2 The Educational Excellence Committee was asked to consider draft *Griffith Awards for excellence in teaching Selection panel – evaluation and feedback templates* | Draft feedback templates to include a Likert Scale scoring process for each criterion as follows:  
Score allocated for this criterion:  
- Excellent (5)  
- Very good (4)  
- Credit-worthy (3)  
- Satisfactory (2)  
- Poor (1)  
The template is also to include a space for a summary feedback statement. |
| **STUDENT SUCCESS IN EXTERNAL SCHOLARSHIPS AND AWARDS** | 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.*  
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 | The Committee requested the Secretary to collate responses from Academic Groups and to draft a response to the Deputy Vice Chancellor (Academic) on progress with monitoring the indicators. |
The next meeting of the Educational Excellence Committee will be held on Monday 4 September 2006 in M24_3.11A, Mt Gravatt campus.